

Kent Taylor Civic Hall Council Chambers 200 NE Second Street McMinnville, OR 97128

Budget Committee Meeting Agenda Wednesday, May 22, 2024 Thursday, May 23, 2024 Friday, May 24, 2024 (if needed) 6:00 p.m.

Welcome! The public is strongly encouraged to participate remotely but there is seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself.

Submitting public comments prior to the meeting is encouraged. Comments or questions regarding the budget or the use of state-shared revenues received by Wednesday, May 22<sup>nd</sup> at noon, will be provided to the Budget Committee for their consideration on Wednesday, May 22, 2024. <a href="https://www.mcminnvilleoregon.gov/finance/webform/budget-public-comment">www.mcminnvilleoregon.gov/finance/webform/budget-public-comment</a>

The public is strongly encouraged to relay concerns and comments to the Council in one of four ways:

- Attend in person and fill out a public comment card.
- Email at any time up to noon on Wednesday, 22nd to <a href="mailto:CityRecorderTeam@mcminnvilleoregon.gov">CityRecorderTeam@mcminnvilleoregon.gov</a>
- If appearing via telephone only please sign up prior by **noon on Tuesday, May 21st** by emailing the City Recorder at <u>CityRecorderTeam@mcminnvilleoregon.gov</u> as the chat function is not available when calling in Zoom;
- Join the Zoom meeting use the raise hand feature in Zoom to request to speak, once your turn is up we will announce your name and unmute your mic. You will need to provide the City Recorder with your First and Last name, Address, and contact information (email or phone) for a public comment card.

You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:

mcm11.org/live

Download the "Cablecast" app on iOS, Android, Roku, Apple TV or Amazon Firestick and watch McMinnville City Council on all your devices.

#### **BUDGET COMMITTEE MEETINGS:**

You may join online via Zoom Meeting:

https://mcminnvilleoregon.zoom.us/i/88594343501?pwd=byPLxaTrFp8Be2w7F9E8aEPAeAorel.1

Meeting ID: 885 9434 3501 Passcode: 904300

Or you can call in and listen via Zoom: 1-253-215-8782

ID: 885 9434 3501

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. ELECTION OF BUDGET COMMITTEE CHAIRPERSON
- 4. CONSENT AGENDA
  - a. Consider the Minutes of the May 17, 2023 Budget Committee Meeting.
  - b. Consider the Minutes of the May 18, 2023 Budget Committee Meeting.
  - c. Consider the Minutes of the June 16, 2023 Special Called Budget Committee Meeting.
  - d. Consider the Minutes of the June 21, 2023 Budget Committee Work Session Meeting.

- e. Consider the Minutes of the October 24, 2023 Special Called Budget Committee Work Session Meeting.
- f. Consider the Minutes of the November 28, 2023 Special Called Budget Committee Meeting.
- PRESENTATION OF BUDGET MESSAGE BY CITY MANAGER
- PUBLIC TESTIMONY ON THE PROPOSED 2024-2025 BUDGET
- 7. PUBLIC HEARING ON POSSIBLE USES OF STATE REVENUE SHARING
- 8. PRESENTATION, REVIEW AND DISCUSSION OF THE PROPOSED BUDGET FOR 2024-2025 FISCAL YEAR
- 9. BUDGET COMMITTEE RECOMMENDATION TO APPROVE THE 2024-2025 BUDGET AS PROPOSED OR AMENDED AND TAX RATE
- 10. IF NEEDED; MOTION TO CANCEL THE MEETING SCHEDULED MAY 24, 2024, 6:00 P.M.
- 11. ADJOURNMENT



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(two budget documents are available on the City's website via above hyperlinks)

# CITY OF McMINNVILLE MINUTES OF BUDGET COMMITTEE MEETING

Held via Zoom Video Conference and at the at the Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, May 17, 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Adam Garvin Kellie Menke Chris Chenoweth

Sal Peralta (via Zoom) then in person at 7:04 p.m.

Zack Geary Jessica Payne

Budget Committee: <u>Present</u> <u>Absent</u>

Jerry Hart Lonny Watne Victoria Ernst

Debbie Harmon Ferry Meredith Maxfield

Jerry Mason

Scott Cunningham

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, Information Systems Director Scott Burke, Library Director Jenny Berg, Municipal Court Supervisor Jason Carbajal, Financial Services Analyst Crystal Wooldridge, Finance Director Jennifer Cuellar, Parks and Recreation Director Susan Muir, Fire Operation Chief Amy Hanifan, Municipal Court Judge Arnold Poole, Human Resources Manager Vicki Hedges, Police Chief Matt Scales (via Zoom), Fire Chief Rich Leipfert (via Zoom), Public Works Director Anne Pagano (via Zoom), Public Works Operations Superintendent David Renshaw (via Zoom), Development Customer Service Technician Devin Aldrich (via Zoom), Financial Services Administrator Ronda Gretzon (via Zoom), City Engineer James Lofton (via Zoom), Wastewater Services Manager Leland Koester (via Zoom), Aquatic Center Manager Rob Porter (via Zoom), and members of the News

Media – Jerry Eichten, McMinnville Community Media, and Scott Unger, News-Register.

#### **AGENDA ITEMS**

5.

- CALL TO ORDER: Mayor Drabkin called the meeting to order at 6:25 1. p.m.
- 2. ROLL CALL: City Recorder Cisneros called roll.
- 3. **ELECTION OF BUDGET COMMITTEE CHAIR:**

Councilor Geary nominated Jerry Hart as Budget Committee Chair. The nomination PASSED unanimously.

- CONSENT AGENDA 4.
  - a. Consider the minutes of the May 17, 2022, Budget Committee Meeting
  - b. Consider the minutes of the May 18, 2022, Budget Committee Meeting
  - c. Consider the minutes of the January 18, 2023, City Council and Budget Committee Work Session Meeting
  - d. Consider the minutes of the January 24, 2023, Special Called Budget Committee Meeting
  - e. Consider the minutes of the April 11, 2023, Special Called Budget Committee Work Session Meeting

City Recorder Cisneros noted an amendment to the April 11, 2023, minutes to include the Budget Committee members in the attendance.

Councilor Chenoweth MOVED to approve the May 17 and 18, 2022, and January 18 and 24 and April 11, 2023, Budget Committee meeting minutes as amended; SECONDED by Councilor Payne. Motion PASSED unanimously.

PRESENTATION OF BUDGET MESSAGE: Chair Hart noted that the Fire District vote passed, however the County still had to certify the vote. After deliberation, the Budget Committee meetings would be recessed until June when they would make a final decision on the budget.

City Manager Towery said they planned to call the Budget Committee back in June to approve the budget. They were going to focus on the Fire District-approved version of the budget tonight. He discussed the General Fund and need for additional revenues. They had implemented a City Services Charge in January. There was \$6.29 million with \$5.44 million in unrestricted dollars available for general operating (the balance was for the LOSAP's retirement benefits for volunteer firefighters). The total budget

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was \$24.2 million. He then discussed rebuilding reserves. There was new core service delivery funding for parks maintenance, housing, human resources, and establishing centralized facilities maintenance planning. The \$1.4 million in capital investments was supported by internal borrowing in the "transfers in" category and would be repaid FY 2024-25 to FY 2028-29. They would retain a higher reserve level in this transitional year. He reviewed the General Fund spending by department, noting the Fire Department was not included. The budget would not include the \$1.50 tax capacity that was freed up by the fire district annexation. That \$1.50 would be discussed later, but even if it was included, it would not change the fundamental lack of stability in the General Fund. Additional revenue strategies were still needed. This budget also showed the first active expenditures of ARPA funds. They continued to focus on stabilizing General Fund resources. He then discussed personnel costs City-wide, personnel trends, and transfer of the Fire Department employees halfway through the year. He thanked the finance team for putting the budget together.

#### PUBLIC TESTIMONY ON PROPOSED 2023-24 BUDGET 6.

Mark Davis, McMinnville community member, suggested rearranging the agenda so public comments came after the budget was presented. He was generally in support of the budget. He did not think they should touch the \$1.50 at this time. He wanted to use the 30% of the Transient Lodging Tax the City received for affordable housing. Also, affordable housing needed to be sited near parks. The City needed land for both affordable housing and parks and now was the time to look into land banking and land trust.

John Rickert, McMinnville community member, said this was a large budget document. He had no disagreement with it, but thought it was interesting.

It was noted the City received a written public comment which would be made part of the record.

#### PUBLIC HEARING ON POSSIBLE USES OF STATE REVENUE SHARING

Chair Hart opened the public hearing and read the hearing statement.

Finance Director Cuellar presented the staff report. She estimated the City would receive \$522,000 in state shared revenues. She explained where the funds came from and the proposed distribution of the funds across the General Fund departments.

There was no public comment.

7.

Chair Hart closed the public hearing.

8.

#### PRESENTATION, REVIEW, AND DISCUSSION OF PROPOSED BUDGET FOR 2023-2024 FISCAL YEAR

Chair Hart asked if any Committee Member needed to declare a potential conflict of interest.

Councilor Geary stated he was married to a staff member at the Library.

Library Director Berg reflected on the previous years and the uncertainty due to the pandemic and budget shortfalls. There had been more stability this year and she talked about what stability could do for an organization. She then discussed the successes of FY2022-23, which included increased hours from 35 to 44, continued home delivery which was funded by ARPA, increased community awareness of library resources, addition of bilingual story time, library plaza resurfacing, redesign of staff work area, and training and strategic planning. Challenges were behavior issues, vandalism, and theft. Priorities for FY2023-24 were: manage behavior issues through staff training, de-escalation, and partnerships, install security cameras, HVAC assessment and overhaul, expand communication about library resources and services to the community, increase engagement with the Spanish-speaking community, and expansion of the Summer Fun program.

There was discussion regarding the fines and forfeitures fund which had decreased since the library was no longer charging for overdue materials. There was further discussion regarding the difference between Friends of the Library and the Library Foundation, adding more hours, donations, deescalation training, and tracking incidents.

Police Chief Scales thought the changes to revenue from last year had helped stabilize the budget. He discussed the priorities for FY2023-24. This budget was used to fund the City's radio infrastructure as well as City dues to YCOM which provided dispatch services. YCOM dispatching costs continued to increase modestly. There was a large reduction in fees last fiscal year as dues calculations were redistributed. Debt service payments continued for the upgrade to the police radio frequency and radio equipment from FY19/20. There were no large projects or replacements on the horizon, as the emergency communication system continued to function well due to the annual maintenance with Day Wireless. The successes from FY2022-23 included: addition of two K9 officers Storm and Mako, K9 Tucker was certified to detect fentanyl, increased training for officers, launched the new Unmanned Aerial System (drone) program, purchased a Livescan fingerprinting machine for the booking room, entered into an agreement with a property owner for the

storage of RVs and vehicles, reaccredited through the Oregon Accreditation Alliance, hired a field operations captain and new support services manager as well as filled a part-time vacancy at the front office, and hired four recruit officers to fill vacancies. Looking forward to FY2023-24, he planned to hire recruit and lateral officers to fill ongoing vacancies, promotions of new sergeants to fill retirements and promotion, replacement of outdated MDTs in patrol vehicles, continued exploration of an updated records management system, engagement with community partners about management of the ongoing houseless crisis, and continuing to explore partnerships with HHS and other community partners to acquire a community response team. Challenges were: hiring of officers as the hiring pool had shrunk and police academy training dates were backlogged, dealing with the houseless community, funding of community service officers, fleet that was aging faster than replacements could be purchased, and facility deferred maintenance.

There was discussion regarding increasing the annual OLCC permit fees, full cost recovery for permits and licenses, role of community service officers and cost savings, open positions, citizens academy program, charging for fingerprinting, insufficient number of officers, dismantling RV costs, camping ordinance process, education and outreach regarding fentanyl, Narcan training, partnerships with the County, state and federal funding for dealing with drug issues, offsetting overtime by adding community service officers, amount of overtime, and overhire program to reduce overtime.

The Committee took a short break.

Fire Chief Leipfert gave a recap of the Fire Department consolidation efforts. The May election for a new Fire District was successful. This budget reflected a contract with the McMinnville Fire District for the City to provide fire and EMS services for the first six months. This budget included expenditures, City charges to the District, and revenues from current fees for service and district payment to the City from taxes in December. The expenditures were the operating costs for the first six months, IS costs for separation from the City, YCOM fees, and City charges for Finance, Administration/HR, and IS staff support. The expenditures were being budgeted by the City for the first six months of FY24. The revenues were fees for service for ambulance, fire, and miscellaneous fees and loans to the new District from the Wastewater Reserve account to supplement fees for service received. The loan plus interest would be repaid by the District when taxes were deposited. Transition actions included staffing, facilities, and capital/equipment transfers as well as support services and IGA for services. The priorities

for FY2023-24 included continuing efforts to improve fire and EMS service, improving recruitment and retention, and EMS improvements impacting services. Challenges were recruitment and retention.

There was discussion regarding SCBA grant application.

Human Resources Manager Hedges said all full-time positions were filled except police, fire, and City Attorney. They had negotiated improved NEOGOV rates with more functionality, streamlined and further centralized the recruitment process, and implemented NEOGOV Onboard, streamlining hiring forms and processes. For FY2023-24, she planned to do succession planning, implement more NEOGOV functionality including electronic workflows, implement consistent training programs, update the employee handbook, policy and procedure improvements and documentation, and paid family leave. Challenges were recruitment and retention.

There was discussion regarding employees leaving to work for other cities and de-escalation training for all employees.

Human Resources Manager Hedges presented the Administration budget. The priorities for FY2023-24 were core services investments. In both budgets, \$24,000 in City Hall capital projects were included and funded by internal borrowing with a 50% increase in repairs and maintenance spending over the prior year's budget. Funds to support the downtown art program had been bolstered by recent private donations. Contributions to Yamhill County Transit Authority and McMinnville Economic Development Partnership were increased relative to last year. With the Fire District measure passing, the Administration Department would increase its capacity in the following ways: strengthen human resources services by adding another dedicated staffer and support the transition to an independent fire district with a limited duration administrative support position focused on the needs of the new governing body and general administrative work in the first year of its existence. The City Manager and executive team would continue to work with Council to find sustainable funding mechanisms to move forward the City's strategic plan and vision. Continuity of operations for legal counsel remained a concern. ARPA projects included in FY24 were translation and non-English language community engagement and support of DEI activities.

There was discussion regarding City Attorney recruitment, attorney contract services costs, unusually high attorney costs this year, five net employee additions proposed in the budget, two which were limited duration for the fire district transition, charge for employee events, City

Manager travel and training, City's contribution to downtown art, and holiday lighting costs.

Court Supervisor Carbajal said the successes from FY2022-23 were partnering with Yamhill County Behavioral Health to provide mental health services to defendants, continued partnerships with Provoking Hope, YCAP, and Yamhill County work crew, and offering jury trials after Covid-19 restrictions dropped. ARPA funds were used to reduce the backlog of cases, open receivables due, staff a .40FTE court clerk, complete the remodel work in City Hall, and City Hall open to Municipal Court customers. Priorities for FY2023-24 included: continue to advance the DEI plan, advance new programming for mental/behavioral health court, offer new aid/assist programming for municipal court, and maintain relationships with community partners and other City departments. The challenges were lack of sustainable resources. Changes in Oregon law limited driver license suspensions which meant fine revenue declining. There were limited arraignment times available to the Municipal Court for adults in custody at the County Jail. Other challenges were staffing levels for Court with new programming and community court proposals and the software was outdated and could use a revamp.

There was discussion regarding community court, revamping the work crew program, working with code compliance, need for ARPA position to be permanent, collections, grants, and software costs.

Finance Director Cuellar said the internal duties transition was in process to support more analytic capacity to serve the organization. Accomplishments in FY2022-23 included putting excess cash into lowrisk, higher return accounts, getting the City Services Charge off the ground, supporting expansion of purchasing and procurement options, and working on cable franchise renewals. ARPA funds supported projects getting off the ground, led to a second round of funding choices in FY23, and signed contract for forecasting application. Priorities for FY2023-24 were: standing up financial systems for the new Fire District and acting as its finance department during the transition, creating a financial reporting package, continuing to add efficiencies and strengthen internal controls by leaning more on existing software capabilities and paperless workflow options, City Services Charge business processes, and build out more comprehensive low-income program. ARPA funds would be used for grant management transition and implementing financial forecasting application. Challenges included finance functioning at base level, continuing to create a more sustainable financial footprint for the City, and supporting the Fire District back-office build out with limited duration staffing.

There was discussion regarding the City Services Charge.

Finance Director Cuellar presented various budget funds including the Grant and Special Assessment fund where the Downtown Economic Improvement District (DEID) and opioid settlement projection funds were tracked, Transient Lodging Tax fund which would not see a large increase, Telecommunications fund associated with the cable franchise which was on a downward trend, Debt Service fund which were voter approved bonds to support investments in the City's street system as well as construction of the Police Department and City Hall buildings, and Insurance Services fund for property, general liability, and workers comp insurance costs. She then explained the five amendments to the budget document.

There was discussion regarding the payment schedule for opioid funds, projected growth of the TLT, and business occupancy.

There was consensus to continue the meeting to May 18, 2023.

BUDGET COMMITTEE RECOMMENDATION TO APPROVE THE 2023-2024 BUDGET AS PROPOSED OR AMENDED AND TAX RATE

This item was postponed.

9.

10. ADJOURNMENT: Chair Hart adjourned the Budget Committee meeting at 9:41 p.m.

Claudia Cisneros, City Recorder

# CITY OF McMINNVILLE MINUTES OF BUDGET COMMITTEE MEETING

Held via Zoom Video Conference and at the at the Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, May 18, 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Adam Garvin Kellie Menke

Chris Chenoweth (via Zoom) left at 7:18pm

Sal Peralta Zack Geary Jessica Payne

Budget Committee: <u>Present</u> <u>Absent</u>

Jerry Hart Debbie Harmon Ferry

Lonny Watne Victoria Ernst Meredith Maxfield

Jerry Mason

Scott Cunningham

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, Information Systems Director Scott Burke, Finance Director Jennifer Cuellar, Financial Services Analyst Crystal Wooldridge, Public Works Director Anne Pagano, Parks & Recreation Director Susan Muir, Wastewater Services Manager Leland Koester, Public Works Operations Superintendent David Renshaw, Senior Planner Tom Schauer, Development Customer Service Technician Devin Aldrich, Fire Operation Chief Amy Hanifan (via Zoom), Recreation Manager Erin Guinn (via Zoom), Financial Services Administrator Ronda Gretzon (via Zoom), City Engineer James Lofton (via Zoom), Library Director Jenny Berg (via Zoom), Community Center Manager Katie Noyd (via Zoom), Police Chief Matt Scales (via Zoom), Communications & Engagement Manager Noelle Amaya (via Zoom), Aquatic Center Manager Rob Porter (via Zoom), Airport Manager Willy Williamson (via Zoom), Park Maintenance Supervisor Liz Fliszar (via Zoom), Lead Code Enforcement Officer Nic Miles (via Zoom),

Parks and Recreation Sports Manager Steve Ganzer (via Zoom), and members of the News Media -Kyle Dauterman, McMinnville Community Media, and Scott Unger, News-Register.

#### **AGENDA ITEMS**

- 1. CALL TO ORDER: Chair Hart called the meeting to order at ?? p.m.
- 2. ROLL CALL: City Recorder Cisneros called roll.
- 3. Continued from May 17 -- PRESENTATION, REVIEW, AND DISCUSSION OF PROPOSED BUDGET FOR 2023-2024 FISCAL YEAR

IT Director Burke said the successes for FY2022-23 were infrastructure improvements, departmental service delivery projects, website refresh, and ARPA projects for firewall replacement and AV upgrades. Priorities for FY2023-24 included: infrastructure storage/server updates, police MDT replacement for 10-15 cars, and Public Works, Engineering, and WWS software. Challenges were cybersecurity, departmental software updates and purchases, staffing, and Fire District transition.

There was discussion regarding cybersecurity and insurance for cybersecurity.

Community Development Director Richards explained the Planning Department with 5.1FTE dedicated to planning and .25FTE for current/long-range/Urban Renewal. They supported six standing committees, had diversified revenue sources, and created three separate sub-funds in 2020 to identify true costs for fee schedules. Challenges were being understaffed, daunting workload, burnout, and no time for strategic planning. The 2023-24 budget projects included: entitling land supply for housing, responding to HB 2003 state mandates, and Three Mile Lane area design and development standards. Priorities were public engagement, changing the tone of the dialogue in McMinnville about planning, DEI planning, sustainability planning, and rebuilding the program. The department was functioning between below base level and base level. They needed more staffing to support the programs and planning and GIS for planning data and staff support. Due to staffing capacity and workload, heads were down, and planning staff was grinding. There was very little opportunity for looking up and strategic planning. They were reactionary and not proactive, which was a counterintuitive place to be for planning.

Code Compliance moved from the Police Department to Planning in 2018. There were two FTEs in the department. They had moved from a penal

program to an administrative program. In 2022, they had 50% staffing due to a long vacancy, processed 374 cases, and graffiti had increased from two properties in 2021 to 50 properties in 2022. For 2023-24, they would create some volunteer programs to help with property nuisances.

Economic Development was a new fund established in FY22/23. It was funded 100% with grants and 1 FTE had been hired, a special projects manager. The Building department had 4.25 FTEs (.25 of Community Development Director) and was a 100% fee-supported program. Challenges to the Building department were: future reduced permitting levels, redundancy, specialty inspections, and Building Official.

Affordable Housing was also a new fund in FY22/23 and was funded with CET and grants. Successes were: Navigation Center, Stratus Village, Operation Generation, expansion of Gospel Rescue Mission, and Baker Creek lofts. Challenges were: the need was significant both for subsidized and market workforce housing, continued gentrification, continued nimbyism, and state mandates in the 2023 session. They were recommending hiring 1 FTE, an Associate Planner dedicated to housing. It would be 75% funded with CET funds and 25% funded with General Fund.

There was discussion regarding support for the additional planner, how they were behind in long-range planning projects, not keeping up with state mandates, not enough planners, Fox Ridge Master Plan, Southwest Area Plan, Transportation System Plan, increase in professional services for legal services, hiring a land use attorney for Planning, workload, facility repair and maintenance, professional services for grants, calculating housing deficit, and current projects to fill the housing deficit.

Public Works Director Pagano discussed the Public Works organization chart. The Engineering Department successes from FY2022-23 were: hiring a City Engineer, hiring a new GIS Specialist, Mercury Total Maximum Daily Load (TMDL) Plan approved by DEQ and staff was working on implementation, and completing the second of 4 inflow and infiltration sanitary sewer improvement projects. Priorities for FY2023-24 included: managing the City's transportation, wastewater, stormwater, airport infrastructure, and related capital improvements including ARPA-funded projects, reviewing and inspecting public infrastructure improvements as part of private developments, sidewalk, ROW, and construction permits, maintaining the City's public infrastructure records in GIS, and managing procurement and contracts for all Public Works projects and City maintenance contracts. Challenges were being understaffed and lack of support staff.

There was discussion regarding cost recovery for private development and inspections of public right-of-way installations.

Public Works Director Pagano reviewed the Airport budget. Success from FY2022-23 were: hiring an Airport Administrator, updating the Airport Minimum Standards (rules), and completing new striping on taxiways. Priorities for FY2023-24 included updating the Airport Master Plan, looking for funding opportunities for Business/Economic Development Plan, starting the design for the fencing project (north side), and leasing the old Comcast building on Nimbus Loop. Challenges were maintaining self-funding for airport maintenance and operations.

There was discussion regarding possible economic development opportunities to increase revenues, if the \$35,000 for the Comcast building reversion to airport ownership would be enough, and Airport Commission interviews.

Public Works Director Pagano reviewed the Operations budget. For park maintenance, without the fire merger add packages, core services would remain below base. Add package approval would allow for the first of a three year effort to move core services to above base, focusing on materials and services and capital resources in FY23-24. Successes were ARPA-funded fleet/equipment renewals, splash pad design consultant selected, and park security pilot program. Challenges included maintaining/improving service levels with limited resources and camping impacts of increased expenses and workload. Priorities were completing scheduled ARPA projects and park safety.

Public Works Director Pagano explained the Street fund. The core services were traffic operations, pavement and pedestrian facilities maintenance, stormwater maintenance, maintaining a fleet of 64 vehicles and 168 pieces of equipment, and emergency response. Successes were fleet/equipment renewals with ODOT Covid relief funding and initiating the "adopt a road" program with five service groups currently participating. Challenges were flat gas tax revenues, inflationary impacts on materials/supplies, and camping impacts. Priorities included design/construction of local pavement repair projects and updating the Pavement Management Plan.

Public Works Director Pagano discussed the Transportation fund. Core services were capital improvements and contracted pavement rehabilitation. Successes included Safe Routes to School grant award in support of Sue Buel and Patton Middle School pedestrian safety projects. Challenges were the ODOT fund exchange program revisions may severely reduce resources available for pavement preservation projects and inflationary impacts on construction costs. Priorities were street and pedestrian improvement projects and Transportation System Plan update support. For the Facility Management fund, the core services were 56 structures at 28 locations about 363,000 square feet, replacement value from 2018 was \$116,600,000, ages range from 1924 Community Center to 2019 Jay Pearson Park, and service level remains below base. Challenges included no centralized, systemic approach, no funded facilities capital improvement program, limited staff technical knowledge, and current approach pulled assigned staff away from main duties and tended to be ondemand work. The Facility "add package" was 1 FTE full-time, 1 FTE extra-help, vehicle and tools, and no capital resources included.

There was discussion regarding add package items, replacing restrooms at parks with loos, funding sources for the stormwater utility, preventative street maintenance, fund exchange program with ODOT, contract services for sweeping and bringing the service back in-house, homeless camp cleanup costs, contract with the County for park and right-of-way maintenance, street tree program, funding options for streets in the TSP update, Safe Routes to School grant, creation of the CIP plan, hiring an arborist, down trees from the ice storm in Airport Park that needed to be removed, traffic signal at Baker Creek and Michelbook, underfunding the pavement condition index and declining streets, and need for dedicated funding for streets.

Public Works Director Pagano discussed the Wastewater budget. Priorities for FY2023-24 included: meeting or exceeding all the requirements of the National Pollution Discharge Elimination System (NPDES) Permit, working with DEQ for renewal of the NPDES permit, Solids Capacity Improvement Project, master plan updates, administration space needs analysis and old treatment plant demolition plans development, and installing standby generator at the Cozine Pump Station.

There was discussion regarding the biochar process and improving the odor of the wastewater field.

The Committee took a short break.

Parks and Recreation Director Muir discussed successes in FY2022-23. These included launching the Parks Recreation Open Space Master Plan update, program and partnership growth, and outreach and connections. Priorities for FY2023-24 were master planning for parks and buildings, removing barriers to participation, and more outreach and connections. Challenges ahead were the need for capital funding, keeping the current buildings going, community culture and values, park safety and cleanliness, and staff recruitment and retention. She then reviewed the

Park Development fund. The accomplishment this fiscal year was launching the master plan update. Priorities were completing the master plan, Capital Improvement Plan in the budget, and funding plan with SDC update. Challenges included bringing voices into the process that hadn't been reached before, addressing the community's biggest concerns, visionary yet realistic, finding quality, viable property to expand the system, and modernizing existing parks using an equity lens. She discussed the benefits of stability and parks programs for the community.

There was discussion regarding number of FTEs, Cascade Steel scholarship, Senior Center endowment, funding park acquisitions, IGA with the School District for the Kids on the Block program, number of people outside the community who used parks and should contribute to parks costs, and chemical supplies for the pool.

Mayor Drabkin MOVED to cancel the May 19, 2023, Budget Committee meeting; SECONDED by Councilor Payne. Motion PASSED unanimously.

Finance Director Cuellar discussed the proposed changes to the budget. These included an increase to the Polic Department budget for a marketbased salary increase, increase in Park Maintenance for the splash pad, transfers for the new Fire District, increase to the Street Fund for projects that were started in this fiscal year but had to be completed in the next fiscal year, increase in Airport Maintenance fund for HVAC system repairs, increase in the Transportation fund for projects not yet completed to be done next year, increase in the Wastewater Services fund for projects not yet completed to be done next year, increase in Wastewater Capital Fund for projects not yet completed to be done next year, decrease in Wastewater Capital for the transfers to the new Fire District, increase for the ambulance to be purchased by ARPA dollars that had not yet been purchased this year, and increase to the Parks Department for the Senior Center grant.

There was discussion about the proposed changes and how the budget would be updated and brought back to a meeting in June for approval.

Each Committee member asked questions and gave comments on the budget. Included was concern about the staffing shortfalls particularly in the Planning and Police departments, deferred facility maintenance, not imposing the \$1.50 per \$1,000 property tax that would bring in extra tax revenue, bringing some services in-house, Budget Committee involvement in the public outreach about the \$1.50, hiring a volunteer coordinator for parks, explaining to the public the need for the \$1.50, franchise fees, Fire

District funds that were in the intergovernmental category, and how reserves were going up.

There were no changes proposed to the budget.

City Manager Towery thanked everyone for their work. The Committee would meet on June 16 to approve the budget.

4. BUDGET COMMITTEE RECOMMENDATION TO APPROVE THE 2023-2024 BUDGET AS PROPOSED OR AMENDED AND TAX RATE

This item was postponed.

5. ADJOURNMENT: Chair Hart adjourned the Budget Committee meeting at 9:32 p.m.

Claudia Cisneros, City Recorder

#### CITY OF McMINNVILLE

#### MINUTES OF SPECIAL CALLED BUDGET COMMITTEE MEETING Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, June 16, 2023 at 3:00 p.m.

Presiding: Jerry Har, Budget Committee Chair

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Remy Drabkin, Mayor

Adam Garvin, Council President (via Zoom) Chris Chenoweth Sal Peralta

Zack Geary (via Zoom)

Kellie Menke (via Zoom) Jessica Payne (via phone)

Budget Committee: Scott Cunningham Jerry Hart, Chair

Meredith Maxfield

Jerry Mason

Victoria Ernst (via Zoom) Debbie Harmon Ferry

Lonny Watne

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Finance Director Jennifer Cuellar, Information Technology Director Scott Burke, Wastewater Services Manager Leland Koester, Fire Chief Rich Leipfert, Financial Services Analyst Crystal Wooldridge, Community Development Director Heather Richards (via Zoom), Human Resources Manager Vicki Hedges (via Zoom), and City Engineer James Lofton (via Zoom) and members of the News Media -Scott Unger, News-Register (via Zoom).

- 1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 3:01 p.m.
- 2. BUDGET COMMITTEE RECOMMENDATION TO APPROVE THE 2023-2024 BUDGET AS PROPOSED OR AMENDED AND TAX RATE

City Manager stated per the Oregon Revised Stature (ORS) requires the majority of budget committee members vote affirmatively to pass any motion, not the majority of a quorum so any motions stated tonight would require eight votes to pass. Mentioned the Yamhill County Board of Commissioners certified the election results and established the McMinnville Rural Fire District.

Finance Director Cuellar stated e-mailed and noticed on city website the proposed budget changes for consideration. The significant one not covered was the choice to fully spend American Rescue Plan Act (ARPA) dollars. Is proposing to move 4.25 million dollars from Wastewater ending fund balance to the contingency line of the same fund, possibility to move forward on a capital project.

It was moved by Councilor Menke and SECONDED by Committee member Watne that the budget committee of the City of McMinnville has reviewed and hereby approves the budget for the 2023-2024 fiscal year in the amount of \$156,382,633; with the following amendments, move \$4.25 million from Wastewater Capital fund unappropriated fund balance to contingency and the amendments stated in document dated June 12, 2023 titled City of McMinnville Proposed Budget Detailed. The Committee also approves taxes for the 2023-2024 fiscal year, at the rate of \$3.52 per \$1,000 of assessed value for operating purposes and \$3,091,410 for the general obligation bond levy in the Debt Service Fund for principal and interest.

Motion PASSED unanimously by a vote of 11-0.

3. ADJOURNMENT: Chair Hart adjourned the Special Called Budget Meeting at 3:16 p.m.

Claudia Cisneros, City Recorder

### CITY OF McMINNVILLE MINUTES OF BUDGET COMMITTEE WORK SESSION

# Held via Zoom Video Conference and at the Civic Hall on Gormley Plaza McMinnville, Oregon

Wednesday, June 21, 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Adam Garvin, Council President (via Zoom)

Jessica Payne

Kellie Menke Zack Geary Chris Chenoweth Sal Peralta (via Zoom)

Budget Committee: Present Absent

Lonny Watne (via Zoom)

Jerry Hart

Jerry Mason

Debbie Harmon Ferry

Victoria Ernst (via Zoom)

Meredith Maxfield

Scott Cunningham (via Zoom) left @ 6:13pm

Also present were City Manager Jeff Towery (via Zoom), City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Communications & Engagement Manager Noelle Amaya (via Zoom), and Community Development Director Heather Richards (via Zoom), and members of the News Media Scott Unger, News-Register

#### **AGENDA ITEMS**

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 6:00

p.m.

2. DOLLARS AND SENSE PRESENTATION AND DISCUSSION

City Manager Towery said due to the Fire District approval, the City had access to additional permanent tax rate funds for general services. They were looking for input on how the community wanted to prioritize those dollars. He shared part of the FY23-24 budget message as a reminder of the need for additional revenue sources. He explained how the City was

planning to engage the community. He then showed a brief demo of Balancing Act, an online budgeting tool.

There was discussion regarding including a "do nothing" option and a list of things that would not get done if that option was chosen, concern about getting too involved in the weeds and people not comprehending the information, customizing Balancing Act for different groups, data that would be collected from Balancing Act, timeline for gathering the input, offering an alternate interface like a survey, when data points were captured either at the final submission or throughout the process, making sure all options were included, helping people understand what deferred maintenance meant, other methods for getting input such as kiosks in City facilities, one time submissions, and getting input from all areas of town.

There would be a rough draft version available for Budget Committee review and it would go live in late July.

3. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 6:47 p.m.

Claudia Cisneros, City Recorder

#### CITY OF McMINNVILLE SPECIAL CALLED BUDGET COMMITTEE WORK SESSION

## Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, October 24, 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors: **Excused Absence** Present

> Adam Garvin, Council President Chris Chenoweth Zack Geary Jessica Payne

Kellie Menke Sal Peralta

Debbie Harmon Ferry **Budget Committee:** Jerry Hart, Chair

> Victoria Ernst Meredith Maxfield Scott Cunningham Jerry Mason Lonny Watne

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Communications & Engagement Manager Noelle Amaya, Community Development Director Heather Richards, Financial Services Analyst Crystal Wooldridge, Police Chief Matt Scales, Court Supervisor Jason Carbajal, Parks and Recreation Director Susan Muir, Public Works Director Anne Pagano, Library Director Jenny Berg, Senior Center Manager Erin Guinn, City Engineer James Lofton, Grace Juster, and members of the News Media –Kyle Dauterman, McMinnville Community Media and Scott Unger, News Register

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 6:00 p.m.

#### 2. DOLLARS AND SENSE PRESENTATION AND DISCUSSION:

City Manager Towery introduced the topic. He reviewed the Work Session objectives, December 2022 polling, background of the project, balancing act prioritization and simulation, and feedback collected. The current recommendation was to levy \$0.50 per \$1,000 per year for the next three years.

Communications & Engagement Manager Amaya explained the outreach strategy, results, and the methods that were used for the strategy and takeaways.

City Manager Towery discussed the FY 2024-25 levy and budget guidance next steps.

There was discussion regarding public outreach, budget scenarios and distribution of funds, creating a baseline budget to maintain current level of service that included add-ons for certain projects or service expansions, clarifying what the projects or expansions would provide citizens to help with prioritization, allocating money to reserves, phasing the increase, commitment to building a park facility, confusion about what the priorities meant, if the comments in the data were reflective of community feedback, obligations for wage increases, if they deviated from phasing it in there needed to be more public input, more public engagement in the budget process as a whole, and how they could effectively spend the money on the five priorities.

There was consensus that there was an overall need to increase the property tax, however the Committee would like some concrete examples of how individual departments would spend the increase. Generally, there was an interest in the incremental approach.

3. ADJOURNMENT: Mayor Drabkin adjourned the Work Session at 7:01 p.m.

Claudia Cisneros, City Recorder

# CITY OF McMINNVILLE SPECIAL CALLED BUDGET COMMITTEE MEETING

Held via Zoom Video Conference and at the At the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, November 28, 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Excused Absence

Adam Garvin, Council President

Zack Geary Kellie Menke Sal Peralta

Chris Chenoweth Jessica Payne

Budget Committee: Jerry Hart, Chair

Victoria Ernst (via Zoom) Debbie Harmon Ferry Meredith Maxfield Scott Cunningham Jerry Mason Lonny Watne

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Finance Director Jennifer Cuellar, Communications & Engagement Manager Noelle Amaya, Community Development Director Heather Richards, Financial Services Analyst Crystal Wooldridge, Parks and Recreation Director Susan Muir, Information Service Director Scott Burke, and members of the News Media —Phil Guzzo, McMinnville Community Media and Scott Unger, News-Register

1. CALL TO ORDER: Chair Hart called the meeting to order at 6:00 p.m.

#### 2. INVESTMENT OPTIONS AND PROPERTY TAX LEVY OVER TIME:

Chair Hart said the Budget Committee was being asked to decide on investment options and the \$1.50 per \$1,000 property tax levy.

City Manager Towery reviewed the significant financial issues the City had to address over the last several years.

There was discussion regarding implementing the whole \$1.50 at this time, voters deciding what to spend the money on, if the tax was increased then the City Service Fee should be removed, waiting until next year to levy the tax and then levy it at \$0.75 for two years, levying \$0.50 to \$0.75 for the first year, funding priorities should be facilities and parks and recreation, outreach to citizens on what they were getting for the increase, promises made during the Fire District

process, assessed value on new development, state initiatives that did not reflect the community's needs, bargaining agreements and PERS, intent of creating the Fire District, current budget deficit, and how it was made clear that the City was going to bring the \$1.50 back online through a community engagement effort.

Councilor Garvin MOVED to direct staff to prepare a budget for FY2024-25 that included a property tax levy of \$4.02 per \$1,000 of assessed value, an increase of \$0.50 over the current fiscal year; SECONDED by Councilor Peralta. Motion PASSED 12-1 with Councilor Chenoweth opposed.

3. ADJOURNMENT: Mayor Drabkin adjourned the Work Session at 7:01 p.m.

Claudia Cisneros, City Recorder



# City of McMinnville Oregon

2024-2025

# **Proposed Budget**





# 2024-2025 CITY BUDGET

# **Members of the Budget Committee**

**Mayor & Council Members:** 

Remy Drabkin (Mayor) Chris Chenoweth Adam Garvin Zack Geary Kellie Menke Jessica Payne Sal Peralta **Public Members:** 

Scott Cunningham Virginia Ernst Debbie Harmon Ferry Jerry Hart Jerry Mason Meredith Maxfield Lonny Watne

## **City Manager**

Jeffrey Towery

## **Department Heads**

Jenny Berg, Library Director
Scott Burke, Information Systems Director
Jennifer Cuellar, Finance Director
Vicki Hedges, Human Resource Director
Geoffrey Hunsaker, Public Works Director
David Ligtenberg, City Attorney
Susan Muir, Parks & Recreation Director
Heather Richards, Community Development Director
Matt Scales, Police Chief



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# **BUDGET MESSAGE**

# **Budget Message**

May, 2024

The Honorable Mayor Remy Drabkin, City Council and Appointed Members of the Budget Committee

#### I. INTRODUCTION

Success is a journey, not a destination.

~Ben Sweetland

This budget document revolves around three overarching themes:

- Responsive Service Delivery Investments in Core Services are still a priority. We are committed to thoughtful and creative ways to modify and add services, for instance leveraging technology to increase services with stable or limited staffing increases.
- Continued Focus on Financial Sustainability While there
  has been a lot of focus on the General Fund, we are mindful
  of the issues across the organization, addressing
  cost recovery efforts, updating master plans and
  related revenues, recognizing the impacts of one-time
  costs, and carrying costs related to inflation.
- Responsiveness to Community Support for Upgraded and Adequate Facilities – We continue to use internal borrowing to support building maintenance needs, invest in staffing and support for facility maintenance, as well as a continued focus on Parks & Recreation and Library replacement, expansion, and improvements.

It is important to note that this year as well as each year since the pandemic, the city has balanced the demand for services and the revenue needed to support those services with restraint and in recognition of the impacts on community members and businesses. The City did not exercise its full property tax authority in FY2023-24 and again in this proposed budget. A detailed review appears later in this message. There was no inflationary increase applied to the City Services Charge for the calendar year 2024. Wastewater fees were not increased for four years, FY2019-20 to FY2022-23.

Over the past nearly nine years, the city has committed resources and staffing to expand Parks Maintenance services and create dedicated programs to support Human Resources, Community Engagement and Outreach, Housing, Economic Development, Facility Maintenance, and Emergency Management with a net increase of only 1.76 FTE in General Services (non-Public Safety) since FY2008-09. In addition, the organization has seen a substantial transition in leadership, experience, and institutional knowledge. There have been at least 24 retirements in key positions and a likely greater number of people who left the city to pursue promotional opportunities, to live closer to family or to change professions. We have also been largely successful in attracting talented and committed employees and are focused on creating systems that encourage retention and help to fill persistent vacancies in some key areas, particularly Police Officers and certain highly technical fields.

#### General Fund Reserves

Maintaining a healthy reserve is a priority of the Council. McMinnville's reserve policy was updated in 2021 and established a five-year build back period to allow the City time to make the resource and spending adjustments required to reach the General Fund target of two months of operating expense held in reserve.

# **Budget Message**

This budget cycle should have included reserves of 1.75 months of operating to have gotten to the policy goal of two months operating by FY25-26.

With unanticipated, one-time costs associated with the McMinnville Fire District (MFD) transition approaching \$1.4 million, to meet this year's incremental increase in reserve service delivery reductions would have been required to make up the gap. Given that choice, this proposed budget is prioritizing a steady state service delivery budget and an updated reserve plan will be developed so that we can resume the progress that had been made over the last few years.

#### II. BUDGET ASSUMPTIONS

The proposed FY2024-25 budget is based upon the following assumptions and criteria:

**A. THE ECONOMY.** Property taxes account for 48% of the City's General Fund current year revenues and are based on total taxable assessed value (AV). Overall, our AV has continued to rise at a steady rate in the last several years. Taxable assessed value is projected to increase 3.97% in 2025 compared to 2024. For 2025, the estimated AV is \$3,614 million.

	Taxable Assessed	
	Value	Percent
<u>Year</u>	(in millions)	Change
2016	2,390	4.00%
2017	2,495	4.39%
2018	2,591	3.85%

2019	2,712	4.67%
2020	2,748	1.33%
2021	2,990	8.81%
2022	3,144	5.16%
2023	3,296	4.83%
2024	3,477	5.47%
2025 Est	3,614	3.97%

**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 AV. Due to the voter-approved creation of MFD, the City of McMinnville chose to underlevy last year by \$1.50 per \$1,000 of AV, the approximate amount of property taxes that historically supported fire and emergency medical services. After a community engagement process, the Budget Committee met in the fall of 2023 and directed staff to create its FY2024-25 budget with 50 cents of that underlevy added back.

In terms of debt service, a projected rate of \$0.8365 per \$1,000 of assessed value will be required to meet voter-approved, general obligation bonded debt payments in FY2024-25. This is 5.9% less than the actual FY2023-24 rate of \$0.8892 per \$1,000 AV.

The total proposed City tax rate for FY2023-24 is estimated to be \$4.8565 per \$1,000 of assessed value (\$5.02 permanent rate minus \$1.00 held back in year 2 of the Fire District plus

# **Budget Message**

\$0.8365 debt service tax rate), compared to \$4.4092 (\$5.02 permanent rate minus \$1.50 plus \$0.8892 debt service estimated tax rate) in FY2023-24, an increase of 10.1%.

A factor of 5% is the estimated amount of current tax that will be delinquent and paid in future years has been used to calculate current property tax revenue. The City of McMinnville's share in FY2023-24 of total property taxes levied in the McMinnville taxing district is 26.1%. With the added 50 cents per \$1,000 AV, the share of property taxes paid to the City will increase in FY2024-25.

C. EMPLOYEE COMPENSATION. Personnel costs are the largest single expenditure classification in the organization. The services supported by property taxes and other nondesignated revenues are heavily invested in personnel – police officers, lifeguards, librarians, recreation program staff, and parks maintenance workers, to name some. These personnel costs are 62% of the total expenditures in the General Fund budget.

Budgeted FY2024-25 personnel costs city-wide are down \$2.7 million, or 10.4% relative to the prior year's amended budget. However, when the figures are adjusted for the half year of fire and emergency medical services costs included in the FY2023-24 budget, personnel costs increase 6.2% city-wide (\$1.5 million). This illustrates that year-to-year comparisons throughout this transition period are challenging to use in gauging the budget impact of choices in any given year on the City's updated portfolio of core services. Excluding the change in full time equivalent (FTE) positions associated with the MFD transition, FY2024-25 has 0.67 less FTE relative to the prior period.

It also merits calling out that, like in FY2023-24, next year's General Fund budget factors in vacancy savings of three positions in the Police Department. If all open positions were budgeted, over \$500,000 would be required in the General Fund budget (\$462,400 in direct expense plus reserves of \$77,000). When circumstances normalize in the public safety field and it's realistic to expect close to full employment for budgeted positions, this adjustment will be another challenging one to add back in from a General Fund fiscal sustainability perspective.

The City's annual Cost of Living Adjustment (CoLA) is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the second half of the year. This year the CPI is 3.17% compared to 7.91% in FY2023-24 and 6.67% for FY2022-23. This year's budget is using this CPI as the salary escalator across all city departments as well as including any other applicable requirements included in the existing police contract.

General Service employees have a high deductible health insurance plan and VEBA accounts to help defray the cost of those deductibles and provide future resources for eligible medical expenses. The McMinnville Police Association (MPA) has a low deductible health insurance plan with the Oregon Teamsters Employer Trust. For all full-time employees with health insurance benefits, the VEBA contribution matches the full deductible amount associated with the appropriate insurance plan.

For general service employees, the City pays for 90% of the cost of an employee's health insurance premium and the employee is responsible for the remaining 10%. For Police

# **Budget Message**

Association members, in the current contract, the City pays 95% of the health insurance premium and the employee pays 5% of the premium.

See the Personnel Services section of the budget document for details on wages and benefits.

**D. OTHER INSURANCE COVERAGES.** Property and liability insurance premiums in the upcoming year are projected to increase by 10% for general liability, 20% for property, 25% for cyber and 5% for the specialty airport policy relative to FY2023-24.

Workers' compensation rates are projected to be less than the prior year's budget or estimated actuals due to the half year of MFD employees still being city employees in FY2023-24. However, we are anticipating an increase of 10% in the ongoing FY2024-25 premiums as our experience modifier has risen to .99 compared to better showings in the mid-80%s the prior two years. This experience modifier means the City's losses were approximately 1% better than the average for SAIF members.

**E. PERS.** City retirement pensions are administered under Oregon's Public Employee Retirement System (PERS) in two basic groups – those hired prior to August 2003 (members of "PERS Tier 1/Tier 2") and those hired afterwards (members of "OPSRP"). PERS employer rates are higher for employees with service records of longer than roughly 20 years.

The FY2024-25 budget is year two in the PERS biennial rate period so no increase to PERS contributions rates are budgeted.

The City's employer contributions (including the 6% employee pick up) represent 4.6% of total expenditures in the 2024-25

proposed budget. Total PERS costs are budgeted at \$5.1 million, a decrease of 10.6% compared to the prior year. The decrease is due to the half year that fire services employees remained in the city organization in the previous year. For longer term trends, a higher proportion of the McMinnville workforce are OPSRP members (the newer Oregon public sector employees who draw a smaller pension benefit), which will help push down the retirement cost trendline.

The employer rates for the 2023-25 biennium range from 26.9% for general service OPSRP employees to 28.7% for PERS Tier 1/2 members of eligible gross pay categories. McMinnville also pays the employee 6% contribution.

The PERS Employer Incentive Fund (EIF) created in the 2018 legislative session is still in existence; the PERS website states "We anticipate a new EIF match application cycle when funds reach \$25 million. This will likely occur in 2025." While the proposed budget for FY2024-25 does not include a reserve for this investment which would include a 25% match on the lump sum contribution from the state, it is highlighted as one of the highest priority unfunded needs for the city.

#### III. STRATEGIC PLANNING.

It is strategic thinking and acting that is important, not strategic planning.

~Unknown

In January 2019, the City of McMinnville adopted Mac-Town 2032. This citywide strategic plan has since served to guide policy priorities and budget allocations. The Mission, Vision and Values set out in the plan have laid the groundwork for several

# **Budget Message**

significant initiatives, including the Core Services Analysis and the ongoing effort to stabilize and expand services using a more financially sustainable model. Perhaps most profoundly, the focus on being mission driven and values based allowed the city to respond to the global pandemic with rapid, innovative approaches to service delivery and community support like home book and prescription deliveries, virtual Municipal Court and the MacFresco (formally known as Dine Out) program.

#### Vision

A collaborative and caring city inspiring an exceptional quality of life.

#### **Mission**

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

#### <u>Values</u>

**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** – 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.

#### **Strategic Priorities**

The following strategic priorities require special focus from the city in the next fifteen years. To move McMinnville toward its Vision, the City believes it will need to make disproportionate investments in time and financial resources in these areas.

CITY GOVERNMENT CAPACITY – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus.

CIVIC LEADERSHIP – Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement.

**COMMUNITY SAFETY & RESILIENCY** – Proactively plan for and responsively maintain a safe and resilient community.

**ECONOMIC PROSPERITY** – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

**ENGAGEMENT & INCLUSION** – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity.

**GROWTH & DEVELOPMENT CHARACTER** – Guide growth and development strategically, responsively, and responsibly to enhance our unique character.

## City of McMinnville 2024 – 2025

#### **Budget Message**

HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM) – Create diverse housing opportunities that support great neighborhoods.

This year the Council re-oriented themselves to the plan (originally adopted in January of 2019) and selected five new priorities for FY2024-25.

#### **CITY COUNCIL PRIORITIES**

#### City Government Capacity

• Evaluate and implement Core Human Resources Functions.

#### Community Safety and Resiliency

 Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity (i.e., How is the need to address homelessness concerns impacting other service levels?).

#### Economic Prosperity

 Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.

#### Growth and Development Character

- Build the new pool/community center.
- Establish Time, Place, Manner (TPM) or similar regulatory tool In the Economic Improvement District (EID) related to wine bars or other sole alcohol sales businesses.

#### 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.

To help give context and make the information presented more understandable, a Financial Overview section includes analysis of the City's revenues, expenditures, and reserves, demonstrating the limited new programming included in the budget. A listing of the General Fund's prioritized unmet core service and strategic investments, along with a summary of new General Fund investments in capital as well as deferred maintenance/capital investments is also available in the Financial Overview section.

The Financial Overview section also includes an explanation of the different types of funds, the purpose of each of the City's funds and notes 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.

## City of McMinnville 2024 – 2025

#### **Budget Message**

#### V. CONCLUSION

All this will not be finished in the first one hundred days. Nor will it be finished in the first one thousand days, nor in the life of this administration, nor even perhaps in our lifetime on this planet. But let us begin.

~ John F. Kennedy

The guidance and advice from the Budget Committee, policy direction from the City Council information gathered from the community and the focused efforts of the executive team and many other key staff members has resulted in this Proposed Budget. It continues to focus on stable municipal services and to set the stage to meet the community's future needs. The work of the past several years has moved us closer to addressing the City's persistent financial deficit by making key capital investments and strategic, incremental increases in crucial service areas and build reserves so core City services will not be distracted by unpredicted occurrences. Due to the MFD creation, these reserves were able to be utilized for one-time transition costs without disrupting steady-state City services. Future work will be necessary to prioritize rebuilding reserves to Council policy.

The preparation of the proposed 2024 – 2025 budget once again highlighted the strength and commitment of the entire team. Finance Director Jennifer Cuellar, Financial Services Analyst Crystal Wooldridge and the entire Finance Staff should once again be commended for their tireless commitment. I am grateful for their hard work along with all others who have worked so hard to prepare this document for your consideration.

The dedication to the community and service of the Mayor, City Council and Budget Committee drove and informed the priorities and public services presented in this document and we are honored by your commitment. We look forward to any questions you have and any direction you may provide as you review and deliberate on the fiscal year 2024-2025 budget.

Respectfully submitted,

Mby R. Tung

Jeffrey R. Towery Budget Officer

City Manager

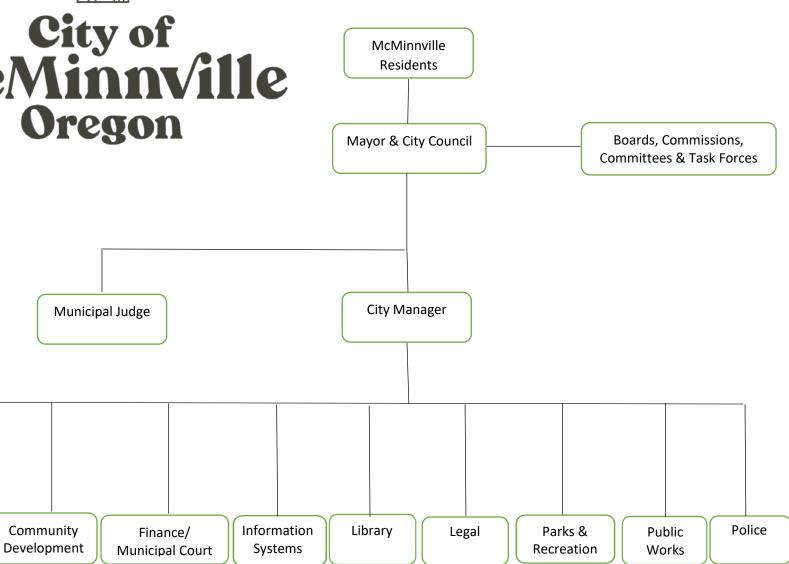
## **CITY OVERVIEW**

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



# City of McMinnville Oregon

Administration





#### CITY COUNCIL PRIORITIES

At the Council goal-setting session in December 2023, the 120+ actions identified as part of MacTown 2032's goals and objectives, 34 are either complete or operationalized and 58 are underway. In addition to the Council priorities listed below, staff is charged with creating work plans for those 58 actions across the seven strategic priorities in MacTown 2032.

#### MacTown 2032 Strategic Priority

#### **City Council Priorities for 2024**



 Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus **Evaluate and implement Core Human Resources Functions.** 



## COMMUNITY SAFETY & RESILIENCY

 Proactively plan for and responsively maintain a safe and resilient community Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity (i.e., How is the need to address homelessness concerns impacting other service levels?).



#### **ECONOMIC PROSPERITY**

 Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors

Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.



## GROWTH & DEVELOPMENT CHARACTER

 Guide growth and development strategically, responsively, and responsibly to enhance our unique character

- **❖** Build the new pool/community center.
- Establish Time, Place, Manner (TPM) or similar regulatory tool in the Economic Improvement District (EID) related to wine bars or other sole alcohol sales businesses.

## FINANCIAL OVERVIEW

- Financial Services Overview including:
  - General Fund Unmet Needs
  - General Fund Capital Investments & Deferred Items

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 2021-22 and 2022-23, the amended budget for fiscal year 2023-24 and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2024-25.

#### 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. The City's adopted strategic plan, Mac-Town 2032, informs Council goals and budget preparation generally.
- 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.

• In 2023, the Budget Committee recommended that if the public voted to create the McMinnville Fire District, the City's FY2023-24 budget should include an underlevy of \$1.50 per \$1,000 of assessed value and conduct community engagement regarding the future use of the City's permanent rate. Voters did create the district and the City launched "Dollars and Sense," a three month community engagement process to collect feedback. In October 2023, the Budget Committee came together in a work session and gave City staff the input that it should create its FY2024-25 budget based on adding back 50 cents of the \$1.50 underlevy to support General Fund activities. Thus, the FY2024-25 proposed budget includes an underlevy of \$1.00 of the City's permanent tax rate.

#### 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

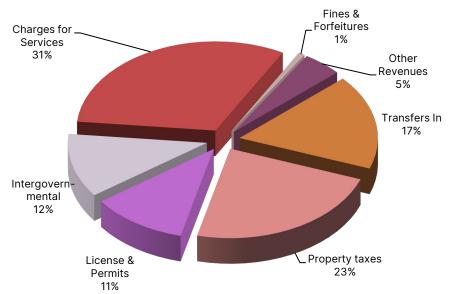
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the District is adopted by the Urban Renewal Agency Board and is not included in the proposed City budget, which is adopted by the City Council.

## All City Funds 2024 – 2025 Proposed Budget

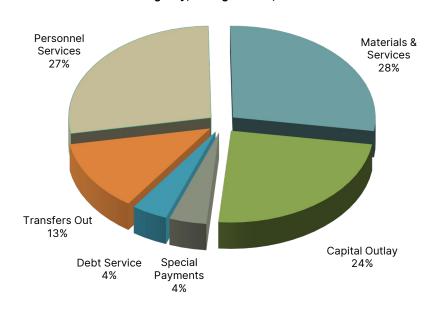
RESOURCES by Type								
Beginning Balance	\$ 59,994,008							
Property Taxes	16,694,600							
License & Permits	8,035,403							
Intergovernmental	8,298,506							
Charges for Services	22,582,092							
Fines & Forfeitures	533,040							
Other Revenues	3,289,323							
Transfers In	12,309,376							
Total Resources	\$ 131,736,348							

#### **REQUIREMENTS by Classification** Personnel Services \$ 25,989,484 Materials & Services 26,232,849 Capital Outlay 22,747,213 **Special Payments** 4,000,000 **Debt Service** 3,847,830 Transfers Out 11,844,524 7,644,962 Contingency **Ending Balance** 29,429,486 **Total Requirements** \$ 131,736,348

## Revenues - All City Funds Excludes Beginning Balance and Urban Renewal Funds



## Expenditures - All City Funds Excludes Contingency, Ending Balance, and Urban Renewal Funds



#### **Resources for All City Funds:**

**Property Tax Revenue** -- \$16.7 million or 23% of all City revenues. McMinnville's \$5.02 permanent rate is budgeted to reflect an underlevy of \$1.00, an increase relative the prior year but less than the permanent rate's level to support General Fund activities. Property taxes fund a large portion of General Fund operations and 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 -- \$22.6 million or 31% of all City revenues. Wastewater charges, ambulance transport fees that still come to the City, Park & Recreation program fees, the city services charge and charges for Information Services and Insurance Services to other funds are in this category.

**Intergovernmental Resources --** \$8.3 million or 12% of all City revenues. Includes state shared revenues in the General Fund and gas taxes in the Street Fund. A variety of state and federal awards are included, though this source is down relative prior years with the spend out of American Rescue Plan Act (ARPA) federal funding in FY2022-23.

**Licenses and Permits Revenue --** \$8.0 million or 11% of all City revenues. Includes franchise fees, payment in lieu of tax, Transient Lodging Tax, local recreational marijuana tax and planning and building fees.

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

**Other Revenues** include interest, donations, property rentals, special assessments and other miscellaneous revenues.

**Transfers In Revenue** -- \$12.3 million or 17% of all City revenues. Includes interfund reimbursements for support and engineering services, internal borrowing payments (including Urban Renewal payments and \$855,000 in new borrowing this year), and transfers related to transportation and wastewater.

#### **Expenditures for All City Funds:**

**Personnel Services Expenditures** -- \$26.0 million or 27% of total City expenditures. \$16.4 million of the Personnel Services expenditures total is for salaries and wages and \$9.6 million in fringe benefits including PERS contributions, health insurance, workers compensation, payroll taxes, etc.

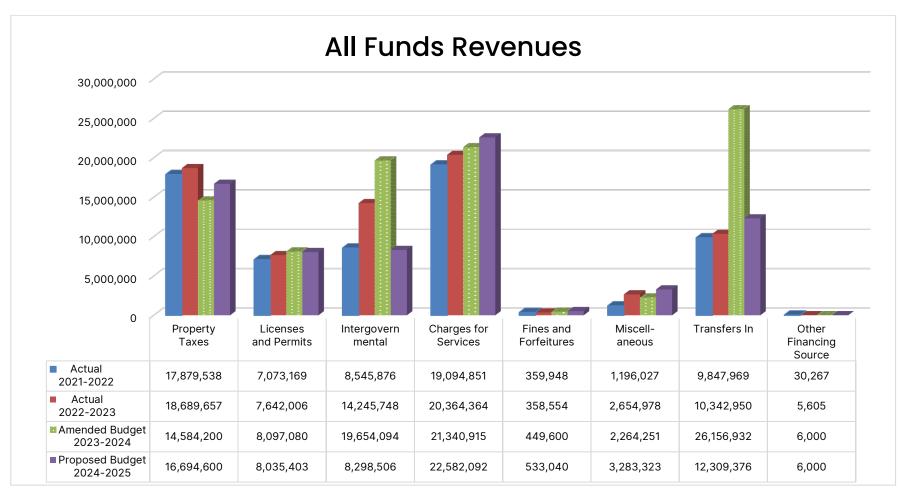
Materials and Services Expenditures -- \$26.2 million or 28% of total expenditures. \$8.3 million for contractual services, utilities, equipment, building maintenance, program expenses, etc. in the General Fund; \$3.3 million in operating costs in the Wastewater Services Fund; \$1.4 million in insurance premiums for general liability, property and workers compensation; and \$1.6 million for operational costs for street maintenance.

Capital Outlay -- \$22.7 million or 24% of total expenditures. This number is \$8.8 million smaller than the prior year, though higher than a more typical year. A FY2023-24 property purchase and Wastewater Capital projects going from \$5 million in FY2022-23 to \$18 million last year and \$19.2 million next year drive the decrease. \$1.6 million in General Fund capital costs are down relative last year but higher than typically has been affordable given fiscal sustainability challenges. \$815,000 for Transportation Fund projects and smaller capital investments round out this spending.

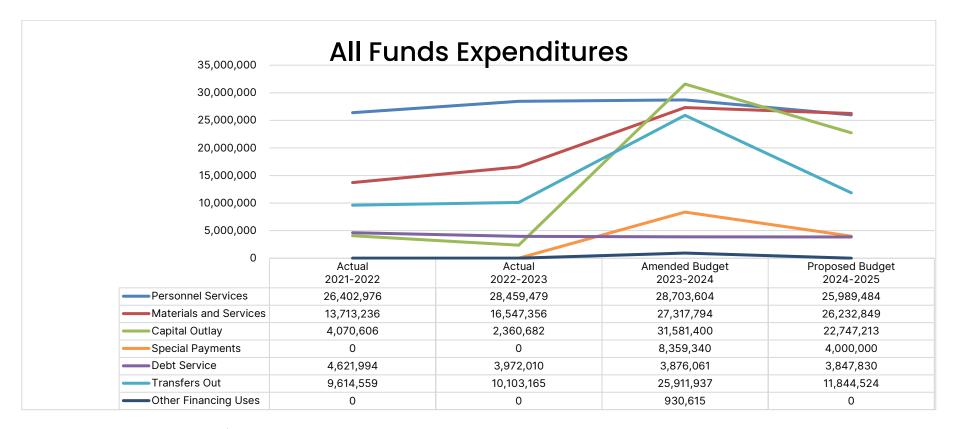
**Special Payments** -- \$4 million to transfer receipts collected for the Fire District makes up the spending in this category.

**Debt Service** – Includes \$3.8 million for payments on general obligation bonds, ODOT Dundee Bypass loan, PERS transition liability loan, and the loan for urban renewal capital projects.

**Transfers Out Expenditures**— \$11.8 million or 13% of total expenditures (corresponds approximately to Transfers In Revenue). Primarily includes interfund charges for services; transfers for Police dispatch services; transfers related to transportation, street maintenance and wastewater capital projects; and interfund loan payments.



The chart above shows **Resources** for all funds of the City, by category, from 2021-22 through the 2024-25 proposed budget. The chart illustrates that the primary sources of recurring funding for City services, **Property Taxes, Licenses and Permits,** and **Charges for Services**, make up 66% of all City resources and includes the reduced general property tax levy of \$4.02 per 1,000 assessed value, an underlevy of \$1.00 from the permanent rate of \$5.02; it also includes ambulance transports the City continues to collect (and pass through to the McMinnville Fire District) which will reduce significantly in future years. **Intergovernmental** resources include state shared revenues, decreasing slightly year over year, and federal and state grants which vary significantly year to year. **Transfers In** are transactions between funds for various purposes, including \$6 million in user fees transferred from Wastewater Services to Wastewater Capital; interfund reimbursement for services provided by support departments to operating departments and interfund loan activity between Wastewater Capital and the General Fund.



The chart above shows **Expenditures** for all funds of the City, by category, from 2021-22 through the 2024-25 proposed budget. **Personnel Services** expenditures, at 27% of the total budget, are down relative last year because six months of the Fire District staffing costs were included in the FY2023-24 transition year. **Materials and Services** expenditures are for costs such as contractual services, utilities, supplies, and equipment and vary depending on the number of special projects being undertaken in any given year that need increased professional services, consultant fees or building repairs. **Capital Outlay** variance this year is principally due to completion of an affordable housing project and a purchase of property last year. **Debt Service** payments are on a declining trend as the City pays off existing loans and has not brought on significant new external debt in the last few years. **Transfers Out** track with Transfers In on the preceding page, the difference being internal loans made and repaid (internal borrowing is categorized as transfers but do not have offsetting transfers of the same amount in any given year).

#### All City Resources by Fund

Resources	Actual 2021-2022	Actual 2022-2023	Amended Budget 2023-2024	Proposed Budget 2024-2025	\$\$ Change 2023-2024 versus 2024-2025	% Change 2023-2024 versus 2024-2025
General Fund	30,519,013	39,844,458	41,218,221	28,860,775	(12,357,446)	-29.98%
Grants & Special Assessment	273,200	70,323	124,300	347,300	223,000	179.40%
Transient Lodging Tax	1,658,128	1,834,408	2,156,000	2,102,403	(53,597)	-2.49%
Affordable Housing	813	863,643	3,455,573	1,035,000	(2,420,573)	-70.05%
Telecommunications	244,533	215,973	223,550	190,250	(33,300)	-14.90%
Emergency Communications	908,751	752,636	623,652	655,747	32,095	5.15%
Street	2,787,994	3,007,104	3,002,865	2,867,247	(135,618)	-4.52%
Airport	1,799,265	489,112	850,800	1,729,500	878,700	103.28%
Transportation	1,092,385	1,089,201	1,628,145	1,841,720	213,575	13.12%
Park Development	408,975	417,915	440,000	610,000	170,000	38.64%
Debt Service	2,802,202	2,852,326	3,022,200	2,967,575	(54,625)	-1.81%
Building	970,516	909,582	685,518	733,594	48,076	7.01%
Wastewater Services	10,887,535	11,203,137	11,294,423	12,092,132	797,709	7.06%
Wastewater Capital	7,103,596	7,961,441	12,206,779	8,409,206	(3,797,573)	-31.11%
Information Syst & Services	1,309,032	1,449,063	2,094,794	1,933,177	(161,617)	-7.72%
Insurance Services	1,261,708	1,343,539	1,345,239	1,366,714	21,475	1.60%
Fire District Transition Fund	· -	<u> </u>	8,181,013	4,000,000	(4,181,013)	-51.11%,
Total Resources	64,027,646	74,303,862	92,553,072	71,742,340	(20,810,732)	-22.49%

The table above shows historical trends for all **Resources** of the City, by fund, for 2021-22 through the 2024-25 proposed budget. The two columns on the right compare the 2023-24 amended budget and 2024-25 proposed budget, showing the change by dollar amount and by percentage. Only four of the seventeen funds have a percentage change less than 5%, reflecting a year with more budgetary change than usual. The **General Fund** decline is due primarily to \$9 million less in Transfers In associated with the McMinnville Fire District (MFD) transition, internal borrowing to purchase a property and \$5.6 million in one-time intergovernmental payments from the MFD. The **Grants and Special Assessment Fund** has increased due to more capacity to spend Opioid Settlement revenue. For special revenue funds (**Transient Lodging Tax, Affordable Housing, Telecommunications, Emergency Communications, Street, Airport, Building and Fire District Transition**), revenues are from dedicated sources and cannot be spent on the general operations of the City; the variance seen in Affordable Housing is due to completion of a capital project last year and the MFD transition fund decline with time. For capital projects funds (**Transportation, Park Development, and Wastewater Capital**), revenue primarily comes from systems development charges (SDC) and/or transfers in from related funds. The **Wastewater Capital** decrease is primarily due to the one-time loan repayment received from the **Fire District Transition Fund** in FY2023-24. **Wastewater Services** revenues are based on charges to users. Internal services funds (**Information Systems & Services and Insurance Services**) provide services and support to City Departments. Generally revenues in these funds are reimbursements from other City Departments. For additional discussion on revenues and fund types, see Fund Definitions in the Financial Overview section of this document.

#### All City Expenditures by Fund

Requirements	Actual 2021-2022	Actual 2022-2023	Amended Budget 2023-2024	Proposed Budget 2024-2025	\$\$ Change 2023-2024 versus 2024-2025	% Change 2023-2024 versus 2024-2025
General Fund	29,755,900	33,238,817	48,611,987	32,773,569	(15,838,418)	-32.58%
Grants & Special Assessment	258,237	73,670	291,777	326,282	34,505	11.83%
Transient Lodging Tax	1,657,966	1,834,344	2,156,000	2,102,403	(53,597)	-2.49%
Affordable Housing	-	557,579	3,748,110	1,792,989	(1,955,121)	-52.16%
Telecommunications	244,529	215,926	223,500	190,150	(33,350)	-14.92%
Emergency Communications	867,216	750,874	633,398	630,928	(2,470)	-0.39%
Street	2,342,772	2,968,298	3,345,262	3,647,239	301,977	9.03%
Airport	1,734,862	286,987	959,648	1,935,558	975,910	101.69%
Transportation	542,168	442,471	2,130,678	1,907,430	(223,248)	-10.48%
Park Development	50,301	166,163	155,153	671,675	516,522	332.91%
Debt Service	3,634,900	3,002,150	3,007,500	2,997,900	(9,600)	-0.32%
Building	705,510	771,604	902,702	976,358	73,656	8.16%
Wastewater Services	10,667,308	11,535,127	13,274,304	13,433,164	158,860	1.20%
Wastewater Capital	3,295,498	2,674,338	35,537,474	23,852,310	(11,685,164)	-32.88%
Information Syst & Services	1,267,232	1,457,842	2,092,344	1,925,224	(167,120)	-7.99%
Insurance Services	1,398,971	1,466,502	1,429,901	1,498,721	68,820	4.81%
Fire District Transition Fund	-	-	8,181,013	4,000,000	(4,181,013)	-51.11%
Total Requirements	58,423,370	61,442,691	126,680,751	94,661,900	(32,018,851)	-25.28%

The table above shows historical trends for all **Expenditures** of the City, by fund, from 2021-22 through the 2024-25 proposed budget. The two columns on the right compare the 2023-24 amended budget and 2024-25 proposed budget, showing the change by dollar amount and by percentage. **General, Affordable Housing, Information Services, Wastewater Capital and Fire District Transition Funds** decreased primarily due either to the financial changes associated with passage of the Fire District ballot measure and/or significant one-time outlays in the prior year. **Grants and Assessment** fund increase is due to adding capacity to spend opioid funding in the upcoming year. **Telecommunications** is seeing declines in cable franchise revenues, which reduce amount to be shared with McMinnville Community Media. **Street** fund has increased due to position reclassifications which caused personnel costs to increase higher than the year over year personnel spend increase in addition to higher budgeted street maintenance costs. The **Airport and Park Development** funds have the largest increases on a percentage basis due to higher budgeting for cyclical or capital projects. The **Building** fund budget increase is primarily due to a higher allocation of engineering staffing costs next year than it typically utilizes. The **Transportation** fund declined year over year due to less planned spending on projects now that the recent capital bond dollars issued in 2015 and 2018 have been fully spent. The remaining five funds have differences of less than 5%.

#### All Funds – Budget Highlights for 2024-25 Proposed Budget

**General Fund** – Please see the General Fund section of the Financial Overview for detailed information.

Grants and Special Assessment Fund – The Downtown Economic Improvement District is supported by a special assessment that is typically renewed for three-year cycles. The assessment rates for 2023-2025 included the first rate increase in a decade of 10 and 5 cents per square foot of the two downtown zones. All collections are passed through to the McMinnville Downtown Association to support projects such as the farmers market and Dine Out(side). Opioid National Settlement revenues that the City receives as a participant in those lawsuits are also included in this fund; spending capacity for these restricted funds has been increased for next year, including the launch of a new contract with Yamhill County to provide targeted behavioral health services.

Transient Lodging Tax Fund (TLT) – City's tax rate is 10% of rental income. Visit McMinnville (VM), a non-profit marketing organization with the sole purpose of marketing McMinnville as a tourist destination, receives 70% of the TLT and the remaining 30% is transferred to the General Fund. All TLT revenue is either disbursed to VM or transferred to the General Fund. TLT's revenues are budgeted slightly lower in FY2024-25 than the current year as actual FY2023-24 revenues to date have lagged the anticipated impact of a handful of new lodging options included in that year's projections.

Affordable Housing Fund – the fund was established in FY2022-23 with the adoption of an affordable housing construction excise tax (CET) designed to support affordable housing initiatives, including developer incentives. All housing related grant activities are also captured in this budget. While the construction project of Any Door Place, a combination shelter and support services navigation center, will be

concluded in the current year, next year does reflect a full year of housing-specific staffing capacity, a new resource enabled by the affordable housing CET.

**Telecommunications Fund** – A portion of cable franchise fees are used to support community access television run by McMinnville Community Media (MCM). A secondary revenue stream from the two current cable franchisees, Comcast and Ziply Fiber, is dedicated for capital improvements for community media through the Public Education and Government (PEG) fee. Cable franchise rates are defined by federal laws and our local revenues appear to have plateaued over the last couple of years, consistent with nationwide trends toward streaming services which are not included in cable franchise agreements. This funding source is declining, which has negative impacts for MCM's community access mission.

**Emergency Communications Fund** – A portion of telephone franchise fees is allocated to pay for the 911 emergency communications system run by Yamhill County. The FY2024-25 budget anticipates a 3% increase for this cost for the Police Department. It also includes the McMinnville Public Safety Radio system that the City manages with partner support from Linfield University and the McMinnville School District.

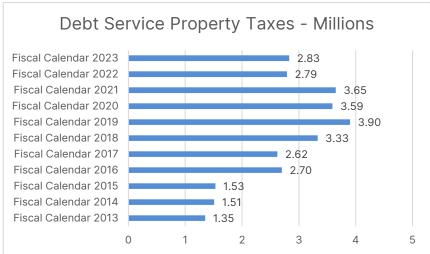
**Street Fund** – Oregon Highway Trust Fund (OHTF) revenues, supported primarily by the 38 cent per gallon state gas tax, are anticipated to be flat relative the prior year amended budget. Cities receive 20% of those funds and McMinnville's portion is disbursed based on a population formula. In FY2024-25, the street fund will increase its transfer to the Transportation Fund by \$270,000 relative last year.

**Airport Maintenance Fund** – The project highlight for FY2024-25 continues to be the airport master plan update, primarily funded by the Federal Aviation Administration (FAA)

with additional support from state grants. Revenue from property and hangar leases is the primary funding source for airport general operations.

Transportation Fund – The City issued a total of \$24 million in general obligation bonds in 2015 and 2018, which have now been fully spent. This capital fund budget does fluctuate considerably depending on the number of planned projects underway. FY2024-25 includes seal coating investments, traffic signal work and an update to the Transportation System Plan. In addition, debt service for the Newberg-Dundee bypass project is included with financial support from the state's "fund exchange" program.

**Debt Service Fund** – Accounts for property taxes that are levied for debt service payments on general obligation (GO) bonds. Currently, the City has \$15.2 million in GO bonded debt outstanding issued for construction of the Police Station and Civic Hall, and major street improvements. The bonded debt will be fully paid in 2027 and 2033 respectively. The FY2024-25 property tax levy for voter-approved debt service is \$3.0



million for an approximate tax rate of \$0.8365 per \$1,000 of assessed value, down 10.6% from the prior year.

Park Development Fund – The primary funding source for capital park improvements today are System Development Charges (SDCs) now that prior bond measure contributions have been fully spent. As a capital fund, the budgeted activity will vary year to year, much like the Transportation Fund. The year over year increase reflects added appropriation authority for park construction projects next year as the updated Parks, Recreation and Open Space Master Plan is anticipated to come before Council in the summer of 2024.

Wastewater Services Fund – Includes administration, plant and pump stations operations, environmental services functions, and conveyance system maintenance. Sewer user charge revenue of \$11.6 million pays for Wastewater operating costs and also allows \$6.1 million to be transferred to the Wastewater Capital Fund for major projects. Wastewater utility rates were unchanged from FY2019-20 through FY2022-23, with a 3.5% increase in FY2023-24. Based on the latest review of the Wastewater financial plan, an increase of 3.5% is also included in the proposed budget for FY2024-25.

Wastewater Capital Fund – The 2024-25 proposed budget includes \$18 million for three major capital projects including construction of the Solids Treatment Capacity Improvements project, design and construction of the upgrade to the Water Reclamation Facility Administration Building and continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I). \$855,000 in transfers out for internal borrowing transfers out to the General Fund next year and \$442,000 in internal borrowing transfers in for prior period internal capital loans are also included in the budget.

Information Systems & Services (IS) Fund – IS Department staff partner with City Departments to provide computer services support for the organization. The 2024-25 proposed budget includes \$1.1 million for computer charges, with \$628,000 of the total for shared costs that are allocated to all Departments. Next year's priority projects include upgrading the Police Department's fleet of in-car mobile data terminals and transition to a new in-car video and camera package and adding custom reports and mobile technology capacity for the Public Works/Engineering/Wastewater application (upgraded in FY2023-24).

Insurance Services Fund - Pays the City's premiums and claims for property, liability, and workers' compensation insurance. Departments reimburse the Insurance Services Fund for estimated insurance costs. Workers compensation and general liability insurance is projected to increase by 10% with property coverage and cyber liability coverage increasing by over 20%. Given the transition out of one of the largest workgroups of City employees and related assets due to the creation of the McMinnville Fire District (MFD), the City faces more uncertainty in projecting actual costs for next year than is typical. The other cost driver in the fund since FY2018-19, covering the cost for the human resources director, will end in FY2024-25, shifting this position to all funds which have employees, effectively adding a position to the city's governmental funds' budgets for the first time, with the General Fund picking up approximately 75% of the cost.

Fire District Transition Fund – A new fund was created to capture expenses and record revenue received for the new Fire District for the first half of FY2023-24 as the new district needed time to establish itself administratively and begin collecting property taxes. The City anticipated that the fund would no longer be needed going forward as no expenses would continue to be incurred. However, ambulance transport revenues that for contractual reasons will continue to come to the City. This activity, and the disbursement out to MFD, is included in the FY2024-25 proposed budget.

For more information on All Funds of the City, please refer to the **Budget Summaries**, included with every Fund. Budget Summaries contain valuable information, including Budget Highlights, Future Challenges and Opportunities, Cost and FTE (i.e., employee position) Summaries.

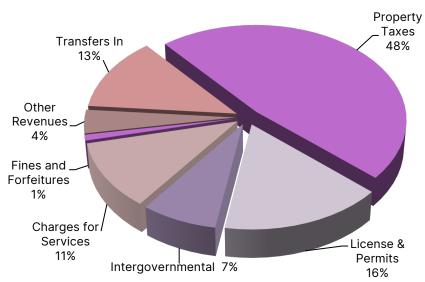
## **GENERAL FUND**

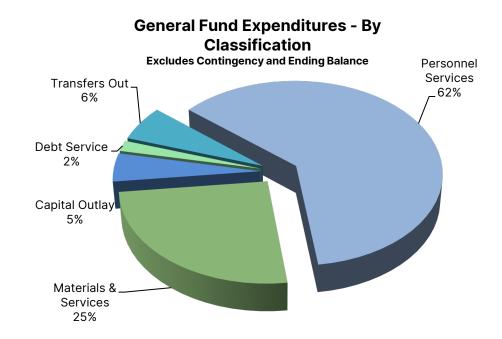
2024-2025

RESOURCES by Type	
Beginning Balance	\$ 8,293,117
Property Taxes	13,750,000
License & Permits	4,646,000
Intergovernmental	2,172,187
Charges for Services	3,234,569
Fines and Forfeitures	283,040
Other Revenues	1,146,948
Transfers In	3,628,031
Total Resources	\$ 37,153,892

REQUIREMENTS by Classification							
Personnel Services	\$ 20,255,439						
Materials & Services	8,293,492						
Capital Outlay	1,612,303						
Debt Services	611,508						
Transfers Out	2,000,827						
Contingency	1,962,400						
Ending Balance	2,417,923						
Total Requirements	\$ 37,153,892						







# General Fund FY2024-25 Proposed Budget Current net revenue and reserve target focus

Current Revenues - General Fund		Current Expenses - General Fund	
PT - Property Taxes	13,750,000	PS - Personnel Services	20,255,439
LP - Licenses and Permits	4,646,000	MS - Materials and Services	8,293,492
IG - Intergovernmental	2,172,187	CO - Capital Outlay	1,612,303
CS - Charges for Services	3,234,569	SP - Special Payments	0
FF - Fines and Forfeitures	283,040	DS - Debt Service	611,508
Misc - Miscellaneous	1,140,948	TR - Transfers Out	2,000,827
TR - Transfers In	3,628,031	Total Expenses	32,773,569
OFS - Other Financing Source	6,000		
Total Revenues	28,860,775	<b>Current Net Revenue General Fund</b>	(3,912,794)
Unrestricted Beginning Balance	4,501,569	Contingency	1,962,400
Committed Beginning Balance (ARPA)	3,682,008	Unrestricted Ending Fund Balance	343,620
Restricted Beginning Balance (grants)	109,540	Committed Ending Fund Balance (ARPA)	2,074,303
Total Resources Available	37,153,892	Total Requirements and Uses	37,153,892
Reserves* (1.75 mos operating**) Reserve Adj (ARPA, grants)	4,163,386 (152,163)	FY2024-25 Reserves	2,306,020
FY2024-25 Reserve Target	4,011,223	Reserves Above/(Below) Target	(1,705,203)

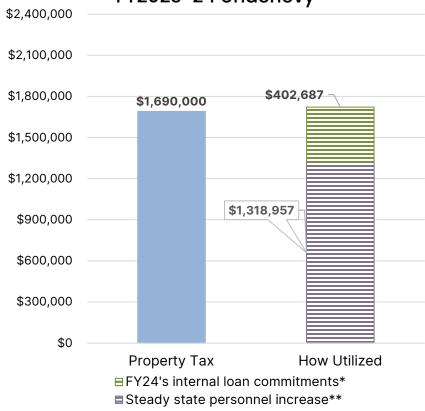
Current net revenue is equal to the difference between annual income and expenditure. A negative current net revenue means that more will be spent in the year than there is revenue coming in to pay for, requiring use of prior period reserves (beginning balance).

<sup>\*</sup> Reserves are defined as the sum of contingencies and unrestricted ending fund balance.

<sup>\*\*</sup> Operating expense is defined as personnel services + materials and services categories

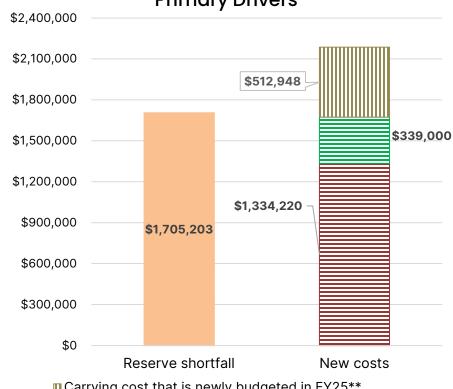
## General Fund Analysis FY2024-25 Proposed Budget

### Use of 50 cents Added Back from FY2023-24 Underlevy



\* FY25 is first of five year commitment to repay FY24 internal loans on capital investments

## FY2024-25 Reserve Shortfall and its **Primary Drivers**



- Carrying cost that is newly budgeted in FY25\*\*
- FY25 Phase of Park and Rec/Library Facilities Project\*
- **■** Fire Dist Transition\*

Reserve shortfall is amount would need to reach 1.75 months of operating in FY2024-25

\* One-time costs (\$1.67 million)

\*\* Carrying costs budgeted in FY25 for first time including park security, year 2 of 3-year plan to improve Park Maint core services, PD body/car camera contract, new lobbying/government relations and community engagement capacity (\$513,000)

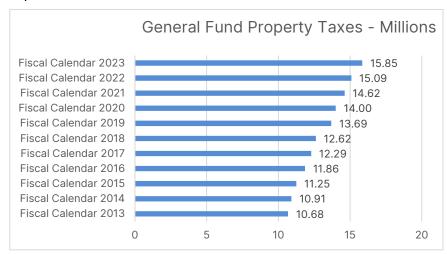
<sup>\*\*</sup> Steady state personnel includes FY24 adjustment down of budgeted Fire District transition staff and FY25 adjustment down of new emergency manager (funded by grants)

#### **General Fund Sustainability:**

The General Fund continues to be challenged with annual costs that total more than resources coming in during the year available to support that spending level. The FY2024-25 proposed budget is effectively a steady state budget in terms of core service delivery to the community.

#### **General Fund Resources:**

**Property Taxes** – As part of the fire district transition, the City will be underlevying its permanent tax rate of \$5.02 per \$1,000 of assessed property value by \$1.00 in FY2024-25, an increase relative to the initial underlevy in the prior year of \$1.50. The 2024-25 proposed budget projects \$13.55 million in current operating property tax revenues. Property taxes represent 48% of all General Fund revenues.



**Licenses and Permits Revenue** – \$4.6 million or 16% of General Fund revenues. This category includes payment in lieu of tax for municipal electric utility customers (55% of the total category); franchise fees collected by telephone, gas, Wastewater utility and garbage collection providers; and the local 3% tax on recreational marijuana sales.

**Intergovernmental** – \$2.17 million or 8% of General Fund revenues. Includes state shared revenues, such as liquor and cigarette taxes, and federal and state grant awards. Because of significant grant fund activity surrounding Covid pandemic recovery needs, this revenue category is lower next year than it has been in the recent past.

Charges for Services Revenue – \$3.2 million or 11% of General Fund revenues. The recently implemented city services charge makes up 69% of the category. Parks & Recreation (P&R) fees for Aquatic Center use, Community Center or Senior Center programs, and youth and adult recreational sports make up 27% of charges for services. The P&R charges for services in FY2024-25 are estimated to be \$864,000, up from the Covid pandemic low years in FY2020-21 of \$244,000 and FY2021-22 of \$562,000.

Fines & Forfeitures – \$283,000 is in the FY2024-25 proposed budget and is overwhelming made up of Municipal Court fines. This revenue stream has fundamentally changed and runs at approximately half pre-pandemic yearly revenue largely due to changes made in law at the state level; fine revenue is not anticipated to move back to those previous levels. The pandemic highlighted the inequitable impact of the public health emergency on lower wage households, which resulted in changes in statute for traffic violation sanctions and other court fine and fee norms in Oregon.

**Other Revenue** - \$1.14 million for miscellaneous revenues including private donations and interest on investments; interest earnings makes up 45% of this category's total projection for FY2024-25's proposed budget.

**Transfers In** – \$3.6 million or 13% of General Fund revenues. Includes reimbursements from other funds for services provided by Administration, Engineering and Finance and from Transient Lodging Tax Fund for its 30% share of these visitor

tax payments. Transfers in as interfund debt loan proceeds for capital projects from the Wastewater Capital Fund and as debt service payments in from the Urban Renewal Agency round out the budgeted transfer in category. Details on the capital investments funded by interfund loans are available in the debt section of the financial overview.

#### **General Fund Expenditures:**

Personnel Services Expenditures – \$20.3 million or 62% of total General Fund expenditures. Public safety (Police and Municipal Court combined) accounts for \$9.9 million of total General Fund Personnel Services. The investment in public safety represents 49% of the staffing costs in the General Fund and 56 of the 140 full time equivalents (or 40% of the workforce) included in the proposed budget. Cost of living salary adjustments, PERS employer contribution rates, and health insurance premiums are the most significant factors that impact personnel services costs. In FY2024-25 vacancy savings for three authorized positions is budgeted in the Police Department for a total of \$462,000 due to the real difficulty experienced in maintaining full employment, an issue facing communities throughout Oregon and the nation as a whole.

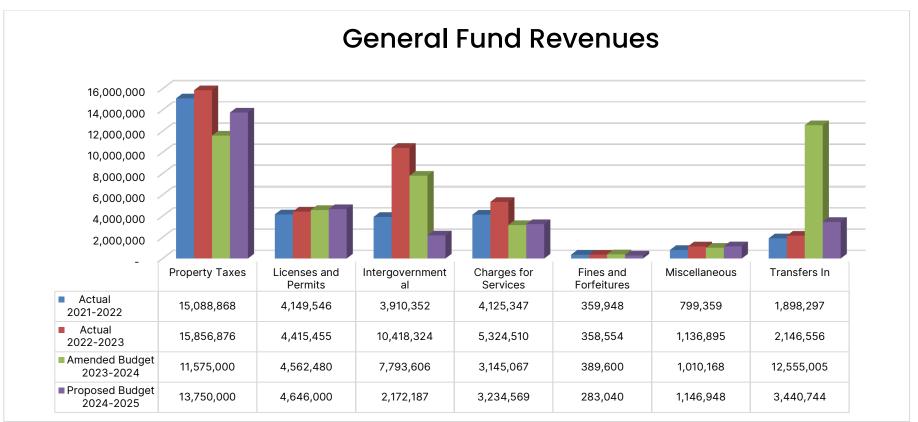
Materials and Services Expenditures – \$8.3 million or 25% of General Fund expenditures. Parks & Recreation, Park Maintenance, and Library – the departments associated with livability in our community utilize 38% of total Materials & Services in the proposed budget. Public safety (Police Department and Municipal Court) account for 23% of total Materials and Services costs. General Government costs make

up the rest. Materials and Service expenditures include building utilities, vehicle maintenance, equipment, computer costs, program costs, professional services, contracted services, supplies, insurance, etc.

Capital Outlay – General Fund capital outlay expenditures in the 2024-25 proposed budget are \$1.6 million or 5% of the total fund budget. Just over half of this amount will paid for with internal borrowing (\$855,000) – see details on capital purchase financing in the debt section of the financial overview. Grant support (\$90,000) and committed funds that originated from the ARPA allocation to the City (\$500,000) pays for 37% of the proposed annual capital outlay for next year. The balance is for general building improvements and small capital equipment purchases.

**Debt Service** – \$611,000 for payments on loans for Police vehicles, a bank loan related to urban renewal projects, and a bank loan for refinancing the City's PERS transition liability.

**Transfers Out –** \$2 million or 6% of General Fund expenditures. Includes a \$594,000 transfer to the Emergency Communications Fund for Yamhill Communications 911 emergency dispatch services and annual lease payment for communications equipment, \$393,000 in transfers out to the Wastewater Services and Information Services Funds of committed funds that were part of ARPA to support Councilapproved projects, the \$450,000 General Fund contribution for Information Services staffing costs and \$442,000 in repayments of prior year internal borrowing to the Wastewater Capital Fund.



Property Taxes have increased due to reducing the underlevy of the permanent rate of \$5.02 per \$1000 by 50 cents from \$1.50 to \$1.00. Licenses and Permits revenue, primarily franchise fees, are subject to rates included in franchise agreements and statutory limitations. Intergovernmental revenues include federal and state awards along with liquor, marijuana, and cigarette taxes shared by the State of Oregon. The decline of \$5.6 million relative last year is due to the one-time \$4.7 million Fire District reimbursement of its transitional year's costs paid by the City ahead of their first tax revenues; the balance is due to fewer grant awards budgeted next year. Charges for Services' fees increase 2.8%, reflecting a 3% anticipated increase for CY2025 city services charges and smaller increases in other user fees. Transfers In declined \$9.1 million due to two one-time transfers last year, both over \$4 million, associated with the fire district transition and the purchase of a property in the urban renewal area. In addition, internal borrowing for capital investments proposed for FY2024-25 is less than the prior year by over \$500,000. Finally, the contribution from the Insurance Services Fund for HR staffing capacity is no longer available, a decline of \$120,000. Fines and Forfeitures revenue is predominantly generated by the Municipal Court. Miscellaneous revenues include interest income, individual donations and internal reimbursement for the PERS transitional liability debt service payment from payroll costs across the City.

	General Fu	nd Expenditu	ıres - By Depo	artment		
Requirements	Actual 2021-2022	Actual 2022-2023	Amended Budget 2023-2024	Proposed Budget 2024-2025	\$\$ Change 2023-2024 versus 2024-2025	% Change 2023-2024 versus 2024-2025
Administration	1,533,989	1,722,129	6,585,513	2,671,023	(3,914,490)	-59.44%
Finance	755,255	923,988	1,153,296	1,012,444	(140,852)	-12.21%
Engineering	795,778	1,034,560	2,058,083	1,622,801	(435,282)	-21.15%
Community Development	979,080	1,352,518	2,911,554	2,679,035	(232,519)	-7.99%
Police	8,549,124	9,149,326	11,088,455	12,138,373	1,049,918	9.47%
Municipal Court	515,124	601,076	681,556	716,572	35,016	5.14%
Fire	9,065,190	9,625,757	-	-	-	0.00%
Parks & Recreation	2,217,261	2,622,265	3,517,171	3,941,747	424,576	12.07%
Park Maintenance	1,297,281	1,803,908	3,903,863	2,871,953	(1,031,910)	-26.43%
Library	2,024,623	2,347,104	2,679,298	2,936,653	257,355	9.61%
Total Department Expenditures	27,732,705	31,182,630	34,578,789	30,590,601	(3,988,188)	-11.53%
Non-Departmental	2,023,195	2,056,187	19,471,785	6,563,291	(12,908,494)	-66.29%
Total Outlays	29,755,900	33,238,817	54,050,574	37,153,892	(16,896,682)	-31.26%
General Fund Full Time Equivalent (FTE)	190.23	188.19	140.39	139.95		,

The table above shows historical trends for **General Fund Expenditures**, by Department, from 2021-22 through the 2024-25 proposed budget. The two columns on the right compare the 2023-24 amended budget and 2024-25 proposed budget, showing the change by dollar amount and by percentage. Overall, **Personnel Services** are up 6% with a net loss of 0.44 full-time equivalents (FTE) across all departments for a total of \$1.15 million. Materials & Services costs are down 4.2%, \$366,000 less than last year. Capital outlays have been modest in recent years with FY2023-24 being an outlier year due to a property purchase and \$1.4 million in capital investments funded by internal borrowing; capital in the proposed budget is \$1.6 million. Administration, when adjusted for the property purchase, is up \$350,000 in operating costs with a higher wage bill and \$290,000 in materials and services included for legal and lobbying services. Finance change is driven by removing the staff capacity added in the prior budget year to support the fire district transition. The differential in **Engineering** is primarily due to the one-time cost of a 3<sup>rd</sup> Street contract in the prior year. Community Development's year over year decrease is because a significant grant-funded project was largely wrapped up in FY2023-24. In the Police Department, the personnel increase is slightly larger on a percentage basis than departments with general service employees because of provisions in that contract to keep wages competitive as well as new expenses for upgraded technology. Municipal Court's increase is primarily driven by general inflationary costs associated with wages and services despite a small reduction in staffing capacity next year. Parks and Recreation's increase reflects added staffing capacity for programming and the one add-package supporting the Council objective to move forward exploring a new recreation center. Park Maintenance has \$1.2 million less in capital expenditures year over year. The **Library** has a small increase in grant funded outlays next year, which drive its slightly higher percentage year over year increase than would be expected with a standard year over year increase.

#### **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 and Municipal Court expenditures combined are \$12.9 million or 39% of total expenditures.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$9.8 million or 30% of all General Fund expenditures, demonstrating the City's commitment to providing a quality environment, as well as a safe environment.

\$3.7 million or 11% of General Fund expenditures are for support services (Administration, Finance)

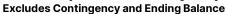
Engineering and Community Development totals \$4.3 million, accounting for 13% of General Fund outlays in FY2024-25.

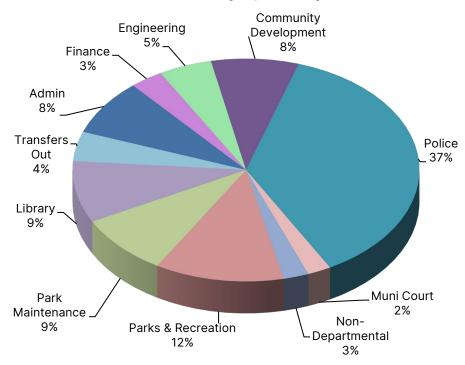
\$1.4 million or 4% of expenditures are Transfers Out to other funds for reimbursement for computer support, payments of prior year internal borrowing for capital investments and support to other funds implementing projects originally approved by Council for use of American Rescue Plan Act funding which are now held as committed funds in the General Fund.

Non-Departmental expenditures include debt service payments for the urban renewal and PERS transition liability loans as well as unemployment for the General Fund workforce and billing contract services. Debt service payments for Police vehicles to external parties and the transfer for Emergency Communications are included in the Police Department budget.

For additional detailed information for General Fund Departments, please refer to the **Budget Summaries** included

## **General Fund Expenditures - By Department**





in each Department section. Budget Summaries include Budget Highlights, information on MacTown 2032, Future Challenges and Opportunities, a Department Cost Summary that includes the amount the Department draws from unrestricted resources, and a table showing changes in Department full-time equivalent (FTE) positions.

Additional information can also be found in the Personnel Services Overview, which includes details on employee salaries & wages, fringe benefits, and a summary of significant changes in Department FTE.

#### **Economic Trends and the General Fund Reserve:**

Local, regional, and national economic trends can all affect the City of McMinnville's budget. For example, interest rates have an impact on the construction industry, which in turn affects the City's assessed values and property tax revenue. Oregon PERS invests a substantial portion of its portfolio in the stock market. This influences pension costs because when earnings are low, the employer is required to contribute more to fund the cost of retirement benefits. Following is a more detailed discussion of the impact of economic trends on General Fund revenues and expenditures.

General Fund Revenues - Under Oregon's current property tax system, the City has the authority to levy general operating property taxes based on its permanent rate, which is \$5.02 per \$1000 of taxable assessed value (AV). The City's permanent tax rate, established in 1997 by Measure 50, cannot be changed by any action of the local government or the voters. This proposed budget will underlevy \$1.00, up from the \$1.50 underlevy in FY2023-24 as part of a phased in plan given the fire district transition, taking into consideration community feedback from the Dollars and Sense campaign the summer of 2023 and polling data from earlier in the year. Measure 50 also limited the annual growth rate of taxable property value to 3 percent of the assessed value. The 3% limitation does not apply to any new construction or remodeled properties.

The Measure 50 limitation has created significant revenue challenges for the City. Inflation, particularly for primary City expenses such as employee salaries and pension costs, have regularly exceeded the 3 percent rate of growth limit.

In recent years, the City's AV has grown at a consistent rate of approximately 4 percent, consisting of the 3 percent limit on existing property and one percent increase from new construction. Due to the 3 percent AV limitation on existing properties, any substantial additional property tax revenue must be generated from new construction. In the 2024-25 proposed budget, underlevied property tax is \$13.55 million for unrestricted, General Fund purposes.

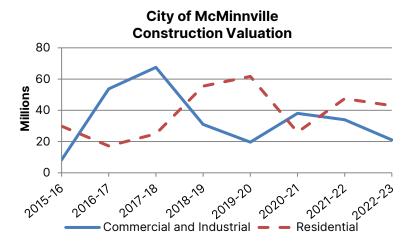


The graph above shows trends for the City's AV and real market value from 2016-17 through 2024-25 projections. Numbers for 2016-17 through 2023-24 are actual numbers obtained from the Yamhill County Assessor at the time the tax rolls are calculated and tax bills are sent out in late October each year; numbers for 2024-25 are estimated. The graph illustrates the slow but steady growth in the City's assessed value, which in turn generates higher property tax revenues.

FY2024-25 is the second year of a transition period that began with the voter-approved creation of an independent Fire District. The City opted to propose a budget that forgoes a portion of its permanent rate (\$1.00 of the \$5.02 per \$1,000 in taxable assessed value) for the upcoming year based on community input in the summer of 2023 and discussions in the fall of 2023 by the Budget Committee. On going discussions

as to future approaches to levying its permanent property tax resources will be important to determining the level of services McMinnville offers, its ability to maintain facilities and replace capital equipment in a prudent way, rebuild its reserve level and take advantage of opportunities as they arise to improve the financial condition of the City so that over the long term it is able to fulfill its mission in the most financially sustainable way possible.

The chart below illustrates the value of construction permits issued from 2015-16 through 2022-23 and reflects the variable nature of annual construction starts. Over the last eight years, residential permit valuations have ranged from a low of \$17.2 million in 2016-17 to \$61.7 million in 2019-20. This volatile indicator has increased off the more recent low point year of 2019-20, though 2022-23 does show a year over year decline.



Commercial/industrial permit valuations also see significant year to year variances; in the period shown above the range in value was \$8.3 million in 2015-16 with a high of \$67.5 million in FY2017-18. The most current year with data indicates a level

that is considerably below the average commercial/industrial permit value of \$34.2 million.

**General Fund Expenditures** – With Personnel Services making up 62% of all General Fund expenditures, economic trends which influence wages and fringe benefits can have a considerable impact of the City's cost of delivering services to the public.

Generally, salaries paid to employees are affected by annual cost of living adjustments (CoLA) based on the All-Cities Consumer Price Index (CPI). The CPI is considered an indicator of inflation and is therefore used to adjust employee salaries. Actual inflation shown by the CPI for this year is 3.17%, down from 7.91% and 6.67% in the two prior years.

The majority of fringe benefit costs is made up of Public Employee Retirement System (PERS) employer contributions for employee pensions. The FY2024-25 is year two of the employer biennial rate established by the state, thus no increase is budgeted for the rate. However, the advisory rate for FY2025-26 and FY2026-27 biennium shows an increase on employer rates ranging from 5.6% to 9.5% depending on the employee category. At the April 1, 2024, PERS board meeting, the year end 2023 investment performance was reviewed and annual performance was better than the year over year return in the prior year, an indicator that rate increases for the upcoming biennium may come in lower than our advisory rates.

In the medium term, PERS costs are anticipated to continue rising faster than inflation. As time goes on, the City's rate increases will be mitigated somewhat by the shift in employee membership from PERS Tier 1/Tier 2 (the richest pension benefit and highest cost) to OPSRP (a lower level of pension benefit and a lower cost).

Current Oregon law has a program for PERS cost mitigation called the Employer Incentive Fund (EIF). A 2019 round of lump sum PERS payments were accepted from local government and school district employers that received a 25% match from the state for its side account. McMinnville had signed up to participate but had to withdraw due to the low level of General Fund reserves at that time. The PERS website indicates that a second EIF round may be available sometime in 2025 but the proposed FY2024-25 budget does not include a set aside for the program due again to the reserve level available in the General Fund.

Detail on General Fund unfunded programmatic and capital needs can be found in the following pages of the Financial Overview 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 2024-25, the proposed budget is unable to continue making progress on the City's reserve policy to rebuild reserve levels over five years that amount to two months of operating expense enacted during FY2020-21. In fact, it drops from last year's budgeted reserve level of 1.5 months down to one month. The General Fund budget gap that would hit the 1.75 months operating target for the next year is \$1.7 million.

Maintaining steady state operations was just feasible with the added property tax resources associated with the 50 cents per \$1,000 of taxable being added back to the general fund property tax levy next year. The primary driver of the gap is the impact of one-time, unbudgeted costs associated with the fire district transition in the amount of \$1.3 million. In addition, \$339,000 to support the council priority for the next phase of work addressing recreation facility condition concerns also remains in the proposed budget. Rather than make budget cuts of steady-state services to balance the proposed budget, a reduction in reserves is the result.

For additional information on the General Fund, please refer to the **Budget Message** in the **Budget Officer** section of this document. Information on McMinnville **Core Services** can be found on the website as part of the Budget Committee work session on January 11, 2022; information is in the packet, the powerpoint and/or the recording of the meeting can be viewed.

For more information on the 2024-25 proposed budget, please contact Finance Director Jennifer Cuellar at 503-434-2350 or jennifer.cuellar@mcminnvilleoregon.gov.

## General Fund Unmet Needs FY2024-25 Proposed Budget

#### Core Services Needs and Strategic Investments *not* included in FY2024-25 Proposed Budget

	Request	General Fund	Other Fund	Reserve Impact	Description
1	PERS Employer Incentive Fund contribution	640,000	160,000	0	Reduce long term retirement carrying costs for the City by making a lump sum deposit to PERS through the next cycle of the State's Employer Incentive Fund (EIF) which includes a match of 25% of the side account deposit. A 25% return on investment is substantial; making scarce city resources stretch that much further make this a prudent investment choice. Using the PERS calculator the estimate for a \$1 million investment would save \$1.6 million over 20 years - an average of \$80,000 per year in retirement costs without the EIF - the city contribution would be \$800,000 plus 25% match of \$200,000.
2	Park Maintenance core services below base to base - staffing	159,580	0	26,597	Fund additional staff to help move improve park maintenance service levels. Park Maintenance service levels have operated at a below base level since 2013; due to funding constraints service levels have not been restored. This better positions the Division to take on new park areas in future (ex North Baker Creek/BPA Extension, Oak Ridge Meadows). Providing and maintaining a quality park and open space system is a key component in McMinnville's livability. The PW Operations Division's overarching goal is to provide safe, clean and beautiful spaces for our residents to enjoy and these 2 FTE (1 full time, 1 seasonal extra help) is a critical need in achieving that mission.
3	Space needs analysis City Hall, CDC	100,000	0	0	Retain outside consultant services to conduct a long term (20 years plus) space needs analysis that includes but is not limited to services provided from City Hall and the Community Development Center, with a downtown focus. The work would build upon the information in the Facility Needs Assessment and initial work done early in the Library and Parks and Rec. facility planning. Enables opportunity to ensure that future facilities are designed and operated efficiently and to minimize environmental impact.

		General	Other	Reserve	in the budget wessage
	Request	Fund	Fund	Impact	Description
4	Development Project Coordinator	81,082	81,082	13,514	Add 1 FTE, Development Project Coordinator. This is new position to help bring the building, planning and engineering programs review of private development projects from a below base level to a base level of service. Currently private development review is taking much longer than it should due to resource capacity to manage and facilitate many, overlapping review processes (building, planning, engineering and McMinnville water and light). This position will coordinate all of those efforts for a succinct and efficient review process, responsible for ensuring coordination amongst all of the development review teams. Near term cost to General Fund will be substantially reduced as it will be funded by building, engineering, and planning permit fees as each program aspires to a full cost recovery fee system.
5	Library Safety and Security	126,800	0	7,800	Improve the safety and security at the library with more lighting in the library parking lot, additional security cameras, and a part time security guard. Would move the library from below base level of core services priority to maintain a safe and comfortable space at the library and for the MacTown2032 Strategic Priority of Community Safety & Resiliency.
6	Create reserve for Gen Fund facility maintenance	500,000	0	0	Component of a multi-year effort to develop and implement a centralized facility maintenance and operations approach to City's buildings and associated assets and base service level for facility related asset renewal projects. The City owns and operates over 50 structures; over last 25 years buildings are managed by the department operating them with support from PW Operations and PD Facility staff as they are able. This requires staff with little to no formal training in facility related fields such as HVAC, electrical, plumbing, etc. to make critical decisions in these areas. In the last budget cycle the City has moved towards providing a centralized approach, with the FY23-24 Facility Coordinator position add. Unfortunately funding constraints have led to a "run to failure" model regarding these assets. This seeds a reserve for capital spending to modify this approach by addressing facility maintenance backlogs. A reserve of \$1.8 million would be required to fund 50% of the five year back log as well as to provide 50% of estimated annual investment required to renew facility assets on a programmed basis.

	Request	General Fund	Other Fund	Reserve	Description
7	Contracting Specialist	75,901	67,901	12,650	While contracting and purchasing functional expertise was not specifically called out in the 2021-22 the core services review, this resource would enable various departments to improve service levesl. At this time, the City is taking on more complex and financially significant contracts than ever. Aside from more staff time dedicated to procurement, this environment increases the risk of missteps in these processes which can result in higher direct costs, legal action risks, audit findings and/or negative consequences for future grant awards. Every department has purchasing needs, with the contracting burden particularly heavy for engineering, community development, public works operations and wastewater; centralizing this support function means freeing up staff time and, potentially, lower direct costs. Currently the field is working to expand access to non-traditional government contractors; updating City practices in this area supports MacTown 2032's equity goals.
8	Finance Accountant- Analyst	125,513	25,796	20,919	Adding a full time accountant/analyst moves Finance's core service delivery from below base to base, and in some areas, to midlevel. The FY23 audit findings serve as a reminder of the importance of having a solid financial platform for the City and UR Agency and risks associated with running operations with stretched staffers jumping from fire to fire, often deferring basic activities for new initiatives or urgent needs, and continuing to manage parts of our financial structure on an ad hoc basis. An additional finance staffer also lowers the city's risk generated by the fact finance is a small department with no excess capacity and fragile continuity of financial operations when people take their occasional vacations or need a few days of sick leave.
9	Court management system upgrade (cloud based option)	130,710	0	6,667	The municipal court has been on its system since 2004 and it has many limitations and bogs down efficiency and is not user friendly. An upgrade in software would add efficiencies which translates to the ability to expand the court's reach and implement specialty courts for the most vulnerable in our community. Other functionality in a new system includes integrated communications to reduce Failures to Appear, benefiting both the court and those who come before it as well as a records management component that could be used city-wide. Project costs include one-time implementation and business process review; annual increase in direct carrying cost is \$40,000.

	Request	General Fund	Other Fund	Reserve Impact	Description
10	Cybersecurity Tools	85,000	15,000	0	Cybersecurity tool investment add package totaling \$100,000 reduces risk for outside disruptions of our data systems and improves ability to respond and recover should the City become victim to a cyber attack. Will share between General Fund and other funds on 85/15 basis and potential \$50,000 grant is pending which would offset half its cost.
	Sub Total	2,024,586	349,779	88,146	Highest priority unmet needs described in the Budget Message

	r I	General	Other	Reserve	y particular priority order)
	Request	Fund	Fund	Impact	Description
11	Police Department Community Service Officers	233,965	0	33,994	An addition of 2 Community Service Officers (CSOs) which ties directly to the external core service of public safety and impacts the PD's high priority services of responding to emergency and non emergency calls for service within our city. As part of MACTown 2032 the City has a goal to proactively plan for and responsively maintain a safe and resilient community by providing exceptional police services. CSOs have become a common and integral resource for police agencies for many reasons, including increased number of calls for service (CFS); increased number of CFS requiring a multi-officer-response; increased time to resolve certain CFS (custodies/jail clearances, mental health related CFS, tactical situations, etc.); and ongoing difficulty in hiring, training, and retaining fulltime sworn Police Officers. CSOs are a "staff-multiplier" because they supplement patrol functions by handling lower-level workload (at a lower overall cost), thus freeing up sworn officers to address higher priority CFS and issues. Includes approx \$36,000 in start up costs.
12	Information Services staffer	110,285	47,265	18,381	The IS department has had four staff since 2006. During that time, the City has added and expanded software packages and services, handled complexities of onsite and cloud infrastructure, transitioned to a mobile workforce and expanded AV options while maintaining an increasingly complex cybersecurity program. IS core services are all tied together - while critical operations are rated as mid-level, all other core services are left at base level. Adding a position to the IS department would potentially lift multiple IS core services from base to mid-level - maintaining infrastructure, operations, handling hybrid AV meeting requests, and bolstering our cybersecurity posture. While IS has enjoyed an almost 10 year period of staffing continuity, given the small department it is increasingly difficult to handle vacation requests and if we were to lose an employee for any life event it could very disruptive to City operations. Modern technology use and community expectations mean more demand for IS support - without increased staffing it will be increasingly difficult to keep pace with technology expansion and provide an adequate level of support to City departments and service delivery to the community. 70-30 split projected.
13	PW Operations Modular Building	52,500	52,500	8,750	The current modular office building at Public Works Operations is well past its useful life and is need of extensive repairs. Given the age and condition of the building it does not make sense to invest significant resources into the structure. This add package seeks funding to lease a similarly size modular structure to be used until PW Operations is relocated. The structure provides office and meeting space for the Operations Administrative team. All costs to be shared 50/50 with Street Fund.

		General	Other	Reserve	y particular priority order/
	Request	Fund	Fund	Impact	Description
14	Planning Manager	114,794	0	30,799	Add a Planning Manager to move current and long range planning core services from below base to base level services. The City's planning program is significantly behind on long-range planning impacting housing availability, economic development readiness and strategic planning that helps ensure that development in McMinnville reflects McMinnville's values. As the City's planning program is not meeting state mandated deadlines for both private development review and long-range planning updates, costly legal support is required. In FY2011-12 and earlier periods - before the Planning program supported both an urban renewal and affordable housing programs - traditional current and long range planning services had 5.50 FTEs compared to 4.9 today.
15	Assistant/ Deputy City Manager	206,053	51,513	33,809	Assistant/Deputy City Manager position: This new FTE would provide direct supervision to approximately half of the Executive Team, resulting in added capacity for project and initiative support to the City Manager (freeing up approximately 25% of his time) and address succession planning needs. This position is considered a priority for multiple reasons including: refined and expanded City Council priorities, active engagement in financial sustainability initiatives, onboarding and support of four Executive Team members who have joined the team in the past two years and increased engagement in legislative affairs.
16	Muni Court full time clerk	17,550	0	3,900	Convert current part-time municipal court clerk to full time. This will allow for services to be offered to our community court that will focus on prohibited camping, criminal trespassing, downtown exclusion zone ordinance and other offenses that have grown since the pandemic. Specific programming to support those experiencing houseless or suffering from chemical dependency or mental health issues. The annual carrying cost is approx \$24,000; the FY2024-25 amount is offset with partial year left of grant support.
17	Full time legal assistant	0	0	0	Adding a full time legal assistant, instead of half time, mid-year would have no budget impact in its initial year as the half time position is included in the legal department budget. The added capacity would increase the effectiveness of the Legal department's core services, especially with regard to organization and responsiveness, as well as potentially providing some additional service to other Admin departments. Annual carrying cost addition is approximately \$55,000 going forward.

	-	General	Other	Reserve	
	Request	Fund	Fund	Impact	Description
18	Development Engineering Manager	101,732	83,236	16,955	Add 1 FTE: Development Engineering Manager. This new position will ensure Engineering is staffed more appropriately and help bring engineering core services from below base to base level while also positioning the City to handle the anticipated increase in development due to Urban Growth Boundary expansion. Currently development review requires about 50% of the City Engineer's time and 1.5FTE of other Engineering staff for reviews and permitting. The position will free up other Engineering staff to provide better level of service on the backlog of capital projects and contribute to the active management of the City's transportation, wastewater, and stormwater systems. Cost recovery from engineering fees will reduce the draw on unrestricted General Fund with time. 55-45 split projected.
19	Emergency Management supply inventory	96,635	0	0	The newly filled Emergency Operations Coordinator (grant funded for 2+ years) has identified a purchase list for setting up the Emergency Operations Center (EOC). This capital investment is comprised of two categories: EOC Supplies and Employee Resiliency. Both are needed in order to have a fully operational EOC. Having an operational EOC will result in shifting the level of service from below base level to a base level of service.
20	Sidewalk/ street tree replacement program	100,000	0	0	Establish a sidewalk and street tree replacement grant fund to help alleviate the unexpected costs of removing/replacing street trees and repairing sidewalks for low-income households. Many of McMinnville's neighborhoods are not ADA compliant due to street trees that were poorly planted and are now lifting sidewalks beyond accessibility and navigability standards. Normally it would be the responsibility of the property owner to repair the sidewalks and replace the street trees which is approximately \$15,000 - \$20,000 per frontage. This is cost prohibitive for many in neighborhoods built in the 1970s - 1980s where many of our lower and moderate-income households who own their own property reside and has become an issue of equity in terms of livability conditions in our neighborhoods. This could be supported with outside grants; periodic replenishments would be requested in future for the fund.

		General	Other	Reserve	y particular priority order)
	Request	Fund	Fund	Impact	Description
21	Planning GIS Specialist position	74,476	0	24,079	Add 1.0 FTE, Associate Planner - GIS Specialty. Assuming the Planning Manager has been added (a higher priority unmet need), the Planning Division has 5.90 FTEs dedicated to its traditional planning program. With the expected development in the 660 acres of UGB land, the City will need to expand its planning program to support a higher level of development. Also provides a GIS program in Planning which currently does not exist and is a resource weakness in long-range strategic planning. Cost recovery from planning fees recalibrated tin include this service will reduce the draw on unrestricted General Fund with time.
22	Police Support Services Specialist	26,249	0	4,375	Convert current part-time support management position at the Police Department into a full-time position. This would have a positive impact on our medium-high priority service tasks of the Front Office/record section. Would increase capacity of front office to allow more timely response to citizen requests and better engagement with community. Would help reduce employees feeling overworked and unable to complete tasks in timely fashion.
23	Parks and Recreation Volunteer program	140,035	0	23,339	In the initial Core Services work in 2021, Parks and Recreation ranked offering volunteer opportunities as one of our high priority core services, yet no formal resources exist. As a result, the opportunities offered can be siloed, inconsistent and only a fraction of the opportunity can be realized. Volunteer programs in P&R are nationally recognized as a way to build community, bring people together, steward natural resources, address issues of equity and diversity by prioritizing underserved neighborhoods and parks for revitalization, facilitating community pride which can enhance quality of life and build connections. As of March 2023, the City utilized 974 total volunteers annually, with 662 (or 67%) of those people coming through Parks, Recreation and Parks Maintenance. Looking at the dollar value, Parks and Recreation (without adding in Parks Maintenance) in FY 23 used over 11,000 hours of volunteer time. Based on a nationally averaged value of an hour of volunteer time at \$29.95, without a coordinator or formal program, Parks and Recreation is bringing in over \$300,000 of in-kind resources. We believe this can grow with the appropriate management to leverage even more resources through volunteers. This add package combines a previous PW request in with P&R needs for one comprehensive approach to volunteer recruitment, preparation, operations and support. Current service level is base. The goal of this add package would be to exponentially grow the in-kind value of volunteers in parks and programs. Includes \$30,000 in start up costs with approximately \$110,000 in annual staff carrying cost.
	Sub Total	1,274,274	234,514	198,382	Group 2 Unfunded Needs

#### **Group 3 Unmet Needs in General Fund (not listed in any particular priority order)**

	Request	General Fund	Other Fund	Reserve Impact	Description
24	Create reserve for fleet/equip and park system asset renewal	360,000	0	0	Create a reserve to fund capital resources for Park Maintenance to create a consistent annual funding source to reduce deferred maintenance backlogs and to provide for park asset, vehicle and equipment renewal on a programmed basis. This better positions the Division to take on new park areas (ex the North Baker Creek/BPA Extension/Oak Ridge Meadows) in that asset renewal will reduce maintenance requirements related to aged assets. Providing and maintaining a quality park and open space system is a key component in McMinnville's livability. The PW Operations Division's overarching goal is to provide safe, clean and beautiful spaces for our residents to enjoy, and this add package is a critical need in achieving that mission. This seeds the ability to renew assets prior to end of service life such as skate parks elements and concrete, playgrounds, irrigation systems, plumbing, roofs, lighting systems, building security systems, doors & windows, pavement, concrete walks, etc
25	Reduce barriers for participation in P+R programming	139,746	0		Providing Parks and Rec programs <b>for all</b> is a core value of P&R professionals. Currently we have limited resources and still reduce as many barriers to participation as we can within those existing resources. We know we can do more. We integrate national and local model programs and handbooks that have helped us make progress but have not been able to bridge more gaps to get more and diverse users into our programs. P&R has accommodated most of what we have been able to make progress on our goal of reducing barriers to participation by absorbing costs and being creative with resources, grants and partners. To grow the adaptive program further, resources are required. \$20,000 in start up costs with \$122,000 in carrying cost with approx \$2,000 in program revenue
26	Create reserve for Gen Fund Capital Replacement (fleet/equip)	380,000	0	0	The reserve would move the City's fleet operations to a base level of service relative to vehicle replacement. Currently there is no comprehensive fleet replacement schedule for GF vehicles, and no coordinated replacement program City wide. The reserve would support fleet/equipment replacement schedules. This amount allows replacement schedules funded at 80% of annual need. Programmed asset repair, replacement and renewal will free up maintenance capacity currently consumed by demand maintenance related to aging fleet units.
27	Building security system	105,000	45,000	0	Establish uniform building security systems across the City to provide a number of efficiencies across departments, replace aging technology and provide better safety and security for City employees and those who use the public spaces in its buildings. Projects a 70-30 split in General Fund to other funds.

#### **Group 3 Unmet Needs in General Fund (not listed in any particular priority order)**

	Request	General Fund	Other Fund	Reserve Impact	Description
28	Mechanics Assistant	47,732	58,339	7,955	The goal of this staff addition is to move the City's fleet operations to a base level of service. Currently, City fleet maintenance centralizes work on General Fund (excepting Police), Street and WWS vehicles and equipment. An ideal ratio of planned to demand work in fleet maintenance is 70% planned to 30% demand; current situation is closer to 60%-40% driven primarily by the age and condition of many GF units. Additionally the PW Operations Mechanic provides as needed facility maintenance support and assists various Operations crews which further impacts capacity. Currently there is no comprehensive fleet replacement schedule for GF vehicles, and no coordinated replacement program City wide. This gap extends to a lack of a comprehensive fuel conservation strategy without staff capacity to audit fuel use trends and make either operational changes or procurement strategy changes to improve fuel use. Currently Police units are maintained separately by that departments. This is primarily due to a lack of staff capacity, shop space and required Emergency Vehicle Technician (EVT) certifications. This add package does not include absorbing Police unit maintenance at this time, but sets the framework to be able to do so in the future should the opportunity arise. A 45-55 split is projected.
29	Library Latinx outreach and engagement	53,000	0	8,833	The library has many resources that are useful for the Latinx population in our community. We do not see a match in the percentage of Latinx in the community in relation to their visits to the library. The goal of this add package is to increase outreach and engagement to this population and encourage them to utilize the resources of the library. Includes professional services for translating library documents into Spanish and increase Library Specialist hours by 14 and Library Technician hours by 10 to increase the capacity of bilingual staff to engage with Latinx in the community and at the library.
30	Communica- tions and Engagement Specialist	83,392	20,848	13,284	Adding staff capacity will bring this activity up from below base to enhance our external communications and outreach efforts to the public. Additional staffing would support an overall conjoined communications and engagement strategy and increase our ability to support initiatives arising from the grant-funded organizational assessment of the City's status in delivering on MacTown 2032's commitment to equity. Additional staff will allow the City to actively engage on social media platforms, perform website/content audits, support engagement projects, plan communications activities that are proactive and strategic versus spontaneous and/or reactive, and better reach the approximate 20% of the community whose first language is Spanish.

#### **Group 3 Unmet Needs in General Fund (not listed in any particular priority order)**

	Request	General Fund	Other Fund	Reserve Impact	Description
31	PD AV upgrade	50,000	0	0	Add cameras and hybrid AV permanently to the PD conference room. This room is increasingly used to hold large committee meetings and investment would provide a better hybrid meeting experience for the community and require less IS resources to setup and take down each time.
32	Hosting and Disaster Recovery for ERP system	74,200	31,800	12,367	This investment would allow for a new level of disaster recovery where ERP/AP/Payroll services would be externally hosted and increase availability in the event of any interruptions to City services, and provide greater continuity of service for critical operations. Includes \$6,000 one time costs. \$100,000 in carrying costs is required; 20k per year for DR services, where in the case of an emergency, would allow for short term use of Tyler hosting the City's NWS application. Fully hosting the entire app is an additional \$80,000 annually.
33	McMinnville Community Media support	65,000	0	0	The impact of declining cable franchise revenues is negatively impacting the ability of McMinnville Community Media (MCM) to carry out its operations in providing community access television. MCM proposes that the City change the sharing ratio for cable franchise dollars from 55-45 to 35-65. Currently all Public Education Government (PEG) fees are passed through to MCM for capital purchases.
34	Contract Management module in ERP	13,475	13,475	44	The city's approach to contracts is highly decentralized; adding the contract module to the City's ERP system would allow for stronger visibility into city-wide contracts by support services as well as provide the departments that lead contracts to stay on top of their purchasing and contract management tasks, contract status and coordinate interactions with legal and finance throughout the life of the contracts. User defined fields could allow us to track contracts that move city goals. The workflows would strengthen internal controls on contract development and approval; ongoing contract milestones; renewal ticklers, etc. Includes \$26,000 in one time costs with approximately \$525 annual carrying cost. 50-50 split projected.
35	Time Keeping (e-suite addition) module in ERP	20,738	6,913	81	Adding ERP integrated time keeping will help move core services Payroll and Benefits Management from base to mid-level. It strengthens internal control on our largest consistent outlay - payroll - and increases efficiency across the organization. Every employee fills out a timesheet 24 times each year, which are reviewed and approved by supervisors and DHs. Every department handles this - as well as leave requests - differently. Auditor concerns about the lack of transparency on approving leave and OT have been a consistent theme. One time implementation costs are \$27,000 with annual carrying cost of approx \$650. 75-25 split projected.

#### **Group 3 Unmet Needs in General Fund (not listed in any particular priority order)**

Request	General Fund	Other Fund	Reserve Impact	Description
Finance open data application	25,480	10,920	4,247	Add open data module for web-based financial data insights software available with our EFP. Would allow self service access to financial data and ability to create dashboards. This would enhance community engagement and transparency work, bringing finance-specific core service levels towards "optimal" level. Implementation capacity would require staffing level increase in the Finance Department. \$23,000 one time costs with approx \$13,200 annual carrying cost. 70-30 split projected.
Subtotal	1,417,762	187,295	70,435	Group 3 Unmet Needs

Total 4,716,623 771,587 356,963 All unmet needs

Note: resources needed is net of any related funding stream. Reserve impact is for investments with General Fund carrying costs

### General Fund Capital Investments FY2024-25 Proposed Budget

Capital investments included in the proposed budget (primarily funded with internal borrowing) and unfunded needs deferred to future periods. For FY2024-25 the highest two priority investments by department were funded.

	Gener	al	ARPA*		Internal	
Dept	Project Fund E	st	/Grants	Other Fund	Borrowing	Notes
<b>Deferred</b>	maintenance/capital investment in Gener	al Fu	nd include	ed in balance	ed budget	
Admin	Replace fire alarm panel & annunciator				30,000	In City Hall
Admin	Replace frontage sidewalk (includes tree rem	ovals)			60,000	In front of Nelson House
Admin	Restore windows, south side, 2nd level				13,000	In City Hall (delayed from FY2023-24)
Admin	Replace hydronic piping insulation				11,000	In City Hall (delayed from FY2023-24)
Eng	Sedan replaces 2007 unit w/ compact 4x4 tru	ıck			45,000	In Civic Center
Plng	Planning Inspections Vehicle				25,000	Purchase 1st fleet veh. for planners
CDC	Repair Wood Rot around CDC windows			12,500	37,500	Shared with Building Fund
Police	Surveillance Trailer		90,000			Oregon Emergency Management grant
Police	Replace 2017 Ford Explorer 839				84,335	Keep as spare K9
Police	Replace 2017 Dodge Charger 801				79,300	Move to SUV-Tahoe
P+Rec	Fire Panel Replacement				10,000	In Community Center
P+Rec	Replace vinyl flooring				11,700	In Senior Center
P+Rec	Carpet replacement				54,700	In Senior Center
P+Rec	Bathroom accessibility & function update				200,000	In Senior Center (delayed from FY24)
P Maint	11' Rotary large area mower				90,000	Replace 2013 unit
P Maint	Upgrade ADA ramp with tactile warning				15,000	Thompson Park
P Maint	Irrigation Renovations - Ph1		125,000			Committed former ARPA (delayed from FY24)
P Maint	Neighborhood Park Renovations - Ph 1		125,000			Committed former ARPA (delayed from FY24)
Libr	Sprinkler/Riser Deficiency Repairs				25,000	Sprinkler head replacement
Libr	HVAC replacement (committed former ARPA)		138,000			22k in FY24, 138k delayed of 150k total
InfoSrv	Wireless Upgrade			1,400	8,600	Shared 86% Gen Fund/14% other funds
InfoSrv	VM Backbone Host Servers			2,800	17,200	Shared 86% Gen Fund/14% other funds
InfoSrv	Network Switches			4,200	25,800	Shared 86% Gen Fund/14% other funds
InfoSrv	MDT's for replacement				12,000	Two patrol vehicles (PD)
	Total	0	478,000	20,900	855,135	

		General	ARPA*		Internal	
Dept	Project	Fund Est	/Grants	Other Fund	Borrowing	Notes
eferred n	naintenance/capital investment f	or FY2024-2	25 not incl	uded in Gen	eral Fund b	oudget
Admin	Nelson House items removed pendir	ng building sta	tus (124,000	0 for prior yea	r)	
Admin	Parking structure items removed per	nding building	status (300	,000 for prior	year)	
CDC	Roof replace membrane flat roof	67,500		22,500		Shared with Building Fund
PIng	Planning Inspections Vehicle	25,000				Purchase 2nd fleet veh. for planners
Police	Basic drug detection K9	22,500				Full replacement cost
Police	Replace 2014 Dodge Charger 834	79,300				Move to SUV-Tahoe
Police	Replace 2017 Ford Explorer 803	79,300				Rpl w/SUV
Police	Breaching door training system	12,500				Portable
Police	Breaching backpack and acc.	18,500				Electro hydraulic
Police	Transition to red dot handguns	30,000				
Police	Replace 2019 Ford Explorer 805	79,300				Rpl w/SUV or PU
Police	Air Compressor Replacement	36,000				
P+Rec	Aquatic Center building improvemen	t items remov	ed			Limiting investment with Rec Facility project
P+Rec	Community Center non-urgent items	removed				Limiting investment with Rec Facility project
P+Rec	Refinish hardwood floors	9,000				In Senior Center
P Maint	ADA parking stall	10,000				Lower City Park
P Maint	Park Signage Upgrade	20,000				
Libr	Security Camera add	20,000				Can be scaled
Libr	Parking lot lighting	20,000				
	Total	528,900	0	22,500	C	

<sup>\*</sup> ARPA grant formally closed in FY23 with unspent balance placed in committed fund balance.

### **FUND DEFINITIONS**

• Budget Organization Chart



**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 thirteen governmental funds; two 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 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, community development, police, municipal court, 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.

#### **Grants and 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 as well as grants or other restricted funds that are not department specific.

#### 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.

#### Affordable Housing Fund

When the Affordable Housing Construction Excise Tax was established by Ordinance no. 5112 to begin in FY2022-23, a fund was established to account for those funds. The new

#### **Fund Definitions – Budget Basis**

fund also tracks all grant awards associated with housing issues and investments.

#### **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) 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.

#### **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. In FY2019-20 this fund was reclassified from an enterprise fund to a special revenue fund.

#### Fire District Transition Fund

City of McMinnville and parts of Yamhill County voters approved a ballot measure creating a new Fire District in May 2023. This fund will account for revenues that are associated with ambulance transports which took place under the City of McMinnville's license. The funds that continue to be remitted to the City will be turned over to the new fire district.

#### **Governmental Funds: Capital Projects Funds**

Capital projects funds account for the acquisition and construction of major capital projects.

#### **Transportation Fund**

The Transportation Fund is used to account for federal highway funds, which the City exchanges with the State of Oregon. Federal fund 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, now fully spent, were also included in this fund.

In 2013, and amended in 2023, 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 federal fund exchange dollars.

#### Park Development Fund

This fund is used to account for park system expansion and improvements funded by park system development charges (SDCs), grants, and donations. Proceeds from Park System Improvement bonds, fully spent at this time, were also included in this fund.

#### **Fund Definitions – Budget Basis**

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

#### 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.

#### Wastewater Capital Fund

This capital fund is included as an enterprise fund in the City's financial statements and 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.

#### **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.

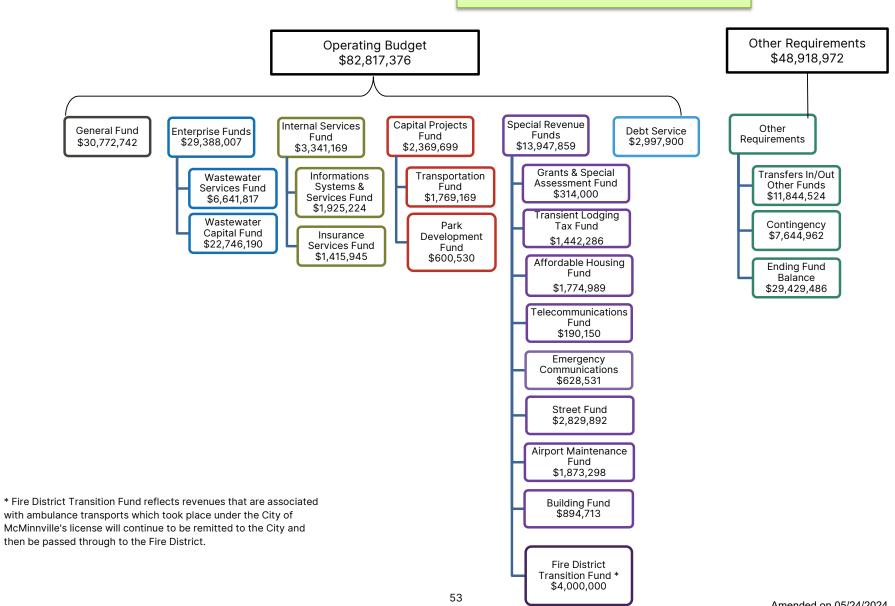
**Budget Organization Chart:** The chart on the following page separates the components of the "Operating Budget" from "Other Requirements." The total "Operating Budget" (\$88.1 million) includes Personnel Services, Materials and Services, Capital Outlay, and Debt Service expenditures. "Other Requirements" include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$52.2 million). Total "Operating Budget" and "Other Requirements" in the 2023-24 proposed budget are \$140.4 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 2024 - 2025 Proposed Budget \$131,736,348



### **DEBT OVERVIEW**

#### **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 must be 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 2024-25 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.

The City does not plan for any new external debt obligations in FY2024-25 but the budget does include internal borrowings for five-year terms on an interfund basis for capital purchases.

**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, 2024, the City's total amount of GO bond outstanding debt principal will be \$15,175,000.

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 for next fiscal year includes \$7.2 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 2015 to refinance the 2006 Public Safety Facilities bonds. These bonds will mature in 2027.

**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 two financing agreements related to capital projects and the acquisition of capital assets. In FY 2022-23, McMinnville refinanced an existing ODOT loan and added \$3.6 million in new debt to fund further phased progress on the Newberg-Dundee Bypass project, maturing in 2066. The other capital project debt is for a bank loan for street improvements in the Urban Renewal District maturing in 2032. In 2016, the City also entered into a financing agreement to refinance the City's PERS transition liability, maturing in 2028.

**Capital leases** – Capital leases are full faith and credit 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 2019-20 the City issued a seven-year capital lease for an emergency communications system upgrade.

**Internal borrowing** – An activity noted in Resolution 2021-55 on adopting sustainable resources to support the core services of the General Fund is internal borrowing. Establishing a program of inter-fund loans as a lower cost solution relative leasing or other borrowing options to address the need for routine capital investments in existing buildings and fleet and equipment replacement, was one of a portfolio of actions City staff have been asked to take.

The FY2024-25 budget includes internal borrowing in the general fund financed by the millions in excess cash held by the Wastewater Capital Fund (WWC). The loan terms are for five years with payments starting in FY2025-26 and an interest rate (5.70%), set slightly higher than the current Local Government Investment Pool's current rate of return (5.20%).

FY25 Capital Investments Supported by	Cost
Internal Borrowing	Estimate
Admin City Hall: Capital Improvement (delayed from FY24)	24,000
Admin Nelson House: Sidewalk	60,000
Admin City Hall: Replace fire alarm panel & annunciator	30,000
Engineering: Vehicle	45,000
Comm Dev: Inspections vehicle	25,000
CDC: Window rot in building (75% gen fund)	37,500
Police: Vehicle (replace '17 Ford Explorer)	84,335
Police: Vehicle (replace '17 Dodge Challenger)	79,300
Police: Replace MDTs (through IS fund)	12,000
P&R Comm Ctr: Fire Panel	10,000
P&R Senior Ctr: Replace vinyl flooring	11,700
P&R Senior Ctr: Replace carpet	54,700
IS: Shared network switches, VM backbone host servers (86% general fund supported)	51,600
P&R Senior Ctr: Bathroom remodel (delayed from FY24)	200,000
Park Maint: Replace 2013 large area mower	90,000
Park Maint: Upgrade Thompson Park ADA ramp	15,000
Library: Fire suppression sprinklers	25,000
Total FY 2024-25 Internal Borrowing	855,135

Internal debt arrangements, allowed under state law for municipal capital needs for a maximum term of ten years, allows the borrowing fund access to cash at a lower interest rate than is typically available from commercial alternatives while also earning the lending fund higher interest on its available cash balance than can typically be made in the allowable investment types for municipal funds. The WWC fund balance has been built by rate payers to accumulate funds for future capital investments in the city's sewer system, saving rate payers a higher cost of capital if the WWC were to issue bonds or otherwise commercially finance those large capital needs.

FY2024-25 budget includes repayments (principal and interest) for prior internal borrowing, listed below.

FY25 Internal Borrowing Payments	
Police: 2020 vehicles (3)	37,312
Police: 2021 audio visual equipment	5,716
Police: 2021 vehicles (3)	37,699
Admin: 2024 UR NE Gateway property	215,766
Police: 2024 hybrid vehicles (2)	31,023
Police: 2024 MDT equipment in vehicles	11,405
CDC: 2024 replace RTY#1 HVAC	5,988
CDC: 2024 secure building entry way	10,265
P&R Comm Ctr: 2024 carpet replacement	20,987
P&R Comm Ctr: 2024 resurface courts	11,406
P&R Senior Ctr: 2024 exterior lit sign	2,851
Library: 2024 security system cameras	4,562
Park Maint: 2024 restroom partitions	13,801
IS: 2024 VM servers, Domain, Storage	20,957
IS: Asset management system	12,546
Total FY 2024-25 Payments	442,284

All debt issuance, including the internal borrowing, must be authorized by the Council.



#### Statement of Bonds and Loans Outstanding

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest		standing 0/2024	20	Maturing 024 - 2025 Principal	20	laturing 24 - 2025 nterest
<b>General Obligation Bonds</b>										
Debt Service Fund:										
2015 Public Safety Civic Building Refunding Bonds	4/16/2015	2/1/2027 \$	7,235,000	2.50 - 5.00%	\$ 2	2,375,000	\$	755,000	\$	118,750
2015 Transportation Bonds	4/16/2015	2/1/2030 \$	16,085,000	2.50 - 5.00%	\$ 7	,650,000	\$	1,130,000	\$	327,500
2018 Transportation Bonds	2/28/2018	2/1/2033 \$	7,915,000	3.00 - 4.00%		5,150,000	\$	505,000	\$	161,650
TOTAL - General Obligation Bonds		\$	31,235,000		\$ 15	5,175,000	\$	2,390,000	\$	607,900
Full Faith and Credit Obligations										
General Fund - Non-Departmental:										
2016 PERS Refinacing Loan	10/31/2016	8/1/2027 \$	3,525,860	2.73%	\$ 1	1,468,740	\$	386,720	\$	37,500
2016 Urban Renewal Agency Loan	10/31/2016	8/1/2031 \$	2,192,300	2.04%	\$ 1	1,296,410	\$	161,660	\$	25,626
Transportation Fund:										
2023 ODOT Dundee Bypass Loan Balance Refinanced	12/27/2022	1/25/2066 \$	2,330,450	2.88%	\$ 2	2,008,252	\$	155,862	\$	45,387
2023 ODOT Dundee Bypass Loan Addition*	12/27/2022	1/25/2066 \$	3,622,000	2.88%	\$ 3	3,622,000				
TOTAL - Full Faith and Credit Obligations		\$	11,670,610		\$ 8	3,395,402	\$	704,242	\$	108,513
Capital Leases (Lease-purchase Agreements)										
General Fund - Police Department:										
2019 Emergency Communications Radio Equipment	5/14/2019	9/15/2026 \$	228,449	4.15%	\$	69,959	\$	34,268	\$	2,903
TOTAL - Capital Leases		\$	228,449	- -	\$	69,959	\$	34,268	\$	2,903
TOTAL - Debt		\$	43,134,059		\$ 23	,640,361	\$	3,128,510	\$	719,316

<sup>\*</sup> Drawdowns on the added ODOT loan have not yet begun so no payments are due as of this date

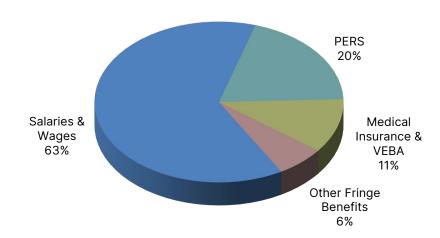
# PERSONNEL SERVICES SUPPLEMENTAL INFORMATION

- Personnel Services Overview
  - Full-Time Equivalent Trend & Change
  - Personnel Service and Volunteer Comparisons
- Salary Schedules
  - General Service Employees Semi-Monthly
  - Police Union Semi-Monthly



#### Introduction

City of McMinnville personnel services expenditures account for 27% of the City's total 2024-25 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2024-25 proposed budget, total personnel services cost for all funds is \$25.99 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 seasonal/temporary employees:

 Regular full time employees are compensated with a semi-monthly 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 are
  eligible to participate in most benefit programs, which may be
  on a prorated basis.
- <u>Seasonal/Temporary</u> employees employed for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments and are compensated on an hourly basis. They receive only those fringe benefits required by law.

FY2024-25 is the final year of the Police Association collective bargaining agreement (CBA).

#### **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 second half of the year. This year the CPI was 3.17%, compared to 7.91% in the previous year. The 2024-25 budget includes a 3.2% CoLA for General Services employees and members of the police bargaining unit. The CBA includes additional annual increases for officers and corporals (1%) and sergeants (2%).

#### **Benefits**

Total fringe benefits account for 37% of total *personnel services* expenditures, or \$9.6 million in the 2024-25 proposed budget. PERS and medical insurance/VEBA costs combined are \$7.9 million for all City employees. Therefore, changes in costs for

these fringe benefits have a significant impact on the City's budget.

#### Retirement

The table below shows PERS rates (Public Employees Retirement System, Tier 1/Tier 2), OPSRP (Oregon Public Service Retirement Plan), IAP (Individual Account Program), and PERS Transition Liability (amount needed to pay off PERS related debt service):

		Employer C	Contribution
		2021-23	2023-25
•	PERS Tier 1/Tier 2	27.8%	28.7%
•	OPSRP General Service	20.8%	22.2%
•	OPSRP Police and Fire	25.1%	26.9%
•	IAP (all members)	6.0%	6.0%
•	Transition Liability (all member	s) 2.1%	2.1%

To be eligible for PERS, an employee must work 600 or more hours in a year.

This budget year does not include a PERS employer rate increase as it is year two of the biennial rate period. Advisory rates for next year show increases of 5.6% for PERS T1/T2 employees, 9.5% for OPSRP general service and 7.1% for OPSRP Police and Fire employees. At the April 2024 meeting of the PERS board, annual investment earnings were reported and came in higher than were recorded last year, indicating that actual rates for the next biennium will likely have smaller increases than the advisory rates estimate.

As of April 2024, 24% of the City's PERS eligible employees are Tier 1/Tier 2 members, 61% are OPSRP General Service members, and 15% are OPSRP Police and Fire members. Over the last 5 years, adjusting to remove fire employees from the comparison, the proportion of OPSRP General

Service employees has increased by 13% and OPSRP Police and Fire members has increased by 8%. The proportion of PERS Tier 1/Tier2 employees in the City workforce has decreased by 21% over this period, showing that the city's workforce is becoming more populated by employees with a less costly retirement contribution for the City.

#### Medical Insurance

The City's medical insurance is purchased on a calendar year basis. Premiums are expected to increase in CY2025 by 8% for members of the police union. General service staff have the option of two carriers; for about 94% of the employees a maximum increase of 7.25% is budgeted, for the balance a maximum 10% increase is projected. For comparison, last year's budget included a 1.6% and 16.7% increase respectively for medical coverage.

General services employees have a choice of two similar high deductible health insurance plans. A VEBA account is a healthcare cost reimbursement account, funded by the employer, which helps defray the cost of the higher deductibles. Only employees choosing health insurance coverage through the City are eligible for a VEBA account. The 2024-25 budget proposes that the City contribute 100% of the copay plan deductible to general service employee VEBA accounts for the 2025 plan year. General services employees pay 10% of their health insurance premium.

The Police collective bargaining unit is part of the Oregon Teamsters Employer Trust (OTET) insurance plan. The CBA effective July 1, 2022, continues with Police Union members paying 5% of the premium and with the City paying the remaining 95%.

#### 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, unemployment

benefits, paid family medical leave, and an employee assistance program.

Fringe benefits provided to volunteers include workers compensation insurance, life insurance for public safety volunteers.

#### **Change in Personnel**

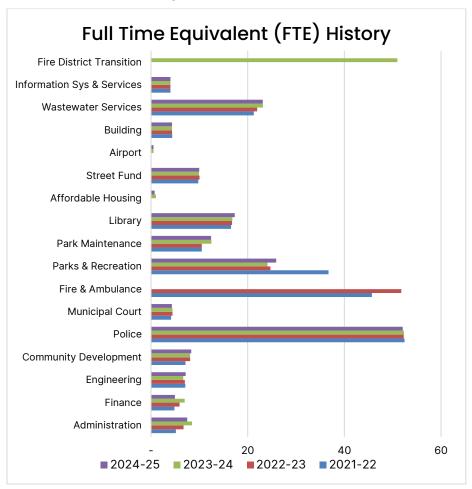
With the exclusion of employees that transitioned to the new McMinnville Fire District, the 2024-25 proposed budget reflects an overall decrease of 0.67 full-time equivalent (FTE) positions. New or amended positions described below are offset by a net decrease in FTE across the rest of the city organization:

- One 0.50 FTE for an Emergency Management Coordinator (funded using ARPA funds)
- The net increase of 2.27 in staffing for Parks & Recreation and Library due to reclassification of seasonal/temporary positions to part-time status, along with grant funded extra hours

The tables immediately following this overview provide more detailed information:

- Table #1 Five-year trend of FTE, including FTE in the Proposed 2024-25 budget by department
- Table #2 Change in FTE from the 2023-24 Adopted to 2024-25 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

The graph below shows changes in FTE from 2021-22 through the 2024-25 proposed budget.



In an effort to budget staffing costs closer to actual personnel cost outlays, particularly given our experience with the challenging hiring environment over the last year, vacancy savings in the largest workforce group in the city is included in the budget as reasonable estimates. However, we have elected to keep FTE levels reflecting

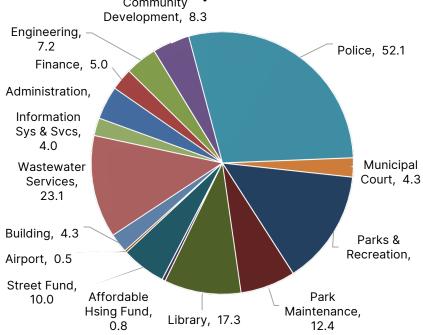
the open positions and have not adjusted that metric downwards to reflect that savings. The police department budget reflects three open positions in vacancy savings. The savings for police is \$462,400 relative fully budgeting those open positions. Because the City is not instituting a hiring freeze and it is possible that the hiring tide for police officers could turn in the coming year, the typical general fund contingency level has been increased to \$1,962,400 to accommodate this budgeting approach.

In 2023-24, the City had a contract in place and paid for 6 months of McMinnville Fire District (MFD) personnel costs with MFD reimbursing the costs once their property tax collections were received. This financial activity is noted within the Fire District Transition Fund and fire/EMS employee history for past years remains in General Fund, Fire & Ambulance department.

#### **Personnel Distributions Across Functional Units**

The graph to the right shows full time equivalent staffing distribution across the city's departments and unique service areas included in the 2024-25 proposed budget.

### Full Time Equivalent (FTE)



#### Summary

Personnel services expenditures in the 2024-25 proposed budget reflect the City's efforts to maintain a steady-state budget while maintaining the current service level requirements of the public. The totality of the compensation offered and commitment to tying salary levels to market norms allows the City to hire and retain a quality workforce in line with national best practices. For additional information, please refer to the **Budget Message** in the **Budget Officer** section of this document.

For additional information regarding FTE in General Fund Departments, please refer to the **Budget Summaries** included with each Department.

#### Table #1

# City of McMinnville Full Time Equivalent (FTE) Five-Year Trend

Department	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Adopted 2023-24	Proposed 2024-25		
Administration	4.31	5.13	6.74	8.50	7.50		
Finance	4.85	4.85	5.90	6.95	4.95		
Engineering	7.32	7.08	6.99	6.66	7.16		
Community Development	7.19	7.12	8.08	8.08	8.33		
Police	52.70	52.43	52.27	52.31	52.06		
Municipal Court	4.78	4.15	4.46	4.46	4.31		
Fire	44.22	45.70	51.78	*see below			
Parks & Recreation	40.38	36.72	24.71	24.11	25.91		
Park Maintenance	10.59	10.49	10.49	12.48	12.42		
Library	16.72	16.56	16.77	16.84	<u>17.31</u>		
General Fund - Total	193.06	190.23	188.19	140.39	139.95		
Affordable Housing Fund				1.00	0.75		
Street Fund	9.93	9.79	10.04	9.90	9.97		
Airport Fund				0.50	0.50		
Building Fund	4.40	4.38	4.34	4.34	4.34		
Wastewater Services							
Administration	2.10	2.10	2.10	2.85	2.85		
Plant	9.96	9.39	9.39	9.44	9.50		
Environmental Services	4.39	4.38	5.07	5.36	5.35		
Conveyance Systems	5.40	5.40	5.40	5.50	5.40		
Wastewater Services - Total	21.85	21.27	21.96	23.15	23.10		
Information Systems & Services	4.00	4.00	4.00	4.00	4.00		
Subtotal City Employees - FTE's	233.24	229.67	228.53	183.28	182.61		
Difference from prior year (removing FD transition) -0.67							
*Fire District (FD) Transition				50.94			

#### Table #2

#### **City of McMinnville**

#### Change in Full Time Equivalent (FTE) 2024 Adopted to 2025 Proposed Budget

Positions - By Department	Change in FTE	Positions - By Department	Change in FTE	Positions - By Department	Change in FTE
Administration		Parks & Recreation		Affordable Housing	
Deputy City Recorder / Exec Assistant	1.00	Customer Service Assistant - AC	0.01	Associate Planner - Housing	(0.25)
Management Support Specialist	(1.00)	Head Guard - AC	1.06	3	(0.25)
Management Support Specialist - Senior	(1.00)	Head Guard - Shift Supervisor - AC	0.39		
	(1.00)	Lifeguard / Swim Instructor - AC	(1.03)	<u>Street</u>	
		Recreation Program Instructor 1, 2, & 3 - AC	(0.18)	Extra Help - Streets	(0.03)
<u>Finance</u>		Customer Service Assistant - CC	0.17	Senior Utility Worker - WWS	0.10
Grant Manager	(1.00)	Program Assistant - CC	0.12	Utility Worker I - Streets	(1.00)
Financial Services Specialist II	(1.00)	Recreation Program Instructor 1, 2, & 3 - CC	0.11	Utility Worker II - Streets	1.00
·	(2.00)	Recreation Assistant - CC	0.51	•	0.07
		Recreation Manager - Rec Sports	(0.50)		
Engineering		Recreation Supervisor - Rec Sports	1.00	<u>Airport</u>	
Emergency Management Coordinator	0.50	Program Assistant - Rec Sports	(0.03)	No change	0.00
0 , 0	0.50	Recreation Assistant - Rec Sports	0.14		0.00
		Customer Service Assistant - SC	0.22		,
Community Development		Recreation Manager - SC	1.00	Building	
Associate Planner - Housing	0.25	Recreation Supervisor - SC	(1.00)	No change	0.00
	0.25	Recreation Program Instructor 2 & 3 - SC	(0.19)		
			1.80		
<u>Police</u>				Wastewater Services	
Extra Help - Police Officer	0.60	Park Maintenance		Senior Utility Worker - WWS	(0.10)
Extra Help - Police Reserves	0.15	Extra Help - Facilities	(0.06)	Extra Help - WWS	0.05
Extra Help - Park Ranger	(1.25)		(0.06)		(0.05)
Extra Help - Investigations	0.25				,
	(0.25)	<u>Library</u>		Information Systems	
		Librarian	0.14	No change	0.00
Municipal Court		Library Specialist	1.11		,
Judge	0.13	Library Technician	(0.78)		
Court Clerk I	(0.30)		0.47	Total Change in Full Time Equivalent (FTE)	(0.67)
Municipal Court Interpreter	0.02			(removing Fire District Transition)	
	(0.15)			•	
				Fire District Transition	
				Creation of McMinnville Fire District	(50.94)
					(50.94)

#### Table #3

## City of McMinnville Number of Employees and Volunteers March 2024 Actual

Department	Full Time	Part Time	See Volunteer Roster	
			See volunteer (Voster	Total
Administration	7	_	22	29
Finance	5	_	-	5
Engineering	5	3	_	8
Planning	8	-	134	142
Police	41	7	5	53
Municipal Court	4	1	-	5
Parks & Recreation				
Administration	1	_	_	1
Aquatic Center	3	34	1	38
Community Center & Rec Programs	2	17	19	38
Recreation Sports	1	27	192	220
Senior Center	1	4	37	42
Park Maintenance	8	_	202	210
Library	12	10	162	184
General Fund - Total	98	103	774	975
Affordable Housing	1		15	16
Street	9		122	131
Airport Maintenance	1		6	7
Building	4	1	<del>-</del>	5
Wastewater Services				
Administration	2	_	_	2
Plant	10	_	_	10
Environmental Services	4	_	_	4
Conveyance Systems	6	_	_	6
Wastewater Services - Total	22			22
_				
Information Systems & Services	4			4
Total City Employees & Volunteers	139	104	917	1,144

#### City of McMinnville Volunteer Roster - 2023

Notes

Department	# of Volunteers
Administration	
City Council	7
Budget Committee	7
Diversity & Equity Inclusion Advisory Committee	8
	22
Police	
Police Reserves (a)	2
Other Police Volunteers (b)	3
	5
Library	
Volunteers	162
Planning	
Code Compliance	35
Fox Ridge Road Area Plan	17
Historic Landmarks Committee	5
Housing Needs Advisory Committee	15
Landscape Review Committee	5
McMinnville Economic Vitality Leadership Council	14
McMinnville Planning Commission McMinnville Urban Renewal Advisory Committee	9 12
Third Street Improvement Project	22
Tima Gudet improvement reject	134
Parks & Recreation	
Aquatic Center (c) (d)	1
Community Center	19
Recreational Sports (e) Senior Center Volunteers	192
Senior Center volunteers	37
Park Maintenance	249
	200
Park Project Volunteers	202
Affordable Housing	
McMinnville Affordable Housing Committee	<u>15</u>
Street	
Volunteers	122
Airport	
Airport Commission	6
Total Volunteers	917

- (a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are paid for security at events such as weddings, soccer games, and school paid functions.
- (b) Other Police Volunteers include the police auxiliary and police parking patrol.

- **(c)** The McMinnville Swim Club and High School host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.
- (d) The Survival Swimming Program provides up to 5-8 hours of swimming instruction specifically targeting water safety skills. For the past 50 years this program has taught every 3rd grade classroom in the McMinnville School District. In addition. Amity, and many private schools in McMinnville sometimes participate in this program. The program utilizes approximately 75 volunteers (recruited by school PE
- **(e) Recreational Sports Volunteers** serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple teams in multiple sports. These 192 people coached 245 teams. This number does not include the many unofficial volunteers who assisted the head coaches at practices and games.

#### Semi-Monthly Salary Schedule - General Service July 1, 2024

#### 3.2% Projected COLA Increase

		Steps														
Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
F101		5,781	5,989	6,195	6,401	6,608	6,814	7,022	7,227	7,433	7,641	7,846	8,054	8,260	8,467	8,673
		66.72	69.11	71.48	73.86	76.24	78.63	81.01	83.40	85.78	88.16	90.54	92.92	95.32	97.69	100.08
	City Manager															
E82		4,930	5,104	5,281	5,457	5,633	5,808	5,985	6,162	6,336	6,513	6,689	6,865	7,040	7,218	7,393
		56.87	58.91	60.93	62.97	65.00	67.03	69.05	71.09	73.13	75.15	77.19	79.22	81.24	83.26	85.31
	City Attorney															
	Community Developme	ent Director														
	Finance Director															
	Human Resources Dire															
	Information Systems D	irector														
	Library Director															
	Parks and Recreation D	irector														
	Police Chief															
	Public Works Director															
D62		3,905	4,044	4,184	4,323	4,462	4,603	4,742	4,881	5,021	5,160	5,300	5,440	5,579	5,718	5,858
		45.06	46.67	48.28	49.89	51.50	53.10	54.72	56.33	57.94	59.54	61.15	62.76	64.37	65.98	67.59
	Airport Administrator															
	City Engineer															
	Community Developme			er												
	Maintenance and Oper	rations Superint	tendent													
	Police Captain															
	Wastewater Services N	lanager														
D61		3,735	3,868	4,001	4,134	4,268	4,401	4,536	4,668	4,802	4,935	5,068	5,201	5,334	5,469	5,602
		43.09	44.62	46.16	47.71	49.25	50.78	52.33	53.86	55.40	56.94	58.48	60.02	61.56	63.10	64.63
	City Recorder															
	Library Manager															
C51		3,265	3,382	3,497	3,615	3,732	3,847	3,965	4,081	4,197	4,315	4,431	4,547	4,665	4,780	4,899

Communications & Engagement Manager

37.67

39.02

41.70

40.36

43.04

44.40

45.74

47.10

48.44

49.78

51.13

**Court Supervisor** 

Information Services Administrator

Library Supervisor

Maintenance and Operations Supervisor

Project Manager - Engineering

Recreation Manager

Senior Planner

Support Services Manager

Wastewater Services Supervisor

53.83

55.17

56.52

52.48

### Semi-Monthly Salary Schedule - General Service July 1, 2024

#### 3.2% Projected COLA Increase

	S	Steps														
Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
C43		3,052	3,160	3,269	3,379	3,487	3,597	3,706	3,814	3,924	4,033	4,140	4,250	4,358	4,469	4,578
		35.20	36.47	37.73	38.98	40.24	41.51	42.75	44.01	45.27	46.52	47.78	49.06	50.29	51.56	52.82
	Emergency Management	Coordinator														
	Facility Maintenance Coor															
	Financial Services Adminis	strator														
	Project Engineer															
C42		2,880	2,984	3,087	3,190	3,293	3,396	3,497	3,601	3,705	3,807	3,910	4,013	4,115	4,218	4,322
		33.24	34.43	35.62	36.80	38.00	39.17	40.36	41.56	42.74	43.92	45.12	46.31	47.49	48.67	49.87
	Associate Planner Combination Inspector, Se Financial Services Analyst Librarian															
C41		2,710	2,808	2,904	3,002	3,097	3,194	3,292	3,387	3,485	3,581	3,679	3,775	3,872	3,969	4,067
		31.28	32.39	33.51	34.62	35.74	36.85	37.98	39.09	40.21	41.33	42.45	43.56	44.69	45.80	46.91
	Combination Inspector GIS/CAD Specialist Human Resources Analyst Planning Analyst Recreation Supervisor	į														
B32		2,601	2,706	2,810	2,913	3,017	3,121	3,226	3,329	3,433	3,538	3,641				
		30.02	31.21	32.42	33.60	34.82	36.02	37.21	38.42	39.62	40.82	42.02				

Deputy City Recorder / Executive Assistant
Development Review Specialist
Engineering Technician
Environmental Compliance Specialist, Senior
Information Services Specialist
Laboratory Technician, Senior
Management Support Supervisor
Plant Mechanic, Senior
Senior Utility Worker

Wastewater Operator, Senior Extra Help - Investigations

#### Semi-Monthly Salary Schedule - General Service July 1, 2024

#### 3.2% Projected COLA Increase

Steps
-------

Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
B24		2,334	2,427	2,521	2,614	2,708	2,801	2,895	2,988	3,082	3,174	3,268				
		26.94	28.01	29.08	30.17	31.24	32.32	33.40	34.49	35.54	36.64	37.71				
	Code Compliance Officer	r - Lead														
	Environmental Complian	nce Specialist	:													
	Laboratory Technician															
	Mechanic - Maintenance	e and Operat	ions													
	Plant Mechanic															
	Recreation Program Coo	rdinator														
	Wastewater Operator II															
B23		2,113	2,197	2,282	2,365	2,450	2,535	2,619	2,704	2,788	2,872	2,957				
		24.37	25.35	26.32	27.30	28.27	29.25	30.22	31.20	32.17	33.15	34.12				
	Court Clerk, Senior															
	Development Customer	Service Tech	nician													
	Library Specialist															
	Management Support Sp	oecialist, Sen	ior													
	Utility Worker II															
			2011	2 222	0.46=		2 222	2 222	0.470		0.004	0.700				
B22		1,934	2,011	2,090	2,167	2,244	2,322	2,398	2,476	2,554	2,631	2,708				
	Code Compliance Officer	22.32	23.22	24.11	25.01	25.90	26.79	27.68	28.57	29.47	30.36	31.25				
	Financial Services Specia															
	Management Support Specia															
	Property and Evidence S															
	Recreation Program Inst															
	Wastewater Operator I	ructor 5														
	wastewater operator i															
B21		1,756	1,827	1,898	1,968	2,038	2,109	2,179	2,250	2,319	2,390	2,460				
		20.28	21.09	21.89	22.70	23.52	24.32	25.14	25.95	26.76	27.58	28.39				
	Court Clerk I															
	Maintenance Technician	-														
	Management Support Te															
	Recreation Program Inst	ructor 2														
	Utility Worker I															
	Extra Help - Engineering															
A13		1,647	1,697	1,747	1,796	1,845	1,895	1,944	1,993	2,042	2,092	2,142				
		19.01	19.58	20.14	20.71	21.28	21.86	22.44	23.00	23.57	24.15	24.72				
	Library Technician															

#### Semi-Monthly Salary Schedule - General Service

#### July 1, 2024

#### 3.2% Projected COLA Increase

Steps

Range Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A12	1,461	1,506	1,551	1,593	1,638	1,681	1,726	1,769	1,813	1,858	1,901				
	16.87	17.38	17.88	18.40	18.90	19.40	19.91	20.41	20.92	21.43	21.94				

Library Assistant

Head Guard - Shift Supervisor

**Head Guard** 

Program Assistant

Recreation Program Instructor 1

Extra Help - Park Ranger

Extra Help - Park Maintenance

Extra Help - Streets

Extra Help - Wastewater

A11	1,278	1,315	1,354	1,392	1,429	1,470	1,507	1,545	1,584	1,621	1,659
	14.74	15.18	15.61	16.07	16.49	16.95	17.39	17.82	18.27	18.71	19.15

**Customer Service Assistant** 

Lifeguard/Swim Instructor

**Recreation Assistant** 

Extra Help - Information Systems

### City of McMinnville SEMI-MONTHLY SALARY SCHEDULE - POLICE UNION EMPLOYEES

July 1, 2024

Projected COLA Increase (5.2% Sergeants, 4.2% Corporals & Officers, 3.2% Non-Sworn)

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Police Sergeant - 12 Hour	165	3,944	4,144	4,347	4,566	4,793	5,034
Police Sergeant	160	3,754	3,941	4,144	4,347	4,566	4,793
Police Corporal - 12 Hour	158	3,601	3,779	3,971	4,168	4,381	4,596
Police Corporal	157	3,429	3,601	3,779	3,971	4,168	4,381
Police Officer - 12 Hour	155	3,349	3,518	3,695	3,878	4,074	4,275
Police Officer	150	3,190	3,349	3,518	3,695	3,878	4,074
Parking Enforcement Specialist Police Evidence & Property Tech	130	2,379	2,497	2,624	2,753	2,891	3,033
Police Records Specialist	120	2,212	2,323	2,439	2,560	2,689	2,823

#### Other / Certification Pay - Police Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree	82	2%	150	F
BA / BS Degree	163	4%	150	F
Intermediate Certificate	163	4%	150	F
ASL Certified	204	5%	150	F
Bilingual	204	5%	150	F
Detective (including sergeant)	204	5%	150	F
School Resource Officer	204	5%	150	F
Advanced Certificate	326	8%	150	F
K-9	346	8.5%	150	F
Bilingual - Court Certified	407	10%	150	F
Police Training Officer	2.35 / Hour	5%	150	F
Motorcycle Duty	2.35 / Hour	5%	150	F
Officer in Charge	2.35 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

Extra Help - Police Employees		
Title	Amount	Step
Extra Help - Police Reserves	150	R
Extra Help - Municipal Court Security	150	R
Extra Help - Community Center Security (Police Reserves)	150	R
Extra Help - Community Center Security (Police Officer)	OT Rate	

### GENERAL FUND BEGINNING FUND BALANCE



#### General Fund - Fund Balance

2024-2025 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, 2024, the beginning fund balance for fiscal year 2024-25 is estimated to be \$8.29 million total with \$4.5 million available as unrestricted funds to support general fund activities.

- General Fund reserve --- The 2024-25 budget proposes spending down the beginning fund balance or the reserve to fund current operations. The General Fund unrestricted beginning balance is *budgeted* to decrease from \$4.5 million on July 1, 2024, to \$2.3 million at year's end June 30, 2025 to start the subsequent fiscal year (reserve includes unrestricted ending fund balance and contingency). This is a *budgeted* decrease of approximately \$2.2 million in unrestricted resources over the course of the year.
- The City's reserve policy enacted in FY2020-21 states that the general fund should target holding two months operating expense at the end of the year, with a five-year timeline for rebuilding the reserve (by FY2025-26). In the first year of the policy's existence, the reserve level increased from 0.80 months of operating reserve in FY2020-21 to 0.97 months budgeted in reserve for the end of FY2021-22, an improvement of over 20% year over year. The City plan has been to incrementally increase the reserve level by .25 months the next three years with FY2024-25's minimum unrestricted reserve target set at 1.75 months of operating. Unfortunately, the budget plan for next year represents a set back in the work over the last several fiscal years to build back a more prudent

- reserve level with only holding 1 month in unrestricted ending fund balance plus contingencies.
- The circumstances which negatively impacted the city's progress in building back its reserve are one-time costs associated with the organizational separation of fire and emergency medical services from the City to a legally separate taxing district in FY2023-24, the McMinnville Fire District (MFD). \$1.3 million was spent to transfer employee leave balances, volunteer fire fighter retirement account and to make up a property tax loss due to a mapping error affecting the first year of MFD's property tax collections. These unbudgeted costs incurred in FY2023-24 total 75% of the amount that would be required to have hit the FY2024-25 reserve target of 1.75 months of operating expense. While the separation of the organization creates a more sustainable financial foundation for service delivery for both the City and the MFD, the one-time costs do have a negative impact on the General Fund in the near term and represent another challenge to achieving sustainable operations.
- The City typically achieves "savings" relative its budget and this will likely happen in FY2023-24. However, the beginning balance for FY2024-25 is based on updated estimates of true spending for the balance of the current year so additional beginning fund balance of significance is less likely to result than in past years. In response to the City's FY2020-21 reserve policy, departments continue to focus projections of routine revenues and expenses tied to actual trends instead of the more conservative practice of budgeting minimum revenue expectations and recurring costs at a level to cover what might happen in the year.

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

**Designated Beginning Fund Balance – Length of Service Awards Program (LOSAP)** – LOSAP was the City's retirement benefit plan for volunteer firefighters. The City's ownership position was closed in FY2023-24, transferred to the MFD. As this program will no longer be a part of the City of McMinnville financial structure, the beginning fund balance for LOSAP FY2024-25 is zero.

**Designated Beginning Fund Balance – Grants** – This represents the beginning fund balance of multi-year grants in the General Fund. For FY2024-25, the only grant included in this balance is the Business Resiliency grant from the State of Oregon. An anticipated beginning balance of \$110,000 is included in the proposed budget. This grant is anticipated to end during the FY2024-25 fiscal year.

Designated Beginning Fund Balance – Committed – This beginning fund balance is associated with the American Rescue Plan Act (ARPA) funds received by the City of McMinnville in two payments in August 2021 and August 2022 of \$7.7 million. In 2021, the Budget Committee came together to establish investment principles for these once-in a generation funds and chose 28 projects from a much larger list of initiatives to fund in three basic categories: Innovative, high impact projects; immediate community impact projects; and internal efficiency and effectiveness projects. In the intervening years, project budgets have been adjusted though no new ones have been authorized.

In FY2022-23, the City opted to formally spend-down its ARPA funds. For entities receiving less than \$10 million, it is allowable to allocate all the funds to revenue recovery, an option that McMinnville chose to execute. The Budget Committee approved

a FY2023-24 budget that placed the balance of unspent funds in a committed fund balance to continue to support the approved projects instead of absorbing those dollars into the General Fund's unrestricted balance as is permitted with revenue recovery.

The anticipated beginning fund balance of committed (formerly ARPA) funds is \$3.7 million. Anticipated spending on the portfolio of 28 projects during FY2024-25 is \$1.6 million, leaving a balance of \$2.1 million for future periods.

#### **Budget Document Report**

#### 01 - GENERAL FUND

2022 2023 2024 Department: N/A ACTUAL ACTUAL AMENDED Section: N/A Program: N/A  RESOURCES  BEGINNING FUND BALANCE  0 750,000 0 4001-01 Designated Begin FB-General Fd - Grants State of Oregon Business Resiliency grant balance	0005		
BEGINNING FUND BALANCE  0 750,000 0 4001-01 Designated Begin FB-General Fd - Grants	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0 750,000 0 4001-01 Designated Begin FB-General Fd - Grants			
, and the second			
The state of the s	109,540	0	0
786,091 833,933 847,233 <b>4001-07 Designated Begin FB-General Fd - LOSAP</b> Designated carryover from prior year for the Length of Service Award Program (LOSA City's retirement benefit program for volunteer firefighters.	SAP), the	0	0
0 0 6,500,000 <b>4001-90 Designated Begin FB-General Fd - Committed</b> Estimate of committed funds that represent ARPA revenue replacement to be spent of projects as approved by Council in FY25 and beyond.	3,682,008 on	0	0
4,975,668 4,940,938 5,485,120 <b>4090 Beginning Fund Balance</b> Estimated July 1 undesignated carryover from the prior year.	4,501,569	0	0
5,761,758 6,524,871 12,832,353 <u>TOTAL BEGINNING FUND BALANCE</u>	8,293,117	0	0
5,761,758 6,524,871 12,832,353 TOTAL RESOURCES	8,293,117	0	0

### **ADMINISTRATION DEPARTMENT**

Organization Set - Sections	Organization Set #
<ul> <li>City Manager's Office</li> </ul>	01-01-002
<ul> <li>City Hall &amp; City Property</li> </ul>	01-01-003
<ul> <li>Mayor &amp; City Council</li> </ul>	01-01-005
• Legal	01-01-008
<ul> <li>Community Services</li> </ul>	01-01-011
<ul> <li>Human Resources</li> </ul>	01-01-012



#### General Fund – Administration

#### 2024 – 2025 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, Communications & Engagement Manager, 0.20 FTE of the City Recorder, and 0.80 FTE of the Deputy City Recorder/Exec. Assistant to City Manager.

#### **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 Nelson House building.

#### **Mayor & City Council**

Includes 0.80 FTE of City Recorder, and 0.20 FTE of the Deputy City Recorder/Exec. Assistant to City Manager who is responsible for preparing City Council packets and minutes and performing other support functions for the Mayor and City Councilors.

#### Legal

 Includes the City Attorney and a part time plus paralegal as well as contracted services for the City Prosecutor.

#### **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.  ARPA support for translation services is also found in this budget section.

#### **Human Resources**

 Includes the Human Resources Director and a Human Resources Analyst 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 services to the Mayor, City Council, City Manager, Department Heads, and City employees.
- Represents the City in court proceedings, administrative matters, and other forums.

## **Future Challenges and Opportunities**

#### Administration - City Manager's Office

The City Manager is currently the Immediate Past President of the International City and County Managers Association (ICMA), a role which is focused on professional ethics, training and development, civic leadership, social justice, diversity equity and inclusion (DEI), emergency response, and community building and infrastructure.

The City Manager has prioritized:

- Financing options for 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 and practices to recruit the highest quality workforce and ensure its long-term success.
- Lead an organizational review of core service needs, deferred facilities maintenance, capital investment needs, process improvements and opportunities for new or enhanced revenues.

After four years of administrative functions operating in a remoteservice delivery model and, wherever possible, public service functions conducted with phone and videoconferencing technologies or by appointment, FY2024-25 will see the administrative staff based in City Hall continue to work a hybrid approach, taking advantage of the benefit of paperless or remote business processes, along with in-person interactions.



The City Manager is prioritizing investments in core services and connecting community partners to the available resources, such as programming supported by the American Rescue Plan Act (ARPA). These funding sources are intended to support the vibrant private and non-profit sector of McMinnville as we emerge from this extraordinary moment in our history.

### **Administration - City Attorney's Office**

The budget for the City Attorney's office represents efforts to stabilize and centralize City expenses for legal services. Having hired an in-house City Attorney near the end of calendar year 2024, budget dollars that were previously set aside for outside contractual legal services will be reduced and offset by that single full-time salary. At the same time, dollars set aside for special legal counsel in other department budgets are being brought into this budget so all City legal services, including the contract for City Prosecutor services, can be overseen by the City Attorney.

### Administration – Human Resources (HR)

The HR department now has two full-time employees, a Human Resources Director, and a Human Resources Analyst. The HR Analyst supports the Director by providing dedicated support on personnel records management, workers' compensation claims, unemployment insurance claims, and recruitment.

In FY2024-25 Human Resources will be focusing on training, performance evaluations, and employee onboarding and offboarding.

The HR Department anticipates ongoing challenges in recruiting and retaining public safety employees in the City and will continue working on innovative solutions.

Negotiations with the McMinnville Police Association will begin in FY 2024- 25 with an expected completion prior to July 2025.

#### **Administration – Communications & Engagement**

The Communications & Engagement Manager is actively working towards the development of an engagement strategy that supports the city's mission, values, and objectives with a strong focus on reinforcing the City's commitment to diversity, equity, and inclusion.

Although ARPA funding provided additional support to this programming in FY 22-23, our ability to provide translated materials and programming that is aimed at improving public forums, is limited by staff capacity.

In addition to the FY23-24 Organizational Assessment of Diversity, Equity, and Inclusion, the Diversity, Equity, Inclusion Advisory Committee (DEIAC) has played an active role in partnering with departments across the organization to improve access and remove barriers. The DEIAC plans to see progress in the use of a City-wide Equity Lens and will assist in developing processes which improve internal and external service delivery, engagement, training and education.

#### **Dollars & Sense**

Early in 2023, and in response to the creation of the McMinnville Fire District, the Budget Committee chose to not levy the approximate \$1.50 per \$1,000 of Assessed Valuation for the FY2023-24 Budget (about \$5 million for the next fiscal year) and directed staff to conduct community engagement through a project called "Dollars & Sense" which sought to understand the community's prioritization of these funds.

The intent of this project was to gather information that the Budget Committee and City staff would be able to use to inform the preparation of the FY2024-25 Budget and in subsequent years.

The Dollars & Sense project launched on July 18th and included an interactive Prioritization tool called Balancing Act, a social media campaign, print media, in-person events, two focus groups, and one large public open house called the Ideas Fair. The Dollars & Sense project concluded on September 27, 2023.

The survey received 687 total responses from the community which coincided with themes that have come up in policy level discussions over the last two years. The community ranked their top priorities as: Parks, Culture and Recreation (1); Public Safety (2); Maintain & Repair (3); Roads, Paths, and Sidewalks (4); and Housing (5).

The final evaluation of Dollars & Sense included recommendations from staff which were provided to the City Council and Budget Committee during the October 24th, 2023 work session. Dollars & Sense was one set of information the Budget Committee would use to set the stage for the FY 2024-25 budget meetings.

#### **Mac-Town 2032 Strategic Priority Focus**

There is a general expectation that Council Goals are grounded in the Strategic Priorities identified in Mac-Town 2032. During a facilitated session in December 2023, the Council re-oriented themselves to the plan (originally adopted in January of 2019) by working in small groups to review and identify what objectives and actions are complete, what objectives and actions have been operationalized, what objectives and actions are underway, and what has not yet begun.

The initial sort revealed that there were 14 items either complete or operationalized, 58 items were underway, and 31 items were not yet begun. Detailed notes on the status of each item were kept. To help set priorities for the coming year, the Mayor and Council were asked to consider those 31 items and were also allowed the opportunity to identify additional items that were of interest to them. The Council selected 5 new priorities for FY 24-25.

Mac-Town 2032 identified the Vision/Mission/Values and Strategic Priorities that would last through 2032, and the Objectives and Actions are things that will be updated, modified, and added to by the City Council.

The next step is work planning – some of which has been done — and staff needs to compile work plans for all of the items that are Underway along with the new priorities established by Council and bring that back to Council.



#### **CITY COUNCIL PRIORITIES**

City Government Capacity

- Evaluate and implement Core Human Resources Functions. Community Safety and Resiliency
  - Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity (i.e., How is the need to address homelessness concerns impacting other service levels?).

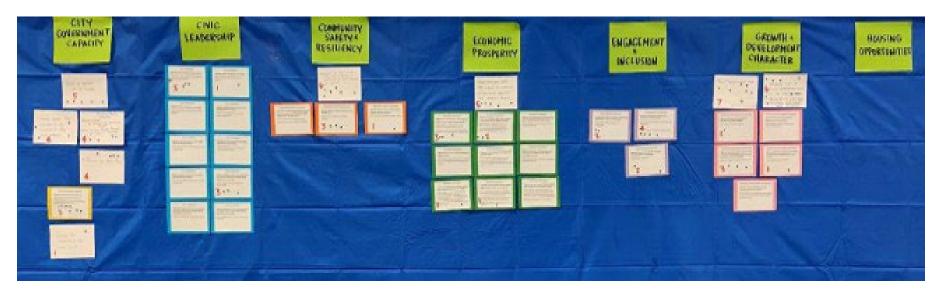
#### **Economic Prosperity**

• Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.

**Growth and Development Character** 

- Build the new pool/community center.
- Establish Time, Place, Manner (TPM) or similar regulatory tool In the Economic Improvement District (EID) related to wine bars or other sole alcohol sales businesses.

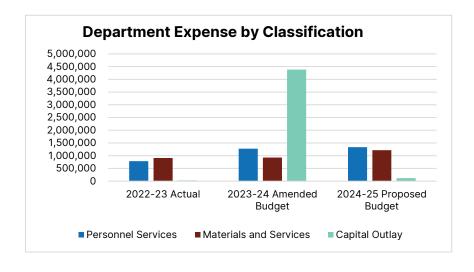


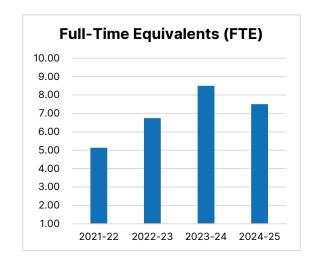


#### General Fund - Administration

	2023-24 Amended	2024-25 Proposed	
2022-23 Actual	Budget	Budget	<b>Budget Variance</b>
0	0	0	0
53,164	205,002	0	(205,002)
30,750	16,500	7,000	(9,500)
83,914	221,502	7,000	(214,502)
786,418	1,277,257	1,337,445	60,188
906,786	925,461	1,214,563	289,102
28,925	4,382,795	119,015	(4,263,780)
1,722,129	6,585,513	2,671,023	(3,914,490)
1,638,215	6,364,011	2,664,023	(3,699,988)
	0 53,164 30,750 <b>83,914</b> 786,418 906,786 28,925 <b>1,722,129</b>	2022-23 Actual         Budget           0         0           53,164         205,002           30,750         16,500           83,914         221,502           786,418         1,277,257           906,786         925,461           28,925         4,382,795           1,722,129         6,585,513	2022-23 Actual         Budget         Budget           0         0         0           53,164         205,002         0           30,750         16,500         7,000           83,914         221,502         7,000           786,418         1,277,257         1,337,445           906,786         925,461         1,214,563           28,925         4,382,795         119,015           1,722,129         6,585,513         2,671,023

	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	5.13	6.74	8.50	7.50







## General Fund – Administration

		1995	Civic Center Master Plan developed	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 Scott Hill elected Mayor  2017 February 2017, Jeff Towery appointed City Manager  2017 February 2017, Jeff Towery appointed City Manager  2020 March 2020, Declaration of McMinnville State of Emergency and closure of city facilities to the public due to Covid-19 begins		
1876	McMinnville incorporates			2013		
	1876 with a Board of Trustees			2014	Brigadier General Martha	
1882	McMinnville incorporates as a city with a Mayor and	1995	City purchases Home			
	City Council		Laundry site at NE corner of Second and Cowls	2015		
1916	Voters establish original operating property tax base	2006	City establishes new "one stop" Community			
1965	Joe Dancer appointed City Administrator		house the Engineering, Building, and Planning			
1971	City Attorney position		Departments	2017	Scott Hill elected Mayor	
	established	2007	City Hall is remodeled	2017	February 2017, Jeff Towery	
1984	Edward J. Gormley elected Mayor	2008	City Council establishes		• • • • • • • • • • • • • • • • • • • •	
1986	May 1986, Kent Taylor		Program	2020		
1300	appointed City Manager	2009	Construction of Civic Hall		Emergency and closure of city	
1992	Downtown Historic Street Light Project implemented		and Mayor Edward J. Gormley Plaza is			
	in City-owned parking lots	2000	completed	2022	Remy Drabkin elected first	
		2009	Rick Olson elected Mayor		female Mayor	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>01 - ADMINISTRATION</b> Section : <b>002 - CITY MANAGER'S OFFICE</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTI BUDG
			RESOURCES			
			INTERGOVERNMENTAL			
0	2,144	0 <b>4546</b>	American Rescue Plan	0	0	
0	0	149,276 <b>5029</b>	McMinnville Fire District	0	0	
0	2,144	149,276	TOTAL INTERGOVERNMENTAL	0	0	
			MISCELLANEOUS			
0	0	0 6600	Other Income	0	0	
0	0	0	TOTAL MISCELLANEOUS	0	0	
0	2,144	149,276	TOTAL RESOURCES	0	0	

## 01 - GENERAL FUND

2025 ADOPTE BUDGE
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City of McMinnville Budget Document Report

## 01 - GENERAL FUND

					<b>-</b> 1011	OI OLIVLIALI OILD			
2025 ADOPTED	2025 APPROVED	2025 PROPOSED		_		Department : <b>01 - ADMINIST</b> Section : <b>002 - CITY MAN</b>	2024 AMENDED	2023 ACTUAL	2022 ACTUAL
BUDGET	BUDGET	BUDGET		JE .	R'S OFFI	BUDGET	ACTUAL	ACTUAL	
0	0	8,000				Program : N/A		F 0.40	6.494
U	U	8,000				<b>7550 Travel &amp; Education</b> Professional association conferences, seminars, travel memberships, dues and subscriptions. Includes allowa development for City staff.	men	5,848	6,484
0	0	5,507				7610-05 Insurance - Liability	3,740 <b>761</b>	3,336	1,590
0	0	4,860				7620 Telecommunications	3,000 <b>762</b>	5,031	917
0	0	2,000				7660 Materials & Supplies	2,000 <b>766</b>	917	824
0	0	1,500			es	7660-05 Materials & Supplies - Office Sup	1,500 766	1,569	1,518
0	0	300				7660-15 Materials & Supplies - Postage	300 <b>766</b>	6	0
0	0	31,400				7750 Professional Services	1,400 775	950	2,208
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			30,000	30,000	1	Fellow/Internship			
			1,400	1,400	1	Other professional services			
0	0	5,540				7750-01 Professional Services - Audit & o Costs shared city-wide for audit, Section 125 plan admi miscellaneous professional service expenses		4,958	0
0	0	6,894				<b>7840 M &amp; S Computer Charges</b> I.S. Fund materials & supplies costs shared city-wide	6,812 <b>784</b> I.S.	5,169	4,466
0	0	3,680		fice	ager's O	7840-02 M & S Computer Charges - City M	3,500 <b>784</b>	3,941	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			1,100	1,100	1	Office 365 licensing			
			1,700	1,700	1	Adobe Pro renewals			
			400	400	1	Docking Station			
			480	480	1	Mailchimp software			
0	0	56,032				8000 City Memberships	55,517 <b>800</b>	50,629	50,965
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			21,000	21,000	1	Mid-Willamette Valley of Council of Govs			
			30,473	30,473	1	League of Oregon Cities			
			1,200	1,200	1	International City/County Management Association			
			470	235	2	International Institute of Municipal Clerks			
			721	721	1	McMinnville Area Chamber of Commerce			
			293	293	1	Rotary Club of McMinnville			
			455	455	1	Oregon City/County Management Association			
			170	85	2	Oregon Assoc of Municipal Clerks			
			1,000	1,000	1	Professional Associations			
			250	250	1	Oregon Latinos in Local Government			
0	0	127,713		RVICES	AND SEE	TOTAL MATERIAL	88,869	82,896	69,437

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>002 - CITY MANAGER'S OFFICE</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				CAPITAL OUTLAY			
416	0	1,826	<b>8750</b> I.S. Fund	Capital Outlay Computer Charges I capital outlay costs shared city-wide	728	0	0
416	0	1,826		TOTAL CAPITAL OUTLAY	728	0	0
523,674	551,440	703,997		TOTAL REQUIREMENTS	710,634	0	0

2022	2023	2024	Department : 01 - ADMINISTRATION	2025	2025	2025
ACTUAL	ACTUAL	AMENDED	Section: 003 - CITY HALL & CITY PROPERTY	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
14,413	10,925	0 <b>4546</b>	American Rescue Plan	0	0	0
0	0	0 <b>4771</b>	Business Oregon (State)	0	0	0
14,413	10,925	0	TOTAL INTERGOVERNMENTAL	0	0	0
			CHARGES FOR SERVICES			
2,118	0	0 <b>5400-02</b>	Property Rentals - The Nelson House	0	0	0
2,118	0	0	TOTAL CHARGES FOR SERVICES	0	0	0
16,531	10,925	0	TOTAL RESOURCES	0	0	0

#### 01 - GENERAL FUND

901 2 0 0 0				UI - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 01 - ADMINISTRA Section : 003 - CITY HALL &		PERTY		2025 PROPOSED	2025 APPROVED	2025 ADOPTE
		BUDGET	BUDGET Program : N/A					BUDGET	BUDGET	BUDGE
				REQUIREN	<i>IENT</i> S					
				MATERIALS AND SERVICES						
0	676	1,390	7515	City Services Charge expense				1,390	0	C
13,791	13,721	18,000		Utilities II, Civic Hall and rental building				18,900	0	(
0	0	0	7600-04	Utilities - Water				0	0	(
923	1,092	1,200	7610-05	Insurance - Liability				5,161	0	(
11,706	12,465	15,460	7610-10	Insurance - Property				23,694	0	C
4,969	5,854	7,000	7620	Telecommunications				7,350	0	(
10,736	11,104	11,500	7650-10	Janitorial - Services				26,300	0	(
3,486	485	2,500	7650-15	Janitorial - Supplies				1,050	0	(
18	-54	150	7660	Materials & Supplies				150	0	(
0	0	500	7720-06	Repairs & Maintenance - Equipmen	t			500	0	(
3,015	8,210	26,000	7720-08	Repairs & Maintenance - Building F	Repairs			46,500	0	(
			<u>Descrip</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			FY25)	all dimming panel (in FY24 budget, delay til	1	10,000	10,000			
			Civic H FY25)	all door security (in FY24 budget, delay til	1	17,500	17,500			
				al City Hall and Civic Center needs	1	7,000	7,000			
				h dais in Civic Center	1	12,000	12,000			
4,816	6,388		7720-10	Repairs & Maintenance - Building N	<i>l</i> laintenan	ce		5,000	0	(
1,604	68		7720-12	Repairs & Maintenance - Grounds				5,000	0	(
21,791	23,787	24,010	7720-34	Repairs & Maintenance - Parking St	tructure 8	Lots		18,250	0	(
			<u>Descrip</u>	<del></del>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Misc Ro	•	1	5,000	5,000			
				Baskets	1	6,750	6,750			
			Lighting		1 1	5,500	5,500			
0	0	0	Telepho		1	1,000	1,000	0	0	,
0	0		7725	Pollution Remediation				0	0	(
5,262	5,959	7,290	7740-05 Rental prop	Rental Property Repair & Maint - Buerty upkeep expenses including utilities	uilding			6,300	0	(

City of McMinnville Budget Document Report

2025 ADOPTED BUDGET	2025 APPROVED BUDGET	2025 PROPOSED BUDGET		PERTY		Department : <b>01 - ADMINISTRAT</b> Section : <b>003 - CITY HALL &amp; C</b> Program : <b>N/A</b>		2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
0	0	1,260				Professional Services	7750	1,000	1,002	680
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ription</u>	<u>Descripti</u>			
			1,260	1,260	1	ment Shredding Services	Docume			
0	0	8,500			& Lots	Contract Services - Parking Structure	7780-17	12,500	8,239	8,303
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ription</u>	<u>Descripti</u>			
			2,000	2,000	1		Janitoria			
			6,500	6,500	1	et sweeping				
0	0	34,650	er lease,	Maintenance & Rental Contracts curity system, floor mat cleaning, heating system maintenance, pest control, copier lease, stage machine lease				28,000	30,132	24,840
0	0	6,000	et	ght Fiber Ne	ter & Li	Maintenance & Rental Contracts - Wa	7790-05	6,000	5,400	5,400
0	0	0				M & S Equipment	7800	0	0	0
0	0	215,955		VICES	ND SER	TOTAL MATERIALS A		173,000	134,526	121,341
						CAPITAL OUTLAY				
0	0	0				Equipment	8710	0	0	0
0	0	114,000				<b>Building Improvements</b>	8800	24,000	10,925	14,413
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ription</u>	Descripti			
			24,000	24,000	1	Hall cap improvement (approved for FY24, red to FY25)				
			30,000	30,000	1	Hall replace fire alarm panel & annunciator	•			
			60,000	60,000	1	on House replace frontage sidewalk (includes tree vals)	Nelson F removals			
0	0	0				Land Acquisition	8900	4,350,000	0	0
0	0	0				<b>Capital Pollution Remediation</b>	8925	0	0	0
0	0	114,000		<u>Y</u>	OUTLA	TOTAL CAPITAL		4,374,000	10,925	14,413
0	0	329,955		S	EMENT:	TOTAL REQUIR		4,547,000	145,451	135,754

	•			OI - GENERAL I GND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>005 - MAYOR &amp; CITY COUNCIL</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
42,399	62,146	73,762		Salaries & Wages - Regular Full Time er - 0.80 FTE Recorder / Executive Assistant - 0.20 FTE	99,032	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
1,830	2,712	2,000	7000-20	Salaries & Wages - Overtime	1,188	0	0
0	0	0	7000-30	Salaries & Wages - Auto Allowance	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	240	0	0
2,645	3,906	4,584	7300-05	Fringe Benefits - FICA - Social Security	6,078	0	0
618	914	1,099	7300-06	Fringe Benefits - FICA - Medicare	1,457	0	0
12,359	18,116	22,935	7300-15	Fringe Benefits - PERS - OPSRP - IAP	30,541	0	0
0	0	0	7300-18	Fringe Benefits - Retirement Benefit	0	0	0
4,454	5,501	6,244	7300-20	Fringe Benefits - Medical Insurance	6,486	0	0
600	800	800	7300-22	Fringe Benefits - VEBA Plan	800	0	0
48	43	48	7300-25	Fringe Benefits - Life Insurance	60	0	0
163	147	156	7300-30	Fringe Benefits - Long Term Disability	218	0	0
38	67	83	7300-35	Fringe Benefits - Workers' Compensation Insurance	110	0	0
12	15	18	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	0
0	0	270	7300-45	Fringe Benefits - Paid Family Leave City Share	78	0	0
0	291	500	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	452	0	0
65,166	94,658	112,499		TOTAL PERSONNEL SERVICES	146,761	0	0
				MATERIALS AND SERVICES			
0	1,386	2,000	7520	Public Notices & Printing	3,000	0	0
432	435	5,000	7620	Telecommunications	5,000	0	0
28	151	500	7660	Materials & Supplies	1,000	0	0
1,565	4,849	800	7660-05	Materials & Supplies - Office Supplies	800	0	0
0	384	150	7660-15	Materials & Supplies - Postage	150	0	0

				0. 02.12.13.12.13.						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 01 - ADMIN				2025 PROPOSED	2025 APPROVED	2025 ADOPTED
ACTUAL	ACTUAL	BUDGET		Section : <b>005 - MAYO</b> Program : <b>N/A</b>	OR & CITY COUNC	IL		BUDGET	BUDGET	BUDGET
5,027	10.705	30,000	7750	Professional Services				140,500	0	0
0,021	10,700	00,000		te: Increased due to Lobbyist/Intergove	ernmental Contracts	s, placeholder	for	1.10,000	ŭ	Ū
			participatio	n incentives, contract services for goal s	setting and other se	ervices.				
			<u>Descri</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
				pation Incentive	1	15,000	15,000			
			•	st/Intergovernmental Contracts	1	90,000	90,000			
			Other	Professional Services	1	35,500	35,500			
0	32	100	7750-01 Costs shar miscellane	Professional Services - Audit ed city-wide for Audit, Section 125 plan ous professional service expenses	•			0	0	0
0	0	40,000	<b>7750-06</b> City Counc	Professional Services - Comili's public communication efforts	munity Outreacl	h		25,000	0	0
15,528	18,460	18,423		M & S Computer Charges naterials & supplies costs shared city-wi	ide			29,114	0	0
2,749	2,789	4,800	7840-03	M & S Computer Charges - C	ity Council			4,300	0	0
			Descri	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replac	cement Computer	1	1,800	1,800			
			Lease	d Copier (shared with Municipal Court, F	Planning) 1	500	500			
			Office	365 licensing	1	2,000	2,000			
14,474	22,693	25,000	Including M	Mayor/City Council Expenses Mayor/City Council events like State of the with pre-Covid expenses.		Fair, etc. Inc	rease is	30,000	0	0
0	0	0	8016	Affordable Housing Program	ıs			0	0	0
39,803	61,884	126,773		TOTAL MATER	RIALS AND SE	RVICES		238,864	0	0
				CAPITAL OUTLAY						
1,448	0	4,939		Capital Outlay Computer Cha apital outlay costs shared city-wide	arges			3,074	0	0
1,448	0	4,939		TOTAL CA	APITAL OUTLA	<u>AY</u>		3,074	0	0
106,417	156,542	244,211		TOTAL R	REQUIREMENT	S		388,699	0	0

## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMIN</b> Section : <b>008 - LEGAL</b> Program : <b>N</b> /A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQU	IREMENTS					
				PERSONNEL SERVICES						
132,282	0	122,803	<b>7000-05</b> City Attorney	Salaries & Wages - Regular Fur- 1.00 FTE	ull Time			150,680	0	0
32,472	0	17,191	7000-10 Managemen	Salaries & Wages - Regular Pa t Support Specialist - Senior - Legal - 0.				29,402	0	0
3,840	0	0	7000-15	Salaries & Wages - Temporary	/			0	0	0
0	0	0	7000-20	Salaries & Wages - Overtime				0	0	0
0	0	0	7000-32	Salaries & Wages - Moving All	lowance			0	0	0
0	0	0	7000-37	Salaries & Wages - Medical O <sub>l</sub>	pt Out Incentiv	е		0	0	0
10,323	0	8,470	7300-05	Fringe Benefits - FICA - Social	l Security			10,895	0	0
2,414	0	2,030	7300-06	Fringe Benefits - FICA - Medic	are			2,611	0	0
43,740	0	42,375	7300-15	Fringe Benefits - PERS - OPSI	RP - IAP			54,744	0	0
18,895	0	20,800	7300-20	Fringe Benefits - Medical Insu	rance			31,404	0	0
1,500	0	4,000	7300-22	Fringe Benefits - VEBA Plan				4,000	0	0
135	0	75	7300-25	Fringe Benefits - Life Insurance	се			120	0	0
568	0	370	7300-30	Fringe Benefits - Long Term D	Disability			428	0	0
197	0	154	7300-35	Fringe Benefits - Workers' Co	mpensation Ins	surance		198	0	0
29	0	23	7300-37	Fringe Benefits - Workers' Bei	nefit Fund			32	0	0
0	0	0	7300-40	Fringe Benefits - Unemployme	ent			0	0	0
0	0	616	7300-45	Fringe Benefits - Paid Family	Leave City Sha	re		141	0	0
246,395	0	218,907		TOTAL PERS	ONNEL SERV	<u>ICES</u>		284,655	0	0
				MATERIALS AND SERVICE	<u>S</u>					
202	339	300	<b>7540</b> Costs shared	Employee Events d city-wide for employee training, materi	ials, and events.			300	0	0
6,428	948	1,500	<b>7545</b> Legal resear	Subscriptions ch subscriptions (Casetext); as well as	necessary organiz	zation dues.		2,095	0	0
			Descript	<del></del>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				xt Subscription City Attorneys Association (OCAA)	12	110	1,320			
			Member		1	85	85			
			Oregon	State Bar Dues	1	690	690			

City of McMinnville Budget Document Report

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 01 - ADMINISTRATE Section : 008 - LEGAL	ΓΙΟΝ			2025 PROPOSED	2025 APPROVED	202 ADOPTI
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDG
660	800	1,000		Travel & Education I association conferences, seminars, and worksl emental professional memberships, professional				2,957	0	
			Descrip	ation	<u>Units</u>	Amt/Unit	<u>Total</u>			
				Spring Conference	1	800	800			
				City Attorneys Association ("OCAA") Fall	1	800	800			
			Interna Membe	tional Municipal Lawyers Association ("IMLA") rship	1	657	657			
				nnual Conference	1	400	400			
			Other C	Continuing Legal Education ("CLE")	5	60	300			
2,348	4,448	4,990	7610-05	Insurance - Liability				882	0	
1,795	997	1,300	7620	Telecommunications				1,100	0	
500	160	500	7660-05	Materials & Supplies - Office Supplie	s			500	0	
112	0	150	7660-15	Materials & Supplies - Postage				50	0	
32,176	5,848	20,000		Professional Services Attorney with non-legal, professional assistance	e.			0	0	
0	263	500	7750-01	Professional Services - Audit & othe	r city-wi	de prof svo	:	0	0	
141,533	358,478	86,000	<b>7750-09</b> Provide City	Professional Services - Legal Attorney with legal assistance on projects other	than city	prosecutoria	l services.	185,000	0	
			<u>Descrip</u>	<u>vtion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				Other Legal	1	60,000	60,000			
				se Legal	1 1	100,000	100,000			
0	0	104,000	7750-18	g Appeals Legal Professional Services - Contract Pro	secutor	25,000	25,000	111,370	0	
2.020	4 420	2.020		y prosecutor services to provide City Attorney wi	th assista	nce.		4 506	0	
3,828	4,430	3,026	<b>7840</b> I.S. Fund m	M & S Computer Charges aterials & supplies costs shared city-wide				4,596	U	
0	2,429	530	7840-08	M & S Computer Charges - Legal				600	0	
			Descrip	<u>vtion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	365 licensing	1	600	600			
189,583	379,141	223,798		TOTAL MATERIALS A	ND SEI	RVICES		309,450	0	
				CAPITAL OUTLAY						
357	0	812	<b>8750</b> I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide				485	0	
357	0	812		TOTAL CAPITAL	OUT!	\v		485	0	

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>01 - ADMINISTRATION</b> Section : <b>008 - LEGAL</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
436,335	379,141	443,517	TOTAL REQUIREMENTS	594,590	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	AMENDED Section: 011 - COMMUNITY SERVICES		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	40,095	0	4546	American Rescue Plan	0	0	0
0	40,095	0		TOTAL INTERGOVERNMENTAL	0	0	0
				MISCELLANEOUS			
0	0	0	6405	Donations - Administration	0	0	0
0	750	0	<b>6490</b> Public dona	Donations - Public Art ations for the Public Art Program	2,000	0	0
0	30,000	16,500	<b>6490-10</b> Public dona	Donations - Public Art - Dedicated ations for specific pieces of artwork for the Public Art Program	5,000	0	0
0	30,750	16,500		TOTAL MISCELLANEOUS	7,000	0	0
0	70,845	16,500		TOTAL RESOURCES	7,000	0	0

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>01 - ADMINISTRA</b> Section : <b>011 - COMMUNITY S</b> Program : <b>N/</b> A		5		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			REQUIREM	ENTS					
			PERSONNEL SERVICES						
0	18,505	0 <b>7000-15</b>	Salaries & Wages - Temporary				0	0	(
0	600	0 <b>7000-37</b>	Salaries & Wages - Medical Opt Out	Incentiv	е		0	0	(
0	1,184	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Secu	rity			0	0	(
0	277	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	-			0	0	(
0	0	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IA	Р			0	0	(
0	0	0 <b>7300-20</b>	Fringe Benefits - Medical Insurance				0	0	(
0	0	0 <b>7300-22</b>	Fringe Benefits - VEBA Plan				0	0	(
0	21	0 <b>7300-35</b>	Fringe Benefits - Workers' Compens	ation Ins	surance		0	0	
0	9	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fo	und			0	0	
0	0	0 <b>7300-45</b>	Fringe Benefits - Paid Family Leave	Fringe Benefits - Paid Family Leave City Share				0	
0	20,596	0	TOTAL PERSONNE	L SERV	ICES		0	0	
			MATERIALS AND SERVICES						
0	6,609	20,000 <b>7710</b>	Materials & Supplies - Grants				37,000	0	(
		Descri	ption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			: DEI Implementation / Assessment	1 1	27,000 10,000	27,000			
0	1,099	2,000 <b>7720-03</b>	: Culturally Competent Communication  Repairs & Maintenance - Public Art	1	10,000	10,000	2,000	0	(
0	0	2,000 <b>7750</b>	Professional Services				2,000	0	
· ·	Ü	<u>Descri</u>		<u>Units</u>	Amt/Unit	<u>Total</u>	2,000	ŭ	
			/ebsite / Photos	1	1,000	1,000			
		-	nunity Fair Photography	1	1,000	1,000			
0	14,300	37,000 <b>7750-04</b>	<b>Professional Services - Grants</b>				37,000	0	(
		Descri	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			: DEI Implementation / Employee Training	1	15,000	15,000			
		ARPA service	: Translation of key documents / live translation es	1	22,000	22,000			

### 01 - GENERAL FUND

<b>3</b>				UI - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>011 - COMMUNITY SERVICES</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
37,716	29,169	38,600	City contribu	Holiday Lighting ution to community-wide Holiday Lighting Progressive electrical charges for 3rd Street kiosks.	gram, a publ	ic/private part	nership,	43,600	0	C
			Descrip	_	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Sequoi	a Tree	1	20,000	20,000			
			3rd Stre	eet Kiosks	12	300	3,600			
			City Ba	nners	5	4,000	20,000			
5,885	10,310	10,000	City's annua	M&S Downtown Public Art Program ty's annual support of Downtown Public Art Program includes pedestal construction and tist honorariums.				10,000	0	(
0	750	0	<b>8012-05</b> Public art pu	M&S Downtown Public Art Programurchases funded through revenue account 649			C Art	2,000	0	(
0	12,000	16,500	8012-10 Public dona Program; fu	M&S Downtown Public Art Prograr tions for purchase of specific pieces of artworl nded through revenue account 6490-10, Dona	k for the Dov	vntown Public	c Art	5,000	0	C
0	0	12,000	8015	Community Services				12,000	0	(
				<u>ition</u> I Printing / Mailers unity Engagement / Event Needs	<u>Units</u> 1 1	Amt/Unit 7,000 5.000	<u>Total</u> 7,000 5,000			
14,000	14,000	14,000	8020 City's contri	McMinnville Downtown Associatio bution to the McMinnville Downtown Association to District assessment.		-,	,	14,000	0	(
22,500	25,000	26,250	8025	Yamhill Co - YCTA public transportation program with 3% increas	se			27,037	0	(
92,208	88,427	93,000		Economic Development				93,000	0	(
			Descrip	tion .	<u>Units</u>	Amt/Unit	<u>Total</u>			
				nville Economic Development Partnership	1	75,000	75,000			
			Bypass	Lobbying	1	18,000	18,000			
172,308	201,665	271,350		TOTAL MATERIALS	AND SEI	RVICES		284,637	0	(
				CAPITAL OUTLAY						
0	18,000	0	8712-10	Capital Outlay Downtown Public A Dedicated	rt Progran	n - Donatior	ıs -	0	0	(
0	18,000	0	TOTAL CAPITAL OUTLAY			0	0	(		
172,308	240,261	271,350		TOTAL REQU	REMENT	S		284,637	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	· · · · · · · · · · · · · · · · · · ·		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	55,726 <b>5029</b>	McMinnville Fire District	0	0	0
0	0	55,726	TOTAL INTERGOVERNMENTAL	0	0	0
0	0	55,726	TOTAL RESOURCES	0	0	0

## 01 - GENERAL FUND

•	-			OI - GENERAL I OND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>012 - HUMAN RESOURCES</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
98,401	131,765	212,924		Salaries & Wages - Regular Full Time ources Director - 1.00 FTE ources Analyst - 1.00 FTE	212,762	0	O
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	743	0	0
0	0	0	7000-25	Salaries & Wages - City Employee Recognition	0	0	0
0	0	0	7000-30	Salaries & Wages - Auto Allowance	0	0	0
0	2,200	1,920	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	0	0
5,865	8,167	12,998	7300-05	Fringe Benefits - FICA - Social Security	13,062	0	0
1,372	1,910	3,115	7300-06	Fringe Benefits - FICA - Medicare	3,131	0	0
27,222	38,917	65,035	7300-15	Fringe Benefits - PERS - OPSRP - IAP	65,635	0	0
0	0	0	7300-18	Fringe Benefits - Retirement Benefit	0	0	0
15,140	17,516	34,066	7300-20	Fringe Benefits - Medical Insurance	24,285	0	0
500	1,500	750	7300-22	Fringe Benefits - VEBA Plan	750	0	0
75	105	138	7300-25	Fringe Benefits - Life Insurance	120	0	0
338	367	496	7300-30	Fringe Benefits - Long Term Disability	500	0	0
78	143	236	7300-35	Fringe Benefits - Workers' Compensation Insurance	237	0	0
19	31	52	7300-37	Fringe Benefits - Workers' Benefit Fund	42	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	819	7300-45	Fringe Benefits - Paid Family Leave City Share	169	0	0
149,010	202,620	332,549		TOTAL PERSONNEL SERVICES	323,836	0	0
				MATERIALS AND SERVICES			
0	0	6,200	<b>7520</b> Recruitment	Public Notices & Printing tadvertising	2,500	0	0
0	90	500	<b>7530</b> Local trainin	Training ngs and webinars	500	0	0
0	0	400	<b>7540</b> Costs share	Employee Events and city-wide for employee training, materials, and events.	500	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADI</b> Section : <b>012 - HU</b> Program : <b>N/</b> A					2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
219	5,135	10,000	Professiona	Travel & Education association conferences, seminars sional memberships, dues, subscri				meal	12,000	0	0
271	10	2,500	7579	<b>Employee Recognition</b>					0	0	0
444	831	800	7620	7620 Telecommunications			1,000	0	0		
960	1,066	1,000	7660	7660 Materials & Supplies			1,000	0	0		
235	437	1,000	7660-05	Materials & Supplies - Offi	ce Supplies				500	0	0
0	7	200	7660-15	Materials & Supplies - Pos	stage				50	0	0
6,271	20,217	10,000	7750	Professional Services					12,000	0	0
0	417	100		Professional Services - Au d city-wide for Audit, Section 125 pl us professional service expenses					0	0	0
1,914	4,430	4,541	<b>7840</b> I.S. Fund ma	M & S Computer Charges aterials & supplies costs shared city	v-wide				6,894	0	0
0	14,035	4,430	7840-12	M & S Computer Charges	- Human Resoเ	ırce	s		1,000	0	0
				<u>tion</u> 65 licensing <sup>o</sup> ro renewals	<u>Un</u>	<u>its</u> 1 2	Amt/Unit 600 200	<u>Total</u> 600 400			
10,314	46,675	41,671		TOTAL MAT	ERIALS AND	SEF	RVICES		37,944	0	0
				CAPITAL OUTLAY							
178	0	1,218		Capital Outlay Computer Opital outlay costs shared city-wide	Charges				728	0	0
178	0	1,218		TOTAL	CAPITAL OU	TLA	\Y		728	0	0
159,502	249,294	375,438		TOTAL	REQUIREME	NT	S		362,508	0	0

# FINANCE DEPARTMENT



## General Fund - Finance

2024 - 2025 Proposed Budget --- Budget Summary

## **Budget Highlights**

The finance department is responsible for maintaining the financial integrity of the City and providing a wide range of financial support services. The finance department ensures the timeliness and accuracy of financial information, the adequacy of internal accounting and budgetary controls, and safeguarding the City's financial assets. The City has received the Government Finance Officer Association's award for excellence in financial reporting for over 30 straight years.

In May 2023 voters approved the creation of the McMinnville Fire District (MFD). The finance department continues its focus on supporting the organizational transition of separating the fire and emergency medical services operation to a new, independent taxing district.

Due to the creation of the new fire district, the FY2023-24 budget was built with an underlevy of \$1.50 of McMinnville's permanent property tax rate (approximately \$5 million). Finance worked with other city staffers on a community engagement effort to get feedback on prioritization of expanded financial capacity available for city services associated with the permanent property tax rate newly available with the establishment of the separate MFD taxing district. The community response was considered by the Budget Committee in fall 2023, resulting in instructions to build the FY2024-25 budget by adding back 50 cents of the \$1.50 of permanent rate taxing authority. Therefore, the City proposes assessing \$4.02/per thousand of assessed value for FY2024-25.

The finance department's FY2024-25 proposed budget seeks to strengthen McMinnville's ability to prioritize and deliver municipal services with discipline and focus, one of MacTown 2032's strategic priorities. It reflects a decreased staffing level (4.90 full time equivalent positions) relative the prior year which had included two limited duration positions to support American

Rescue Plan Act (ARPA) grant management and the MFD transition. The department invests in training and educational opportunities for all finance staff.

The FY2024-25 budget repurposes some of the ARPA allocation that funded its grant management work to implement two organizational efficiency projects: a web-based system to better manage the budget process in anticipation of moving to biennial budgeting and an effort to improve a variety of business processes by utilizing a project management application to serve the City's many departments and ease meeting compliance requirements. Full implementation of the financial forecasting application remains on the workplan for the upcoming year.

FY2024-25 includes supporting the ongoing effort to create a sustainable financial footprint for the General Fund and other vital community services operating in other funds such as the Street Fund. Capital investments such as a new community and aquatic center, building projects to support public works and wastewater services, capital revitalization efforts in the City's urban renewal area, and the likely establishment of a stormwater utility will be a focus of finance personnel next year.

#### **Core Services**

### **Accounting**

- Provide accounting services for all City financial operations, including payroll and fringe benefits, accounts payable, accounts receivable, and general ledger accounting
- Prepare the Annual Comprehensive Financial Report (ACFR), coordinate the annual financial audit, maintain clean audit opinions
- Administer collection of Transient Lodging Taxes and other revenue sources

 Assist City departments, as needed, on various financial issues, including internal control development and compliance

#### **Budgeting and Financial Planning**

- Prepare the City's budget, providing long-term forecasting and on-going monitoring of the budget
- o Coordinate issuance and management of the City's debt
- Support grants and other project activities to meet fiscal compliance requirements

#### **Treasury Services**

- Manage investment of public funds consistent with state law to assure the on-going ability of the city to meet its financial obligations
- Ensure quality, efficient banking and merchant services operations
- Support strong internal control structures and training for cash handling processes throughout the organization

## **Future Challenges and Opportunities**

The finance department is prioritizing for FY2024-25:

- Continue to actively participate in conversations and actions for balancing the organization's operational needs within revenue capacity
- If approved, implement a biennial budget including roll out of a new budget application to introduce more efficiencies and ease of departmental participation in developing the budget
- Finalize implementation of financial forecasting software to assist in longer term financial planning
- Utilize project management application to move forward a variety of business process improvements that have been "on the list" for a number of years; that support new Government

Accounting Standards Board (GASB) requirements such as lease and subscription-based information technology arrangements accounting; as well as taking advantage of emerging technologies to better serve the city organization and the community at large

- Support significant projects taking place across the city including the next phase of work associated with providing the community a new community recreation and aquatic center; investments in wastewater infrastructure and, if approved, stormwater utility services; and two major projects taking place in the Urban Renewal area
- Contribute to the diversity, equity and inclusion assessment project and act on best practices and opportunities to make the City organization and its investments as accessible to and equitable for all members of the community
- Assist with securing and managing new funding opportunities from grants and clean energy investments supported through the Inflation Reduction Act direct pay system
- Strengthen risk management footing in areas of capital project accounting and cash-flow management; treasury operations; and revenue recognition

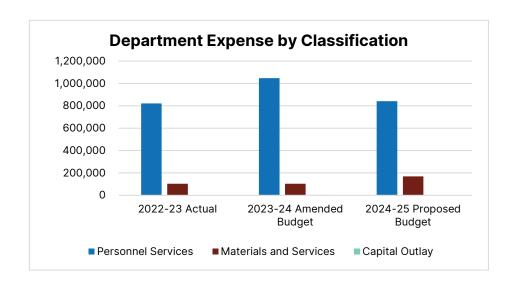
## Mac-Town 2032 Strategic Plan

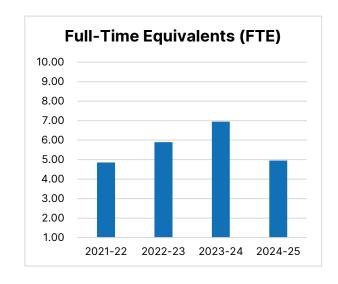
The finance department reviewed its contributions to the Strategic Plan Priorities:

Mo	:Minnville MAC-2032 S	trategic Priority	Finance Contribution
<b>H</b>	CITY GOVERNMENT CAPACITY	Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus	Prepare the Fiscal forecast Manage the budget process Play lead role with all fiscal compliance issues
	COMMUNITY SAFETY & RESILIENCY	Proactively plan for and responsively maintain a safe and resilient community	Support risk management and assure insurance coverage for municipality and workforce
\$	ECONOMIC PROSPERITY	Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors	Manage collection and disbursement of Transient Lodging taxes, and Downtown Economic Improvement District assessment, franchise fee
	ENGAGEMENT & INCLUSION	Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity	Strive for supportive, problem solving engagement with all departments and members of the public
	GROWTH & DEVELOPMENT CHARACTER	Guide growth and development strategically, responsively, and responsibly to enhance our unique character	Provide financial services for Urban Renewal District Assist with debt issuance and management

#### General Fund - Finance

<b>Department Cost Summary</b>				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Charges for Services	18,218	23,100	12,000	(11,100)
Intergovernmental	143,116	159,746	11,000	(148,746)
Miscellaneous	480	0	0	0
Revenue Total	161,814	182,846	23,000	(159,846)
Expenses				
Personnel Services	820,842	1,047,449	841,615	(205,834)
Materials and Services	103,146	103,006	169,373	66,367
Capital Outlay	0	2,841	1,456	(1,385)
Expenses Total	923,988	1,153,296	1,012,444	(140,852)
Unrestricted Resources Required	762,174	970,450	989,444	18,994
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	4.85	5.90	6.95	4.95







## <u>General Fund – Finance</u>

1983	Finance Department transitions City accounting system to mainframe computer using Group 4 software	2008	ERP implementation Phase 2: payroll processing and position budgeting, annual budget preparation	202
1988	Finance Department purchases first PC which is shared and primarily used for budget preparation	2014	Affordable Care Act reporting requirements implemented	
1989	First year City of McMinnville Comprehensive Annual Financial Report awarded the Government	2015	Merina & Co, LLP appointed City financial auditor	
	Financial Officers' Associations' Certificate of Achievement for	2016	Oregon sick leave law implemented	
2003	Excellence in Financial Reporting  Governmental Accounting Standard Board Statement No.	2019	Ambulance billing outsourced to third party provider	
	34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting	2019	Financial system functionality additions with implementation of e- Suite and HR Portal	
	principles (GAAP)	2020	Draft an updated reserve	
2003	Property lien searches available via Internet		policy for the city as a whole as critical component of drive	
2007	Resource System (ERP) Phase 1:		towards a sustainable financial future	
1989 F C R F	general ledger, procurement, revenue collections, and miscellaneous billing	2021	Add application to track debt, lease and other long-term obligations	

2023	Add financial forecasting
	application to the department's tools

2024 Support smooth transition for voter-approved McMinnville Fire District

2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>03 - FINANCE</b> Section : <b>013 - ACCOUNTING</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
143,116	0	4546	American Rescue Plan	0	0	0
0	159,746		McMinnville Fire District vices provided to support new fire district	11,000	0	0
143,116	159,746		TOTAL INTERGOVERNMENTAL	11,000	0	0
			CHARGES FOR SERVICES			
18,218	23,100	Net Assets of liens. Title of	companies are billed \$33 per lien search; City pays \$15 per search through	12,000	0	0
18,218	23,100		TOTAL CHARGES FOR SERVICES	12,000	0	0
			MISCELLANEOUS			
480	0		Other Income - Finance us Finance Department collections.	0	0	0
480	0		TOTAL MISCELLANEOUS	0	0	0
161,814	182,846		TOTAL RESOURCES	23,000	0	0
	143,116 0 143,116 18,218 480 480	ACTUAL AMENDED BUDGET  143,116	ACTUAL AMENDED BUDGET  143,116	ACTUAL AMENDED BUDGET  Section: 013 - ACCOUNTING Program: N/A  RESOURCES  INTERGOVERNMENTAL  143,116 0 4546 American Rescue Plan 0 159,746 5029 McMinnville Fire District Finance services provided to support new fire district  143,116 159,746 TOTAL INTERGOVERNMENTAL  CHARGES FOR SERVICES  18,218 23,100 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 \$33 per lien search; City pays \$15 per search through expenditure account 7750-27, Professional Services-Net Assets.  18,218 23,100 TOTAL CHARGES FOR SERVICES  MISCELLANEOUS  480 0 6600-94 Other Income - Finance Miscellaneous Finance Department collections.	ACTUAL   AMENDED   BUDGET	ACTUAL   AMENDED   BUDGET   Section : 013 - ACCOUNTING   PROPOSED   BUDGET   BUDGET

#### 01 - GENERAL FUND

,				01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>03 - FINANCE</b> Section : <b>013 - ACCOUNTING</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,364	-1,386	0	7000	Salaries & Wages	0	0	C
392,401	531,464		7000-05 Finance Dire Financial Se Financial Se Financial Se	Salaries & Wages - Regular Full Time ector - 0.95 FTE ervices Administrator - 1.00 FTE ervices Analyst - 1.00 FTE ervices Analyst - Payroll - 1.00 FTE ervices Specialist - 1.00 FTE	514,395	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
3,953	710	3,000	7000-20	Salaries & Wages - Overtime	5,000	0	0
900	1,800	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	500	0	0
1,551	-203	0	7300	Fringe Benefits	0	0	0
23,931	32,416	40,202	7300-05	Fringe Benefits - FICA - Social Security	31,454	0	0
5,597	7,581	9,636	7300-06	Fringe Benefits - FICA - Medicare	7,538	0	0
115,277	156,621	213,348	7300-15	Fringe Benefits - PERS - OPSRP - IAP	171,618	0	0
82,691	81,840	103,776	7300-20	Fringe Benefits - Medical Insurance	97,863	0	0
9,138	7,675	10,712	7300-22	Fringe Benefits - VEBA Plan	10,712	0	0
384	343	417	7300-25	Fringe Benefits - Life Insurance	297	0	0
1,351	1,324	1,524	7300-30	Fringe Benefits - Long Term Disability	1,154	0	0
328	542	730	7300-35	Fringe Benefits - Workers' Compensation Insurance	573	0	0
88	113	160	7300-37	Fringe Benefits - Workers' Benefit Fund	104	0	0
0	0	2,430	7300-45	Fringe Benefits - Paid Family Leave City Share	407	0	0
641,952	820,842	1,047,449		TOTAL PERSONNEL SERVICES	841,615	0	0
				MATERIALS AND SERVICES			
0	0	0	7500	Credit Card Fees	0	0	0
0	460	0	7514	Fines & Penalties	0	0	0
2,219	7,411	8,000	7520	Public Notices & Printing	7,000	0	0
354	502	900	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	1,000	0	0
12,896	20,712	25,500	Professional	Travel & Education association dues, subscriptions, staff training, continuing professional education, vider conference, etc.	27,700	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>03 - FINANCE</b> Section : <b>013 - ACCOUNTING</b> Program : <b>N</b> /A	<b>3</b>			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,539	6,562	7,360	7610-05	Insurance - Liability				7,906	0	0
3,128	3,597	4,450	7620	Telecommunications				3,780	0	0
7,011	5,095	6,650	7660-05	Materials & Supplies - Office Suppli	es			6,300	0	0
-659	0	500	7660-10	Materials & Supplies - Office Suppli	es Invent	tory		500	0	0
4,821	7,092	8,000	7660-15	Materials & Supplies - Postage				8,000	0	0
194	780	0	7710	Materials & Supplies - Grants				0	0	0
0	0	0	7720-06	Repairs & Maintenance - Equipmen	t			0	0	0
37,327	10,406	5,000	Two ARPA r	Professional Services epurpose projects included \$35,000 for busine ntation of budget application to improve proces PA support and general needs.				65,100	0	0
			Descript		<u>Units</u>	Amt/Unit	<u>Total</u>			
			ARPA b mats	udg app: Proj mgr for impl, biz proc, train'g	1	20,000	20,000			
				iz process: eval tool, set up 3-5 projects	1	10,000	10,000			
			CPA su		1	12,600	12,600			
			Various ARPA b train'g n	iz process pp: Proj mgr for impl, biz proc,	1	2,500 20,000	2,500 20,000			
0	9,773	2,900	<b>7750-01</b> Costs share	Professional Services - Audit & othed city-wide for audit, Section 125 plan administrates professional service expenses				3,000	0	0
1,677	0	0	7750-24	Professional Services - Audit				0	0	0
10,860	7,917	10,500	liens. Title o	Professional Services - Net Assets on-line lien search program allows title compar companies are billed \$33 per lien search; reverarch Fees. City pays Net Assets \$15 per lien	nue recorde			10,000	0	0
2,500	0	0	7750-57	Professional Services - Financing A		ation		0	0	0
2,403	2,831	3,100		Maintenance & Rental Contracts nner / copier lease and per page cost.				3,000	0	0
0	0	0	7800-03	M & S Equipment - Office				0	0	0
10,207	10,338	10,596		M & S Computer Charges aterials & supplies costs shared city-wide				13,787	0	0
12,875	9,671	9,550	7840-05	M & S Computer Charges - Account	ing			12,300	0	0

•	•		OI - GENERAL I ON						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Section : 013 - ACCOU				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replacement mobile computer	1	3,000	3,000			
			Adobe Pro renewals	5	200	1,000			
			Office 365 licensing	1	3,000	3,000			
			Printer maintenance - Lexmark	1	300	300			
			DebtBook software	1	5,000	5,000			
112,351	103,146	103,006	TOTAL MATERIA	ALS AND SE	RVICES		169,373	0	0
			<b>CAPITAL OUTLAY</b>						
952	0	2,841	8750 Capital Outlay Computer Chargers. Fund capital outlay costs shared city-wide	ges			1,456	0	0
952	0	2,841	TOTAL CAP	PITAL OUTL	<u>4Y</u>		1,456	0	0
755,255	923,988	1,153,296	TOTAL RE	QUIREMENT	ัร		1,012,444	0	0

# **ENGINEERING DEPARTMENT**



## General Fund - Engineering 2024 - 2025 Proposed Budget --- Budget Summary

## **Budget Highlights**

During fiscal year 2024-25, the Engineering staff will continue to provide project management, design, bid document and specification development, contract administration, inspection, and other technical assistance in support of advancing the City's goal to plan and construct capital projects, including:

- Continue design of the Third Street Improvement Plan and apply for potential funding to complete construction documents and future construction of the project;
- Continue design of the ODOT funded Safe Routes to School pedestrian improvements projects in the vicinity of Sue Buel Elementary and Patton Middle Schools;
- Complete construction of the Chandler's Addition Sanitary Sewer Rehabilitation project (Wastewater Capital Fund);
- Continue construction of the Solids Treatment Capacity Improvements – formerly named the Biosolids and Grit System Expansion project (Wastewater Capital Fund);
- Application of slurry sealcoat on various City streets (Transportation Fund);
- Begin the update of the Transportation System Master Plan (Transportation Fund);
- Begin design for the ARPA Midtown Basin Stormwater Project;
- Complete work on the update of the Sanitary Sewer Conveyance System Master Plan (Wastewater Capital Fund);
- Complete work on the update of the Water Reclamation Facilities Master Plan (Wastewater Capital Fund);

- Ongoing work to implement the City's Willamette River Mercury TMDL Plan and annual reporting, (Wastewater Services Fund);
- Continue to coordinate with ODOT to implement the Active Transportation Plan and ADA improvement projects.

These projects will help to meet the Strategic Plan Goals of Community Safety & Resiliency and the objective to develop resiliency targets for critical infrastructure.

#### **Core Services**

- Review plan applications and monitor public infrastructure improvements constructed as part of privately funded development projects.
- Manage the City's transportation, wastewater and storm sewer 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.
- o Perform "Call Before You Dig" utility locates.
- These services help meet the Goal of City Government Capacity and the objective of identifying and focusing on the City core services.

#### **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, as well as to implement the City's Mercury TMDL Plan.
- Build redundancy for critical functions within the department.
- There currently is no direct funding source for stormwater related work. Developing a sustainable and reliable source for funding stormwater projects is important given the age of the city's infrastructure and increasing regulatory mandates.
- The recent Urban Grown Boundary expansion and a strong local development economy is resulting in an increase in Engineering plan review efforts. Explore funding opportunities to provide the development community with the appropriate level of service for Engineering plan reviews and inspection services.



To date, the Engineering Department has evaluated over 2,400 private sewer laterals.





Rapid Flashing Beacon Pedestrian Crossing at NW
Baker Creek Rd and NW Meadows Dr.

Designed and constructed under budget using in-house expertise and local contractors.

#### General Fund - Engineering

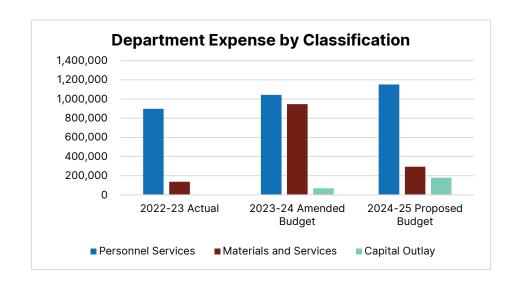
**Unrestricted Resources Required** 

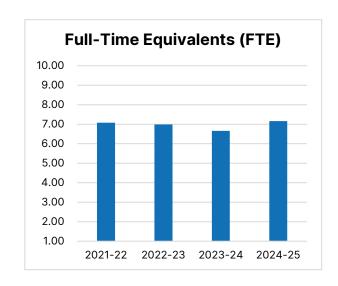
Department Cost Summary				
		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	<b>Budget Variance</b>
Revenue				
Charges for Services	3,762	50,000	55,000	5,000
Intergovernmental	0	0	44,000	44,000
Miscellaneous	1,410	1,000	1,000	0
Revenue Total	5,172	51,000	100,000	49,000
Expenses				
Personnel Services	898,115	1,043,793	1,151,090	107,297
Materials and Services	136,444	945,954	293,223	(652,731)
Capital Outlay	0	68,336	178,488	110,152
Expenses Total	1,034,560	2,058,083	1,622,801	(435,282)

	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	7.08	6.99	6.66	7.16

2,007,083

1,029,388





1,522,801

(484, 282)



### General Fund – Engineering Division

1967	City Manager appoints City's first Public Works Director.	2007	Engineering, Building, and Planning Departments
1992	City adds Assistant City Engineer position.		complete move to the Community Development Center.
1996	City creates a Geographic Information System (GIS).	2008	The Engineering Department issues and tracks 46 right-of-
1997	City Council adopts private lateral sewer ordinance defining the responsibilities for property owners to repair defective		way permits for Verizon Northwest's FIOS fiber optic network installation throughout the City.
	sewer laterals. Engineering Department assumes administration of ordinance.	2015	A second Project Manager position was added.
1997	Community Development Department reorganized related to Measure 47/50, but with the	2017	Administrative Assistant II – Public Affairs position was added.
	ultimate goal of a one-stop development center includes Engineering, Building, Planning, Airport, Wastewater Services, Park Maintenance and Public Works.	2021	Community Development Department reorganized and created "Public Works Department" with Engineering as a Division within the department.
2005	City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and	2022	The City filled its City Engineer position.
	Planning Departments.	2023	The City filled its Emergency Operations Manager position.



The Engineering Department received 1,955 utility locate requests in 2023.

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>05 - ENGINEERING</b> Section : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				Program : N/A RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	<b>4545</b> \$54,474 tota	Federal FEMA Grant al grant dollars. anticipate spending \$44k from 7-1-24 thru 6-30-25.	44,000	0	(
0	0	0	4546	American Rescue Plan	0	0	(
0	0	0		TOTAL INTERGOVERNMENTAL	44,000	0	(
				CHARGES FOR SERVICES			
180,440	3,762	50,000	Developer of	Engineering Fees charges for City inspection and plan review of development projects at the rate of \$100,000 and 3% over \$100,000 of project costs.	55,000	0	(
180,440	3,762	50,000		TOTAL CHARGES FOR SERVICES	55,000	0	
				MISCELLANEOUS			
2,402	1,410	1,000	6600-96	Other Income - Engineering	1,000	0	(
2,402	1,410	1,000		TOTAL MISCELLANEOUS	1,000	0	(
				TRANSFERS IN			
0	0	0	6900-58	Transfers In - Urban Renewal	0	0	(
0	0	0		TOTAL TRANSFERS IN	0	0	
182,842	5,172	51,000		TOTAL RESOURCES	100,000	0	(

#### 01 - GENERAL FUND

901 2 0 0 0 11110				UI - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>05 - ENGINEERING</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,811	3,881	0	7000	Salaries & Wages	0	0	(
				-	_	0	,
424,844	573,104	024,052	City Engine Project Man GIS/CAD SI Engineering	Salaries & Wages - Regular Full Time as Director - 1.00 FTE er - 1.00 FTE lager - Engineering - 1.00 FTE pecialist - 1.00 FTE g Technician - 2.00 FTE nt Customer Service Technician - Combined Depts - 0.33 FTE	659,897	U	
0	0	30,309	<b>7000-10</b> ARPA-Eme	Salaries & Wages - Regular Part Time rgency Management Coordinator - 0.50 FTE	53,629	0	
4,358	5,932	14,124	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Engineering - 0.33 FTE	15,155	0	
1,220	5,100	5,000	7000-20	Salaries & Wages - Overtime	5,200	0	
0	0	0	7000-30	Salaries & Wages - Auto Allowance	0	0	
1,850	1,200	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	0	
-86	2,311	0	7300	Fringe Benefits	0	0	
26,312	35,629	40,910	7300-05	Fringe Benefits - FICA - Social Security	44,473	0	
6,154	8,333	9,793	7300-06	Fringe Benefits - FICA - Medicare	10,658	0	
123,440	153,176	201,346	7300-15	Fringe Benefits - PERS - OPSRP - IAP	220,563	0	
59,110	86,545	92,381	7300-20	Fringe Benefits - Medical Insurance	113,798	0	
9,330	13,830	11,580	7300-22	Fringe Benefits - VEBA Plan	13,580	0	
391	375	380	7300-25	Fringe Benefits - Life Insurance	380	0	
1,474	1,390	1,444	7300-30	Fringe Benefits - Long Term Disability	1,805	0	
7,163	7,178	7,970	7300-35	Fringe Benefits - Workers' Compensation Insurance	10,027	0	
101	133	153	7300-37	Fringe Benefits - Workers' Benefit Fund	151	0	
0	0	2,351	7300-45	Fringe Benefits - Paid Family Leave City Share	574	0	
667,471	898,115	1,043,793		TOTAL PERSONNEL SERVICES	1,151,090	0	
				MATERIALS AND SERVICES			
0	49	100	7515	City Services Charge expense	100	0	
657	891	1,000	<b>7540</b> Costs share	Employee Events and city-wide for employee training, materials, and events.	1,100	0	(

City of McMinnville Budget Document Report

4/12/2024

#### 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>05 - ENGINEERII</b> Section : <b>N/A</b> Program : <b>N/A</b>	NG			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,635	5,200	11,000	Membership	Travel & Education os in professional organizations, registrations f continuing education, and reference materials		ces and semir	nars, City	12,000	0	0
1,869	1,829	3,500		Fuel - Vehicle & Equipment				3,500	0	0
3,970	4,482	5,000		<b>Utilities</b> 's share of Community Development Center's	electricity ex	xpense, ~38%	ı <b>.</b>	5,500	0	0
0	0	0	7600-04	Utilities - Water				0	0	0
8,175	9,424	10,530	7610-05	Insurance - Liability				8,091	0	0
1,986	2,271	2,820	7610-10	Insurance - Property				783	0	0
7,836	7,917	10,021	7620	Telecommunications				10,000	0	0
1,020	4,758	5,800		Janitorial 's share of Community Development Center ja	nitorial serv	rice and suppl	y costs,	4,000	0	0
9,644	8,712	12,163	<b>7660</b> Uniforms, sa	Materials & Supplies afety equipment, office, engineering, and surve CA Erosion Control Permit.	eying materi	als and suppli	es. The	15,000	0	0
1,630	780	1,780	7720	Repairs & Maintenance equipment repairs and maintenance.				2,000	0	0
1,970	3,664	2,100	7720-08	Repairs & Maintenance - Building F's share of Community Development Center's		improvement	s, ~38%.	21,300	0	0
2,564	2,472	4,300	service, ala	Repairs & Maintenance - Building Maintenance costs of and lighting repair and maintenance, gutter e, and carpet cleaning, ~38%.	including pe	est control, ga		5,600	0	0
55,235	49,712	120,000		Professional Services				135,000	0	0
				ntion Imental Services for Civic Hall Imental Services for Underground Storage	<u>Units</u> 1 1	Amt/Unit 25,000 50,000	<u>Total</u> 25,000 50,000			
			•	gineering Services Support	1	60,000	60,000			
0	2,486	2,000		Professional Services - Audit & oth dity-wide for audit, Section 125 plan adminisus professional service expenses				3,360	0	0
0	0	711,174	7750-04	<b>Professional Services - Grants</b>				0	0	0
0	0	0	7790	Maintenance & Rental Contracts				0	0	0
2,764	3,835	4,500	7790-20	Maintenance & Rental Contracts - ( Center				6,100	0	0

Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.

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#### 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>05 - ENGINEERING</b> Section : <b>N/A</b> Program : <b>N/</b> A	3			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
10,629	14,768	17,666		M & S Computer Charges aterials & supplies costs shared city-wide				31,389	0	0
15,732	13,196	20,500	7840-10	M & S Computer Charges - Engineer	ng			28,400	0	0
			Descri	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office	365 licensing	1	3,000	3,000			
			Bluebe	am licensing	1	1,600	1,600			
			Adobe	Pro licensing	3	200	600			
			Hanse	n Development	1	5,000	5,000			
			Hanse WWS	n renewal-25%, shared with Street, Park Maint,	1	4,000	4,000			
			AutoCa Dvlpm	AD maintenance - 66%, shared with Comm nt	1	3,000	3,000			
			Street,		1	2,500	2,500			
			•	ement Mobile computers	2	3,750	7,500			
			Plotter	maintenance	1	1,200	1,200			
127,316	136,444	945,954		TOTAL MATERIALS A	ND SE	RVICES		293,223	0	0
				CAPITAL OUTLAY						
991	0	4,736		Capital Outlay Computer Charges apital outlay costs shared city-wide				3,314	0	0
0	0	27,500	8750-10	Capital Outlay Computer Charges - E	ngineer	ing		0	0	0
0	0	36,100		Building Improvements t's share of Community Development Center's bu	ildina imp	rovements. ~	38%.	19,000	0	0
			Descri	•	Units	Amt/Unit	Total			
				wood rot around CDC windows	1	19,000	19,000			
0	0	0	8850	Vehicles				45,000	0	0
			Descri	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				e 2007 unit w/ compact 4x4 truck	1	45,000	45,000			
0	0	0	8930-80	Urban Renewal Projects - 3rd Street ed 3rd Street 30% Design (started in FY24)	mprove	ments		111,174	0	0
991	0	68,336		TOTAL CAPITAL	OUTLA	<u>\Y</u>		178,488	0	0
	1,034,560	2,058,083			EMENT			1,622,801	0	0

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# COMMUNITY DEVELOPMENT DEPARTMENT

<u> Organization Set – Sections</u>	Organization Set #
<ul> <li>Administration</li> </ul>	01-07-001
<ul> <li>Current Planning</li> </ul>	01-07-025
<ul> <li>Long Range Planning</li> </ul>	01-07-028
<ul> <li>Code Compliance</li> </ul>	01-07-031
<ul> <li>Economic Development</li> </ul>	01-07-035



#### General Fund – Community Development

2024 – 2025 Proposed Budget --- Budget Summary

#### **Budget Highlights**

In 2022, the Planning Department was renamed the Community Development Department to reflect the additional programs added to the Planning Department from 2017 – 2022, including Building (2017), Code Compliance (2018), Economic Development (2022) and Affordable Housing (2023). Now the Community Development Department supports the Building, Planning, Code Compliance, Urban Renewal, and Special Economic Development and Affordable Housing Programs. The name of the Planning Fund was also changed to the Community Development Fund.

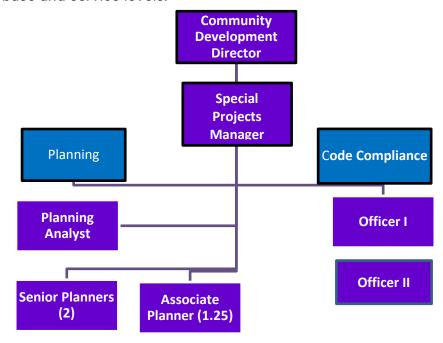
The Building, Urban Renewal and Affordable Housing programs each have their own dedicated budget funds, as their expenses and revenues are captured independently in each fund. The Building Program is 100% fee supported and the Urban Renewal program is operated under a separate agency, supported by the staff of the Community Development Department.

In 2020, the Planning Fund (now Community Development Fund) was restructured to better capture revenue and expenses associated with each program in the planning and code compliance programs by creating four sub-funds – Administrative (001), Current Planning (025), Long Range Planning (028), and Code Compliance (031).

In the 2022/23 Fiscal Year Budget, a fifth sub-fund, economic development was added (035), as well as a separate Affordable Housing Fund (08).

The mission of the City of McMinnville is to deliver high-quality services in collaboration with partners for a prosperous, safe and livable community. The Community Development Department achieves this by providing excellent customer service, public engagement, and proactive development programs. 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 Community Development Department's role is to facilitate the continual, ongoing community dialogue to strategically update and implement these plans and regulations in order 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.



Organizational structure for the Planning/Code Compliance and Special Projects Program

#### **Summary of Core Services**

(Detailed matrix is provided at the end of this budget summary)

#### **Current Planning**

- Direct and administer the day-to-day land use, development, and zoning related activities of the City.
- o Process land-use applications per regulatory compliance.

#### **Long-Range Planning**

- Maintain and update the comprehensive plan; analyze and forecast economic and growth-related trends; and assist in the preparation of public facility master plans.
- 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 six citizen involvement committees Affordable Housing Committee, Economic Vitality Leadership Council, Historic Landmarks Committee, Landscape Review Committee, Planning Commission, Urban Renewal Advisory Committee.
- Ensure that the City is reaching out and allowing opportunities for public input and engagement in city planning activities.

#### **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.
- o Implement Business Resiliency and Recovery Grant
- Support planning and development of the Innovation Campus
- Staff the McMinnville Urban Renewal Agency.

#### **Code Compliance and Community Relations**

- 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.

PLANNING PROGRAM: The Planning program provides three primary services: current planning, long-range planning, and citizen involvement. With 4.85 FTEs, the Planning Division in 2023 issued 138 land-use decisions and staffed six city committees - the Affordable Housing Task Force, Economic Vitality Leadership Council, Historic Landmarks Committee, Landscape Review Committee, Planning Commission and Urban Renewal Advisory Committee; and partnered 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, and staffing the McMinnville Economic Vitality Leadership Council.

The Planning program also initiates and facilitates community dialogues about how the community would like to see McMinnville grow now and in the future. These efforts include supporting specially appointed Citizen Advisory Committees and Technical Advisory Committees that help lead the community through the dialogue.

#### 2023 ACCOMPLISHMENTS: Planning

LAND-USE DECISIONS	
138 Land-Use Decisions Issued	5 Legislative Initiatives

In 2023, planning focused on smaller land-use projects such as minor partitions, variances, planned development amendments, and historic landmarks alterations. One new subdivision was approved since large tracts of developable land are no longer available within the city limits. Two large multi-family projects (Stratus Village (175 housing units) and Norton Landing (138 housing units)) were approved and one large mixed-use commercial and residential development (Baker Creek North (30,000 square feet of commercial space and 144 housing units)) was also approved.

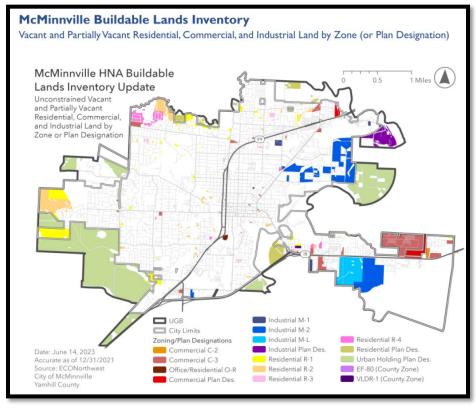
The Planning team worked on several long-range planning initiatives to expedite opportunities within the urban growth boundary for future development, including:

- Adoption of a Housing Needs Analysis and Economic Opportunity Analysis for the planning period of 2021-2041
- Adoption of the Fox Ridge Road Area Plan
- Amendments to the Short-Term Rental Code
- Amendments to the Historic Preservation Code
- Draft development of the city's first Natural Hazards Mitigation Plan

Due to staffing attrition and the resulting reduced capacity, many elements of the 2023/24 work plan were put on hold and carried over into the 2024/25 fiscal year work plan.



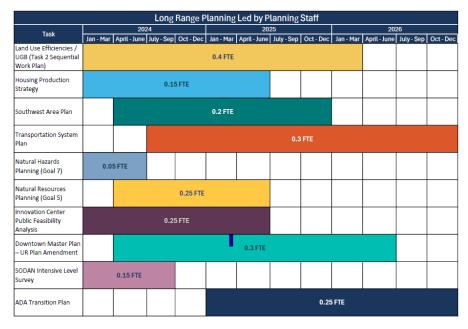
McMinnville Planning Commission



McMinnville's Buildable Lands Inventory as of 12/31/21

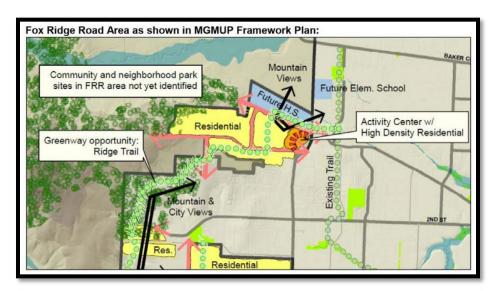
Housing Needs Analysis and Economic Opportunity Analysis – In February 2024, the McMinnville City Council adopted a Housing Needs Analysis and Economic Opportunity Analysis, for the planning horizon of 2021 – 2041. This needs analysis identified the need for an additional 422 buildable acres in addition to the existing urban growth boundary (UGB) to accommodate the city's needs for growth in that planning horizon. Per ORS 197.296, the City needed to adopt this analysis before December 31, 2023 (the City received an extension to February 29, 2024). Without enough time to process the next two steps of meeting the land need by evaluating land-use efficiencies within the existing UGB and a

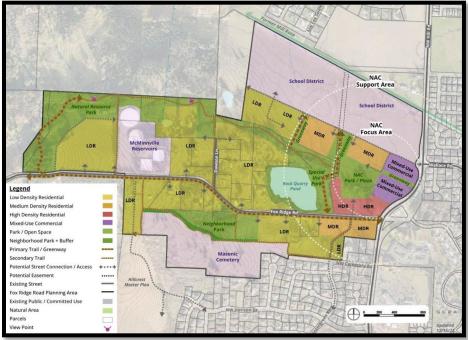
potential UGB alternatives analysis if the city still needs additional acreage after the land-use efficiencies, the City entered into a Sequential UGB Work Plan with the Department of Land Conservation and Development. This work plan requires the City to evaluate land-use efficiencies and adopt a potential UGB amendment by March 1, 2026. This work is identified in the Planning Division's 2024/2025 work plan.



Long Range Planning Work Plan (2024 - 2026)

Fox Ridge Road Area Plan – The Fox Ridge Road Area Plan was adopted in February 2024 and is the first area plan adopted from the City's 2020 UGB amendment. Area plans are needed before annexation and development. The Fox Ridge Road Area is approximately 20 acres located in the western portion of the UGB west of Hill Road.





Fox Ridge Road Area Plan - Adopted February 2024

Supporting Public Engagement: A primary role of the Planning Division is to support public engagement in the city's planning efforts. Staff continued to process permits, provide inspections, meet with developers to discuss their projects, and support monthly committee meetings, enabling 88 public meetings, and 3448 volunteer hours (value of \$114,849) as the community continued to plan for McMinnville's future. These meetings consisted of the six city council appointed committees that the Planning Divisions staffs as well as three project advisory committees for long-range planning projects that they Planning Division staffed.

ENGAGED CITIZEN INVOLVEMENT					
VOLUNTEER STANDING COMMITTEES					
Planning Commission	6 Standing Committees				
Historic Landmarks Committee	62 Volunteers Meeting Monthly				
Landscape Review Committee					
Affordable Housing Committee	74 Public Meetings				
Economic Vitality Leadership Council	2132 Volunteer Hours				
Urban Renewal Advisory Committee	\$72,250 Volunteer Value				
PROJECT ADVISORY COMMITTEES	47 Volunteers				
Fox Ridge Road Area Plan					
Housing Needs Analysis / Economic	14 Public Meetings				
Opportunity Analysis	1316 Volunteer Hours				
Third Street Improvement Project	\$42,599 Volunteer Value				

Volunteer Value = \$32.27/hour, per the Oregon Independent Sector



Fox Ridge Road Area Plan -Design Charrette

*Diversifying Revenue Sources:* The Planning Division has been working hard in the past 5 – 10 years to diversify the revenue sources that support the program.

In 2018, the Planning Division undertook a fee study to identify the development fees necessary to recover the full costs of current planning (development permit review). In December 2018, the McMinnville City Council approved Resolution No. 2018-63, establishing a developer permit fee schedule with the intent of phasing in a full cost recovery model over five years.

This fee schedule has increased the current planning fee revenue from an average of \$25,000 - \$30,000 per year to approximately \$200,000 - \$210,000 per year. Please see the chart below. Please note that the City did not increase development fees in 2020/2021 due to COVID. Full cost recovery should be achieved in 2024/2025 with the last phase of the incremental increase. Note also that the City Council as a policy decision elected not to collect full cost recovery on development fees associated with existing business operations (such as sign permits) and residents (such as street tree removals), and that the years 2021 – 2025 are fairly similar even though annual fee increases were enacted during those years due to less and less developable land within the city limits.

DEVELOPMENT REVIEW FEES:						
New Fee Schedule – Effe	New Fee Schedule – Effective January 28, 2019					
2014/2015	\$26,304					
2015/2016	\$23,192					
2016/2017	\$54,234					
2017/2018	\$32,355					
2018/2019	\$142,061					
2019/2020	\$131,449					
2020/2021	\$148,720					
2021/2022	\$204,643					
2022/2023	\$216,607					
2023/2024*	\$205,000					
2024/2025*	\$190,000					

<sup>\*</sup> Forecasted

For long-range planning projects, the Planning Division has actively sought grant resources to help offset the costs of the projects, resulting in approximately \$624,000 in grants in the past five years. \$165,000 is reflected in this year's proposed budget.

GRANTS:	
PLANNING	
DLCD TA – Housing Production Strategy (2024/2025)	\$35,000
<ul> <li>DLCD TA – UGB Land Use Efficiencies and Alternatives Analysis (2024/2025)</li> </ul>	\$150,000
Certified Local Government (2024/2025)	\$15,000
DLCD DEI – Public Facility Planning (2023/2024)	\$48,000
DLCD HB 2001/2003 Grant – Housing Needs Analysis Update (2022/2023)	\$35,000
Certified Local Government (2021/2022)	\$12,000
DLCD Missing Middle Housing Code Assistance (2020/2021)	\$20,000
DLCD Missing Middle Housing – IBTER (2021/2022)	\$30,500
TGM – Three Mile Lane Area Plan (2017/2020)	\$225,000
Certified Local Government (2021/2022)	\$11,500
<ul> <li>DLCD TA Grant – Housing Needs Analysis, Economic Opportunity Analysis (2018/2019)</li> </ul>	\$30,000
Certified Local Government (2018/2019)	\$12,000
TOTAL (2018 – 2025)	\$624,000



Proposed Baker Creek North Mixed-Use Development

#### **CODE COMPLIANCE AND COMMUNITY RELATIONS:**

In 2018, the City's Code Enforcement program transitioned to the Planning Department and was retitled to Code Compliance and Community Relations. With the goal of voluntary code compliance and neighborhood revitalization, two code compliance officers were hired.

In 2023, the Code Compliance team responded to 453 complaints with voluntary compliance in 96% of the cases.

453 96%
Cases Voluntary Compliance

The most common complaints were for noxious vegetation (104 complaints), noise (73 complaints), junk and debris (68 complaints) and discarded motor vehicles (61 complaints). Noise complaints were up 25% from 2022, and most were related to dogs being left outside and barking throughout the day.

Complaints regarding houselessness or camping activity / paraphernalia remained relatively unchanged (24 in 2022 to 27 in 2023). These statistics do not include any issues on private property or in the public right-of-way.

In response to the high volume of graffiti complaints received in 2022, code compliance staff launched the Splash and Scrub graffiti cleanup program. From June 3<sup>rd</sup> to September 2<sup>nd</sup>, 2023,

71 volunteers painted over and removed graffiti at more than 20 locations throughout McMinnville.

Code Compliance also hosted students from Duniway Middle School for their Fall Service Day project, and helped clear overgrown vegetation from a dilapidated property.



Volunteers – Graffiti Clean Up

#### **ECONOMIC DEVELOPMENT:**

The Economic Development sub-fund was established in 2022 to support several special economic development projects – the \$750,000 Business Recovery and Resiliency Grant including a specialty loan program, business assistance grants, business training and mentorship and workforce development as well as the planning for the Innovation Center.

These projects are managed by a Special Projects Manager that is grant funded.

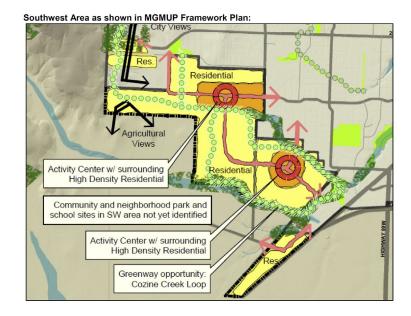
GRANTS:	
ECONOMIC DEVELOPMENT:	
Business Oregon – Innovation Campus Grant (2024/2025)	\$160,000
City of McMinnville – ARPA – Innovation Campus (2024/2025)	\$250,000
City of McMinnville – ARPA - ADA Transition Plan (2024/2025)	\$300,000
State Business Resiliency and Recovery Grant (2023/2024)	\$750,000
State Emergency Business Assistance Grants (2020/2021)	\$125,000
TOTAL:	\$1,585,000



Innovation Campus Site

## The Community Development Department's 2024-25 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: Continue to build on the growth planning accomplished in 2020 by developing an Area Plan for the Southwest Area; facilitate the coordination of the Transportation System Plan Update; prepare the City's response to HB 2003 (2019 Legislative Session) by developing a Housing Production Strategy; evaluating landuse efficiencies and a potential UGB amendment per the City's Sequential UGB Agreement with the Department of Land Conservation and Development: finish the 2020 UGB proposal by adopting the Natural Hazards and Natural Resources Plans started in 2020; and develop the Three Mile Lane Area Plan design and development standards.



- Public Outreach and Engagement: Identify and utilize the tools available to expand community engagement in longrange 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 Committee, McMinnville Economic Vitality Leadership Council, and McMinnville Urban Renewal Advisory Committee.
- Economic Development: Support the McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association, and Visit McMinnville in economic development projects, business support, and business recruitment. Meet with businesses to discuss their project needs and interests in order to support their successful growth. Manage the Business Recovery and Resiliency grant programs. Lead the Innovation Campus master planning and public infrastructure feasibility analysis and the Third Street Improvement Project public engagement.
- Code Compliance/Enforcement: a comprehensive centralized code compliance and enforcement program that serves the City of McMinnville.
- Urban Renewal: Provide comprehensive staff support and guidance to McMinnville's Urban Renewal program.

## <u>Mac-Town 2032 Strategic Plan Community Development Department Focus</u>

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan that will guide the City for the next decade or so. The Community Development Department supports this strategic

plan by ensuring decisions that we make are made with the strategic plan principles, values, and strategies in mind. For fiscal year 2024-25 the Community Development Department will support the Plan in the following manner:

#### Values – Stewardship, Equity, Courage, and Accountability:

The Community Development Department incorporates the strategic plan's value in everything that it does and will continue to focus on stewardship of services and resources, serving the community, striving for inclusivity and public engagement in planning processes, and accountability through code compliance.

*Goals* – The Strategic Plan is structured with seven overarching goals with strategic objectives and actions to achieve those objectives. Below is a chart of the goals, strategic objectives and actions that the Community Development Department is working on to advance the Strategic Plan and serve the community.

City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus.

Strategy: Develop and foster local and regional partnerships

 Planning/code compliance staff strategically participates in local and regional partnerships as members of many different association boards, state-wide policy committees and regional collaboratives.

Strategy: Identify and focus on the city's core services

 Planning/code compliance staff have been working towards a full cost recovery system for permitting services and nuisance abatement. Growth & Development Character – Guide growth and development strategically, responsively, and responsibly to enhance our unique character.

**Strategy:** Strategically plan for short and long-term growth and development that will create enduring value for the community.

- In 2024/25, Planning will work with utility partners to update the Transportation System Plan, Wastewater Conveyance Plan, and Water Master Plan to plan for infrastructure support in the new urban growth boundary area.
- In 2024/25 Planning will work with property owners and community stakeholders on a Southwest Area Plan to plan for future growth in that area.
- In 2024/2025, the Planning Division will continue the grown planning for 2021 – 2041 by evaluating land-use efficiencies within the existing UGB to meet identified land need for housing and employment lands and initiating a UGB amendment if needed.

Housing Opportunities – Create diverse housing opportunities that support great neighborhoods.

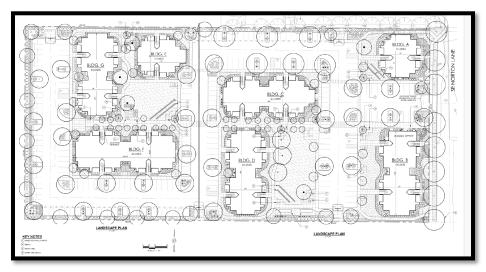
**Strategy:** Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks and land supply align with market – driven housing needs.

• In 2024/2025, the City will develop a Housing Production Strategy for meeting the city's needed housing, especially affordable housing.

Economic Prosperity – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

In 2019, the City of McMinnville adopted the MAC Town 2032 Economic Development Strategic Plan to support its Economic Prosperity goal. The City collaborates with McMinnville Economic Development Partnership, Visit McMinnville, McMinnville Downtown Association, and the McMinnville Chamber of Commerce to implement the Plan. Below are some highlights that the Planning Division is working on from that plan to support this goal.

- Evaluate existing land use patterns and zoning in the downtown to ensure that land is being used for its highest and best use in the city center.
- Improve key gateways into and through McMinnville with coordinated design interventions that reflect McMinnville's brand.
- As new infrastructure projects are planned and completed, ensure that the design serves McMinnville's sense of place.



Norton Landing Site Plan (138 Housing Units, 2025)

#### **Future Challenges and Opportunities**

- Housing supply will become more and more critical as developable land opportunities become more and more scarce within the city limits and the opportunity to annex land within the expanded UGB is still a couple of years removed.
- Fully staffing the planning program continues to be challenging. The standard for planning staff in Oregon is one FTE per 5,000 people in population. McMinnville currently has 4.85 FTE devoted to planning activities for a population of approximately 35,000 people. McMinnville has fewer planning FTEs now than it had from 2006 – 2011.
- Catching up on delinquent long-range planning activities will continue to be an issue for the City of McMinnville. With constrained staffing resources, the Planning Division will need to continue to be creative and innovative about updating state and federally-mandated plans and undertaking 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 and 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.
- 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.

#### **Core Services**

The Planning and Code Compliance team rely on FTEs and professional services for their programs.

The Code Compliance team is currently working at a mid-level of service for its core services.

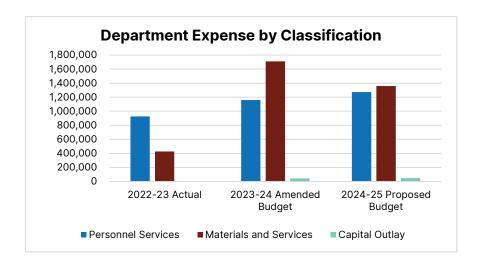
The Planning team is working at a below-base level of service for its core services, primarily focused on transactional planning and not proactive, strategic planning. Below is a chart itemizing what the Planning team would need in terms of FTEs and Professional Services dollars to achieve each level of service.

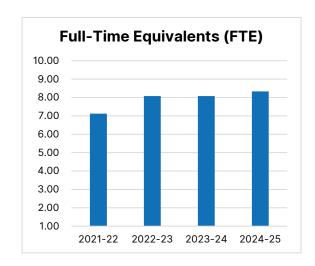
Base Level	Mid Level	Optimal Level
6.0 FTEs	7.0 FTEs	8.0 FTEs
\$325,000	\$325,000	\$400,000
Professional	Professional	Professional
Services	Services	Services
Add 1.0 FTE	Add 2.0 FTE	Add 3.0 FTEs plus
Planning Manager	Planning Manager	\$50,000
	GIS Planner	professional
		services.
		Planning Manager
		Associate Planner
		GIS Planner

#### General Fund - Community Development

Department Cost Summary				
		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	<b>Budget Variance</b>
Revenue				
Fines and Forfeitures	6,181	7,500	7,500	0
Charges for Services	34	0	0	0
Intergovernmental	54,348	704,043	225,000	(479,043)
Licenses and Permits	216,607	140,000	190,000	50,000
Miscellaneous	79	300	500	200
Revenue Total	277,249	851,843	423,000	(428,843)
Expenses				
Personnel Services	925,903	1,158,917	1,273,351	114,434
Materials and Services	426,615	1,709,471	1,357,575	(351,896)
Capital Outlay	0	43,166	48,109	4,943
Expenses Total	1,352,518	2,911,554	2,679,035	(232,519)
Unrestricted Resources Required	1,075,269	2,059,711	2,256,035	196,324

	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	7.12	8.08	8.08	8.33







#### General Fund – Community Development

#### **Historical Highlights**

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



1866 According to *The Register*,
McMinnville has "300
residents with five stores,
three blacksmith shops, two
wagon shops, one silversmith,
one shoe shop, two doctors,
one flour mill, and no licensed
beer or grog saloons."

1900 US Census Bureau estimates McMinnville's population at 1,420.

1936 First zoning ordinance was adopted establishing zoning districts, directing the location of industry and trade, and regulating the height of buildings.



1948 First McMinnville Planning Commission appointed.

1968 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) approved the plan in 1983.

1993 City residents exceed more than 20,000.

1996 City voters pass a Charter amendment requiring voter-approved annexation.

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

2003 The total number of housing units in McMinnville surpasses 10,000.

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

2005 Planning Department helps establish the McMinnville Economic Development Partnership (MEDP).



2007 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.



2011 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.

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.

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



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 lowincome homeowners with critical home repairs.
2015	Assists Council through reviewing and adopting zoning regulations addressing legal marijuana-related businesses.
2016	Planning Director Heather Richards is hired
2017	Building Division moves to the Planning Department to colocate development services.
2018	Code Enforcement moves to the Planning Department.

City Council and Yamhill

County Board of County

McMinnville Growth

Plan Remand Update

Commissioners adopt the

Management Urbanization

expanding the urban growth

boundary by 662.40 acres.

2020



The City adopted a
Housing Needs Analysis,
Economic Opportunities
Analysis and Buildable
Lands Inventory, February.

- 2022 The Planning Department was renamed the Community Development Department supporting Building, Planning, Code Compliance and Urban Renewal Programs.

  Building and Urban Renewal are separate budget funds.
- 2023 A new special projects
  Economic Development
  sub-fund was added to
  the newly named
  Community Development
  Fund.

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
741	0	0 <b>7720-10</b>	Repairs & Maintenance - Building Maintenance	0	0	0
741	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
741	0	0	TOTAL REQUIREMENTS	0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>001 - ADMINISTRATION</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	1,250	0 <b>4546</b>	American Rescue Plan	0	0	0
0	1,250	0	TOTAL INTERGOVERNMENTAL	0	0	0
			MISCELLANEOUS			
124	77	0 <b>6600-99</b>	Other Income - Community Development	200	0	0
124	77	0	TOTAL MISCELLANEOUS	200	0	0
124	1,327	0	TOTAL RESOURCES	200	0	0

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>001 - ADMINISTRATION</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,412	4,813	0	7000	Salaries & Wages	0	0	0
21,467	20,975	21,232	,	Salaries & Wages - Regular Full Time Development Director - 0.10 FTE alyst - 0.15 FTE	26,051	0	0
-2	308	0	7000-20	Salaries & Wages - Overtime	160	0	0
735	2,311	0	7300	Fringe Benefits	0	0	0
1,302	1,297	1,284	7300-05	Fringe Benefits - FICA - Social Security	1,586	0	0
305	303	308	7300-06	Fringe Benefits - FICA - Medicare	380	0	0
6,662	4,648	6,424	7300-15	Fringe Benefits - PERS - OPSRP - IAP	7,968	0	0
3,623	2,731	2,666	7300-20	Fringe Benefits - Medical Insurance	3,236	0	0
450	300	400	7300-22	Fringe Benefits - VEBA Plan	450	0	0
19	13	12	7300-25	Fringe Benefits - Life Insurance	15	0	0
78	51	50	7300-30	Fringe Benefits - Long Term Disability	60	0	0
349	258	270	7300-35	Fringe Benefits - Workers' Compensation Insurance	366	0	0
4	4	7	7300-37	Fringe Benefits - Workers' Benefit Fund	5	0	0
0	0	78	7300-45	Fringe Benefits - Paid Family Leave City Share	20	0	0
37,403	38,013	32,731		TOTAL PERSONNEL SERVICES	40,297	0	0
				MATERIALS AND SERVICES			
0	0	0	7500	Credit Card Fees	0	0	0
0	48	100	7515	City Services Charge expense	100	0	0
89	845	1,000	7520	Public Notices & Printing	1,000	0	0
644	776	100	<b>7540</b> Costs shared	Employee Events d city-wide for employee training, materials, and events.	400	0	0
0	230	0	7550	Travel & Education	0	0	0
0	0	0	7590	Fuel - Vehicle & Equipment	0	0	0
3,865	4,364	4,800	<b>7600</b> Department's	Utilities s share of Community Development Center electricity expense.	5,400	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
7,292	10,071	11,270	7610-05	Insurance - Liability	7,538	0	0

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#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		•	COMMUNITY DEVE ADMINISTRATION	LOP	MENT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,814	2,096	2,600	7610-10	Insurance - Property					6,957	0	0
4,906	3,883	4,000	7620	Telecommunications					4,400	0	0
1,013	4,632	5,600	<b>7650</b> Department's	Janitorial share of Community Developr	nent Center janitorial se	ervice	e and suppl	y costs.	3,900	0	0
6,683	6,964	3,000	<b>7660</b> Office supplie	Materials & Supplies es and work station support.	·				5,000	0	0
0	0	0	7710	Materials & Supplies - 0	Grants				0	0	0
0	0	0	7720	Repairs & Maintenance					0	0	0
1,900	2,792	2,000	7720-08 Department's	Repairs & Maintenance s share of Community Developr	- Building Repairs nent Center's repairs a	nd im	nprovement	S.	2,200	0	0
2,638	3,564	4,200	7720-10	Repairs & Maintenance	- Building Maintena	ance	9		5,400	0	0
3,669	0	0	7750	<b>Professional Services</b>					0	0	0
0	2,794	1,900		Professional Services - d city-wide for audit, Section 120 is professional service expense	5 plan administrative fe				4,520	0	0
0	0	0	7750-04	Professional Services -	Grants				0	0	0
5,161	6,115	9,400	7790-20 Copier Lease	Maintenance & Rental C Center e, HVAC, Fire/Security Alarm, F Development's share of CDC B	arking Lot Sweeping. 0	-	-		11,400	0	0
1,595	1,846	1,892	7840	M & S Computer Charge terials & supplies costs shared	es				2,872	0	0
0	0	460	7840-16	M & S Computer Charge	•	v Ac	dministrat	ion	500	0	0
			Descript	<u>ion</u>	<u>Units</u>	<u>s</u>	Amt/Unit	<u>Total</u>			
				Pro renewal 65 licensing		•	200 300	200 300			
41,270	51,021	52,322		TOTAL MA	ATERIALS AND S	ER۱	/ICES		61,587	0	0
				CAPITAL OUTLAY							
149	0	507		Capital Outlay Compute	er Charges de				303	0	0
0	0	0	8750-16	Capital Outlay Compute Administration	er Charges - Comm	unit	y Dev		0	0	0
0	0	35,150	Department's Descript	Building Improvements s share of Community Developr ion Vood Rot around CDC windows	nent Center's building i <u>Unit</u> s		ovements. 3 Amt/Unit 18,500	7% <u>Total</u> 18,500	18,500	0	0
149	0	35,657		TOT	AL CAPITAL OUT		,		18,803	0	0

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>001 - ADMINISTRATION</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
78,822	89,034	120,710	TOTAL REQUIREMENTS	120,687	0	0

				0. 0=:=:::::::::::::::::::::::::::::::::			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>025 - CURRENT PLANNING</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				LICENSES AND PERMITS			
167,699	143,483	105,000	Fees for pro	Planning Fees - Land Use Fees occasing land use applications (e.g. variances, conditional use permits, zone d plan amendments).	140,000	0	0
36,944	73,125	35,000	<b>4250-25</b> Fees to cove applications	Planning Fees - Building Permit Review Fees er Planning Division costs associated with the review of building permit .	50,000	0	0
204,643	216,607	140,000		TOTAL LICENSES AND PERMITS	190,000	0	0
204,643	216,607	140,000		TOTAL RESOURCES	190,000	0	0

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>025 - CURRENT PLANNING</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	0
167,156	194,676	228,044	Senior Plan Associate P Planning Ar	Salaries & Wages - Regular Full Time  Development Director - 0.25 FTE  ner - 1.00 FTE  Planner - 0.50 FTE  nalyst - 0.55 FTE  nt Customer Service Technician - Combined Depts - 0.25 FTE	243,785	0	0
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
0	6,093	0	7000-15	Salaries & Wages - Temporary	0	0	0
-7	4,075	3,000	7000-20	Salaries & Wages - Overtime	1,119	0	0
500	600	600	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	0	0	7300	Fringe Benefits	0	0	0
10,225	12,590	14,015	7300-05	Fringe Benefits - FICA - Social Security	14,817	0	0
2,391	2,945	3,359	7300-06	Fringe Benefits - FICA - Medicare	3,551	0	0
42,418	56,670	73,737	7300-15	Fringe Benefits - PERS - OPSRP - IAP	78,280	0	0
23,262	20,167	25,240	7300-20	Fringe Benefits - Medical Insurance	39,002	0	0
5,050	3,500	3,450	7300-22	Fringe Benefits - VEBA Plan	5,050	0	0
161	135	147	7300-25	Fringe Benefits - Life Insurance	153	0	0
591	476	524	7300-30	Fringe Benefits - Long Term Disability	576	0	0
2,860	2,285	2,772	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,228	0	0
39	48	78	7300-37	Fringe Benefits - Workers' Benefit Fund	51	0	0
0	0	841	7300-45	Fringe Benefits - Paid Family Leave City Share	190	0	0
254,646	304,259	355,807		TOTAL PERSONNEL SERVICES	389,802	0	0
				MATERIALS AND SERVICES			
1,367	1,585	2,000	<b>7500</b> Fees paid to card transact	Credit Card Fees o offer credit card payment services - monthly and percentage of overall credit ctions.	2,000	0	0
3,756	6,772	7,000	<b>7520</b> Legal notice	Public Notices & Printing es for public hearings, public open houses, printing brochures, forms and surveys.	7,000	0	0
385	119	400	<b>7540</b> Costs share	Employee Events ed city-wide for employee training, materials, and events.	400	0	0

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#### 01 - GENERAL FUND

2025 ADOPTED BUDGET	2025 APPROVED BUDGET	2025 PROPOSED BUDGET		PMENT		Department : <b>07 - COMM</b> Section : <b>025 - CURRE</b> Program : <b>N/A</b>		2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
0	0	6,000	<b>7550</b> Travel & Education  Memberships in professional organizations (APA, ORAPA, ULI, ICMA); staff training, Planning Commissoner training.					5,000	3,946	2,873
0	0	250				Fuel - Vehicle & Equipment	7590	200	224	256
0	0	2,500		olanning)	ong range	Telecommunications hones for planners (split 50/50 between curre		2,500	1,528	0
0	0	3,500				Materials & Supplies supplies and work station support.		2,500	3,491	2,882
0	0	0				Materials & Supplies - Grants	7710	0	0	0
0	0	32,500				Professional Services	7750	60,000	13,122	36,111
			<u>Total</u> 7,500 25,000	Amt/Unit 7,500 25,000	<u>Units</u> 1 1	<u>escription</u> ranscriptionist - PC, LRC, HLC ontract Transportation Planning	Transcri			
0	0	0		de prof svc	er city-wid	-01 Professional Services - Audit	7750-01	300	11	0
0	0	0				-04 Professional Services - Grant	7750-04	0	0	0
0	0	20,681				M & S Computer Charges and materials & supplies costs shared city-wice		13,624	5,169	6,788
0	0	5,000		Current	nity Dev (	-17 M & S Computer Charges - Co	7840-17	9,380	9,602	7,566
			<u>Total</u> 1,250	Amt/Unit 1,250	<u>Units</u> 1	escription SRI Software - 12.5%	ESRI Sc			
			400 750	400 750	1 1	dobe InDesign utoCAD maintenance				
			600	600	1	office 365 licensing				
			500	500	1	ivic Hall Shared Copier				
			900 600	300 200	3 3	luebeam Licensing dobe Pro Licensing				
0	0	79,831			AND SEF	TOTAL MATERI		102,904	45,570	61,985
						CAPITAL OUTLAY				
0	0	2,183				Capital Outlay Computer Cha		3,653	0	633
0	0	0	ent	ity Dev Curr	Commun	17 Capital Outlay Computer Cha	8750-17	0	0	0
0	0	25,000				Vehicles	8850	0	0	0
0	0	27,183		<u>Y</u>	L OUTLA	TOTAL CA		3,653	0	633
0	0	496,816		S	REMENT	TOTAL RI		462,364	349,829	317,263

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>028 - LONG RANGE PLANNING</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				RESOURCES			
				INTERGOVERNMENTAL			
2,512	9,488	15,000		Federal NPS CLG Grant ational Park Service Certified Local Government grant for historic preservation	15,000	0	0
0	25,000	85,000	-	OR Dept of Land Conservation & Dev (DLCD) Assistance and Planning grants.	150,000	0	0
2,512	34,488	100,000		TOTAL INTERGOVERNMENTAL	165,000	0	0
				CHARGES FOR SERVICES			
0	34	0	5410	Sales	0	0	0
0	34	0		TOTAL CHARGES FOR SERVICES	0	0	0
				MISCELLANEOUS			
0	0	0	6407	Donations-Community Development	0	0	0
0	0	0		TOTAL MISCELLANEOUS	0	0	0
2,512	34,522	100,000		TOTAL RESOURCES	165,000	0	0

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>028 - LONG RANGE PLANNING</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	(
149,923	173,778	217,172	Senior Plani Associate P Associate P Planning An	Salaries & Wages - Regular Full Time  Development Director - 0.30 FTE ner - 1.00 FTE lanner - 0.50 FTE lanner - Housing - 0.25 FTE alyst - 0.20 FTE nt Customer Service Technician - Combined Depts - 0.05 FTE	238,999	0	(
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	(
0	6,093	0	7000-15	Salaries & Wages - Temporary	0	0	(
-2	1,085	3,000	7000-20	Salaries & Wages - Overtime	853	0	(
500	600	600	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	(
0	0	0	7300	Fringe Benefits	0	0	(
9,180	11,123	13,356	7300-05	Fringe Benefits - FICA - Social Security	14,510	0	(
2,147	2,601	3,201	7300-06	Fringe Benefits - FICA - Medicare	3,477	0	(
36,418	53,312	70,444	7300-15	Fringe Benefits - PERS - OPSRP - IAP	76,740	0	(
19,550	17,675	23,924	7300-20	Fringe Benefits - Medical Insurance	41,390	0	(
4,650	3,450	3,300	7300-22	Fringe Benefits - VEBA Plan	5,400	0	(
137	110	132	7300-25	Fringe Benefits - Life Insurance	138	0	(
528	424	498	7300-30	Fringe Benefits - Long Term Disability	564	0	(
2,649	2,118	2,769	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,317	0	(
33	38	69	7300-37	Fringe Benefits - Workers' Benefit Fund	46	0	(
0	0	801	7300-45	Fringe Benefits - Paid Family Leave City Share	186	0	(
225,713	272,407	339,266		TOTAL PERSONNEL SERVICES	385,620	0	
				MATERIALS AND SERVICES			
7,445	20,831	10,000	Legal notice	Public Notices & Printing s for public hearings, public open houses, printing brochures, forms and surveys ge planning projects	10,000	0	(
341	328			Employee Events d city-wide for employee training, materials, and events.	500	0	
2,508	3,358	4,500		<b>Travel &amp; Education</b> s in professional organizations. Staff training. Planning Commissioner training.	7,000	0	(

City of McMinnville Budget Document Report

4/12/2024

#### 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 07 - COMMUNITY				2025 PROPOSED	2025 APPROVED	2025 ADOPTE
ACTUAL	ACTUAL	BUDGET		Section: 028 - LONG RANGE	BUDGET	BUDGET	BUDG			
0	1,528	2 500	7620	Program : N/A Telecommunications				3,000	0	
O	1,520	2,000	Cell phones for planners (split 50/50 between current and long range planning)						O	
1,020	3,868	5,000		Materials & Supplies ies and work station support. Nork station and office supplies	7,000	0				
0	0	0	7710	Materials & Supplies - Grants				0	0	
104,874	192,323	581,500	7750	Professional Services				524,000	0	
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Southw	rest Area Plan (FY 2024 carryver)	1	275,000	275,000			
				3 HPS (FY 2024 carryover)	1	25,000	25,000			
			UGB A	mendment - Land Use Efficiencies and Study valuation	1	100,000	100,000			
			CLG H	P Grant Match (FY 2024 carryover)	1	22,000	22,000			
			TMLAP carryov	Design and Development Standards (FY 2024 er	1	25,000	25,000			
			Transci	riptionist	1	7,000	7,000			
			Consul	tant Services	1	20,000	20,000			
			Goal 5	ESEE Analysis	1	50,000	50,000			
0	14		miscellaneo	Professional Services - Audit & other dictive description of Audit, Section 125 plan administrates professional service expenses			•	0	0	(
5,512	26,094	100,000	7750-04	Professional Services - Grants				165,000	0	
			<u>Descrip</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				P Grant	1	15,000	15,000			
			DLCD (	JGB Amendment Grant	1	150,000	150,000			
3,381	2,954	9,840	<b>7840</b> I.S. Fund m	M & S Computer Charges aterials & supplies costs shared city-wide				13,213	0	
1,626	6,859	5,730	7840-18	M & S Computer Charges - Commur	ity Dev I	ong Rang	е	3,600	0	
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ESRI S	oftware - 12.5%	1	1,250	1,250			
			AutoCA	AD Maintenance	1	750	750			
			Adobe	Pro renewal	2	200	400			
			Office 3	365 licensing	1	600	600			
			Bluebe	am Licensing	2	300	600			
126,707	258,157	719,670		TOTAL MATERIALS A	ND SE	RVICES		733,313	0	
				CAPITAL OUTLAY						
315	0	2,638	<b>8750</b> I.S. Fund ca	Capital Outlay Computer Charges apital outlay costs shared city-wide				1,395	0	(
0	0	0	8750-18	Capital Outlay Computer Charges -	Commun	ity Dev Lo	ng Range	0	0	
U	~									

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>028 - LONG RANGE PLANNING</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
315	0	2,638	TOTAL CAPITAL OUTLAY	1,395	0	0
352,735	530,564	1,061,574	TOTAL REQUIREMENTS	1,120,328	0	0

2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>031 - CODE COMPLIANCE</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
1,200	0	4546	American Rescue Plan	0	0	0
1,200	0		TOTAL INTERGOVERNMENTAL	0	0	0
			FINES AND FORFEITURES			
6,181	7,500	Fines for no		7,500	0	0
6,181	7,500		TOTAL FINES AND FORFEITURES	7,500	0	0
			MISCELLANEOUS			
2	50	6310	Interest	50	0	0
0	250	6407-31	Donations-Community Development - Code Compliance	250	0	0
0	0	6600-99	Other Income - Community Development	0	0	0
2	300		TOTAL MISCELLANEOUS	300	0	0
7,383	7,800		TOTAL RESOURCES	7,800	0	0
	1,200 1,200 6,181 6,181 2 0 0 2	1,200 0 1,200 0 6,181 7,500 6,181 7,500 2 50 0 250 0 0 2 300	1,200 0 4546 1,200 0 6,181 7,500 6115 Fines for no involuntary 3 6,181 7,500  2 50 6310 0 250 6407-31 0 0 6600-99 2 300	Section : 031 - CODE COMPLIANCE   Program : N/A	ACTUAL   AMENDED   BUDGET   Section : 031 - CODE COMPLIANCE   PROPOSED BUDGET	ACTUAL   AMENDED   BUDGET   Section : 031 - CODE COMPLIANCE   PROPOSED   BUDGET   BUDGET

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>031 - CODE COMPLIANCE</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	C
124,415	113,222	158,584	Code Comp Code Comp Planning Ar	Salaries & Wages - Regular Full Time  Development Director - 0.10 FTE  Diance Officer - Lead - 1.00 FTE  Diance Officer - 1.00 FTE  Dialyst - 0.10 FTE  In Customer Service Technician - Combined Depts - 0.03 FTE	167,635	0	C
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	(
649	1,330	0	7000-20	Salaries & Wages - Overtime	170	0	C
0	0	0	7300	Fringe Benefits	0	0	(
7,515	6,867	9,597	7300-05	Fringe Benefits - FICA - Social Security	10,153	0	C
1,757	1,606	2,299	7300-06	Fringe Benefits - FICA - Medicare	2,432	0	(
36,532	25,843	48,009	7300-15	Fringe Benefits - PERS - OPSRP - IAP	51,019	0	(
28,814	26,020	32,262	7300-20	Fringe Benefits - Medical Insurance	33,592	0	(
5,430	4,330	4,431	7300-22	Fringe Benefits - VEBA Plan	4,430	0	(
160	107	134	7300-25	Fringe Benefits - Life Insurance	134	0	(
482	303	366	7300-30	Fringe Benefits - Long Term Disability	382	0	(
2,174	1,413	1,995	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,325	0	(
36	31	99	7300-37	Fringe Benefits - Workers' Benefit Fund	47	0	(
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	(
0	0	582	7300-45	Fringe Benefits - Paid Family Leave City Share	131	0	C
207,964	181,070	258,358		TOTAL PERSONNEL SERVICES	272,450	0	0
				MATERIALS AND SERVICES			
0	0	100	<b>7500</b> Transaction	Credit Card Fees all fees for paying code enforcement fines with credit card.	100	0	C
752	665	2,500	<b>7520</b> Print materi	Public Notices & Printing als for door hangers, property notices, certified mailings.	3,000	0	C
166	58	400	<b>7540</b> Costs share	Employee Events ed city-wide for employee training, materials, and events.	600	0	(
3,611	2,266	,		Travel & Education ps in Oregon Code Enforcement Association, staff training.	5,000	0	(
568	1,368	1,250	7590	Fuel - Vehicle & Equipment	1,500	0	(

City of McMinnville Budget Document Report

2025 ADOPTEI BUDGE	2025 APPROVED BUDGET	2025 PROPOSED BUDGET		PMENT		Department : <b>07 - COMI</b> Section : <b>031 - CODE</b> Program : <b>N</b> /A	)	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
0	0	3,400				620 Telecommunications	76	3,200	2,816	2,766
0	0	600				630 Uniforms	76	600	630	0
0	0	4,000			-up supplies	Materials & Supplies Office supplies, work station support, neighborhoo		3,000	2,633	1,644
0	0	0				660-25 Materials & Supplies - Grant	76	0	0	0
0	0	250		pliance	Code Con	680-31 Materials & Supplies - Donat	76	250	0	0
0	0	18,000				750 Professional Services	77	15,500	1,590	8,862
			<u>Total</u> 3,000 15,000	Amt/Unit 3,000 15,000	<u>Units</u> 1 1	<u>Description</u> Hearings Officer Abatement				
0	0	0				<b>Professional Services - Audi</b> Costs shared city-wide for Audit, Section 125 plan hiscellaneous professional service expenses	Co	300	50	0
0	0	4,596				<b>840 M &amp; S Computer Charges</b> S. Fund materials & supplies costs shared city-w		3,028	2,954	2,552
0	0	1,400	iance	ode Compli	nity Dev (	840-19 M & S Computer Charges - C	78	6,530	0	395
			<u>Total</u> 600 800	Amt/Unit 600 800	<u>Units</u> 1 1	<u>Description</u> Office 365 licensing Adobe Licensing				
0	0	42,446		RVICES	AND SE	TOTAL MATER	3	40,158	15,029	21,316
						CAPITAL OUTLAY				
0	0	485				750 Capital Outlay Computer Ch S. Fund capital outlay costs shared city-wide		812	0	238
0	0	0	e	ity Dev Code	Commun	750-19 Capital Outlay Computer Ch Enforcement	87	0	0	0
0	0	485		<u>\Y</u>	L OUTLA	TOTAL C	2	812	0	238
0	0	315,381		S	REMENT	TOTAL F	3	299,328	196,099	229,518

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>035 - ECONOMIC DEVELOPMENT</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	17,410	0	4546	American Rescue Plan	0	0	0
750,000	0	462,043	4546-05	American Rescue Plan - SFRF Bus Recovery & Resiliency	0	0	0
0	0	142,000		Business Oregon (State) regon Grants - Innovation Campus master planning, infrastructure analysis and	60,000	0	0
750,000	17,410	604,043		TOTAL INTERGOVERNMENTAL	60,000	0	0
750,000	17,410	604,043		TOTAL RESOURCES	60,000	0	0

## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNIT</b> Section : <b>035 - ECONOMIC I</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIRE	<i>MENTS</i>					
				PERSONNEL SERVICES						
0	93,177	122,441		Salaries & Wages - Regular Full Tir Development Special Projects Manager - 1.00				131,388	0	0
0	1,000	1,200	7000-37	Salaries & Wages - Medical Opt Ou	t Incentiv	е		1,200	0	0
0	5,839	7,480	7300-05	Fringe Benefits - FICA - Social Sec	urity			8,022	0	0
0	1,366	1,793	7300-06	Fringe Benefits - FICA - Medicare				1,923	0	0
0	27,358	37,426	7300-15	Fringe Benefits - PERS - OPSRP - I	AP			40,306	0	0
0	0	0	7300-20	Fringe Benefits - Medical Insurance	•			0	0	0
0	0	0	7300-22	Fringe Benefits - VEBA Plan				0	0	0
0	50	60	7300-25	Fringe Benefits - Life Insurance				60	0	0
0	249	284	7300-30	Fringe Benefits - Long Term Disab	ility			303	0	0
0	1,100	1,570	7300-35	Fringe Benefits - Workers' Comper	sation In	surance		1,856	0	0
0	16	46	7300-37	Fringe Benefits - Workers' Benefit	Fund			21	0	0
0	0	455	7300-45	Fringe Benefits - Paid Family Leave	e City Sha	re		103	0	0
0	130,153	172,755		TOTAL PERSONN	EL SERV	<u>ICES</u>		185,182	0	0
				MATERIALS AND SERVICES						
0	0	200	<b>7540</b> Costs shared	Employee Events I city-wide for employee training, materials, a	nd events.			200	0	0
0	20,000	0	7595-10	Business Assistance Grant - Busin	ess Resil	iency		0	0	0
0	1,601	0	7660-25	Materials & Supplies - Grants				0	0	0
0	0	200	7750-01	Professional Services - Audit & oth	er city-wi	de prof svo	3	0	0	0
0	31,414	792,043	7750-04	Professional Services - Grants				437,400	0	0
			Descript		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Innovati	ant (Business Resiliency - DAS State) on Campus - Biz Oregon on Campus - City ARPA	1 1 1	99,400 54,000 209,000	99,400 54,000 209,000			
				insition Plan - City ARPA, Phase 1	1	75,000	75,000			
0	0	1,514		M & S Computer Charges terials & supplies costs shared city-wide				2,298	0	0

City of McMinnville Budget Document Report

-	-			OI OLIVEINAL I	OND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>035 - ECONOMIC DEVELOPMENT</b> Program : <b>N/A</b>					2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	3,824	460	7840-14	M & S Computer Charges	- Community Dev I	Econ	Develo	oment	500	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt	t/Unit	<u>Total</u>			
			Office 3	65 licensing	1		300	300			
			Adobe F	Pro renewal	1		200	200			
0	56,839	794,417		TOTAL MA	TERIALS AND SEI	RVIC	<u>ES</u>		440,398	0	0
				CAPITAL OUTLAY							
0	0	406	<b>8750</b> I.S. Fund ca	Capital Outlay Computer pital outlay costs shared city-wide					243	0	0
0	0	0	8750-14	Capital Outlay Computer Development	Charges - Commun	nity Do	ev Econ	ı	0	0	0
0	0	406		<u>TOTA</u>	CAPITAL OUTLA	<u>AY</u>			243	0	0
0	186,992	967,578		TOTA	L REQUIREMENT	rs			625,823	0	0

# **POLICE DEPARTMENT**

## Organization Set #

- · Chief's Office
- Field Operations
- Investigations and Support

## 01 11 040

- 01-11-040
- 01-11-043
- 01-11-046



## General Fund - Police

## **Budget Highlights**

The McMinnville Police Department (MPD) is committed to the safety and livability of our community. The 2024-25 proposed budget reflects MPD's best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. This year's



budget reflects a status quo with respect to personnel. We had requested add packages of two (2) Community Service Officers (CSO's) to help reduce the number of hours our sworn officers spend on lower-level calls for service, which would also add capacity in dealing with the growing houseless issues our city faces. In addition, we again requested the part time office specialist position be moved to a full-time support service specialist to add staffing capacity to the records section which hasn't seen expansion in several years, despite the increase in their every growing responsibility. Despite our inability to realize these positions adds, we were able to invest in critical safety equipment for our staff, most notably the investment in state-ofthe-art Axon Body Worn Cameras, Axon In Car Video, and as impressive is the budgeted replacement of our antiquated Records Management System (RMS). This replacement will take upwards of 18 months. Fiscal year 2024-25 will see the Police Department acquire a new surveillance trailer which will be funded through a \$90,000 Oregon Emergency Management Homeland Security Grant the City was awarded in late 2024. Lastly, in February of this year, Chief Scales announced his retirement at the end of the year, and this budget reflects the recruitment cost to find his mid fiscal year replacement. He has been Chief of Police for 10 years and served the city for over 31 years at the time of his retirement.

#### **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
- 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)
- 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
- Police records management and reporting required by law
- $_{\circ}$   $\;$  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, Coffee with a Cop, Tip a Cop, Special Olympics Torch Run, and Shop with a Cop.

#### **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 winter of 2022, the Police Department was reaccredited through the OAA. This is a massive undertaking, and we are proud to receive our 4<sup>th</sup> reaccreditation, reaffirming our compliance with law enforcement best practices. We will go through reaccreditation in April of 2025. A note of thanks to Captain Tim Symons and staff for their continued work on this on-going project.

#### 2024-2025 Budgeted Organizational Structure

1 Support Services Manager 1 Chief of Police 3 Support Service Specialists 2 Captain 1 Administrative Sergeant 1 Evidence and Property Tech 4 Patrol Sergeants 1 Office Specialist (PT Evidence) 4 Corporals 1 Parking Enforcement Officer 22 Police Officers 1 Management Support Tech. (P/T) 1 Facilities Maintenance (P/T) 1 Detective Sergeant 6 Detectives 2 School Resource Officers

#### The State of MPD and Opportunities for Growth

#### The Past Year

We continued to provide services to our city and citizens during what can only be described as a challenging time. Difficulty in recruitment of new officers, heightened scrutiny of our profession, complex legislative mandates, and the decriminalization of large portion of narcotic laws has changed what it's like to police in Oregon. With the passage of HB 4002 which recriminalized the possession of hard drugs we are hopeful

this legislation will lead to better outcomes for our city and citizens who are struggling with drug use and addiction.

As always, MPD welcomes these changes as opportunities to look at issues with a fresh set of eyes and seek out non-traditional solutions to complex community issues and expectations.

MPD appreciates the faith our City and City Council have in us to be there for them. With the large amount of sworn officer turnover it is critical that any new staff we hire see their role in the community as both role models and leaders. The community deserves the best possible police department that provides services that other cities of comparable size provide.

We continue to fill vacancies within the organization. We will look to hire employees who fit MPD's organizational culture and work hard to be laser focused on the goal of making McMinnville the safest place to live, learn, work, and play.

## **This Year and Years Beyond**

The strength of MPD is its employees and volunteers. They are intelligent, thoughtful, and dedicated to providing the best service possible to our citizens. MPD's staff is among the best and brightest in the State of Oregon and are continually looking for ways to improve the services we provide.

As our organization grows older, MPD continues to build a bench of future leaders. This past year we promoted three new sergeants to fill vacancies and promoted 4 new corporals. With these new promotions comes training to be effective supervisors. Our budget reflects training funds to ensure we are adequately training these new supervisors. Captain Fessler has invested a great amount of time working with these supervisors to ensure they have all the tools necessary. This past February we brought in some outside training to discuss topics of importance with our supervisors, such as having difficult conversations, and the need to be timely and effective in how we supervise our employees.

As mentioned in our budget opening, MPD will have a new Chief during this budget cycle. We are confident that a robust recruitment and selection process will find the best Chief possible knowing MPD is a destination job. We are uniquely positioned to undoubtedly draw interest from many qualified candidates.

We will also be expanding our technology package to include the purchase of Axon "Fleet 3" in-car video system, which will match our Axon "Body 3" body worn cameras (BWCs) we recently deployed for our officers and staff after having been awarded a grant to purchase them. Of note our current in-car video system is antiquated and is at the end of its service life.

In addition, we received an Oregon Emergency Management Homeland Security Grant in the amount of \$90,000 which will allow for MPD to purchase a mobile surveillance trailer for mass gathering events such as the Oregon International Air Show, Cruising McMinnville, and UFO festival among others. Although likely deployment may not be until the later part of 2024, this will be a force multiplier allowing police to direct resources in a more efficient manner, much like our unmanned aircraft system (UAS) aka "drone" program has become for our staff.

Lastly, MPD is looking forward to acquiring a new records management system (RMS) in the coming budget cycle. Our current RMS system is outdated, inadequate for a modern police department, and simply put the current system is out of date and no longer serviceable for a police department of our caliber. The new RMS system will be robust and allow us to have real time data and as importantly allow us to mine data to be more transparent to our citizens. As importantly, the new system will make our staff's jobs (both sworn and unsworn) more efficient.

#### Mac-Town 2032 Strategic Plan Police Department Focus

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for the next decade or so.

The MPD will support this strategic plan by ensuring decisions we make are made with the strategic plan in mind. For fiscal year 2023-24 the MPD will continue to support plan in the following manner.

#### **City Government Capacity**

- Develop and foster local and regional partnerships
  - The police department works with local partners to bring expanded services to our city. These partners included local, state, and federal public safety organizations, such as Oregon State Police, Federal Bureau of Investigation, and Department of Human Services. We will continue to foster these relationships, as well as our inter-county partnerships with YCSO, Newberg Dundee PD, Carlton PD and Yamhill PD.
- Invest in the City's Workforce
  - Police staff will regularly attend in-service training, conferences, and other training opportunities to grow their technical skills and reaffirm their core competencies. Each employee is encouraged to seek training opportunities to enrich themselves and bring added value back to the department.
  - As mentioned in previous budget narratives we have invested in formal leadership roles for MPD employees through the rank of police corporal. We have identified emotional wellness as an essential component of having successful employees through our Peer Support program and have recently added a Chaplain to assist our peer support program and as a resource for all our employees. We need to ensure employee wellness is an engrained piece of our culture.
  - We continue to fund a voluntary annual mental wellness check for police department employees. This program aligns with the PD's desire to promote positive changes in the general wellness of our employees.

#### **Community Safety & Resiliency**

- Build a community culture of safety (consider best practices)
  - Our organization is built upon safety as our number one priority. We continually train, plan, and debrief incidents to ensure we are completing our jobs with safety in the forefront of our minds.
- Provide exceptional police services
  - Our organization is accredited by an independent body known as the Oregon Accreditation Alliance (OAA). In the winter of 2022, we were once again reaccredited by the OAA as proof we are maintaining the highest standards and have shown proof that we are adhering to the OAA's best practice models. We will continue to follow these best practices and look forward to our reaccreditation in 2025.
- Lead and Plan for Emergency Preparedness
  - We will continue to train and engage with our local partners in planning for emergency preparedness. We have historically worked with the MSD on active shooter exercises to prepare our employees and educated MSD staff on how to respond in the event we encountered these types of incidents. In addition, we will look for opportunities to train with the MFD and other city entities to enhance our response to disasters both natural and manmade.

#### **Engagement and Inclusion**

- Actively protect people from Discrimination & Harassment
  - MPD will actively seek out and hold those persons responsible who commit biased based crimes.
  - As a part of Oregon's statewide STOP Program, in July of 2019 MPD began reporting to the State of Oregon all officer self-initiated contacts with citizens to ensure

that biased based policing is not taking place. This program was implemented by the Oregon State Legislature to ensure policing contacts are taking place for valid reasons and without discrimination or harassment.

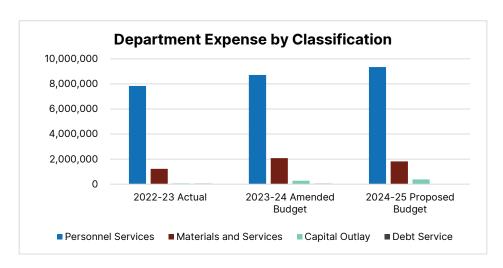
- Celebrate diversity of McMinnville
  - MPD engages with the Hispanic community through Spanish speaking staff and having forms in Spanish.
     We have had staff attend DEI training to improve our organization and understand explicit and implicit bias.
- Grow City's employees and Boards and Commissions to reflect our community.
  - MPD will continue to look to bring in a diverse workforce which reflects our City's demographic make-up. We will seek opportunities for our staff to take part in boards or committees which will open opportunities to forge new relationships with our diverse city and its citizens.

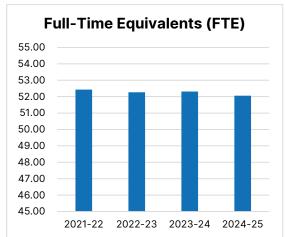
#### **Economic Prosperity**

- Maintain and enhance our high quality of life
  - Although one would not think of the police department as having a role in economic prosperity, we find ourselves on the frontline of ensuring we maintain our city's high quality of life. MPD will continuously strive to meet the expectations of our citizens and business community by ensuring it is safe and livable. Our crime rate is a direct reflection on the livability of our city, and MPD will ensure that we are proactive and attentive to the needs of our city and citizens so that we may all prosper.

#### General Fund - Police

Dopartinont coot callinary	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				<b>g</b>
Charges for Services	54,382	54,637	58,289	3,652
Intergovernmental	95,503	755,600	245,210	(510,390)
Licenses and Permits	19,702	25,650	25,000	(650)
Miscellaneous	47,413	81,052	104,129	23,077
Other Financing Source	5,605	6,000	6,000	0
Revenue Total	222,605	922,939	438,628	(484,311)
Expenses				
Personnel Services	7,831,022	8,714,145	9,343,156	629,011
Materials and Services	1,226,761	2,071,966	1,817,616	(254,350)
Capital Outlay	58,464	269,263	383,404	114,141
Debt Service	33,080	33,081	0	(33,081)
Transfers Out	0	0	594,197	594,197
<b>Expenses Total</b>	9,149,326	11,088,455	12,138,373	1,049,918
Unrestricted Resources Required	8,926,721	10,165,516	11,699,745	1,534,229
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	52.43	52.27	52.31	52.06







## General Fund - Police

2021

#### **Historical Highlights**

2019

MPD begins reinforcing employee wellness by beginning to stand up a formal Peer Support Team, and updating our gym through donations.

MPD partnered with the City Council, other City Departments, and private partners to roll out a Prohibited Camping Ordinance to deal with chronic behavioral and criminal activity taking place within our city.

MPD receives its 3<sup>rd</sup> reaccreditation award from the Oregon Accreditation Alliance.

2020

MPD and the City recognize the importance of officer wellness and enter into an agreement with the MPA to begin officer wellness checkups.

2020

The COVID-19 pandemic requires MPD to curtail some City services. MPD closes our front office to the public, and we have little to no school resource officer deployment. Traffic enforcement is limited.

MDP canine Axell retires due to an aggressive medical issue. He later passes away.

MPD launches updated radio system, moving from an analog to digital platform with encryption.

Budget shortfalls cause the PD to hold vacant one full time police officer position and one part time front office position.

MPD starts up the Crime Response Unit which seeks to improve community livability through responsive policing. The team has several high-profile cases before staffing shortages shutter the program.

MPD seeks federal funds to cover the purchase of body worn cameras for our officers.

2022

MPD added back one part time front office position.

MPD purchased two K9s to replace K9s who had retired and/or passed away. MPD also purchased our first drone to assist in multiple types of operations. This is seen as a force multiplier.

MPD was reaccredited through the OAA in the winter of 2022.

Filling vacant sworn positions continues to be a challenge as we have seen as many as 7 vacancies at one time.

2023

MPD obtains a federal grant to fund the first year of Body Worn Camera program and acquires Axon Body Cameras.

MPD obtains a Oregon Emergency Management Homeland Security Grant in the amount of \$90,000 to fund the purchase of a event surveillance trailer to monitor mass gatherings.

MPD command staff contracts with All Star Talent, a law enforcement specific recruitment firm to assist in deepening our hiring pool.

In February of 2024 Chief Scales announced his retirement effective the end of 2024 after 10 years as Chief and 31 with the City.

# POLICE DEPARTMENT Chief's Office

## **Organization Set - Programs**

- Administration
- Records
- IS Technology
- Community Education

## **Organization Set #**

01-11-040-501

01-11-040-580

01-11-040-589

01-11-040-592

## 01 - GENERAL FUND

						OI - GLINLINAL I OIN		-	-
2025 ADOPTED BUDGET	2025 APPROVED BUDGET	2025 PROPOSED BUDGET				Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S</b> Program : <b>501 - ADMINIS</b> T	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
					RCES	RESC			
						LICENSES AND PERMITS			
0	0	25,000	quarterly	g fee received	K9 licensin	490 Licenses & Permits - Misc ermit fee for second hand merchants and pawnbroker Yamhill County.	25,650	19,702	25,997
0	0	25,000		MITS	AND PER	TOTAL LICENS	25,650	19,702	25,997
						INTERGOVERNMENTAL			
0	0	90,000				545 Federal FEMA Grant	0	0	0
			<u>Total</u> 90,000	<u>Amt/Unit</u> 90,000	<u>Units</u> 1	<u>Description</u> Deployable surveillance trailer funding			
0	0	0				546 American Rescue Plan	0	4,267	0
0	0	7,200		lletproof vest	50% of the bu	<b>560 BVP Grant</b> ederal Bulletproof Vest Partnership Grant which funurchases.	6,000	5,125	3,108
			<u>Total</u> 7,200	Amt/Unit 600	<u>Units</u> 12	<u>Description</u> Bulletproof vest grant reimbursement			
0	0	0		nt	- CESF Gra	596-16 OR Criminal Justice Commissi	0	353	4,465
0	0	0	ras			597-05 US Department of Justice - SR rant application to be submitted for body worn and	600,000	0	0
0	0	0	ing	-Fingerprint	CHIP Grant	US Department of Justice - BJ	0	21,548	0
0	0	7,000				Traffic Safety Grant-DUII	7,000	552	0
0	0	5,000				Traffic Safety Grant-Speed	5,000	1,875	0
0	0	5,000			rant	Distracted Driving Enforcement	5,000	490	0
0	0	5,000				Traffic Safety Grant-Safety Bel	5,000	2,334	0
0	0	119,200		<u>ITAL</u>	VERNMEN	TOTAL INTER	628,000	36,545	7,574
						<b>CHARGES FOR SERVICES</b>			
0	0	15,000				Police Fees ees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 20 Photocopy per police report	10,000	12,885	8,817
0	0	0				350 Registration Fees ees received for department hosted trainings	0	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFFICE</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
31,370	31,997	32,637	400-30 Property Rentals - YCOM  'amhill Communications Agency (YCOM) rental of space in Police Department for mergency communications operation.	33,289	0	0
40,187	44,882	42,637	TOTAL CHARGES FOR SERVICES	48,289	0	0
			MISCELLANEOUS			
0	0	0	360-20 Grants - City County Insurance Services	0	0	0
6,446	5,214	12,767	400 Donations - Police	9,812	0	0
15,594	4,678	10,000	600-05 Other Income - Workers' Comp Reimbursement  Workers compensation time-loss reimbursements while injured worker is unable to work on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light		0	0
28,930	16,000	20,000	600-22 Other Income - Airshow	38,000	0	0
0	0	250	600-25 Other Income - PD Reserves Levenue received for police reserve coverage of special events, primarily from Linfield college and McMinnville School District #40.	250	0	0
0	0	0	.600-26 Other Income - Park Rangers  McMinnville Downtown Association support to help fund Downtown Park Ranger Progra	O am.	0	0
25,299	19,329	20,000	600-95 Other Income - Police  discellaneous police revenue including unclaimed property and surplus property sale; perficer witness fees for appearing in other than Municipal Court, such as before the Graury or Circuit Court; and special event police officer coverage		0	0
76,269	45,222	63,017	TOTAL MISCELLANEOUS	98,062	0	0
			OTHER FINANCING SOURCE			
11,467	5,605	6,000	Proceeds from asset sale sales of assets such as police vehicles	6,000	0	0
11,467	5,605	6,000	TOTAL OTHER FINANCING SOURCE	6,000	0	0
61,493	151,956	765,304	TOTAL RESOURCES	296,551	0	0

## 01 - GENERAL FUND

				01 - GENERAL I OND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
-5,460	11,989	0	7000	Salaries & Wages	0	0	(
215,135	225,370	262,433		Salaries & Wages - Regular Full Time f - 1.00 FTE vac payout due to 12/31/2024 retirement. No overlap with replacement hire.)	296,208	0	
			Support Ser	rvices Manager - 1.00 FTE			
0	21,522	26,547	7000-10 Managemer	Salaries & Wages - Regular Part Time nt Support Technician - 0.60 FTE	29,468	0	
4,200	4,200	4,200	<b>7000-30</b> Police Chief	Salaries & Wages - Auto Allowance s \$350 per month automobile allowance.	4,200	0	
0	600	720	7000-37	Salaries & Wages - Medical Opt Out Incentive	720	0	
-5,680	4,403	0	7300	Fringe Benefits	0	0	
12,801	14,886	17,204	7300-05	Fringe Benefits - FICA - Social Security	18,295	0	
3,100	3,571	4,261	7300-06	Fringe Benefits - FICA - Medicare	4,794	0	
65,255	69,378	91,271	7300-15	Fringe Benefits - PERS - OPSRP - IAP	101,190	0	
39,238	37,641	44,960	7300-20	Fringe Benefits - Medical Insurance	46,592	0	
5,000	6,000	6,000	7300-22	Fringe Benefits - VEBA Plan	6,000	0	
164	161	186	7300-25	Fringe Benefits - Life Insurance	186	0	
803	580	648	7300-30	Fringe Benefits - Long Term Disability	658	0	
5,426	4,444	4,890	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,789	0	
37	46	60	7300-37	Fringe Benefits - Workers' Benefit Fund	54	0	
0	0	1,078	7300-45	Fringe Benefits - Paid Family Leave City Share	257	0	
0	0	50	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	45	0	
340,019	404,791	464,508		TOTAL PERSONNEL SERVICES	513,456	0	
				MATERIALS AND SERVICES			
1,268	753	1,260	7500	Credit Card Fees	1,260	0	
99	2,037	2,000	<b>7520</b> Advertising	Public Notices & Printing for employment positions, community events, and newspaper subscriptions.	12,000	0	
2,939	1,824	2,850	7530	e: Additional \$10,000 added for recruitment of Police Chief. <b>Training</b> isher service	2,850	0	

City of McMinnville Budget Document Report

## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OF Program : 501 - ADMINISTRAT				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
3,771	4,362	7,200	<b>7540</b> Costs shared	Employee Events dicity-wide for employee training, materials,	and events.			8,100	0	0
3,219	13,148	8,000	7550	Travel & Education s and training for Chief, Support Services Ma				10,000	0	0
1,060	1,099	2,000	7570	Dept Employee Recognition volunteers, and reserves appreciation dinne		ertificates, etc.		9,000	0	0
300	697	1,000	7590	Fuel - Vehicle & Equipment				1,000	0	0
147,406	171,740	190,130	7610-05	Insurance - Liability				248,494	0	0
25,467	24,754	30,690	7610-10	Insurance - Property				31,384	0	0
10,262	9,592	11,084	7620	Telecommunications				11,084	0	0
			Telecom Annual t	ion ones - chief, records volunteers on - landlines fee for emergency operation center lines ses for alarm panels	<u>Units</u> 12 12 1 1	Amt/Unit 135 650 500 97	Total 1,620 7,800 500 1,164			
1,230	1,126	1,000	<b>7630-05</b> Uniforms for	Uniforms - Employee Chief				1,000	0	0
9,650	13,891	12,000	7660	Materials & Supplies				12,000	0	0
0	0	0	7660-25	Materials & Supplies - Grants				0	0	0
6,446	5,214	12,767		Materials & Supplies - Donations d supplies purchases funded by revenue acc	count 6400, D	Donations - Po	olice.	9,812	0	0
1,306	42	0	7710-16	Materials & Supplies - Grants - CE	SF Grant			0	0	0
322	951	1,000	7720-14	Repairs & Maintenance - Vehicles				1,000	0	0
63,787	64,485	50,000	7750	Professional Services				78,010	0	0
			Descript		<u>Units</u>	Amt/Unit	<u>Total</u>			
				ard Bound Pets - kennel fees ard Bound Pets - contract to lease dogs	12 1	3,650 7,210	43,800 7,210			
				pport program responder life fee	1	5,500	5,500			
				employee wellness checks	1	1,000	1,000			
				w attorney services	1	10,000	10,000			
			Misc sei	vices (flash alert / language line)	1	1,500	1,500			
			Pre-emp	oloyment screenings (medical and ogical screenings)	1	5,000	5,000			
			Public s	afety chaplaincy fee	1	4,000	4,000			
0	15,764	17,700		Professional Services - Audit & ot d city-wide for audit, Section 125 plan admin us professional service expenses	-	•		30,240	0	0

City of McMinnville Budget Document Report

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFFIC Program : 501 - ADMINISTRATION				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
0	0	25,000	7750-04	Professional Services - Grants				25,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ARPA N	Mental Health Crisis Response	1	25,000	25,000			
0	0	0	7750-10	<b>Professional Services - Training</b>				0	0	0
43,912	67,983	70,000	7790	<b>Maintenance &amp; Rental Contracts</b>				70,000	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Lease p	ayments (copier etc)	1	40,000	40,000			
			Storage	lot lease	1	30,000	30,000			
0	0	0	7800	M & S Equipment				0	0	0
1,025	13,147	12,000	7820	M & S Equipment - Grants				14,400	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Bulletpr	oof vest purchases	12	1,200	14,400			
0	0	600,000	<b>7820-10</b> Anticipated	M & S Equipment - Grants - SRT Bog grant funding to purchase body worn and in-car		In Car Can	neras	0	0	0
311	0	0	7820-16	M & S Equipment - Grants - CESF G	rant			0	0	0
323,780	412,609	1,057,681		TOTAL MATERIALS A	ND SE	RVICES		576,634	0	0
				CAPITAL OUTLAY						
0	24,242	0	8720	Equipment - Grants				90,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				able surveillance trailer	1	90,000	90,000			
0	24,242	0		TOTAL CAPITAL	OUTL	<u>AY</u>		90,000	0	0
				TRANSFERS OUT						
0	0	0	9700-15	Transfers Out - Emergency Commun	nications	5		594,197	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				Fund support for Emergency Comm	1	37,173	37,173			
				ent debt pymt  Fund support for YCOM dispatching service	1	557,024	557,024			
	0	0		TOTAL TRANSF	ERS OL	JT		594,197	0	0
0	U	_								

			UI - GENERAL FUND			
2023 ACTUAL	2024 AMENDED		Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE	2025 PROPOSED	2025 APPROVED	2025 ADOPTEI
	BUDGET		Program : 580 - RECORDS	BUDGET	BUDGET	BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
185,961	199,393		Salaries & Wages - Regular Full Time rds Specialist - 3.00 FTE	211,153	0	0
0	586	7000-20	Salaries & Wages - Overtime	1,008	0	0
11,207	12,099	7300-05	Fringe Benefits - FICA - Social Security	12,836	0	0
2,621	2,899	7300-06	Fringe Benefits - FICA - Medicare	3,076	0	0
54,022	60,534	7300-15	Fringe Benefits - PERS - OPSRP - IAP	64,497	0	0
53,172	55,656	7300-20	Fringe Benefits - Medical Insurance	60,609	0	0
1,350	1,350	7300-22	Fringe Benefits - VEBA Plan	1,350	0	0
180	180	7300-25	Fringe Benefits - Life Insurance	180	0	0
448	452	7300-30	Fringe Benefits - Long Term Disability	478	0	0
193	268	7300-35	Fringe Benefits - Workers' Compensation Insurance	259	0	0
58	69	7300-37	Fringe Benefits - Workers' Benefit Fund	63	0	0
0	728	7300-45	Fringe Benefits - Paid Family Leave City Share	166	0	0
309,213	334,214		TOTAL PERSONNEL SERVICES	355,675	0	0
			MATERIALS AND SERVICES			
1,193	2,000	7550	Travel & Education	3,500	0	0
771	750	7630-05	Uniforms - Employee	750	0	0
5,281	6,000	7660	Materials & Supplies	6,000	0	0
0	0	7750	Professional Services	0	0	0
68	100	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
207	5,000	7800	M & S Equipment	5,000	0	0
6,828	5,600	8040	Regional Automated Info Network	5,600	0	0
14,347	19,450		TOTAL MATERIALS AND SERVICES	20,850	0	0
				376,525	0	0
	185,961  0 11,207 2,621 54,022 53,172 1,350 180 448 193 58 0 309,213  1,193 771 5,281 0 68 207 6,828	ACTUAL AMENDED BUDGET  185,961 199,393  0 586 11,207 12,099 2,621 2,899 54,022 60,534 53,172 55,656 1,350 1,350 180 180 448 452 193 268 58 69 0 728  309,213 334,214  1,193 2,000 771 750 5,281 6,000 0 0 68 100 207 5,000 6,828 5,600	ACTUAL AMENDED BUDGET  185,961 199,393 7000-05 Police Reco 0 586 7000-20 11,207 12,099 7300-05 2,621 2,899 7300-06 54,022 60,534 7300-15 53,172 55,656 7300-20 1,350 1,350 7300-22 180 180 7300-25 448 452 7300-30 193 268 7300-35 58 69 7300-35 58 69 7300-37 0 728 7300-45  309,213 334,214  1,193 2,000 7550 771 750 7630-05 5,281 6,000 7660 0 0 7750 68 100 7750-01 207 5,000 7800 6,828 5,600 8040	Section : 040 - CHIEF'S OFFICE   Program : 580 - RECORDS	ACTUAL         AMENDED BUDGET         Section : 040 - CHIEF'S OFFICE Program : 580 - RECORDS         PROPOSED PROGRED BUDGET           REQUIREMENTS           FERSONNEL SERVICES           185,961         199,393         7000-05 Police Records Specialist - 3.00 FTE         Salaries & Wages - Regular Full Time         211,153           0         586         7000-20         Salaries & Wages - Overtime         1,008           11,207         12,099         7300-05         Fringe Benefits - FICA - Social Security         12,836           2,621         2,899         7300-06         Fringe Benefits - FICA - Medicare         3,076           54,022         60,534         7300-15         Fringe Benefits - FERS - OPSRP - IAP         64,497           53,172         55,656         7300-20         Fringe Benefits - Wedical Insurance         60,609           1,350         1,350         7300-22         Fringe Benefits - VEBA Plan         1,350           148         452         7300-30         Fringe Benefits - VEBA Plan         1,350           193         268         7300-35         Fringe Benefits - Workers' Compensation Insurance         259           58         69         7300-37         Fringe Benefits - Workers' Benefit Fund         63           309,213	Name

## 01 - GENERAL FUND

9				UI - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 11 - POLICE				2025 PROPOSED	2025 APPROVED	2025 ADOPTE
ACTUAL	ACTUAL	BUDGET		Section: 040 - CHIEF'S OFFIC	_			BUDGET	BUDGET	BUDGE
				Program: 589 - IS - TECHNOLOG						
				REQUIREM	ENTS					
				<b>MATERIALS AND SERVICES</b>						
79,108	93,038	93,855		M & S Computer Charges aterials & supplies costs shared city-wide				149,361	0	0
69,782	83,456	144,400	7840-20	M & S Computer Charges - Police				127,800	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Power [	DMS software	1	5,000	5,000			
			Central	Square maintenance	1	29,000	29,000			
				on 50% shared with MFD	1	3,800	3,800			
			Guardia	n Tracking software	1	5,000	5,000			
			Office 3	65 licensing	1	15,500	15,500			
			InTime	software renewal	1	5,000	5,000			
			OnQ Ma	aintenance	1	16,000	16,000			
			New Mo	bile Computers	5	3,500	17,500			
			Replace	ement Desktop Computers	11	1,700	18,700			
			New Mo	onitors	1	500	500			
				Replacements	2	1,200	2,400			
			-	ook + Zebra Printer	1	7,000	7,000			
			MDT Re	epair	1	2,000	2,000			
			Adobe I	Licensing	1	400	400			
148,890	176,494	238,255		TOTAL MATERIALS	AND SEI	RVICES		277,161	0	0
				CAPITAL OUTLAY						
7,375	0	25,163		Capital Outlay Computer Charges pital outlay costs shared city-wide				15,769	0	0
0	0	92,000	8750-20	Capital Outlay Computer Charges -	Police			114,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				eplacement - Software Licensing and Hosting	1	102,000	102,000			
			Charge:	s omputers	2	6,000	12,000			
7,375	0	117,163	WIDT OC	TOTAL CAPITAI			12,000	129,769	0	0
·		·				<del></del>		·		
156,265	176,494	355,418		TOTAL REQUIF	REMENT	S		406,930	0	0

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 592 - COMMUNITY EDUCATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	500	7520	Public Notices & Printing	0	0	0
3,136	3,945	3,200	7660	Materials & Supplies	3,700	0	0
3,136	3,945	3,700		TOTAL MATERIALS AND SERVICES	3,700	0	0
3,136	3,945	3,700		TOTAL REQUIREMENTS	3,700	0	0

# POLICE DEPARTMENT Field Operations

# Organization Set #

- Administration
- Patrol
- Reserves
- Canine

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01-11-043-553

01-11-043-562

01-11-043-565

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLIC Section : 043 - FIELD Program : 501 - ADMINIS	OPERATIONS			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
					JIREMENTS					
				PERSONNEL SERVICES						
122,086	153,638	150,939	<b>7000-05</b> Police Captair	Salaries & Wages - Regular F	ull Time			152,224	0	C
1,920	0	0	<b>7000-30</b> Police Captair	Salaries & Wages - Auto Allo 's \$240 per month automobile allowa				0	0	C
7,573	9,336	9,132	7300-05	Fringe Benefits - FICA - Socia	al Security			9,210	0	0
1,771	2,205	2,189	7300-06	Fringe Benefits - FICA - Medi	care			2,207	0	0
39,859	53,326	46,580	7300-15	Fringe Benefits - PERS - OPS	RP - IAP			47,174	0	0
19,734	17,425	16,320	7300-20	Fringe Benefits - Medical Ins	urance			16,950	0	0
3,000	4,000	2,000	7300-22	Fringe Benefits - VEBA Plan				2,000	0	0
83	65	66	7300-25	Fringe Benefits - Life Insuran	ice			66	0	0
431	282	314	7300-30	Fringe Benefits - Long Term	Disability			334	0	0
4,642	3,972	4,226	7300-35	Fringe Benefits - Workers' Co	ompensation In	surance		4,049	0	0
17	20	23	7300-37	Fringe Benefits - Workers' Be	enefit Fund			21	0	0
0	0	555	7300-45	Fringe Benefits - Paid Family	Leave City Sha	ire		119	0	0
201,116	244,269	232,344		TOTAL PERS	SONNEL SERV	<u>/ICES</u>		234,354	0	0
				MATERIALS AND SERVIC	<u>ES</u>					
0	360	1,500	7530	Training				1,500	0	0
745	1,953	2,000	<b>7550</b> Membership a	Travel & Education nd training				2,000	0	0
25,289	22,727	27,204	Includes telec	Telecommunications ommunications for entire Field Opera				27,204	0	0
			<u>Description</u> Telecom		<u>Units</u> 1	<u>Amt/Unit</u> 6,720	<u>Total</u> 6,720			
				es for field operatinos	1	19,484	19,484			
				place damaged cell phones	1	1,000	1,000			
178	780	900	7630-05	Uniforms - Employee				900	0	0
532	476	1,000	7660	Materials & Supplies				1,000	0	0
45	0	0	7750	<b>Professional Services</b>				0	0	0
									_	^
0	23	50	7750-01	Professional Services - Audit	& other city-wi	de prof svc		0	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
26,789	26,318	32,654	TOTAL MATERIALS AND SERVICES	32,604	0	0
227,904	270,588	264,998	TOTAL REQUIREMENTS	266,958	0	0

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD O</b>				2025 PROPOSED BUDGET	2025 APPROVED	2025 ADOPTE BUDGE
		BUDGET		Program : 553 - PATROL				BUDGET	BUDGET	BUDGE
				REQUI	REMENTS					
				PERSONNEL SERVICES						
2,461,673	2,605,996	2,790,497	Police Serg Police Corp	Salaries & Wages - Regular Fu geant - 4.00 FTE oral - 4.00 FTE er - 22.00 FTE	II Time			2,978,023	0	0
			*Anticipatin	g three Police patrol position vacancies. I	The FTE count wa	as not adjuste	d for			
0	0	0	7000-15	Salaries & Wages - Temporary - Police Officer - 0.60 FTE				59,784	0	0
420,620	531,885	400,005	7000-20	Salaries & Wages - Overtime				499,954	0	0
175,722	192,622	193,024	7300-05	Fringe Benefits - FICA - Social	Security			214,035	0	0
41,359	45,049	46,259	7300-06	Fringe Benefits - FICA - Medica	are			51,296	0	0
941,283	947,027	1,102,964	7300-15	Fringe Benefits - PERS - OPSR	P - IAP			1,156,954	0	0
488,537	475,679	500,904	7300-20	Fringe Benefits - Medical Insur	ance			545,481	0	0
9,588	10,050	9,450	7300-22	Fringe Benefits - VEBA Plan				10,200	0	0
2,313	1,765	1,782	7300-25	Fringe Benefits - Life Insurance	е			1,782	0	0
8,593	5,811	5,916	7300-30	Fringe Benefits - Long Term Di	sability			6,340	0	0
104,254	79,485	89,334	7300-35	Fringe Benefits - Workers' Con	npensation Ins	surance		94,103	0	0
623	634	644	7300-37	Fringe Benefits - Workers' Ben	efit Fund			603	0	0
0	0	0	7300-40	Fringe Benefits - Unemployme	nt			0	0	0
0	0	10,204	7300-45	Fringe Benefits - Paid Family L	eave City Sha	re		2,755	0	0
1,654,563	4,896,004	5,150,983		TOTAL PERSO	NNEL SERV	<u>ICES</u>		5,621,310	0	0
				MATERIALS AND SERVICE	<u>s</u>					
4,379	6,114	10,000	7550	Travel & Education				13,000	0	0
			<u>Descri</u>	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				ership and training for patrol division	1	7,000	7,000			
				rship training for Sergeants rship training for Corporals	1	3,000 3,000	3,000 3,000			
66,961	70,182	90,000		Fuel - Vehicle & Equipment	·	_,000	-,000	90,000	0	0
16,823	21,496		7630-05	Uniforms - Employee for new hires, rain jacket and pants replace	cements, uniform	updates for p	oatrol	32,000	0	0

City of McMinnville Budget Document Report

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERA</b> Program : <b>553 - PATRO</b> L	TIONS			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
7,919	11,896	12,375	7660	Materials & Supplies				14,000	0	0
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Batterie	es, USBs/CDs, forms and equipment for patrol	1	11,000	11,000			
			Trauma	a kit supplies	1	3,000	3,000			
0	0	0	<b>7720</b> Radar calib	Repairs & Maintenance rations every other year				2,700	0	0
42,543	34,736	50,000	7720-14	Repairs & Maintenance - Vehicles				70,000	0	0
0	0	2,500	<b>7720-20</b> Video's, DV	Repairs & Maintenance - Vehicle Ele 'D's, mobile radios	ectronics			2,500	0	0
			Descrip	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Mobile	data computer repairs	1	2,500	2,500			
366	224	0	7750	Professional Services				0	0	0
0	304	400	7750-01	Professional Services - Audit & other	r city-wi	de prof svc		0	0	0
1,555	40,538	50,405	7800	M & S Equipment				33,500	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Motoro	la APX4000 extended life batteries	40	125	5,000			
			Patrol o	car radars (replace two older models)	2	3,200	6,400			
			Collaps	sible batons (replacements)	10	150	1,500			
			Rechai	rgeable duty flashlights (replacements)	10	150	1,500			
				nal ballistic helmets (for full staffing)	7	800	5,600			
				nal rifle plates (for full staffing)	7	700	4,900			
				c shields (replace two expired shields)	2	2,500	5,000			
				nal rifle mag bandoleers for patrol cars	4	400	1,600			
			Miscell	aneous patrol items	1	2,000	2,000			
140,546	185,489	242,680		TOTAL MATERIALS A	AND SEF	RVICES		257,700	0	0
				CAPITAL OUTLAY						
4,600	0	136,000	8850	Vehicles				163,635	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replac K9)	ee 2017 Ford Explorer 839 (but keep as spare	1	84,335	84,335			
			Replac Tahoe)	ee 2017 Dodge Charger 801 (Move to SUV-	1	79,300	79,300			
4,600	0	136,000		TOTAL CAPITAL	OUTLA	<u> </u>		163,635	0	0
4,600	0	136,000		TOTAL CAPITAL	_OUTLA	<u>AY</u>		163,635	0	

City of McMinnville Budget Document Report

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERATIONS</b> Program : <b>553 - PATROL</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				DEBT SERVICE			
58,361	30,655	31,845	9410-05 Lease princi lease is July	Vehicle Lease/Purchase - Principal payments on patrol vehicles for leases executed 2018-19. Final payment on 2023.	0	0	0
5,432	2,425	1,236	9410-10	Vehicle Lease/Purchase - Interest	0	0	0
63,793	33,080	33,081		TOTAL DEBT SERVICE	0	0	0
4,863,502	5,114,573	5,562,744		TOTAL REQUIREMENTS	6,042,645	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			MISCELLANEOUS			
4,732	2,191	14,468	<b>6331 MVRT Academy Tuition</b> Mid Valley Reserve Training academy revenue is tied directly to the expenditure account of 01-11-043-562.6331. Any unused funds are rolled over to the next fiscal year.	2,500	0	0
4,732	2,191	14,468	TOTAL MISCELLANEOUS	2,500	0	0
4,732	2,191	14,468	TOTAL RESOURCES	2,500	0	0

#### 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 562 - RESERVES					2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIR	EMENTS					
				PERSONNEL SERVICES						
159	214	500	<b>7000-15</b> Extra Help	Salaries & Wages - Temporary - Police Reserves - 0.20 FTE				14,590	0	0
10	13	30	7300-05	Fringe Benefits - FICA - Social S	ecurity			883	0	0
2	3	7	7300-06	Fringe Benefits - FICA - Medicar	е			212	0	0
0	0	0	7300-15	Fringe Benefits - PERS - OPSRP	- IAP			0	0	0
6	7	14	7300-35	Fringe Benefits - Workers' Com	pensation Ins	surance		388	0	0
0	0	0	7300-37	7300-37 Fringe Benefits - Workers' Benefit Fund					0	0
0	0	0	7300-40	Fringe Benefits - Unemploymen	t			0	0	0
0	0	2	7300-45 Fringe Benefits - Paid Family Leave City Share					11	0	0
168	18	20	7400-05 Fringe Benefits - Volunteers - Life Insurance					20	0	0
577	889	1,098	7400-10	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance					0	0
923	1,145	1,671		TOTAL PERSONNEL SERVICES					0	0
				MATERIALS AND SERVICES						
0	800	500	7550	Travel & Education				1,300	0	0
			<u>Descri</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				raining (seminars, advanced training)	1	500	500			
004	4.000	4.000		Illey Reserve Training tuition	2	400	800	4.000	0	0
201	1,686	1,000	7630-10	Uniforms - Volunteer				4,600	0	0
			<u>Descri</u>		<u>Units</u>	Amt/Unit	Total			
				ns for new reserves equipment/uniform needs	2 1	1,800 1,000	3,600 1,000			
0	186	200	7660	Materials & Supplies		1,222	1,000	3,200	0	0
			Descri	otion_	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Miscel	aneous materials and supplies	1	200	200			
				c helmets for two current Reserves	2	800	1,600			
			Rifle p	ates for two current Reserves	2	700	1,400	2,500		
4,732	2,191	14,468	7660-31 This expen	<b>7660-31</b> Materials & Supplies - Mid Valley Reserve Training This expenditure account is tied directly to the MVRT revenue account 01-11-043-562.6331					0	0
4,933	4,864	16,168		TOTAL MATERIAL	S AND SEI	RVICES		11,600	0	0
5,856	6,008	17,839	TOTAL REQUIREMENTS					28,703	0	0

City of McMinnville Budget Document Report

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERATIONS</b> Program : <b>565 - CANINE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			MISCELLANEOUS			
0	0	3,567 <b>6400</b>	Donations - Police	3,567	0	0
0	0	3,567	TOTAL MISCELLANEOUS	3,567	0	0
0	0	3,567	TOTAL RESOURCES	3,567	0	0

			OI GENERALI GIO						
2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 565 - CANINE				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			REQUIREME	NTS					
			MATERIALS AND SERVICES						
8,937	7,100	7550	Travel & Education				13,445	0	C
		Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
		OPCA	conference (one)	1	3,000	3,000			
				1	145	145			
		Other to	raining	1	1,000	1,000			
		Special	ized trainer assistance	1	2,000	2,000			
		HITS co	onference (New Orleans)	1	7,300	7,300			
7,830	10,815	7660	Materials & Supplies				11,430	0	(
		Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Medica	l and professional	1	4,500	4,500			
		Dog for	od	1	2,500	2,500			
		Leashe	s, harnesses, kennel supplies, misc. equipment	1	1,000	1,000			
		Boardir	g	1	1,500	1,500			
				2	140	280			
		Uniform	Jumpsuits (one for each handler)	3	450	1,350			
		K9 spe	cific uniform patches	1	300	300			
0	3,567		Materials & Supplies - Donations h Donation revenue account 01-11-043-565.6400	)			3,567	0	(
16,767	21,482		TOTAL MATERIALS AI	ND SEI	RVICES		28,442	0	
			CAPITAL OUTLAY						
18,190	0	8710-15	Equipment - Canine				0	0	(
18,190	0		TOTAL CAPITAL OUTLAY				0	0	
34,957	21,482	TOTAL REQUIREMENTS					28,442	0	0
	8,937 7,830 0 16,767 18,190 18,190	ACTUAL AMENDED BUDGET  8,937 7,100  7,830 10,815  0 3,567  16,767 21,482  18,190 0  18,190 0	8,937 7,100 7550    Descrip OPCA (OPCA) (Other tr Special HITS of Descrip Medical Dog foo Leashe Boardin PackTr subscrip Uniform K9 special Uniform K9 special Uniform Special	ACTUAL AMENDED BUDGET  REQUIREME  MATERIALS AND SERVICES  8,937  7,100  7550  Travel & Education  Description  OPCA conference (one)  OPCA/CNCA yearly dues Other training Specialized trainer assistance HITS conference (New Orleans)  7,830  10,815  7660  Materials & Supplies  Description  Medical and professional Dog food Leashes, harnesses, kennel supplies, misc. equipment Boarding PackTrack K9 record keeping software (2 subscriptions) Uniform Jumpsuits (one for each handler) K9 specific uniform patches  0  3,567  7680  Materials & Supplies - Donations Matches with Donation revenue account 01-11-043-565.6400  16,767  21,482  TOTAL MATERIALS AI  CAPITAL OUTLAY  18,190  0  TOTAL CAPITAL	Department : 11 - POLICE   Section : 043 - FIELD OPERATIONS   Program : 565 - CANINE	Department : 11 - POLICE   Section : 043 - FIELD OPERATIONS   Program : 565 - CANINE	Department : 11 - POLICE   Section : 043 - FIELD OPERATIONS   Program : 565 - CANINE	Department : 11 - POLICE   Section : 043 - FIELD OPERATIONS   PROPOSED BUDGET	Department : 11 - POLICE   Section : 043 - FIELD OPERATIONS   PROPOSED   BUDGET

# POLICE DEPARTMENT Investigations & Support Division

Organization Set – Programs	Organization Set#
<ul> <li>Administration</li> </ul>	01-11-046-501
<ul> <li>Building Maintenance</li> </ul>	01-11-046-550
<ul> <li>Parking Enforcement</li> </ul>	01-11-046-559
<ul> <li>Investigations</li> </ul>	01-11-046-568
<ul> <li>School Resource</li> </ul>	01-11-046-574
<ul> <li>Unmanned Aircraft System</li> </ul>	01-11-046-575
<ul> <li>In-Service Training</li> </ul>	01-11-046-577
<ul><li>Evidence</li></ul>	01-11-046-583
<ul> <li>Professional Standards</li> </ul>	01-11-046-586

## 01 - GENERAL FUND

BUDGET	_	-			UI - GLINLINAL I C						
PERSONNEL SERVICES	2022 ACTUAL		<b>AMENDED</b>	MENDED Section: 046 - INVESTIGATIONS AND SUPPORT					PROPOSED	APPROVED	ADOPTE
258,423											
258,423   214,765   269,833   7000-05   Salaries & Wages - Regular Full Time   281,777   0   0   0   0   0   0   0   0   0					PERSONNEL SERVICES						
11,847   23,476   41,600   700-15   Salaries & Wages - Temporary   0   0   0   0   0   0   0   0   0	258,423	214,785	269,833	Police Captair	n - 1.00 FTE	281,777	0	0			
2,880   2,880   2,880   7000-30   Salaries & Wages - Auto Allowance Police Capitalins \$240 per month automobile allowance.   2,880   0   0   0   0   0   0   0   0   0	11,847	23,476	41,600	•		ary			0	0	0
Police Captains \$240 per month automobile allowance.   18,430   0   0   0   0   0   0   0   0   0	5,520	20,373	5,026	7000-20	Salaries & Wages - Overtim	ie			19,981	0	0
3,944   3,711	2,880	2,880	2,880						2,880	0	0
86,222	16,862	13,648	19,319	7300-05	Fringe Benefits - FICA - Soc	cial Security			18,430	0	0
39,076   32,164   40,990   7300-20   Fringe Benefits - Medical Insurance   43,499   0   0   0   0   0   0   0   0   0	3,944	3,711	4,630	7300-06	Fringe Benefits - FICA - Me	dicare			4,418	0	0
3,450	86,222	76,564	97,669	7300-15	Fringe Benefits - PERS - OF	PSRP - IAP			102,091	0	0
168	39,076	32,164	40,990	7300-20	Fringe Benefits - Medical In	surance			43,499	0	0
793	3,450	3,450	3,450	7300-22	Fringe Benefits - VEBA Plan	n			3,450	0	0
9,546 6,466 9,021 7300-35 Fringe Benefits - Workers' Compensation Insurance 8,103 0 0 49 44 75 7300-37 Fringe Benefits - Workers' Benefit Fund 42 0 0 0 0 0 7300-40 Fringe Benefits - Unemployment 0 0 0 0 1,151 7300-45 Fringe Benefits - Paid Family Leave City Share 238 0 0 291 0 0 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance 0 0 0  398,089 496,342 TOTAL PERSONNEL SERVICES  2,404 1,947 2,600 7550 Travel & Education 3,000 0 0  Description Memberships 1 600 600 Trainins 1 1,7123 14,665 15,720 7620 Telecommunications 1 2,400 2,400  17,123 14,665 15,720 7620 Telecommunications 1 15,720 0 0 0	168	106	132	7300-25	Fringe Benefits - Life Insura	ance			132	0	0
49	793	423	566	7300-30	70 Fringe Benefits - Long Term Disability					0	0
0       0       730-40       Fringe Benefits - Unemployment       0	9,546	6,466	9,021	7300-35	Fringe Benefits - Workers' Compensation Insurance					0	0
0       0       1,151       7300-45       Fringe Benefits - Paid Family Leave City Share       238       0       0         291       0       0       7400-10       Fringe Benefits - Volunteers - Workers' Compensation Insurance       0       0       0         139,070       398,089       496,342       MATERIALS AND SERVICES       485,645       0       0         2,404       1,947       2,600       7550       Travel & Education       3,000       0       0         0       0       Description Memberships Trainings       1       600       600 600 600 600 600 710 710 710 710 710 710 710 710 710 7	49	44	75	7300-37	Fringe Benefits - Workers' I	Benefit Fund			42	0	0
291   0   0   7400-10   Fringe Benefits - Volunteers - Workers' Compensation Insurance   0   0   0     398,089   496,342     TOTAL PERSONNEL SERVICES   485,645   0   0     2,404   1,947   2,600   7550   Travel & Education	0	0	0	7300-40	Fringe Benefits - Unemploy	ment			0	0	0
19,070   398,089   496,342   TOTAL PERSONNEL SERVICES   485,645   0   0	0	0	1,151	7300-45	Fringe Benefits - Paid Fami	ly Leave City Sha	re		238	0	0
MATERIALS AND SERVICES	291	0	0	7400-10	Fringe Benefits - Volunteers	s - Workers' Com	pensation Ir	surance	0	0	0
2,404 1,947 2,600 7550 Travel & Education 3,000 0 0    Description   Units   Amt/Unit   Total   Memberships   1 600 600   2,400   2,400   1,7123   14,665   15,720 7620 Telecommunications   Units   Amt/Unit   Total   1,7124   16 Telecom - landlines   12 650 7,800   1,800	439,070	398,089	496,342		TOTAL PER	RSONNEL SERV	'ICES		485,645	0	0
Description   Units   Amt/Unit   Total   Memberships   1   600   600   600   7   7   7   7   7   7   7   7   7					MATERIALS AND SERVI	<u>CES</u>					
Memberships   1   600   600	2,404	1,947	2,600	7550	Travel & Education				3,000	0	0
17,123       14,665       15,720       7620       Telecommunications       Units       Amt/Unit       Total         16 Telecom - landlines       12       650       7,800         15 Cell phones       12       615       7,380				Members	hips	1	600	600			
16 Telecom - landlines       12       650       7,800         15 Cell phones       12       615       7,380	17,123	14,665	15,720	-					15,720	0	0
				16 Teleco	om - landlines nones	12 12	650 615	7,800 7,380			

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION					2025 APPROVED BUDGET	2025 ADOPTED BUDGET
509	700	600	7630-05 Uniforms for	Uniforms - Employee Captain and Park Rangers				600	0	0
528	832	700	7660	Materials & Supplies				800	0	0
149	285	1,000	7720-16	Repairs & Maintenance - Radio &	Ragers			1,000	0	0
15,035	19,950	20,000	7750	Professional Services				179,448	0	0
0	0	100	Axon at Axon bo Axon in Axon T	tion ter forensics (Newberg-Dundee Police) uto tagging ody worn cameras -car video system aser 7 plan  Professional Services - Audit & c under Police - Chief's Office - Admin, #01-			Total 20,000 6,955 80,934 49,296 22,263	0	0	0
0	1,343	6,699		M & S Equipment	11-040-301.77	30-01.		0	0	0
0	7,625	5,272	7800-06	M & S Equipment - Weapons				0	0	0
35,748	47,346	52,691		TOTAL MATERIAL	S AND SEF	RVICES		200,568	0	0
				CAPITAL OUTLAY						
0	16,032	0	8710	Equipment				0	0	0
0	16,032	0		TOTAL CAPITAL OUTLAY				0	0	0
474,818	461,467	549,033		TOTAL REQ	UIREMENT	S		686,213	0	0

#### 01 - GENERAL FUND

				UI - GENERAL	- 1 0110					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 550 - BUILDING MAINTENANCE				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
					REQUIREMENTS					
				PERSONNEL SERV	<u>ICES</u>					
44,479	47,329	,	7000-10 Maintenance	Salaries & Wages - Re Technician - Senior - 0.80 F				48,225	0	(
0	28	0	7000-20	Salaries & Wages - O	vertime			0	0	(
2,758	2,936	2,940	7300-05	Fringe Benefits - FICA	- Social Security			2,918	0	(
645	687	705	7300-06	Fringe Benefits - FICA	A - Medicare			699	0	(
10,252	10,916	11,795	7300-15	Fringe Benefits - PER	S - OPSRP - IAP			11,767	0	(
55	60	60	7300-25	Fringe Benefits - Life	Insurance			60	0	(
177	119	120	7300-30	Fringe Benefits - Long	g Term Disability			120	0	(
1,646	1,441	1,453	7300-35	Fringe Benefits - Wor	kers' Compensation Ins	urance		1,423	0	(
17	18	18	7300-37	Fringe Benefits - Wor	kers' Benefit Fund			17	0	(
0	0	178	7300-45	Fringe Benefits - Paid	Family Leave City Sha	re		38	0	
60,029	63,533	65,868		TOTA	PERSONNEL SERV	ICES		65,267	0	
				MATERIALS AND S	<u>ERVICES</u>					
0	546	1,130	7515	City Services Charge	expense			1,130	0	(
43,177	46,335	45,000	7600	Utilities				45,000	0	
2,600	2,957	3,250	7610-05	Insurance - Liability				3,022	0	(
11,048	12,917	16,020	7610-10	Insurance - Property				18,114	0	
0	0	100	7630-05	Uniforms - Employee				100	0	(
32,822	38,948	35,000	7650-10	Janitorial - Services				40,600	0	(
1,833	2,312	3,300	7650-15	Janitorial - Supplies				3,380	0	(
62,977	82,761	73,000	7720-10	Repairs & Maintenand	e - Building Maintenan	ce		77,412	0	(
			Materia	<del></del>	<u>Units</u> 1 1 1 1	Amt/Unit 5,000 46,487 11,250 14,675	Total 5,000 46,487 11,250 14,675			
154,458	186,776	176,800		TOTAL I	MATERIALS AND SEF	RVICES		188,758	0	
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 550 - BUILDING MAINTENANCE	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
214,487	250,309	242,668	TOTAL REQUIREMENTS	254,025	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Section: 046 - INVESTIGATIONS AND SUPPORT	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
39,365	53,051	58,577	7000-05 Salaries & Wages - Regular Full Time Parking Enforcement Specialist - 1.00 FTE	64,609	0	(
189	0	293	7000-20 Salaries & Wages - Overtime	315	0	(
2,398	3,231	3,562	7300-05 Fringe Benefits - FICA - Social Security	3,928	0	(
561	756	853	7300-06 Fringe Benefits - FICA - Medicare	942	0	(
8,267	10,314	17,821	7300-15 Fringe Benefits - PERS - OPSRP - IAP	19,738	0	(
11,816	17,724	18,552	7300-20 Fringe Benefits - Medical Insurance	20,203	0	(
300	450	450	7300-22 Fringe Benefits - VEBA Plan	450	0	(
51	60	60	7300-25 Fringe Benefits - Life Insurance	60	0	(
150	134	134	7300-30 Fringe Benefits - Long Term Disability	146	0	(
1,400	1,504	1,648	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,727	0	(
12	21	23	7300-37 Fringe Benefits - Workers' Benefit Fund	21	0	(
0	0	215	7300-45 Fringe Benefits - Paid Family Leave City Share	50	0	(
472	358	1,098	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	995	0	(
64,980	87,602	103,286	TOTAL PERSONNEL SERVICES	113,184	0	
			MATERIALS AND SERVICES			
0	0	1,300	7550 Travel & Education Memberships and training	1,300	0	(
1,280	1,926	3,000	7590 Fuel - Vehicle & Equipment	2,000	0	(
478	947	750	7630-05 Uniforms - Employee	750	0	(
6,955	2,462	3,000	7660 Materials & Supplies Tow charges, postal charges, tow stickers, parking permits	3,000	0	(
154	178	500	7720-14 Repairs & Maintenance - Vehicles	500	0	(
15,085	56,338	52,500	7750 Professional Services Abandoned RV tows for dismantling	80,000	0	(
0	0	0	7750-01 Professional Services - Audit & other city-wide prof svc	0	0	(
23,951	61,851	61,050	TOTAL MATERIALS AND SERVICES	87,550	0	
88,932	149,453	164,336	TOTAL REQUIREMENTS	200,734	0	(

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POL</b> Section : <b>046 - INV</b> Program : <b>568 - INV</b> E	ESTIGATIONS AND	SUPPORT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
					QUIREMENTS					
				PERSONNEL SERVICES	<u> </u>					
604,470	563,981	759,968		Salaries & Wages - Regula eant - 1.00 FTE er - 6.00 FTE	r Full Time			750,111	0	0
10,076	13,275	8,500	<b>7000-15</b> Extra Help -	Salaries & Wages - Tempor Investigations - 0.38 FTE	rary			27,705	0	0
68,595	145,066	72,994	7000-20	Salaries & Wages - Overtin	ne			100,029	0	0
3,750	3,579	3,500	7000-35 Detectives	Salaries & Wages - Clothin \$500 annual clothing allowance.	g Allowance			3,508	0	0
42,100	42,176	51,119	7300-05	Fringe Benefits - FICA - So	cial Security			53,322	0	0
9,846	10,431	12,251	7300-06	Fringe Benefits - FICA - Me	edicare			12,780	0	0
222,521	248,347	296,714	7300-15	Fringe Benefits - PERS - O	PSRP - IAP			306,580	0	0
113,645	97,381	129,864	7300-20	Fringe Benefits - Medical In	nsurance			141,421	0	0
2,100	2,400	2,400	7300-22	Fringe Benefits - VEBA Pla	ın			3,000	0	0
515	365	462	7300-25	Fringe Benefits - Life Insur	ance			462	0	0
1,880	1,208	1,522	7300-30	Fringe Benefits - Long Terr	m Disability			1,562	0	0
23,716	18,058	23,560	7300-35	Fringe Benefits - Workers'	Compensation Ins	surance		23,352	0	0
135	130	164	7300-37	Fringe Benefits - Workers'	Benefit Fund			155	0	0
0	0	0	7300-40	Fringe Benefits - Unemploy	yment			0	0	0
0	0	2,815	7300-45	Fringe Benefits - Paid Fam	ily Leave City Sha	re		688	0	0
1,103,347	1,146,396	1,365,833		TOTAL PE	RSONNEL SERV	ICES		1,424,675	0	0
				MATERIALS AND SERV	ICES					
6,163	10,140	12,850	7550	Travel & Education				12,850	0	0
			Miscella Homicio Child al	otion isor training aneous training de conference buse summit etective training	<u>Units</u> 1 1 1 1 1	Amt/Unit 500 3,500 3,850 4,000 1,000	Total 500 3,500 3,850 4,000 1,000			
9,215	7,207	7,500	7590	Fuel - Vehicle & Equipment	t			6,000	0	0
3,606	2,786	1,500	7630-05	Uniforms - Employee				1,500	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 568 - INVESTIGATIONS				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,012	1,077	4,000	7660	Materials & Supplies				4,000	0	0
			<u>Descrip</u>	<u>ition</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Investiç	gative funds	1	2,000	2,000			
			Materia	ls and supplies	1	2,000	2,000			
3,228	6,187	3,000	7720-14	Repairs & Maintenance - Vel	nicles			3,000	0	0
7,629	8,494	11,380	7750	Professional Services				11,380	0	0
			Descrip	<u>ition</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Comca	st internet line	1	480	480			
			The las	t one (TLO)	1	900	900			
			Transc	ription services	1	10,000	10,000			
0	45	50	<b>7750-01</b> Costs rolled	<b>Professional Services - Audi</b> under Police - Chief's Office - Admin,				0	0	0
0	0	500	7800	M & S Equipment				650	0	0
			Descrip	<u>etion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Metal d	etector	1	650	650			
30,854	35,936	40,780		TOTAL MATER	RIALS AND SE	RVICES		39,380	0	0
				CAPITAL OUTLAY						
0	0	0	8850	Vehicles				0	0	0
0	0	0		TOTAL C	APITAL OUTLA	<u>AY</u>		0	0	0
134,201	1,182,331	1,406,613		TOTAL F	REQUIREMENT	S		1,464,055	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
54,229	58,958	64,800		McMinnville School Dist #40 - SRO - High School chool District #40 reimburses the City for 50% of School Resource Officer's ge benefits for the nine-month school year.	68,760	0	0
40,650	0	62,800	McMinnville Sc	McMinnville School Dist #40 - SRO - Middle School chool District #40 reimburses the City for 50% of School Resource Officer's ge benefits for the nine-month school year.	57,250	0	0
94,879	58,958	127,600		TOTAL INTERGOVERNMENTAL	126,010	0	0
94,879	58,958	127,600		TOTAL RESOURCES	126,010	0	0

			01 - GENERAL FUND		•	•
2025 ADOPTED BUDGET	2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	203,051	7000-05 Salaries & Wages - Regular Full Time Police Officer - 2.00 FTE	204,432	80,910	144,696
0	0	6,492	7000-20 Salaries & Wages - Overtime	6,489	8,289	3,020
0	0	12,678	7300-05 Fringe Benefits - FICA - Social Security	12,761	5,461	9,056
0	0	3,039	7300-06 Fringe Benefits - FICA - Medicare	3,059	1,277	2,118
0	0	73,389	7300-15 Fringe Benefits - PERS - OPSRP - IAP	73,599	28,897	48,430
0	0	40,406	7300-20 Fringe Benefits - Medical Insurance	37,104	14,770	28,063
0	0	900	7300-22 Fringe Benefits - VEBA Plan	750	300	750
0	0	132	7300-25 Fringe Benefits - Life Insurance	132	55	140
0	0	434	7300-30 Fringe Benefits - Long Term Disability	440	181	505
0	0	5,574	7300-35 Fringe Benefits - Workers' Compensation Insurance	5,905	2,341	5,904
0	0	42	7300-37 Fringe Benefits - Workers' Benefit Fund	46	17	28
0	0	164	7300-45 Fringe Benefits - Paid Family Leave City Share	746	0	0
0	0	346,301	TOTAL PERSONNEL SERVICES	345,463	142,500	242,710
			MATERIALS AND SERVICES			
0	0	2,500	7550 Travel & Education	2,500	1,076	1,274
0	0	300	7660 Materials & Supplies	300	0	13
0	0	0	7750 Professional Services	0	0	57
0	0	0	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs rolled under Police - Chief's Office - Admin, #01-11-040-501.7750-01.	100	45	0
0	0	0	7800 M & S Equipment	0	0	0
0	0	2,800	TOTAL MATERIALS AND SERVICES	2,900	1,121	1,344
0	0	349,101	TOTAL REQUIREMENTS	348,363	143,621	244,053

2022	2023	2024		Department : 11 - POLICE				2025	2025	2025
ACTUAL	ACTUAL	AMENDED		Section: 046 - INVESTIGAT	ONS AND	SUPPORT		PROPOSED	APPROVED	ADOPTED
		BUDGET		Program: 575 - UNMANNED All	RCRAFT SYS	STEM		BUDGET	BUDGET	BUDGET
				REQUIRE	<i>MENTS</i>					
				MATERIALS AND SERVICES						
0	0	6,000	7550	Travel & Education				6,400	0	0
			Descr	iption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Drone	conference (registration, hotel, per diem)	1	4,000	4,000			
			Pilot F	Part107 initial online training and FAA test	4	400	1,600			
			Memb	ership in LEDA (drone association)	1	800	800			
0	0	0	7660	Materials & Supplies				3,000	0	0
			Descr	iption_	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Drone	batteries (M30T and Avata/headset)	1	2,500	2,500			
				supplies (propellers, cords, Avata parts, misc)	1	500	500			
0	0	8,300	7800	M & S Equipment				9,500	0	0
			Descr	iption_	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Flight	management software (for two M30Ts)	1	7,000	7,000			
			Misc r	epairs	1	2,500	2,500			
0	0	14,300		TOTAL MATERIALS	AND SEI	RVICES		18,900	0	0
				CAPITAL OUTLAY						
0	0	16,100	8710	Equipment				0	0	0
0	0	16,100		TOTAL CAPITAL OUTLAY			0	0	0	
0	0	30,400		TOTAL REQUI	REMENT	S		18,900	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	The state of the s	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
12,000	9,500	12,000	<b>5380-02</b> Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility.	10,000	0	0
12,000	9,500	12,000	TOTAL CHARGES FOR SERVICES	10,000	0	0
12,000	9,500	12,000	TOTAL RESOURCES	10,000	0	0

,				UI - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATI Program : 577 - IN-SERVICE	ONS AND	SUPPORT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREN	IENTS					
				MATERIALS AND SERVICES						
750	0	1,500	7550-05	Travel & Education - Defensive Tac	tics			0	0	0
677	439	1,000	7550-10	Travel & Education - Driving Training	ng			1,000	0	0
			Descrip	_	Units	Amt/Unit	<u>Total</u>			
			Instructo	or training	1	1,000	1,000			
1,578	-15	3,000	7550-20	Travel & Education - Firearms Trair	ning			4,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			New ins	tructor training	1	2,000	2,000			
			Existing	instructor training	1	2,000	2,000			
11,317	23,047	42,300	7660	Materials & Supplies				41,344	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Firearm and train	s ammunition (handgun, rifle, shotgun) duty ning	1	23,920	23,920			
				s supplies and maintenance	1	3,674	3,674			
				nunitions	1	900	900			
				tation simulation training equipment	1	6,600	6,600			
				tation simulation instructor training first aid equipment	1	1,000 3,250	1,000 3,250			
				first aid equipment	1	2,000	2,000			
299	3,911	4.100	7720-18	Repairs & Maintenance - Training F	acility	2,000	2,000	4,100	0	0
	-,-	,	Descrip	•	Units	Amt/Unit	Total	,		
			Gravel	<del></del>	1	3,000	3,000			
				an rental	1	500	500			
			Range	construction	1	600	600			
5,632	5,632	20,850	7800	M & S Equipment				0	0	0
20,253	33,013	72,750		TOTAL MATERIALS AND SERVICES		50,444	0	0		
20,253	33,013	72,750		TOTAL REQUIREMENTS			50,444	0	0	

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POL</b> Section : <b>046 - INVE</b> Program : <b>583 - EVID</b> E	STIGATIONS AND	SUPPORT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
					QUIREMENTS					
				PERSONNEL SERVICES						
65,158	68,458	72,136	<b>7000-05</b> Police Evide	Salaries & Wages - Regular ence & Property Technician - 1.00 FT	Full Time			77,585	0	(
15,201	17,437	22,459	<b>7000-10</b> Manageme	Salaries & Wages - Regular nt Support Specialist - 0.48 FTE	Part Time			23,183	0	(
1,385	1,294	2,537	7000-20	Salaries & Wages - Overtim	е			2,521	0	(
4,984	5,285	5,879	7300-05	Fringe Benefits - FICA - Soc	cial Security			6,250	0	(
1,166	1,236	1,410	7300-06	Fringe Benefits - FICA - Me	dicare			1,498	0	(
23,747	25,329	29,417	7300-15	Fringe Benefits - PERS - OF	PSRP - IAP			31,400	0	(
17,724	17,724	18,552	7300-20	Fringe Benefits - Medical In	surance			20,203	0	(
450	450	450	7300-22	Fringe Benefits - VEBA Plan	า			450	0	(
80	60	60	7300-25	Fringe Benefits - Life Insura	ance			60	0	(
241	188	168	7300-30	Fringe Benefits - Long Tern	n Disability			176	0	
69	-9	186	7300-35	Fringe Benefits - Workers'	Compensation Ins	surance		2,748	0	(
27	29	34	7300-37	Fringe Benefits - Workers' I	Benefit Fund			31	0	(
0	0	345	7300-45	Fringe Benefits - Paid Fami	ly Leave City Sha	re		81	0	(
130,232	137,480	153,633		TOTAL PER	SONNEL SERV	ICES		166,186	0	
				MATERIALS AND SERVI	<u>CES</u>					
80	856	2,000	7550	Travel & Education				2,000	0	(
			<u>Descri</u> Trainin	<u>otion</u> g for evidence personnel	<u>Units</u> 1	Amt/Unit 2,000	<u>Total</u> 2,000			
473	117	500	7590	Fuel - Vehicle & Equipment				500	0	(
679	876	1,000	7630-05	Uniforms - Employee				1,000	0	(
9,660	6,344	2,500	7660	Materials & Supplies				5,500	0	(
223	189	300	7720-14	Repairs & Maintenance - Ve	hicles			300	0	(
26	7,955	8,000		<b>Professional Services</b> s (evidence, maintenance, RV tows)				8,000	0	(
0	45			Professional Services - Aud d under Police - Chief's Office - Admir				0	0	1
251	0			Maintenance & Rental Cont torage building alarm contract	racts			250	0	(
0	529	1,000	7800	M & S Equipment				0	0	(

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>583 - EVIDENCE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
11,393	16,910	15,650	TOTAL MATERIALS AND SERVICES	17,550	0	0
141,625	154,391	169,283	TOTAL REQUIREMENTS	183,736	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 586 - PROFESSIONAL STANDARDS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	0 <b>7550</b>	Travel & Education	0	0	0
1,727	2,975	2,975 <b>7660</b>	Materials & Supplies	2,975	0	0
1,727	2,975	2,975	TOTAL MATERIALS AND SERVICES	2,975	0	0
1,727	2,975	2,975	TOTAL REQUIREMENTS	2,975	0	0

# **MUNICIPAL COURT**

## **Organization Set – Sections**

- Court
- Parking Tickets

## Organization Set #

01-13-060

01-13-063



## General Fund – Municipal Court

2024 – 2025 Proposed Budget --- Budget Summary

## **Budget Highlights**

The operations of the McMinnville Municipal Court support the City's mission to deliver high quality service for a prosperous, safe and livable community. Community restoration projects have been a highlight of this current fiscal cycle and will continue to play an integral part of the Municipal Court going into FY2024-2025.

The Court believes that open and accessible venues such as City Hall during the week and at the Court on Wednesdays are integral to access to justice for members of the community.

The FY2024-2025 budget reflects a minor change in staffing due to an investment in American Rescue Plan Act (ARPA) to address the backlog in operations due to the pandemic will be fully spent by October 2024. ARPA allowed one part-time clerk, typically scheduled to work 3 days a week, to work a full-time schedule and this extra capacity sunsets in FY2024-2025.

A trend in an increasing number of citations for crimes is causing the Court to be stretched operationally. In that context, the mid-year reduction in staff capacity is concerning. Because the growing court dockets make it exceptionally challenging to deliver justice in the community, the Court plans to expand the number of days each month that misdemeanor matters are addressed.

The Court is also partnering with Yamhill County to have behavioral health assessments referred through our court and also has begun offering an option to defendants to join the work crew in lieu of paying fines/fees. These programs will become the cornerstones of a community court model that the Municipal Court will begin utilizing into the next fiscal cycle.

The Court processed a second remission order signed by Governor Kotek that wrote off more than \$120K in fines owed to our municipal court which has a dampening impact on fines and fees anticipated to be collected this fiscal year and moving into FY 2024-2025.

Judge Arnold Poole will continue serving on the bench for FY2024-2025. Our pro tempore judge Michael Videtich will be joined by Tyler Reid to round out our judicial bench for the foreseeable future.

#### **Core Services**

We strive to embrace the City's values in all that we do as responsible stewards of public assets and resources. We take pride in being compassionate and welcoming to all that interact with the court, as we proactively work to reduce barriers to access and participation in the court's programs and services many of which are compliance based rather than punitive.

Court takes place on Wednesdays, with court staff available at City Hall Monday through Friday. While still in the planning stage, new court dates will likely be offered on Tuesdays.

#### Mac-Town 2032 Strategic Plan and the Municipal Court

The work of the court also supports many of the City's strategic priorities, as we endeavor to not only to contribute the community's overall feeling of safety in McMinnville, but also support the public's overall confidence in the City's government.



## **City Government Capacity**

During FY2023-24, court staff have been working on site at City Hall which gives stability to the City by allowing the public to come and speak with us face and being given direction to their inquiries.



## **Community Safety & Resiliency**

The work of the court provides a level of enforcement and accountability for lower-level criminal offenses and violations that can have a very direct and negative impact on the quality of life in our community. We strive to not only hold people accountable for anti-social behaviors, but to also provide alternative treatment opportunities to help participants get back on the right track.

Sensitive to some of the issues currently being experienced by the community, the Municipal Court will strive to continue a balance between enforcing judgments out of court and continuing to help defendants through the process.

The Court is working proactively with local agencies to assist some of the community's most vulnerable offenders.



## **Engagement & Inclusion**

The Municipal Court continues to staff bi-lingual employees, an important skill set that greatly improves our ability to serve the almost 25% of the City's residents who identify as Latino or Hispanic according to US Census estimates for 2018.

In FY2024-2025, the court will utilize its diversity, equity and inclusion plan to keep advancing its commitment to reducing barriers to inclusion and any negative impacts for equity in outcomes for all the people who appear before the municipal court.

## **Future Challenges and Opportunities**

As noted, the Court will assess whether the addition of Court days in the month is an effective response to the uptick in citations and an approach that is possible to sustain with a slight reduction in clerk staff hours starting mid-year in FY2024-25.

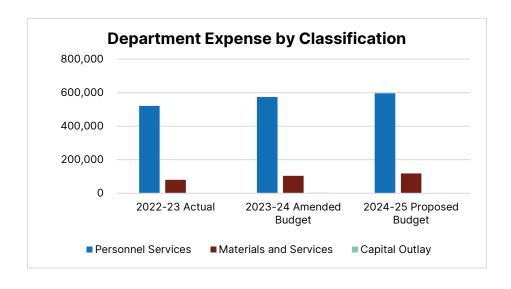
Changes in the laws associated with the 2020 ballot measure 110 which decriminalized small amounts of many drugs, will likely have an impact on the number and kind of cases seen at the Municipal Court level and means a continuation of coordinating with the county jail and Circuit Court for those defendants facing charges in both venues.

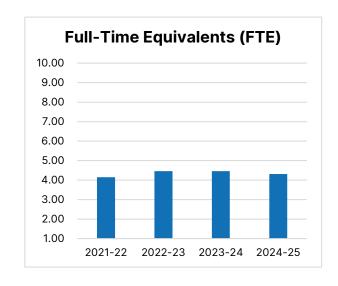
The opening of Any Door Place in the summer of 2024, an emergency shelter and hub for services to support those transitioning into more stable housing opportunities, may have an impact on the number of prohibited camping citations, a growing proportion of cases heard in Court.

The court is using software that's been in place for 20 years, in line with a city-wide trend to make use of technological resources longer than typically is seen in other sectors of the economy. An unfunded need for the city is looking for a new software solution which would add efficiencies in real-time court case processing; improved functionality with communicating with defendants, lawyers and other court partners; and data analytics capacity among other benefits. The FY2024-25 budget didn't stretch to include this investment but it was identified as one of the most pressing unfunded needs in the General Fund.

### General Fund - Municipal Court

Department Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Fines and Forfeitures	340,916	377,100	270,540	(106,560)
Intergovernmental	12,870	0	0	0
Miscellaneous	413	500	200	(300)
Revenue Total	354,198	377,600	270,740	(106,860)
Expenses				
Personnel Services	520,782	574,489	596,482	21,993
Materials and Services	80,294	103,820	118,149	14,329
Capital Outlay	0	3,247	1,941	(1,306)
Expenses Total	601,076	681,556	716,572	35,016
Unrestricted Resources Required	246,878	303,956	445,832	141,876
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	4.15	4.46	4.46	4.31







## General Fund – Municipal Court

1846	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.

- 1846 First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.
- 1847 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.

4040	
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.
- 1924 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
	windows-based Caselle
	Software.

- 2006 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.
- 2020 Municipal Court
  reorganization, moving from
  Legal Department to Finance
  Department and staffing roles
  re-defined to meet
  programmatic needs of the
  court including adding
  Spanish speaking capacity to
  the staff.
- 2020 Established a remote court in May 2020, one of the first municipal courts to re-open during the first months of the Covid-19 pandemic, utilizing technology to conduct all appearances via computers and smart phones.



2022	Judge Poole appointed
	presiding McMinnville
	Municipal Court Judge

2022 McMinnville City Hall opens to the public after remodel

**2024** Tyler Reid joins the court as Pro Tempore

2024 Court expands to offer two additional court sessions a month



2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>13 - MUNICIPAL COURT</b> Section : <b>060 - COURT</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				RESOURCES			
				INTERGOVERNMENTAL			
13,673	12,870	0	4546	American Rescue Plan	0	0	0
13,673	12,870	0		TOTAL INTERGOVERNMENTAL	0	0	0
				FINES AND FORFEITURES			
330,495	326,752	360,000	The City of	Fines & Bail Forfeitures  McMinnville's share of the Municipal Court fine and bail collections from Police t issuance of citations into Municipal Court or Circuit Court.	252,000	0	0
50	20	100	Prior to 201	Peer Court Assessment 12, individuals cited were assessed \$10 which was passed through to the Yamhill er Court Program. The Court will continue to collect assessments on citations r to 2012.	40	0	0
1,396	3,234	5,000	Municipal C expense if t	Court Appointed Attorney Fees Court defendants charged with misdemeanors must be provided an attorney at City the defendants allege they can not afford to hire counsel. Whenever possible, are required to reimburse the City for court-appointed attorney costs.	3,500	0	0
331,941	330,007	365,100		TOTAL FINES AND FORFEITURES	255,540	0	0
				MISCELLANEOUS			
256	413	500	6600-93	Other Income - Municipal Court	200	0	0
256	413	500		TOTAL MISCELLANEOUS	200	0	0
345,870	343,289	365,600		TOTAL RESOURCES	255,740	0	0

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>13 - MUNICIPAL COURT</b> Section : <b>060 - COURT</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
590	1,933	0	7000	Salaries & Wages	0	0	C
208,742	227,027		7000-05 Finance Dire Court Super Senior Cour	Salaries & Wages - Regular Full Time ector - 0.05 FTE rvisor - 1.00 FTE t Clerk - 0.95 FTE I - 1.00 FTE	250,856	0	C
48,636	83,925	132,398		Salaries & Wages - Regular Part Time 3 FTE 1 - 0.60 FTE - (ARPA: 4 mths full-time; 8 mths part-time 24 hrs/wk) ourt - Interpreter - 0.08 FTE	111,760	0	(
2.400	0	0	Municipal C	ourt Security Officer - 0.20 FTE	0	0	(
2,189	0		7000-15 7000-20	Salaries & Wages - Temporary	0 5,000	0	(
1	16	·		Salaries & Wages - Overtime	5,000	•	
224	78		7300	Fringe Benefits	_	0	(
15,609	18,761		7300-05	Fringe Benefits - FICA - Social Security	22,242	0	(
3,650	4,388		7300-06	Fringe Benefits - FICA - Medicare	5,331	0	(
74,844	94,682	•	7300-15	Fringe Benefits - PERS - OPSRP - IAP	111,789	0	(
61,167	64,514		7300-20	Fringe Benefits - Medical Insurance	73,476	0	
9,113	9,925		7300-22	Fringe Benefits - VEBA Plan	8,138	0	(
303	224	240	7300-25	Fringe Benefits - Life Insurance	240	0	(
746	599	616	7300-30	Fringe Benefits - Long Term Disability	645	0	(
339	334		7300-35	Fringe Benefits - Workers' Compensation Insurance	406	0	(
74	82	106	7300-37	Fringe Benefits - Workers' Benefit Fund	92	0	
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	(
0	0	1,279	7300-45	Fringe Benefits - Paid Family Leave City Share	287	0	
426,227	506,488	567,902		TOTAL PERSONNEL SERVICES	590,262	0	
				MATERIALS AND SERVICES			
3,929	0	0	7500	Credit Card Fees	0	0	(
2,325	0	0	7510	Service Fees	0	0	(
840	0	0	7520	Public Notices & Printing	0	0	(

City of McMinnville Budget Document Report

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 13 - MUNICIPAL COURT Section : 060 - COURT	2025 PROPOSED	2025 APPROVED	2025 ADOPTEI
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDGE
413	468	700	<b>7540</b> Costs share	Employee Events ad city-wide for employee training, materials, and events.	700	0	0
635	4,281	7,000	<b>7550</b> Professiona	Travel & Education  Il memberships, dues, subscriptions, reference materials, and attendance at legal r the City Judge, City Prosecutor, and Municipal Court staff; also includes travel	7,000	0	0
4,473	4,960	5,560	7610-05	Insurance - Liability	2,666	0	0
5,581	5,000	5,700	7620	Telecommunications	6,000	0	0
0	990	1,500	7630	Uniforms	2,000	0	0
2,319	5,681	16,500	7660-05	Materials & Supplies - Office Supplies	17,000	0	0
2,892	4,911	6,500	7660-15	Materials & Supplies - Postage	5,000	0	0
1,792	1,313	800	7750	Professional Services	1,600	0	0
			<u>Descrip</u> DMV, c	<u>units Amt/Unit Total</u> ther general prof services 1 1,600 1,600			
0	1,755	1,300		Professional Services - Audit & other city-wide prof svc ed city-wide for audit, Section 125 plan administrative fees, and other ous professional service expenses	1,960	0	0
5,025	600	1,500		Professional Services - Contract Judge dge if necessary to cover Judge's absences. FY22 had extraordinary cost during recruitment process.	1,500	0	0
16,675	20,250	22,000	legal couns	Professional Services - Court Appointed Attorney sts for legal defense of Municipal Court defendants unable to afford their own el. Reimbursement of costs assessed against defendants received through count 6150, Court Appointed Attorney Fees.	25,000	0	0
0	0	0	<b>7750-18</b> Back-up pro	Professional Services - Contract Prosecutor secutor if necessary to cover City Prosecuter's absences and legal conflicts.	0	0	0
31	83	200	7750-21 Security cor	Professional Services - Security  ntract to provide panic button monitoring.	200	0	0
50	20	100		Professional Services - Peer Court Assessment assessments collected by Municipal Court are passed through to the Yamhill r Court Program.	40	0	0
870	1,245	1,200	7800	M & S Equipment	1,200	0	0
11,483	11,814	12,110		M & S Computer Charges aterials & supplies costs shared city-wide	18,383	0	0
11,155	16,636	20,450	7840-25	M & S Computer Charges - Municipal Court	25,900	0	0

City of McMinnville Budget Document Report 4/12/2024

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2022 ACTUAL	2023 ACTUAL			Department : <b>13 - MUNICIPAL COURT</b> Section : <b>060 - COURT</b> Program : <b>N/A</b>			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
			Desc	ription	<u>Units</u>	Amt/Unit	Total			
			Polyc	om Replacement	1	2,500	2,500			
			-	e Computer replacement	1	2,500	2,500			
			Share	ed Copier (CC, PL)	1	500	500			
			Adob	e Pro licensing	1	200	200			
			Office	365 licensing	1	1,700	1,700			
			Case	le Utils/Integration	1	5,000	5,000			
			Case	le Maintenance	1	7,800	7,800			
			E-tick	eting Maintenance	1	5,700	5,700			
314	205	500		<b>Trial Expense</b> ness, and special interpreter fees for M	unicipal Court jury an	d non-jury tria	ls.	2,000	0	
70,803	80,213	103,620		TOTAL MATE	RIALS AND SEI	RVICES		118,149	0	
				CAPITAL OUTLAY						
1,070	0	3,247		Capital Outlay Computer C capital outlay costs shared city-wide	harges			1,941	0	
1,070	0	3,247		TOTAL (	CAPITAL OUTLA	<u>AY</u>		1,941	0	
498,100	586,700	674,769		TOTAL REQUIREMENTS			710,352	0		

2022 2023 2024 Department : 13 - MUNICIPAL COURT 2025 ACTUAL ACTUAL AMENDED Section : 063 - PARKING TICKETS PROPOSED A BUDGET Program : N/A  RESOURCES		
RESOURCES	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
FINES AND FORFEITURES		
1,949 10,909 12,000 <b>6130 Parking Tickets</b> 15,000 Downtown Parking Patrol and Police Officer parking citations revenue.	0	0
1,949 10,909 12,000 <u>TOTAL FINES AND FORFEITURES</u> 15,000	0	0
1,949 10,909 12,000 <i>TOTAL RESOURCES</i> 15,000	0	0

2025 ADOPTED BUDGET	2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Department : <b>13 - MUNICIPAL COURT</b> Section : <b>063 - PARKING TICKETS</b> Program : <b>N/A</b>	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	3,542	Sourt Clerk - 0.05 FTE	3,336 <b>7</b>	8,214	9,843
0	0	0	Salaries & Wages - Regular Part Time	0 7	0	0
0	0	0	Salaries & Wages - Overtime	501 <b>7</b>	0	0
0	0	214	Fringe Benefits - FICA - Social Security	232 7	479	578
0	0	51	Fringe Benefits - FICA - Medicare	55 <b>7</b>	112	135
0	0	1,078	Fringe Benefits - PERS - OPSRP - IAP	1,162 <b>7</b>	2,386	2,859
0	0	1,166	Fringe Benefits - Medical Insurance	1,122 7	2,913	3,527
0	0	150	2 Fringe Benefits - VEBA Plan	150 <b>7</b>	150	0
0	0	3	Fringe Benefits - Life Insurance	3 7	8	15
0	0	8	Fringe Benefits - Long Term Disability	8 7	21	42
0	0	4	Fringe Benefits - Workers' Compensation Insurance	5 <b>7</b>	9	14
0	0	1	7 Fringe Benefits - Workers' Benefit Fund	1 7	2	3
0	0	3	Fringe Benefits - Paid Family Leave City Share	12 <b>7</b>	0	0
0	0	6,220	TOTAL PERSONNEL SERVICES	6,587	14,294	17,015
			MATERIALS AND SERVICES			
0	0	0	Service Fees	100 7	81	8
0	0	0	Professional Services - Audit & other city-wide prof svc hared city-wide for Audit, Section 125 plan administrative fees, and other heous professional service expenses		0	0
0	0	0	TOTAL MATERIALS AND SERVICES	200	81	8
0	0	6,220	TOTAL REQUIREMENTS	6,787	14,376	17,024



Voter approval of creation for a new fire district was approved May 2023.

Fire District Transition Fund (99) has been set-up and reflects stand-up support for the new district.

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : <b>N/</b> A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			LICENSES AND PERMITS			
0	0	0 <b>4213-15</b>	Specialty Business License - Care Homes	0	0	(
8,660	8,140	0 <b>4490</b>	Licenses & Permits - Misc	0	0	(
8,660	8,140	0	TOTAL LICENSES AND PERMITS	0	0	
			INTERGOVERNMENTAL			
0	0	0 <b>4545</b>	Federal FEMA Grant	0	0	
35,424	52,651	0 <b>4555</b>	Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	
0	1,500	<sup>0</sup> <b>4773-05</b>	OR Dept of Public Safety Standards & Training (DPSST) - Wildland Training Grant	0	0	
0	25,063	0 <b>4774-05</b>	OR State Fire Marshall - 2022 Wildfire Season Staff Grant	0	0	
27,072	15,690	0 <b>4840-05</b>	OR Conflagration Reimbursement - Personnel	0	0	
17,474	6,619	0 <b>4840-10</b>	OR Conflagration Reimbursement - Equipment	0	0	
0	0	0 <b>5030</b>	McMinnville Rural Fire District	0	0	
410,447	573,016	0 <b>5030-05</b>	McMinnville Rural Fire District - Contract Fire Protection	0	0	
64,229	0	0 <b>5035-10</b>	Amity Fire District - Admin/Training Svcs Contract	0	0	
0	0	0 <b>5036</b>	City of Dundee	0	0	
554,646	674,539	0	TOTAL INTERGOVERNMENTAL	0	0	
			CHARGES FOR SERVICES			
1,684	5,281	0 <b>5340</b>	Fire Department Service Fees	0	0	
28,512	29,082	0 <b>5400</b>	Property Rentals	0	0	
30,196	34,363	0	TOTAL CHARGES FOR SERVICES	0	0	
			FINES AND FORFEITURES			
0	0	0 <b>6115</b>	Code Enforcement	0	0	
0	0	0	TOTAL FINES AND FORFEITURES	0	0	
			MISCELLANEOUS			
24,481	25,963	0 <b>6310-07</b>	Interest - LOSAP	0	0	
6,381	4,029	0 <b>6410</b>	Donations - Fire	0	0	
	5,984	0 <b>6600</b>	Other Income	0	0	(

City of McMinnville Budget Document Report

2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
3,844	0 6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
0	0 <b>6600-07</b>	Other Income - LOSAP	0	0	0
29,743	0 <b>6600-22</b>	Other Income - Airshow	0	0	0
69,563	0	TOTAL MISCELLANEOUS	0	0	0
		OTHER FINANCING SOURCE			
0	0 <b>6845</b>	Proceeds from asset sale	0	0	0
0	0	TOTAL OTHER FINANCING SOURCE	0	0	0
786,606	0	TOTAL RESOURCES	0	0	0
	3,844 0 29,743 <b>69,563</b> 0	ACTUAL AMENDED BUDGET  3,844	Section : 070 - FIRE ADMINISTRATION & OPERATIONS	ACTUAL   AMENDED   Section : 070 - FIRE ADMINISTRATION & OPERATIONS   PROPOSED   Program : N/A   0   6600-05   Other Income - Workers' Comp Reimbursement   0   0   0   6600-07   Other Income - LOSAP   0   0   29,743   0   6600-22   Other Income - Airshow   0   0   0   OTHER FINANCING SOURCE   OTHER	ACTUAL   AMENDED   BUDGET   Section: 070 - FIRE ADMINISTRATION & OPERATIONS   PROPOSED   BUDGET

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : <b>N</b> /A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
4,742	2,320	0 <b>7000</b>	Salaries & Wages	0	0	C
1,359,120	1,466,631	0 <b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	C
13,937	0	0 <b>7000-10</b>	Salaries & Wages - Regular Part Time	0	0	(
7,665	30,680	0 <b>7000-15</b>	Salaries & Wages - Temporary	0	0	(
23,630	20,085	0 <b>7000-17</b>	Salaries & Wages - Volunteer Reimbursement	0	0	(
333,972	246,454	0 <b>7000-20</b>	Salaries & Wages - Overtime	0	0	(
525	1,600	0 <b>7000-37</b>	Salaries & Wages - Medical Opt Out Incentive	0	0	(
848	3,509	0 <b>7300</b>	Fringe Benefits	0	0	(
105,345	106,725	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	(
24,686	25,066	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	(
550,595	523,643	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	(
240,694	249,723	0 <b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	(
46,356	49,382	0 <b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	(
1,271	1,086	0 <b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	(
4,562	3,375	0 <b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	(
49,280	55,542	0 <b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	(
427	475	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	(
0	0	0 <b>7300-40</b>	Fringe Benefits - Unemployment	0	0	(
0	0	0 <b>7300-45</b>	Fringe Benefits - Paid Family Leave City Share	0	0	(
989	226	0 <b>7400-05</b>	Fringe Benefits - Volunteers - Life Insurance	0	0	(
11,296	12,493	0 <b>7400-10</b>	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	(
25,649	26,341	0 <b>7400-15</b>	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current	0	0	(
0	0	0 <b>7400-21</b>	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins	0	0	(
7,347	6,341	0 <b>7400-25</b>	Fringe Benefits - Volunteers - Volunteer Accident Insurance	0	0	(
2,812,937	2,831,696	0	TOTAL PERSONNEL SERVICES	0	0	
			MATERIALS AND SERVICES			
0	1,289	0 <b>7515</b>	City Services Charge expense	0	0	C

City of McMinnville Budget Document Report

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0 <b>7530</b>	Training	0	0	0
1,885	4,158	0 <b>7540</b>	Employee Events	0	0	0
24,438	28,013	0 <b>7550</b>	Travel & Education	0	0	0
26,900	32,683	0 <b>7590</b>	Fuel - Vehicle & Equipment	0	0	0
16,509	22,363	0 <b>7600</b>	Utilities	0	0	0
0	0	0 <b>7600-04</b>	Utilities - Water	0	0	0
26,646	34,000	0 <b>7610-05</b>	Insurance - Liability	0	0	0
30,527	30,429	0 <b>7610-10</b>	Insurance - Property	0	0	0
24,438	24,614	0 <b>7620</b>	Telecommunications	0	0	0
15,463	15,260	0 <b>7630-05</b>	Uniforms - Employee	0	0	0
58,049	65,289	0 <b>7630-15</b>	Uniforms - Protective Clothing	0	0	0
11,960	10,123	0 <b>7650</b>	Janitorial	0	0	0
17,341	24,549	0 <b>7660</b>	Materials & Supplies	0	0	0
6,381	4,029	0 <b>7680</b>	Materials & Supplies - Donations	0	0	0
2,146	388	0 <b>7700</b>	Hazardous Materials	0	0	0
0	1,500	0 <b>7710</b>	Materials & Supplies - Grants	0	0	0
788	784	0 <b>7720</b>	Repairs & Maintenance	0	0	0
2,178	9,526	0 <b>7720-06</b>	Repairs & Maintenance - Equipment	0	0	0
67,615	36,639	0 <b>7720-08</b>	Repairs & Maintenance - Building Repairs	0	0	0
100,160	157,444	0 <b>7720-14</b>	Repairs & Maintenance - Vehicles	0	0	0
2,893	384	0 <b>7720-16</b>	Repairs & Maintenance - Radio & Pagers	0	0	0
4,257	7,621	0 <b>7720-22</b>	Repairs & Maintenance - Breathing Apparatus	0	0	0
137,844	162,772	0 <b>7750</b>	Professional Services	0	0	0
0	10,045	0 <b>7750-01</b>	Professional Services - Audit & other city-wide prof svc	0	0	0
18,016	23,206	0 <b>7790</b>	Maintenance & Rental Contracts	0	0	0
2,146	5,591	0 <b>7800</b>	M & S Equipment	0	0	0
2,947	893	0 <b>7800-09</b>	M & S Equipment - Radios	0	0	0
12,500	7,022	0 <b>7800-30</b>	M & S Equipment - Breathing Apparatus	0	0	0
0	0	0 <b>7820</b>	M & S Equipment - Grants	0	0	0
35,726	48,734	0 <b>7840</b>	M & S Computer Charges	0	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
45,134	46,968	0	7840-30	M & S Computer Charges - Fire	0	0	0
72,060	72,939	0	8090	Hydrant Rental & Maintenance	0	0	0
3,846	12,918	0	8110	Hoses, Nozzles, & Adapters	0	0	0
5,321	5,606	0	8120	Hose & Ladder Testing	0	0	0
776,114	907,776	0		TOTAL MATERIALS AND SERVICES	0	0	0
				CAPITAL OUTLAY			
0	0	0	8710	Equipment	0	0	0
0	0	0	8720	Equipment - Grants	0	0	0
3,330	0	0	8750	Capital Outlay Computer Charges	0	0	0
0	0	0	8750-30	Capital Outlay Computer Charges - Fire	0	0	0
16,128	0	0	8800	Building Improvements	0	0	0
0	0	0		Vehicles 3 Command Vehicle. Currently Fire Chief is using private vehicle.	0	0	0
19,459	0	0		TOTAL CAPITAL OUTLAY	0	0	0
				DEBT SERVICE			
90,839	93,677	0	9442-05	2014 Fire Vehicle Financing - Principal	0	0	0
24,453	21,615	0	9442-10	2014 Fire Vehicle Financing - Interest	0	0	0
115,291	115,291	0		TOTAL DEBT SERVICE	0	0	0
,723,801	3,854,763	0		TOTAL REQUIREMENTS	0	0	0

## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>073 - FIRE PREVENTION &amp; LIFE SAFETY</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
210,517	226,584	0 70	000-05	Salaries & Wages - Regular Full Time	0	0	0
0	2,519	0 70	000-15	Salaries & Wages - Temporary	0	0	0
185	3,066	0 70	000-17	Salaries & Wages - Volunteer Reimbursement	0	0	0
8,267	10,713	0 70	000-20	Salaries & Wages - Overtime	0	0	0
13,254	14,754	0 73	300-05	Fringe Benefits - FICA - Social Security	0	0	0
3,100	3,451	0 73	300-06	Fringe Benefits - FICA - Medicare	0	0	0
69,142	77,504	0 73	300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
36,026	38,830	0 73	300-20	Fringe Benefits - Medical Insurance	0	0	0
6,500	7,500	0 73	300-22	Fringe Benefits - VEBA Plan	0	0	0
168	127	0 73	300-25	Fringe Benefits - Life Insurance	0	0	0
771	521	0 73	300-30	Fringe Benefits - Long Term Disability	0	0	0
8,004	8,482	0 73	300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
40	39	0 73	300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0 73	300-40	Fringe Benefits - Unemployment	0	0	0
0	0	0 73	300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
97	167	0 74	400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
356,071	394,258	0		TOTAL PERSONNEL SERVICES	0	0	0
				MATERIALS AND SERVICES			
101	6	0 75	540	Employee Events	0	0	0
5,024	5,661	0 75	550	Travel & Education	0	0	0
0	0	0 76	680	Materials & Supplies - Donations	0	0	0
0	0	0 77	710	Materials & Supplies - Grants	0	0	0
1,540	100	0 77	750	Professional Services	0	0	0
0	23	0 77	750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
4,136	4,970	0 80	080	Fire Prevention Education	0	0	0
10,801	10,759	0		TOTAL MATERIALS AND SERVICES	0	0	0
366,871	405,017	0		TOTAL REQUIREMENTS	0	0	0

City of McMinnville Budget Document Report

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>079 - AMBULANCE</b> Program : <b>N</b> /A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	0 <b>4545</b>	Federal FEMA Grant	0	0	(
0	32,112	0 <b>4546</b>	American Rescue Plan	0	0	
0	0	<sup>0</sup> <b>4549-05</b>	US Dept of Health & Human Services - CARES Act Provider Relief Fund	0	0	
80,052	122,852	0 <b>4555</b>	Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	(
679,197	570,829	<sup>0</sup> <b>4555-05</b>	Ground Emergency Medical Transport (GEMT) Reimbursement - Coordinated Care Org (CCO)	0	0	(
5,805	11,259	0 <b>4840-05</b>	OR Conflagration Reimbursement - Personnel	0	0	(
0	0	0 <b>4840-10</b>	OR Conflagration Reimbursement - Equipment	0	0	
57,340	0	0 <b>5035-10</b>	Amity Fire District - Admin/Training Svcs Contract	0	0	
0	0	0 <b>5036</b> IGA no longe	City of Dundee er in place.	0	0	
822,393	737,052	0	TOTAL INTERGOVERNMENTAL	0	0	
			CHARGES FOR SERVICES			
3,115,521	3,237,745	0 <b>5700</b>	Transport Fees	0	0	•
147,475	134,276	0 <b>5710</b>	FireMed Fees	0	0	
3,262,996	3,372,021	0	TOTAL CHARGES FOR SERVICES	0	0	
			MISCELLANEOUS			
0	0	0 <b>6460</b>	Donations - Ambulance	0	0	
1,106	5,115	0 6600	Other Income	0	0	
36,417	7,140	0 <b>6600-05</b>	Other Income - Workers' Comp Reimbursement	0	0	
13,342	16,016	0 <b>6600-22</b>	Other Income - Airshow	0	0	
20,371	14,706	0 <b>6610</b>	Collections - EMS	0	0	1
71,237	42,977	0	TOTAL MISCELLANEOUS	0	0	
			OTHER FINANCING SOURCE			
7,100	0	0 <b>6845</b>	Proceeds from asset sale	0	0	(

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>079 - AMBULANCE</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
7,100	0	0	TOTAL OTHER FINANCING SOURCE	0	0	0
4,163,727	4,152,050	0	TOTAL RESOURCES	0	0	0

### 01 - GENERAL FUND

			UI - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>079 - AMBULANCE</b> Program : <b>N/</b> A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
4,190	7,587	0 <b>7000</b>	Salaries & Wages	0	0	C
2,008,601	2,236,516	0 <b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	C
25,883	0	0 <b>7000-10</b>	Salaries & Wages - Regular Part Time	0	0	(
584,845	451,590	0 <b>7000-20</b>	Salaries & Wages - Overtime	0	0	(
175	1,600	0 <b>7000-37</b>	Salaries & Wages - Medical Opt Out Incentive	0	0	C
-797	6,789	0 <b>7300</b>	Fringe Benefits	0	0	C
159,335	163,008	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	(
37,280	38,246	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	(
850,365	808,167	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	(
352,100	385,346	0 <b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	(
73,644	77,656	0 <b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	(
1,899	1,733	0 <b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	(
6,672	5,116	0 <b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	(
77,741	89,521	0 <b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	(
665	757	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	(
0	0	0 <b>7300-40</b>	Fringe Benefits - Unemployment	0	0	(
0	0	0 <b>7300-45</b>	Fringe Benefits - Paid Family Leave City Share	0	0	(
4,182,598	4,273,633	0	TOTAL PERSONNEL SERVICES	0	0	(
			MATERIALS AND SERVICES			
1,951	1,966	0 <b>7500</b>	Credit Card Fees	0	0	(
0	121	0 <b>7515</b>	City Services Charge expense	0	0	(
1,340	75	0 <b>7540</b>	Employee Events	0	0	(
17,044	24,569	0 <b>7550</b>	Travel & Education	0	0	(
57,085	61,516	0 <b>7590</b>	Fuel - Vehicle & Equipment	0	0	(
5,320	3,307	0 <b>7600</b>	Utilities	0	0	(
0	0	0 <b>7600-04</b>	Utilities - Water	0	0	(
31,222	38,983	0 <b>7610-05</b>	Insurance - Liability	0	0	(
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City of McMinnville Budget Document Report

## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
16,873	15,604	0 7610-10	Program : N/A Insurance - Property	0	0	0
27,817	26,051	0 <b>7610-10</b>	Telecommunications	0	0	0
18,208	24,072	0 <b>7630-05</b>	Uniforms - Employee	0	0	0
18,208	24,072	0 <b>7640</b>	Laundry	0	0	0
249	3,374	0 <b>7650</b>	Janitorial	0	0	0
21,138	29,451	0 <b>7660</b>	Materials & Supplies	0	0	0
21,130	29,451 164	0 <b>7660-15</b>	Materials & Supplies  Materials & Supplies - Postage	0	0	0
-	131,354	0 <b>7660-15</b>		0	0	0
120,964	1,765	0 <b>7660-45</b>	Materials & Supplies - Medical Equipment & Supplies	0	0	0
1,600	,		Materials & Supplies - Oxygen	0	0	0
0	0	0 7680	Materials & Supplies - Donations	-		_
6,797	4,576	0 <b>7720-06</b>	Repairs & Maintenance - Equipment	0	0	0
18,397	12,159	0 7720-08	Repairs & Maintenance - Building Repairs	0	0	0
72,040	104,359	0 <b>7720-14</b>	Repairs & Maintenance - Vehicles	0	0	0
2,493	712	0 <b>7720-16</b>	Repairs & Maintenance - Radio & Pagers	0	0	0
19,624	20,048	0 7735	Rental Property	0	0	0
264,640	261,583	0 <b>7750</b>	Professional Services	0	0	0
0	6,259	0 <b>7750-01</b>	Professional Services - Audit & other city-wide prof svc	0	0	0
13,407	15,473	0 <b>7790</b>	Maintenance & Rental Contracts	0	0	0
2,146	140	0 <b>7800</b>	M & S Equipment	0	0	0
1,034	1,659	0 <b>7800-09</b>	M & S Equipment - Radios	0	0	0
29,346	32,490	0 <b>7840</b>	M & S Computer Charges	0	0	0
32,984	19,605	0 <b>7840-95</b>	M & S Computer Charges - Ambulance	0	0	0
0	0	0 <b>8070</b>	FireMed Promotion	0	0	0
783,808	841,644	0	TOTAL MATERIALS AND SERVICES	0	0	0
			CAPITAL OUTLAY			
0	19,901	0 <b>8710</b> Hands-free 0	Equipment CPR device	0	0	0
0	0	0 <b>8710-22</b>	Equipment - EMS Defibrillators	0	0	0
2,736	0	0 <b>8750</b>	Capital Outlay Computer Charges	0	0	0
0	0	0 <b>8750-95</b>	Capital Outlay Computer Charges - Ambulance	0	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>079 - AMBULANCE</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
5,376	0	0 8800	Building Improvements	0	0	0
0	198,686	0 <b>8850</b>	Vehicles	0	0	0
0	32,112	0 <b>8850-15</b>	Vehicles - Grants	0	0	0
8,112	250,699	0	TOTAL CAPITAL OUTLAY	0	0	0
4,974,517	5,365,976	0	TOTAL REQUIREMENTS	0	0	0

# **PARKS & RECREATION**

Organization Set #
01-17-001
01-17-087
01-17-090
01-17-093
01-17-096
01-17-099





2024 – 2025 Proposed Budget Summary

## **Budget Highlights**



Play | Explore | Grow | Connect

Parks and Recreation provides diverse opportunities to discover, create, and encourage personal and community growth at indoor and outdoor facilities across the city. We offer services and programs to keep our bodies and minds healthy including youth programming, adult and youth team sports, senior programming, after school programs, art programs, swim programs, health and wellness services in addition to Park Development (fund 50).



## **Challenges and Opportunities**

## Challenges:

Deteriorating, aging facilities continue to be one of the largest challenges, and we see additional decline each year. We are on a path to replace the Aquatic Center and Community Center so we are not investing in the existing buildings while we move towards the new facility. Not only does this impact the obvious degrading appearance of our facilities, it also impacts staff morale as the challenges to keep the building systems running pull us away from our core function of recreation programming, creating community, and serving our community.

## General Fund – Parks and Recreation

Real and perceived safety concerns exist for our community in our buildings and parks and is a challenge almost anywhere in our community.

- The momentum built through the facility planning work will start to fade over time if there is a lack of progress.
- We continue to break down barriers to participation. There are many areas where this exists including financial, physical, and emotional.
- Unmet and unfunded needs in Parks and Recreation include resources for a volunteer coordinator and an adaptive recreation specialist.





#### Opportunities:

- A major milestone for the new, proposed rec center happened when a memorandum of understanding was signed between the City and Mac Water & Light. The Miller Property is an amazing location adjacent to one of our most amazing parks, Joe Dancer. This was great progress and brought renewed energy and excitement to the conversation.
- The Parks, Recreation and library facilities project will continue into this fiscal year, ultimately with the hope and goal of putting a capital bond to voters no sooner than May 2025.
- P&R continues to build strengthen and partnerships external spectrum. across the Strong partnerships exist between the McMinnville School District, Friends of Senior Center, the Willamette Valley Medical Center. Camp Fire Columbia, club sports, MV Advancements, and others allow us to broaden our reach and collaborate to serve our community.



 Updating the 1999 Parks, Recreation and Open Space Plan (see fund 50) has been an amazing opportunity for us to connect with our community and craft a vision for the next 20 years of parks and recreation.

## General Fund – Parks and Recreation

The Parks and Recreation staff continue to grow and develop as a high performing team to achieve our common goals. From lifeguards to referees, front desk staff to instructors, volunteers to managers, we are a nimble, creative, innovative team that constantly challenges ourselves to serve our community (which makes Parks and Recreation a great place to work).



- Under the new bilingual pay incentive, we have been able to bring in more dual language speakers and attract a more diverse staff. This ultimately helps us remove language barriers to our programs and information.
- Internal partnerships with other departments allow us to grow our programs, connections and resources. Parks & Recreation staff wrote a grant to secure a \$90,000 security trailer for the Police Department that will enhance parks and recreation events.

 Partnerships with senior healthcare programs (Renew Active, Silver & Fit, Silver Sneakers) have increased participation in many of our fitness classes and contribute overall to community well-being.



Since 2022, participation in the Adaptive programs within the Parks and Recreation Department have been steadily increasing but there is still a lot of room for growth. Programs (including soccer, sensory swim, gymnastics, Craft Group at the Makerspace, and special events like the Adaptive Egg Hunts) focus on the disability community and those who need a more adaptive/inclusive environment. These programs provide extra support, collaboration between community partners and parents/guardians, and encourage community building. Throughout the past few years, the Sensory Swim activities have had 155 youth participants, the Gymnastics and Dance have had over 40 participants, Sports (Basketball, Soccer, and Baseball/Softball) have had over 45 participants, and over 60 adults attended the Adaptive Easter Egg Hunt in March of 2023.



- In March 2023, the Senior Center received an endowment from the Glaze Family 1990 Trust for over \$129,000. The focus with the endowment is to enhance the social opportunities for the older adult community by offering programs at low cost (Music, Mingle & Mocktails and Shuffleboard Tournaments) or no cost to the participant (holiday concerts, balloon art, storytelling entertainment, cabaret style variety shows and transportation for three separate day trip excursions). A game room was created that includes a ping pong table and dart board that is free and open during business hours.
- The Parks and Recreation personnel budgets were changed this year to reflect changes in the new city handbook and to better address the difference between temporary, part time and seasonal employees. Previously, almost all P&R part time

employees were considered 'temporary'. However, some employees have been in these 'temporary' positions for decades and there is nothing temporary about them or the important work they do. There are minor cost differentials but ultimately this shift is consistent with other departments and meets the Mac-Town 2032 objective of investing in the city's workforce, creating more employment and income security, and creating a unified, service driven work force.





## Mac-Town 2032 Strategic Plan Parks and Recreation Focus

### **City Government Capacity**

- P&R operates in a very lean way due to the cost recovery system that has been in place for many years, if not decades.
- Continue, strengthen, and formalize current partnerships to assist in delivering activities and events; seek new partnerships to develop innovative programs and revenue opportunities within the partnership guidelines in the phase I facility report.

## **Invest in the City's Workforce**

 P&R is proud to be one of our community's bigger employers of youth, particularly in the summer. Additional support and resources for the city's Human Resources program would help P&R staff focus on programs and services.

#### **Civic Leadership**

Attract and develop future leaders

- Providing opportunities for current staff and volunteers to cross-train, find higher level staff and board opportunities across all departments
- P&R staff now sits on the statewide board of directors for the Oregon Recreation and Parks Association.

#### **Community Safety & Resiliency**

Build a community culture of safety

 Learn to Swim and Survival Swim Program – Accidental drowning is a leading cause of death for children of any age and therefore an important community safety issue.



#### **Economic Prosperity**

Improve systems for economic mobility and inclusion

o Developing updated fee and scholarship program

Be a leader in hospitality and place-based tourism

- o Offer community events throughout the year
- Parks and Recreation programs, particularly Summer Fun and large community events, can enhance local tourism

## General Fund – Parks and Recreation

 Partner with Visit McMinnville on projects that not only serve current community members but potential visitors as well.



Encourage connections to the local food system and cultivate a community of exceptional restaurants.

 As part of the parks master planning work, community gardens and planting beds are a need heard through community engagement.

#### **Engagement & Inclusion**

Celebrate diversity of McMinnville

- Parks and Recreation hope to reflect cultural diversity and education through programming and educational opportunities.
- Focus on diverse programming and reaching those who are furthest from opportunity.
- Engage with Hispanic/Latinx community through department Open House, special events, and activities.

Improve access by identifying and removing barriers to participation.

- Increase Inclusion training for all Parks and Recreation staff, identify and remove physical and programmatic barriers.
   Expand and promote the Accommodations Request process to better welcome and assist people with disabilities.
- Internal programming teams apply a Diversity, Equity, and Inclusion lens to our program offerings to improve access and engagement with historically excluded groups/communities.
- Enhanced financial assistance program and process for families needing privacy and respect while on the path to participation.
- Continue with improvements to our written materials, such as the Recreation Activity Guide update that published in dual languages and taking advantage of the City's new translation services.

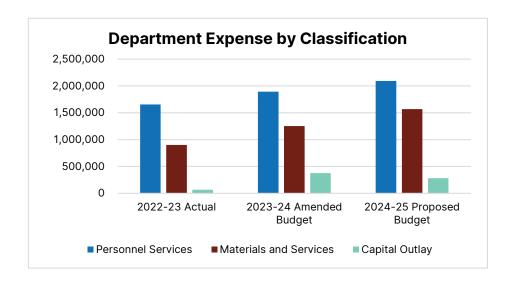


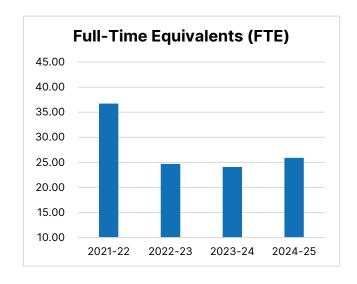
## **Core Services**

- Staff created an inventory of 35 general programs/services offered by the Parks and Recreation Department and utilized the Core Services calculator to determine the ranking for each program/service.
- The top two Core Services were Park Development and Volunteer Opportunities.
- The lowest two Core Services were short-term and longterm facility rentals. In the new building community meeting spaces will be more manageable and we'll have a greater opportunity to generate revenue with newer, modern spaces. Following the pandemic, we have chosen to prioritize P&R program use of spaces over rentals due to the core services exercise.

#### General Fund - Parks & Rec

<b>Department Cost Summary</b>				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Charges for Services	732,658	803,850	863,800	59,950
Intergovernmental	98,843	0	0	0
Miscellaneous	26,549	197,044	94,825	(102,219)
Revenue Total	858,050	1,000,894	958,625	(42,269)
Expenses				
Personnel Services	1,655,480	1,891,209	2,092,351	201,142
Materials and Services	901,170	1,250,835	1,568,548	317,713
Capital Outlay	65,614	375,127	280,848	(94,279)
Expenses Total	2,622,265	3,517,171	3,941,747	424,576
Unrestricted Resources Required	1,764,215	2,516,277	2,983,122	466,845
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	36.72	24.71	24.11	25.91







## General Fund – Parks & Recreation

1906 Funds are raised to purchase City Park.

1908 McMinnville's first community Pavilion was constructed on the site of the current Aquatic Center – it was demolished in 1922.



1908 to 1922

1910 A swimming pond and small zoo are added to upper City Park. The zoo included a bear, deer, and other animals.

1927 Soper Fountain is constructed at Upper City Park and a new pool is constructed near West 2<sup>nd</sup> Street and Star Mill Road. The city donated the old pool to the Garden Club for a sunken garden.



**Outdoor Pool by Star Mill** 

1948 McMinnville voters pass first park levy to support parks and recreation services and parks maintenance operations.

1956 The City built a 30 yard outdoor pool and 20 yard enclosed recreational pool.
Children can swim for 15 cents and adults for 25 cents.



1st Indoor Aquatic Center 1956 to 1985

1965 McMinnville senior residents 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.

1977 Programs begin to expand beyond recreational sports to include special interest classes, summer concerts, etc. Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails.

Voters pass 5-year bond levy for City to purchase the old National Guard Armory at 6<sup>th</sup> and Evans for \$190,000 along with a \$2.6 million 20-year bond levy to remodel it into the McMinnville Community Center.



1981 New McMinnville Community
Center opens. Senior Citizen's
Inc. moves into the facility as
well.

1982 Parks and Recreation creates Youth Soccer Program.

1983	McMinnville Water and Light
	purchases McDaniel property
	which is the future Joe Dancer
	Park property - 80 floodplain
	acres.

1984 McMinnville voters pass Swimming Pool Renovation Bond Levy - \$1,885,000.

1985 Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, and 4 soccer fields.

1986 The current Aquatic Center is opened, the new facility includes a renovated 20 yard recreational pool and new 25 yard lap pool.



1990 Dancer Park Phase II expands irrigation systems and completes new soccer field areas. Parks and Recreation Department develops a Youth Baseball/Softball program.

1993 In partnership, the City and Senior Citizen's Inc. combine funds to build the Senior Center at Wortman Park.
Additional funding is provided through a Community Development Block Grant.

1994 Major seismic retrofit at the Community Center and renovation is completed after 1993 Spring Break Quake, funded from the Insurance Reserve Fund.

**1995** McMinnville Senior Center opens.

2000 Voters pass 20-year park improvements bond - \$9,500,000 after the 1999 Parks Master Plan is completed.

2002 Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball/softball fields.



2009 Dancer Park parking expanded due to growth in soccer.

2016 The Wortman Park Café began operating a Tuesday and Thursday lunch program at the Senior Center.

2019 Jay Pearson Neighborhood Park opens as McMinnville's first barrier-free, inclusive park.
Facilities and Recreation Master plan project begins.



- 2020 MacPAC, a citizens advisory committee, is formed to provide recommendations for the facilities and recreation opportunities of McMinnville
- 2021 MacPAC delivers a final recommendation to City Council for new and updated facilities.
- 2024 The City enters into a memorandum of understanding with Mac W&L to purchase the Miller property, the future home of the city's proposed rec center.

## PARKS & RECREATION Administration

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>001 - ADMINISTRATION</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	53,967	0	American Rescue Plan	0	0	0
0	53,967	0	TOTAL INTERGOVERNMENTAL	0	0	0
			MISCELLANEOUS			
0	0	0	20 Donations - Parks & Recreation	0	0	0
820	-215	5,000	<b>Donations - Parks &amp; Recreation - Community Event</b> count #8140 Community Events is the expenditure line but they are not macrounts. #6420-02 only funds a portion of the expenditures in #8140.		0	0
0	5,552	10,000	20-05 Donations - Parks & Recreation - Scholarships cholarship revenue that is disbursed to Parks & Recreation programs	10,000	0	0
0	6,381	23,315	20-06 Donations - Parks & Recreation - Sponsorships onsorships to support Parks & Recreation programs.	27,000	0	0
2,260	1,485	3,000	Other Income scellaneous Income including large event permits or revenue from food car mmunity events	3,000 tts as part of	0	0
3,080	13,203	41,315	TOTAL MISCELLANEOUS	42,000	0	0
3,080	67,170	41,315	TOTAL RESOURCES	42,000	0	0

## 01 - GENERAL FUND

get Docume				01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
792	187	0	7000	Salaries & Wages	0	0	C
114,972	129,377	138,836	<b>7000-05</b> Parks & Red	Salaries & Wages - Regular Full Time creation Director - 1.00 FTE	147,535	0	(
500	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
679	97	0	7300	Fringe Benefits	0	0	C
7,081	7,881	8,400	7300-05	Fringe Benefits - FICA - Social Security	8,926	0	C
1,656	1,843	2,013	7300-06	Fringe Benefits - FICA - Medicare	2,139	0	0
41,697	46,805	51,174	7300-15	Fringe Benefits - PERS - OPSRP - IAP	54,574	0	0
9,211	16,017	16,320	7300-20	Fringe Benefits - Medical Insurance	16,950	0	0
2,000	2,000	2,000	7300-22	Fringe Benefits - VEBA Plan	2,000	0	0
80	60	60	7300-25	Fringe Benefits - Life Insurance	60	0	C
434	319	318	7300-30	Fringe Benefits - Long Term Disability	342	0	0
2,030	1,566	1,763	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,066	0	0
18	19	23	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	0
0	0	510	7300-45	Fringe Benefits - Paid Family Leave City Share	115	0	0
506	554	698	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	632	0	0
181,658	206,725	222,115		TOTAL PERSONNEL SERVICES	235,360	0	0
				MATERIALS AND SERVICES			
0	453	0	7500	Credit Card Fees	100	0	0
0	0	0	<b>7520</b> Moved to 75	Public Notices & Printing 520-15, Public Notice & Printing - Brochure	0	0	0
49,811	54,651	55,000	<b>7520-15</b> Outreach an	Public Notices & Printing - Brochure and inclusion efforts for Parks and Recreation activities and planning.	62,000	0	0
73	88	200	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	200	0	C
2,884	7,683	10,000	Professiona	Travel & Education I development conferences and workshop fees including membership fees for ational Park and Recreation Association.	10,000	0	0
936	1,111	1,250	7610-05	Insurance - Liability	2,129	0	0
0	0	0	7610-10	Insurance - Property	446	0	0
472	459	700	7620	Telecommunications	700	0	0

City of McMinnville Budget Document Report

## 01 - GENERAL FUND

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2025 ADOPTEI BUDGE	2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Department : 17 - PARKS & RECREATION  Section : 001 - ADMINISTRATION  Program : N/A					2023 ACTUAL	2022 ACTUAL
0	0	1,000				7660 Materials & Supplies	1,000 766	734	467
0	0	0				7680 Materials & Supplies - Donations Matching line for admin donations - 6420	0 <b>768</b> Mate	0	0
0	0	359,000		council and		7750 Professional Services ADD PACKAGE to support council goal for a new recreannual funds for minor consulting projects geared toward department initiatives.	Ann	114	3,310
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			20,000	20,000	1	Minor consulting geared towards supporting dept initiatives			
			339,000	339,000	1	ADD PACKAGE: general consulting for capital bond			
0	0	8,620		•	•	7750-01 Professional Services - Audit & o Costs shared city-wide for audit, Section 125 plan admin miscellaneous professional service expenses		1,165	0
0	0	100,000	d pool	ion center an	ew recrea	7750-04 Professional Services - Grants ARPA project funding to support City Council priority for	100,000 <b>775</b> ARP	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			60,000	60,000	1	Polling and communications			
			40,000	40,000	1	Engineering support			
0	0	2,298				<b>7840 M &amp; S Computer Charges</b> S. Fund materials & supplies costs shared city-wide	1,514 <b>784</b> I.S. I	1,477	1,283
0	0	2,340		inistration	Rec Adm	7840-35 M & S Computer Charges - Parks	2,300 <b>784</b>	1,440	1,735
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			600	600	1	WhenToWork renewal			
			1,440	1,440	1	Activenet renewal			
			300	300	1	Office 365 licensing			
0	0	10,000	ns - Parks	0-05 Donation	count #642	Scholarships Utilized Parks & Recreation Scholarships matched with revenue Recreation Scholarships		5,552	0
0	0	27,000	ns -	20-06 Donatio	count #64	Sponsorships Utilized Parks & Recreation Sponsorships matched with revenue Parks & Recreation Sponsorships	23,315 <b>813</b> Park Park	6,381	0
0	0	27,000					27,000 <b>814</b> Core ever	24,729	21,282
0	0	612,833		RVICES	ND SEF	TOTAL MATERIAL	267,579	106,037	82,253
						CAPITAL OUTLAY			
0	0	243				3750 Capital Outlay Computer Charges S. Fund capital outlay costs shared city-wide	406 <b>875</b> I.S. I	0	119

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>001 - ADMINISTRATION</b> Program : <b>N</b> /A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	14,000	8750-35	Capital Outlay Computer Charges - Parks & Rec Administration	0	0	0
0	53,967	0	8850-15	Vehicles - Grants	0	0	0
119	53,967	14,406		TOTAL CAPITAL OUTLAY	243	0	0
264,030	366,729	504,100		TOTAL REQUIREMENTS	848,436	0	0

# PARKS & RECREATION Aquatic Center

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

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED		2025 PROPOSED	2025 APPROVED	2025 ADOPTE
		BUDGET	OCCION, OU - AGUANO CENTEN	BUDGET	BUDGET	BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
17,389	24,520	36,000	5360-05 Admissions - Child/Student Aguatic Center daily child/student admission fees.	35,000	0	0
31,882	46,461	51,000	5360-10 Admissions - Adult/Seniors Aquatic Center daily adult/senior admission fees.	56,000	0	0
39,152	61,850	61,000	5370-05 Memberships - Family Aquatic Center family memberships.	66,000	0	C
66,475	104,935	96,000	5370-10 Memberships - Individual Aquatic Center individual memberships.	100,000	0	0
255	5,595	11,000	<b>5380-05</b> Facility Rentals - Pool & Facility  Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, and other organizations.	12,000	0	0
12,012	19,237	16,500	<b>5380-10</b> Facility Rentals - McM Swim Club & McM High School Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices.	17,500	0	(
			Budget Note: In addition, the MSC families purchase approximately \$27,000 in family and single memberships.			
1,820	2,315	3,500	5380-15 Facility Rentals - Lockers & Equipment	3,500	0	C
168,984	264,913	275,000	TOTAL CHARGES FOR SERVICES	290,000	0	C
			MISCELLANEOUS			
0	0	0	6420 Donations - Parks & Recreation	0	0	0
308	420	0	6420-05 Donations - Parks & Recreation - Scholarships	0	0	C
0	0	4,500	6420-06 Donations - Parks & Recreation - Sponsorships Parks & Recreation Sponsorships for Aquatic Center programs.	2,500	0	C
0	460	0	6420-10 Donations - Parks & Recreation - Equipment  Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations.  Donations used to purchase Aquatic Center equipment.	0	0	(
129	238	0	6600 Other Income	100	0	(
	4 447	4,500	TOTAL MISCELLANEOUS	2,600	0	(
437	1,117	4,000	<u> </u>	,		

City of McMinnville Budget Document Report

## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,731	1,545	0	7000	Salaries & Wages	0	0	0
199,713	223,307	239,090	Recreation S	Salaries & Wages - Regular Full Time  Manager - 1.00 FTE  Supervisor - 1.00 FTE  It Support Specialist - 1.00 FTE	260,437	0	0
32,552	35,401	38,110	Head Guard Head Guard Lifeguard / S	Salaries & Wages - Regular Part Time Program Coordinator - 0.60 FTE I - Shift Supervisor - 0.39 FTE I - 1.06 FTE Swim Instructor - 3.56 FTE ervice Assistant - 0.79 FTE	233,443	0	0
112,974	154,642	174,007	7000-15	Salaries & Wages - Temporary	0	0	0
94	407	525	7000-20	Salaries & Wages - Overtime	500	0	0
946	670	0	7300	Fringe Benefits	0	0	0
21,008	25,270	27,330	7300-05	Fringe Benefits - FICA - Social Security	29,909	0	0
4,913	5,910	6,551	7300-06	Fringe Benefits - FICA - Medicare	7,168	0	0
93,995	110,749	117,077	7300-15	Fringe Benefits - PERS - OPSRP - IAP	133,251	0	0
51,705	53,376	54,370	7300-20	Fringe Benefits - Medical Insurance	64,598	0	0
7,000	7,000	7,000	7300-22	Fringe Benefits - VEBA Plan	8,000	0	0
320	240	240	7300-25	Fringe Benefits - Life Insurance	300	0	0
830	646	636	7300-30	Fringe Benefits - Long Term Disability	754	0	0
12,858	12,887	13,507	7300-35	Fringe Benefits - Workers' Compensation Insurance	14,586	0	0
163	190	210	7300-37	Fringe Benefits - Workers' Benefit Fund	198	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	1,657	7300-45	Fringe Benefits - Paid Family Leave City Share	386	0	0
6	93	50	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	45	0	0
541,808	632,332	680,360		TOTAL PERSONNEL SERVICES	753,575	0	0
				MATERIALS AND SERVICES			
5,119	8,054	7,500	7500	Credit Card Fees	8,500	0	0
0	832	1,700	7515	City Services Charge expense	1,700	0	0

City of McMinnville Budget Document Report

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				Program: 501 - ADMINISTRATION			
51	0	100	and inoculat	<b>Training</b> deral law mandates lifeguard and first aid providers must be provided training ions against hepatitis B viruses; additional training is required due to changing and regulations.	150	0	0
261	309	600	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	1,600	0	0
1,170	945	2,000		Travel & Education certification training for Aquatic Center lifeguards. May also include limited ees and other expenses associated with professional development workshops.	2,250	0	0
87,083	106,778	90,000	7600	Utilities	100,000	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
6,023	5,817	6,480	7610-05	Insurance - Liability	6,451	0	0
9,180	10,639	13,190	7610-10	Insurance - Property	14,986	0	0
3,723	3,718	5,250	<b>7620</b> General faci cell phones.	<b>Telecommunications</b> ity phone line usage expense including manager, supervisor, and business offi	5,500 ce	0	0
27,617	45,291	50,250	7650-10	Janitorial - Services	50,250	0	0
1,476	2,142	5,000	7650-15	Janitorial - Supplies	5,000	0	0
832	1,862	1,500	7660-05	Materials & Supplies - Office Supplies	1,500	0	0
0	0	0	7680	Materials & Supplies - Donations	0	0	0
7,735	13,857	15,000	Chemicals u	Chemicals sed to sanitize, oxidize, and test pool water as prescribed by state code; i.e., bon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium	16,000	0	0
75,657	58,486	75,000	General day plumbing an	Repairs & Maintenance to day repairs and maintenance of the AC building including hvac, electrical, d mechanical systems. : minimum anticipated given current condition of the building.	75,000	0	0
1,050	0	0	7750	Professional Services	0	0	0
0	1,917	500	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
6,267	13,044	17,500	Annual chlor	Maintenance & Rental Contracts inator service, hvac preventative maintenance visits, annual fire prevention ng, fire alarm monitoring, copy machine contract, garbage service, etc. : chlorinator service costs have significantly increased.	19,000	0	0
0	0	0	7800	M & S Equipment	4,854	0	0
			<u>Descrip</u> Fire Ala	tion <u>Units Amt/Unit</u> <u>Tot</u> rm Control Panel, Multiplex, Replace 1 4,854 4,85			
250	180	300	<b>7800-03</b> Miscellaneo	M & S Equipment - Office us office equipment such as tables and chairs.	300	0	0

City of McMinnville Budget Document Report

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2023 ACTUAL	2024 AMENDED BUDGET		Section: 087 - AQUATIC C	ENTER	N		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
		7000 20		ION					
•	U	7800-36	W & S Equipment - Weight Room				U	U	0
460	0	Donations u		Funded by re	evenue accour	nt 6420-	0	0	0
7,384	7,569		M & S Computer Charges aterials & supplies costs shared city-wide				13,787	0	0
2,341	5,760	7840-40	M & S Computer Charges - Aquati	c Center			11,090	0	0
		Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Replace	ement Computer	1	1,800	1,800			
		New Mo	obile Computer	1	2,750	2,750			
		Printer	maintenance	1	1,000	1,000			
		New Mo	onitors	1	1,000	1,000			
			• •	1	1,500	1,500			
				1	1,440	1,440			
		Office 3	65 licensing	1	1,600	1,600			
5,471	7,000		Recreation Program Expenses general recreation program supplies.				7,000	0	0
0	2,000	8138	Sponsorships Utilized				2,500	0	0
		Parks & Red Parks & Red	creation Sponsorships matched with revenue creation Sponsorships and some Survival Sw	account #64 im lifeguard p	20-06 Donatio personnel exp	ns - ense.			
289,527	314,199		TOTAL MATERIALS	AND SE	RVICES		347,418	0	0
			CAPITAL OUTLAY						
0	0	8710	Equipment				0	0	0
0	2,029						1,456	0	0
0	2,029		TOTAL CAPIT	AL OUTLA	AY		1,456	0	0
921,860	996,588		TOTAL REQU	IREMENT	S		1,102,449	0	0
	0 460 7,384 2,341 5,471 0 289,527	ACTUAL AMENDED BUDGET  0 0 0 460 0  7,384 7,569 2,341 5,760  5,471 7,000 0 2,000  289,527 314,199  0 0 0 2,029 0 2,029	ACTUAL AMENDED BUDGET  0 0 7800-36 460 0 7810 Donations u 10, Donation 7,384 7,569 7840 I.S. Fund ma 2,341 5,760 7840-40  Descrip Replace New Me Activen Activen Activen Office 3 5,471 7,000 8130 Purchase of 0 2,000 8138 Parks & Rec Parks & Rec Parks & Rec 1289,527 314,199  0 0 8710 0 2,029 8750 I.S. Fund ca	ACTUAL AMENDED BUDGET  O 7800-36 M & S Equipment - Weight Room  460 O 7810 M & S Equipment - Donations Donations used to purchase Aquatic Center equipment. 10, Donations-Parks & Recreation-Equipment. 10, Donations-Parks & Recreation Program Expenses Purchase of general recreation program supplies. 10, 2,000 8138 Sponsorships Utilized Parks & Recreation Sponsorships matched with revenue Parks & Recreation Sponsorships and some Survival Sw. 10, 2,000 8138 Sponsorships and some Survival Sw. 11,100 Parks & Recreation Program Expenses 12,100 Parks & Recreation Program Expenses 12,100 Parks & Recreation Program Expenses 13,100 Parks & Recreation Program Expenses 14,100 Parks & Recreation Program Expenses 15,100 Parks & Recreation Program Parks & Recreation Program Parks & Pa	ACTUAL   AMENDED BUDGET	Department : 17 - PARKS & RECREATION   Section : 087 - AQUATIC CENTER   Program : 501 - ADMINISTRATION	Department : 17 - PARKS & RECREATION   Section : 087 - AQUATIC CENTER   Program : 501 - ADMINISTRATION	ACTUAL   AMENDED   BUDGET	ACTUAL   AMENDED   Section : 087 - AQUATIC CENTER   PROPOSED BUDGET   Program : 501 - ADMINISTRATION   0 0 7800-36   M & S Equipment - Weight Room   0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
35,101	67,842	85,000 <b>5350</b> Aquatic (	Registration Fees Center - Swim Lessons	100,000	0	0
35,101	67,842	85,000	TOTAL CHARGES FOR SERVICES	100,000	0	0
35,101	67,842	85,000	TOTAL RESOURCES	100,000	0	0

				0. 01.11.01.12			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : <b>621 - SWIM LESSONS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0		Salaries & Wages - Regular Part Time Swim Instructor - 0.84 FTE	25,814	0	0
10,092	18,418	20,797	7000-15	Salaries & Wages - Temporary	0	0	0
626	1,142	1,258	7300-05	Fringe Benefits - FICA - Social Security	1,563	0	0
146	267	302	7300-06	Fringe Benefits - FICA - Medicare	375	0	0
1,208	836	2,301	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,904	0	0
0	0	622	7300-35	Fringe Benefits - Workers' Compensation Insurance	761	0	0
9	15	15	7300-37	Fringe Benefits - Workers' Benefit Fund	18	0	0
0	0	76	7300-45	Fringe Benefits - Paid Family Leave City Share	20	0	0
12,080	20,678	25,371		TOTAL PERSONNEL SERVICES	31,455	0	0
				MATERIALS AND SERVICES			
275	647	750		Recreation Program Expenses esson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation	750	0	0
275	647	750		TOTAL MATERIALS AND SERVICES	750	0	0
12,355	21,325	26,121		TOTAL REQUIREMENTS	32,205	0	0

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER	2025 PROPOSED	2025 APPROVED	2025 ADOPTEI
		BUDGET		Program: 626 - FITNESS CLASSES	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	<b>7000-10</b> Rec Progran	Salaries & Wages - Regular Part Time n Instructor 1, 2, & 3 - 0.21 FTE	8,923	0	0
838	70	15,302	7000-15	Salaries & Wages - Temporary	0	0	0
52	4	926	7300-05	Fringe Benefits - FICA - Social Security	540	0	0
12	1	222	7300-06	Fringe Benefits - FICA - Medicare	129	0	0
150	9	1,692	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,004	0	0
0	0	457	7300-35	Fringe Benefits - Workers' Compensation Insurance	263	0	0
1	0	9	7300-37	Fringe Benefits - Workers' Benefit Fund	5	0	0
0	0	56	7300-45	Fringe Benefits - Paid Family Leave City Share	7	0	0
1,053	84	18,664		TOTAL PERSONNEL SERVICES	10,871	0	0
				MATERIALS AND SERVICES			
497	636	1,000	8130 Fitness prog	Recreation Program Expenses ram supplies (i.e. exercise belts & hand weights).	1,000	0	0
497	636	1,000		TOTAL MATERIALS AND SERVICES	1,000	0	0
1,550	721	19,664		TOTAL REQUIREMENTS	11,871	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 632 - PRO SHOP	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
5,038	5,078	6,000	 Sales er revenues from sale of swim accessories, related merchandise & vending ract.	6,000	0	0
5,038	5,078	6,000	TOTAL CHARGES FOR SERVICES	6,000	0	0
5,038	5,078	6,000	TOTAL RESOURCES	6,000	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
3,284	2,862	3,500	<b>7660</b> Materials & Supplies Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,500	0	0
3,284	2,862	3,500	TOTAL MATERIALS AND SERVICES	3,500	0	0
3,284	2,862	3,500	TOTAL REQUIREMENTS	3,500	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
		BUDGET	Program: 635 - CLASSES & PROGRAMS	BUDGET	BUDGET	BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
105	302	250	5350 Registration Fees Aquatic Center - Classes & Programs (Lifeguard Training) Budget Note: Lifeguard Training classes are being offered at low cost to encourage employment at the pool.	350	0	0
105	302	250	TOTAL CHARGES FOR SERVICES	350	0	0
105	302	250	TOTAL RESOURCES	350	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER	2025 PROPOSED	2025 APPROVED	2025 ADOPTEI
		BUDGET		Program: 635 - CLASSES & PROGRAMS	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	<b>7000-10</b> Lifeguard / S	Salaries & Wages - Regular Part Time Swim Instructor - 0.01 FTE	312	0	0
0	0	300	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	18	7300-05	Fringe Benefits - FICA - Social Security	18	0	0
0	0	4	7300-06	Fringe Benefits - FICA - Medicare	4	0	0
0	0	33	7300-15	Fringe Benefits - PERS - OPSRP - IAP	36	0	0
0	0	9	7300-35	Fringe Benefits - Workers' Compensation Insurance	10	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	1	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	365		TOTAL PERSONNEL SERVICES	380	0	0
				MATERIALS AND SERVICES			
560	883	650	8130 Lifeguard Tr	Recreation Program Expenses aining Class materials.	1,200	0	0
560	883	650		TOTAL MATERIALS AND SERVICES	1,200	0	0
560	883	1,015		TOTAL REQUIREMENTS	1,580	0	0

## PARKS & RECREATION Community Center & Rec Programs

## <u>Organization Set – Programs</u>

		. •
_	Administra	tion
•	Administra	

- Classes and Programs
- Tiny Tots
- Special Events
- Summer Stars

## Organization Set #

01-17-090-501	01	-1	7-	0	9	0	-5	0	1
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01-17-090-635

01-17-090-638

01-17-090-641

01-17-090-644

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department: 17 - PARKS & RECREATION Section: 090 - COMMUNITY CENTER & REC PROGRAMS Program: 501 - ADMINISTRATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	4772	Oregon Alliance of YMCA	0	0	0
0	44,876	0	5061	Clackamas Education Services District	0	0	0
0	44,876	0		TOTAL INTERGOVERNMENTAL	0	0	0
				CHARGES FOR SERVICES			
3,732	21,418	20,000	<b>5380-20</b> Community	Facility Rentals - Meeting Rooms Center general meeting room rentals.	15,000	0	0
7,565	10,760	10,000	5380-25 Community exhibits, dar	Facility Rentals - Auditorium  Center auditorium rental for major events including theater, large banquets, major nces, auctions, sports events, etc.	10,000	0	0
0	2,320	1,500	5380-30 Community contracted v	Facility Rentals - Kitchen Facilities  Center flat-fee kitchen use fees generated from rental groups and revenue from rendors.	2,500	0	0
6,064	9,691	11,000		Facility Rentals - Athletic Facilities Center athletic membership fees for track, racquetball, basketball, pickleball, and eation drop-in programs.	10,000	0	0
1,770	5,940	3,000	5380-40 Staff fees ch operating ho	Facility Rentals - Staff Fees narged to user groups when the Community Center is rented beyond normal ours.	3,500	0	0
0	0	200		Facility Rentals - Contract Event Security ed from rental groups at the Community Center to cover the cost of contracted ity, when needed.	200	0	0
19,131	50,128	45,700		TOTAL CHARGES FOR SERVICES	41,200	0	0
				MISCELLANEOUS			
0	0	0	6360-17	Grants - Oregon Community Foundation	0	0	0
0	0	0	6420	Donations - Parks & Recreation	0	0	0
0	0	2,000	<b>6420-06</b> Parks & Red	Donations - Parks & Recreation - Sponsorships creation Sponsorships for Community Center programs.	2,000	0	0
259	803	700	6600 Incidental refees, etc.	Other Income evenue received at Community Center from copy machine, av equipment user	700	0	0
259	803	2,700		TOTAL MISCELLANEOUS	2,700	0	0
19,390	95,808	48,400		TOTAL RESOURCES	43,900	0	0

City of McMinnville Budget Document Report

## 01 - GENERAL FUND

<b>3</b>				UI - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department: 17 - PARKS & RECREATION  Section: 090 - COMMUNITY CENTER & REC PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				Program : 501 - ADMINISTRATION  REQUIREMENTS			
				PERSONNEL SERVICES			
-1,660	1,851		7000	Salaries & Wages	0	0	0
110,199	172,740	184,597	Recreation F	Salaries & Wages - Regular Full Time  Manager - 1.00 FTE  Program Coordinator - 1.00 FTE  It Support Technician - 1.00 FTE	203,568	0	0
0	0	0	<b>7000-10</b> Customer Se	Salaries & Wages - Regular Part Time ervice Assistant - 2.31 FTE	68,797	0	0
58,099	59,180	,		Salaries & Wages - Temporary ervice Assistant - 0.24 FTE	7,940	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
242	537	0	7300	Fringe Benefits	0	0	0
10,334	14,221	15,700	7300-05	Fringe Benefits - FICA - Social Security	16,957	0	0
2,417	3,326	3,763	7300-06	Fringe Benefits - FICA - Medicare	4,065	0	0
38,222	59,596	64,160	7300-15	Fringe Benefits - PERS - OPSRP - IAP	74,039	0	0
14,981	22,989	23,418	7300-20	Fringe Benefits - Medical Insurance	47,648	0	0
3,000	3,000	3,000	7300-22	Fringe Benefits - VEBA Plan	4,000	0	0
140	180	180	7300-25	Fringe Benefits - Life Insurance	240	0	0
366	439	428	7300-30	Fringe Benefits - Long Term Disability	557	0	0
2,070	1,714	1,777	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,941	0	0
90	109	124	7300-37	Fringe Benefits - Workers' Benefit Fund	136	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	953	7300-45	Fringe Benefits - Paid Family Leave City Share	218	0	0
137	219	101	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	92	0	0
238,636	340,102	373,095		TOTAL PERSONNEL SERVICES	430,198	0	0
				MATERIALS AND SERVICES			
4,520	6,119	5,000	7500	Credit Card Fees	5,000	0	0
0	832	1,700	7515	City Services Charge expense	1,700	0	0
179	255	500	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	1,100	0	0

City of McMinnville Budget Document Report

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PA</b> Section : <b>090 - CC</b> Program : <b>501 - AD</b>	MMUNITY CENTER		RAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	15	300		Travel & Education I development conferences and wo and Parks Association and Nationa	rkshops and members		jon	300	0	0
80,427	76,423	80,000	7600	Utilities				85,000	0	0
0	0	0	7600-04	Utilities - Water				0	0	0
5,651	7,584	8,410	7610-05	Insurance - Liability				7,641	0	0
21,555	24,894	30,870	7610-10	Insurance - Property				35,418	0	0
4,426	4,457	5,500	7620	Telecommunications				6,500	0	0
43,391	56,840	60,000	7650-10	Janitorial - Services				64,000	0	0
1,884	6,534	4,500	7650-15	Janitorial - Supplies				6,000	0	0
2,779	617	3,000	7660	Materials & Supplies				3,500	0	0
0	17,120	0	7660-25	Materials & Supplies - Gra	ints			0	0	0
0	0	0	7680	Materials & Supplies - Do	nations			0	0	0
26,258	28,912	40,000		Repairs & Maintenance and special proje	cts.			40,000	0	0
809	0	500	7750	Professional Services				500	0	0
0	1,611	400	7750-01	Professional Services - A	udit & other city-wi	de prof svc		0	0	0
17,323	13,584	18,000	7790	Maintenance & Rental Co	ntracts			18,000	0	0
0	0	0	<b>7800</b> Misc. equipr	M & S Equipment ment replacement				0	0	0
5,104	7,384	9,083		M & S Computer Charges aterials & supplies costs shared city	y-wide			13,787	0	0
4,666	5,024	3,760	7840-45	M & S Computer Charges	- Community Cent	er		3,240	0	0
			Office 3	<u>etion</u> et renewal 865 licensing Licensing	<u>Units</u> 1 1 1	Amt/Unit 1,440 1,600 200	<u>Total</u> 1,440 1,600 200			
0	0	0	8130-50	Recreation Program Expe	nses - Contract Ev	ent Security		0	0	0
0	0	2,000		Sponsorships Utilized creation Sponsorships matched wit creation Sponsorships	n revenue account #64	120-06 Donatio	ns -	2,000	0	0
218,971	258,206	273,523		TOTAL MAT	ERIALS AND SE	RVICES		293,686	0	0
				CAPITAL OUTLAY						
0	0	142,000	8710	Equipment				0	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; R</b> Section : <b>090 - COMMUNIT</b> Program : <b>501 - ADMINISTRA</b> T	CENTER 8		RAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
476	0	2,435		Capital Outlay Computer Charges capital outlay costs shared city-wide				1,456	0	0
0	0	0	8800	<b>Building Improvements</b>				10,000	0	0
			Desci	<u>iption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Fire p	anel replacement	1	10,000	10,000			
476	0	144,435		TOTAL CAPITA	AL OUTL	AY		11,456	0	0
458,083	598,308	791,053		TOTAL REQU	IREMENT	S		735,340	0	0

2023 ACTUAL	2024 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 635 - CLASSES & PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
114,395	170,000		Registration Fees Center special interest programs and classes serving children and adults.	190,000	0	0
0	0	5350-12	Registration Fees - Piano	0	0	0
114,395	170,000		TOTAL CHARGES FOR SERVICES	190,000	0	0
			MISCELLANEOUS			
0	0	6420-27	Donations - Parks & Recreation - Piano	0	0	0
0	0		TOTAL MISCELLANEOUS	0	0	0
114,395	170,000		TOTAL RESOURCES	190,000	0	0
	114,395 0 114,395 0 0	ACTUAL AMENDED BUDGET  114,395 170,000  0 0  114,395 170,000  0 0  0 0	ACTUAL AMENDED BUDGET  114,395	ACTUAL AMENDED BUDGET  Section: 090 - COMMUNITY CENTER & REC PROGRAMS  Program: 635 - CLASSES & PROGRAMS  RESOURCES  CHARGES FOR SERVICES  114,395 170,000 5350 Registration Fees Community Center special interest programs and classes serving children and adults.  0 0 5350-12 Registration Fees - Piano  114,395 170,000 TOTAL CHARGES FOR SERVICES  MISCELLANEOUS  0 0 6420-27 Donations - Parks & Recreation - Piano  1 TOTAL MISCELLANEOUS	ACTUAL   AMENDED   BUDGET   Section : 090 - COMMUNITY CENTER & REC PROGRAMS   PROPOSED   BUDGET	ACTUAL   AMENDED   BUDGET   Section : 090 - COMMUNITY CENTER & REC PROGRAMS   PROPOSED   BUDGET

2022 ACTUAL	2023 ACTUAL	2024 AMENDED	Department: 17 - PARKS & RECREATION Section: 090 - COMMUNITY CENTER & REC PROGRAMS	2025 PROPOSED	2025 APPROVED	2025 ADOPTED
		BUDGET	Program: 635 - CLASSES & PROGRAMS	BUDGET	BUDGET	BUDGET
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
0	0	0	<b>7000-10</b> Salaries & Wages - Regular Part Time Recreation Program Instructors 1, 2, & 3 - 1.52 FTE	63,981	0	0
29,985	49,906	63,555	7000-15 Salaries & Wages - Temporary Recreation Program Instructor 1, 2, & 3 - 0.06 FTE Recreation Assistant - 0.51 FTE Program Assistant - 0.12 FTE	22,360	0	0
4	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,857	3,094	3,845	7300-05 Fringe Benefits - FICA - Social Security	5,223	0	0
434	724	922	7300-06 Fringe Benefits - FICA - Medicare	1,252	0	0
6,502	7,509	7,030	7300-15 Fringe Benefits - PERS - OPSRP - IAP	9,714	0	0
1,283	1,068	1,900	7300-35 Fringe Benefits - Workers' Compensation Insurance	734	0	0
18	32	34	7300-37 Fringe Benefits - Workers' Benefit Fund	44	0	0
0	0	233	7300-45 Fringe Benefits - Paid Family Leave City Share	68	0	0
40,083	62,333	77,519	TOTAL PERSONNEL SERVICES	103,376	0	0
			MATERIALS AND SERVICES			
44,439	37,183	40,000	8130 Recreation Program Expenses  Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors/camps.	45,000	0	0
44,439	37,183	40,000	TOTAL MATERIALS AND SERVICES	45,000	0	0
84,522	99,517	117,519	TOTAL REQUIREMENTS	148,376	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 638 - TINY TOTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
2,252	6,006	5,000	5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	6,500	0	(
2,252	6,006	5,000	TOTAL CHARGES FOR SERVICES	6,500	0	0
2,252	6,006	5,000	TOTAL RESOURCES	6,500	0	

2022 2023	2024	Department : 17 - PARKS & RECREATION	2025		–	
	MENDED BUDGET	Section: 090 - COMMUNITY CENTER & REC PROGRAMS Program: 638 - TINY TOTS	PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
		REQUIREMENTS				
		MATERIALS AND SERVICES				
0 216	400 <b>8130</b> Materials	Recreation Program Expenses s and supplies needed to support Tiny Tots Indoor Playpark.	400	0	0	
0 216	400	TOTAL MATERIALS AND SERVICES	400	0	0	
0 216	400	TOTAL REQUIREMENTS	400	0	0	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION  Section : 090 - COMMUNITY CENTER & REC PROGRAMS  Program : 641 - SPECIAL EVENTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
			RESOURCES				
			CHARGES FOR SERVICES				
2,575	4,450	5,000	5350 Registration Fees Community Center fees and other revenues received from annual community-wide special event fees; i.e., Fun Runs, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	5,500	0	0	
2,575	4,450	5,000	TOTAL CHARGES FOR SERVICES	5,500	0	0	
2,575	4,450	5,000	TOTAL RESOURCES	5,500	0	0	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 641 - SPECIAL EVENTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE	
			REQUIREMENTS				
			MATERIALS AND SERVICES				
1,135	2,316		Recreation Program Expenses Expenses for major community events or department-sponsored special events including Alien Abduction Dash.	2,700	0	0	
1,135	2,316	2,500	TOTAL MATERIALS AND SERVICES	2,700	0	0	
1,135	2,316	2,500	TOTAL REQUIREMENTS	2,700	2,700 0		
1,135	2,316	2,500	TOTAL REQUIREMENTS	2,700	0		

			0. 01.11.11.11.1			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : <b>644 - SUMMER STARS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
47,510	0	0 <b>5350</b>	Registration Fees	0	0	0
47,510	0	0	TOTAL CHARGES FOR SERVICES	0	0	0
			MISCELLANEOUS			
0	0	0 <b>6420-50</b>	Donations - Parks & Recreation - STARS	0	0	0
0	0	0	TOTAL MISCELLANEOUS	0	0	0
47,510	0	0	TOTAL RESOURCES	0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department: 17 - PARKS & RECREATION  Section: 090 - COMMUNITY CENTER & REC PROGRAMS  Program: 644 - SUMMER STARS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
			REQUIREMENTS				
			PERSONNEL SERVICES				
0	0	0 <b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	0	
32,759	0	0 <b>7000-15</b>	Salaries & Wages - Temporary	0	0	0	
3	0	0 <b>7000-20</b>	Salaries & Wages - Overtime	0	0	0	
2,031	0	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0	
475	0	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0	
0	0	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0	
0	0	0 <b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	0	
0	0	0 <b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	0	
0	0	0 <b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	0	
0	0	0 <b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	0	
1,546	0	0 <b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0	
27	0	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0	
0	0	0 <b>7300-40</b>	Fringe Benefits - Unemployment	0	0	0	
0	0	0 <b>7300-45</b>	Fringe Benefits - Paid Family Leave City Share	0	0	0	
36,842	0	0	TOTAL PERSONNEL SERVICES	0	0	0	
			MATERIALS AND SERVICES				
0	0	0 <b>7680</b>	Materials & Supplies - Donations	0	0	0	
5,323	0	0 <b>8130</b>	Recreation Program Expenses	0	0	0	
5,323	0	0	TOTAL MATERIALS AND SERVICES	0	0	0	
42,165	0	0	TOTAL REQUIREMENTS	0	0	0	

## PARKS & RECREATION Kids on the Block

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>093 - KIDS ON THE BLOCK</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
			RESOURCES				
			INTERGOVERNMENTAL				
0	0	0 <b>5020-17</b>	McMinnville School Dist #40 - 21st Century Grant	0	0	0	
0	0	0	TOTAL INTERGOVERNMENTAL	0	0	0	
			CHARGES FOR SERVICES				
70	0	0 <b>5350-05</b>	Registration Fees - KOB - Elementary	0 0		0	
70	0	0	TOTAL CHARGES FOR SERVICES	0	0	0	
			MISCELLANEOUS				
0	0	0 <b>6420</b>	Donations - Parks & Recreation	0	0	0	
0	0	0 <b>6420-05</b>	Donations - Parks & Recreation - Scholarships	0	0	0	
0	0	0 <b>6420-15</b>	Donations - Parks & Recreation - KOB, Inc Elementary	0	0	0	
0	0	0 <b>6420-20</b>	Donations - Parks & Recreation - KOB, Inc Enrichment	0	0	0	
0	0	0 <b>6420-25</b>	Donations - Parks & Recreation - KOB, Inc Misc	0 0		0	
0	0	0 <b>6600</b>	Other Income	0	0	0	
0	0	0	TOTAL MISCELLANEOUS	0	0	0	
70	0	0	TOTAL RESOURCES	0	0 0		

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
			REQUIREMENTS				
			PERSONNEL SERVICES				
-337	0	0 <b>7000</b>	Salaries & Wages	0	0	0	
0	0	0 <b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	0	
1,989	0	0 <b>7000-15</b>	Salaries & Wages - Temporary	0	0	0	
11	0	0 <b>7000-20</b>	Salaries & Wages - Overtime	0	0	0	
-128	0	0 <b>7300</b>	Fringe Benefits	0	0	0	
124	0	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0	
29	0	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0	
581	0	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0	
0	0	0 <b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	0	
0	0	0 <b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	0	
0	0	0 <b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	0	
0	0	0 <b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	0	
25	0	0 <b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0	
1	0	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0	
0	0	0 <b>7300-40</b>	Fringe Benefits - Unemployment	0	0	0	
0	0	0 <b>7400-10</b>	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0	
2,296	0	0	TOTAL PERSONNEL SERVICES	0	0	0	
			MATERIALS AND SERVICES				
30	0	0 <b>7500</b>	Credit Card Fees	0	0	0	
38	0	0 <b>7540</b>	Employee Events	0	0	0	
877	0	0 <b>7610-05</b>	Insurance - Liability	0	0	0	
650	0	0 <b>7620</b>	Telecommunications	0	0	0	
136	0	0 <b>7660-05</b>	Materials & Supplies - Office Supplies	0	0	0	
0	0	0 <b>7680</b>	Materials & Supplies - Donations	0	0	0	
1,450	0	0 <b>7750</b>	Professional Services	0	0	0	
		0 =0.10	***	0	^	0	
2,544	0	0 <b>7840</b>	M & S Computer Charges	0	0	U	

City of McMinnville Budget Document Report

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
200	0	0	8130	Recreation Program Expenses	0	0	0
0	0	0	8130-35	Recreation Program Expenses - Enrichment Programs 0	0	0	
40,000	0	0	8130-40	Recreation Program Expenses - Miscellaneous	0	0	0
0	0	0	8130-45	Recreation Program Expenses - Workstudy	0	0	0
47,125	0	0		TOTAL MATERIALS AND SERVICES	0	0	0
				CAPITAL OUTLAY			
238	0	0	8750	Capital Outlay Computer Charges	0	0	0
238	0	0		TOTAL CAPITAL OUTLAY	0	0	0
49,660	0	0		TOTAL REQUIREMENTS	0	0	0

# PARKS & RECREATION Recreational Sports

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

2022	2023	2024	Department : 17 - PARKS & RECREATION	2025	2025	2025	
ACTUAL	ACTUAL	AMENDED	Section: 096 - RECREATIONAL SPORTS	PROPOSED	APPROVED BUDGET	ADOPTED BUDGET	
		BUDGET	Program: 501 - ADMINISTRATION	BUDGET			
			RESOURCES				
			CHARGES FOR SERVICES				
315	665	F	Facility Rentals - Field Rentals  Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery  Meadows Parks. Facility use fees charged to leagues and event sponsors who are  ndependent of Park and Recreation sponsored programs.	1,500	0	0	
315	665	500	TOTAL CHARGES FOR SERVICES	1,500	0	0	
315	665	500	TOTAL RESOURCES	1,500	0		

### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department: 17 - PARKS & RECREATION Section: 096 - RECREATIONAL SPORTS Program: 501 - ADMINISTRATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE				
			-	REQUIREMENTS							
				PERSONNEL SERVICES							
618	1,141	0	7000	Salaries & Wages	0	0	(				
92,350	98,786		7000-05	Salaries & Wages - Regular Full Time Supervisor - 1.00 FTE	65,128	0					
0	0	0	7000-10	Salaries & Wages - Regular Part Time  Manager - 0.50 FTE	53,178	0					
474	361	13,149	<b>7000-15</b> Program Ass	Salaries & Wages - Temporary sistant - 0.34 FTE	13,149	0					
0	0	0	7000-20	Salaries & Wages - Overtime	0	0					
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	600	0	(				
177	166	0	7300	Fringe Benefits	0	0					
5,574	5,981	7,179	7300-05	Fringe Benefits - FICA - Social Security	7,990	0					
1,304	1,399	1,721	7300-06	Fringe Benefits - FICA - Medicare	1,915	0					
33,365	35,705	40,347	7300-15	Fringe Benefits - PERS - OPSRP - IAP	37,944	0					
15,505	16,017	16,320	7300-20	Fringe Benefits - Medical Insurance	8,108	0					
2,000	2,000	2,000	7300-22	Fringe Benefits - VEBA Plan	1,000	0					
80	60	60	7300-25	Fringe Benefits - Life Insurance	120	0					
287	237	232	7300-30	Fringe Benefits - Long Term Disability	286	0					
1,975	1,676	842	7300-35	Fringe Benefits - Workers' Compensation Insurance	977	0					
20	20	31	7300-37	Fringe Benefits - Workers' Benefit Fund	39	0					
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0					
0	0	435	7300-45	Fringe Benefits - Paid Family Leave City Share	103	0					
2,686	3,972	3,393	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,073	0	1				
156,415	167,521	191,227		TOTAL PERSONNEL SERVICES	193,610	0					
				MATERIALS AND SERVICES							
4,095	5,052	4,200	7500	Credit Card Fees	5,300	0					
73	86	200	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	500	0					
0	25	300	<b>7550</b> Professional	Travel & Education I memberships and miscellaneous workshops.	300	0					
178	535	1,000	<b>7590</b> Rec Van & 1	Fuel - Vehicle & Equipment Fruck	1,000	0					

City of McMinnville Budget Document Report

4/12/2024

2025 ADOPTED BUDGET	2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Program : 501 - ADMINISTRATION BU						2023 ACTUAL	2022 ACTUAL
0	0	1,913				Insurance - Liability	7610-05	1,640	1,469	1,261
0	0	196				Insurance - Property	7610-10	170	141	142
0	0	2,600				Telecommunications	7620	1,800	1,539	1,699
0	0	50			es	Materials & Supplies - Office \$	7660-05	50	43	21
0	0	650				Professional Services	7750	650	0	369
0	0	0		le prof svc	er city-wid	Professional Services - Audit	7750-01	200	1,157	0
0	0	0				M & S Equipment	7800	0	0	0
0	0	4,596				M & S Computer Charges aterials & supplies costs shared city-wid		1,514	1,477	2,552
0	0	6,090		ts	onal Spor	M & S Computer Charges - Re	7840-55	1,700	1,440	1,200
			Total 400 600 1,440 3,650	Amt/Unit 400 600 1,440 3,650	<u>Units</u> 1 1 1 1	<u>tion</u> Pro renewal :65 licensing et renewal Computer	Office 36 Activene			
0	0	0		<b>.</b>	ncessions	Recreation Program Expense	8130-15	0	0	0
0	0	23,195		VICES	AND SER	TOTAL MATERI		13,424	12,963	11,588
						CAPITAL OUTLAY				
0	0	485				Capital Outlay Computer Char pital outlay costs shared city-wide	<b>8750</b> I.S. Fund cap	406	0	238
0	0	485		<u>Y</u>	L OUTLA	TOTAL CA		406	0	238
0	0	217,290		S	REMENTS	TOTAL RI		205,057	180,485	168,241

2022	2023	2024	Department : 17 - PARKS & RECREATION	2025	2025 APPROVED BUDGET	2025
ACTUAL	ACTUAL	AMENDED	Section: 096 - RECREATIONAL SPORTS	PROPOSED		ADOPTE
		BUDGET	Program: 647 - ADULT SPORTS	BUDGET		BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
12,278	17,784	17,000		19,000	0	(
			Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.			
12,278	17,784	17,000	TOTAL CHARGES FOR SERVICES	19,000	0	C
12,278	17,784	17,000	TOTAL RESOURCES	19,000	0	(

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 647 - ADULT SPORTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,874	6,818	15,752		Salaries & Wages - Temporary sistant - 0.23 FTE Assistant - 0.28 FTE	18,922	0	0
302	423	953	7300-05	Fringe Benefits - FICA - Social Security	1,144	0	0
71	99	228	7300-06	Fringe Benefits - FICA - Medicare	275	0	0
0	0	1,743	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,130	0	0
0	0	287	7300-35	Fringe Benefits - Workers' Compensation Insurance	382	0	0
4	5	10	7300-37	Fringe Benefits - Workers' Benefit Fund	11	0	0
0	0	58	7300-45	Fringe Benefits - Paid Family Leave City Share	15	0	0
5,250	7,345	19,031		TOTAL PERSONNEL SERVICES	22,879	0	0
				MATERIALS AND SERVICES			
5,902	10,814	9,500	8130 Portable toil Adult Sports	Recreation Program Expenses let rentals, field paint/chalk, balls, and other expenses/supplies related to the s Program.	9,500	0	0
5,902	10,814	9,500		TOTAL MATERIALS AND SERVICES	9,500	0	0
11,152	18,159	28,531		TOTAL REQUIREMENTS	32,379	0	0

2022	2023	2024		Department: 17 - PARKS & RECREATION	2025	2025 APPROVED BUDGET	202
ACTUAL	ACTUAL	AMENDED		Section: 096 - RECREATIONAL SPORTS	PROPOSED		ADOPTE
		BUDGET		Program: 650 - YOUTH SOCCER	BUDGET		BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
81,661	97,249	95,000	5350	Registration Fees	98,000	0	(
				al Sports registration fees for fall and spring Youth Soccer seasons. \$7,000 goes coccer field maintenance improvements (matched by park maintenance).			
0	0	0	5380-55	Facility Rentals - Concessions	200	0	(
81,661	97,249	95,000		TOTAL CHARGES FOR SERVICES	98,200	0	C
81,661	97,249	95,000		TOTAL RESOURCES	98,200	0	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS	2025 PROPOSED	2025 APPROVED	2025 ADOPTE
		BUDGET		Program: 650 - YOUTH SOCCER	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
15,131	20,569	23,192		Salaries & Wages - Temporary sistant - 0.18 FTE Assistant - 0.52 FTE	25,872	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
938	1,275	1,403	7300-05	Fringe Benefits - FICA - Social Security	1,565	0	0
219	298	336	7300-06	Fringe Benefits - FICA - Medicare	375	0	0
234	0	2,565	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,910	0	0
0	0	519	7300-35	Fringe Benefits - Workers' Compensation Insurance	649	0	0
13	17	16	7300-37	Fringe Benefits - Workers' Benefit Fund	15	0	0
0	0	85	7300-45	Fringe Benefits - Paid Family Leave City Share	21	0	0
16,535	22,160	28,116		TOTAL PERSONNEL SERVICES	31,407	0	0
				MATERIALS AND SERVICES			
24,456	34,025	30,000	Soccer equip	Recreation Program Expenses pment, team t-shirts, field supplies, and printing, etc. over additional field maintenance.	30,000	0	0
24,456	34,025	30,000		TOTAL MATERIALS AND SERVICES	30,000	0	0
40,991	56,185	58,116		TOTAL REQUIREMENTS	61,407	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION  Section : 096 - RECREATIONAL SPORTS  Program : 653 - YOUTH BASKETBALL	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
11,059	15,205	17,000	 Registration Fees onal Sports registration fees or Youth Basketball.	17,000	0	0
11,059	15,205	17,000	TOTAL CHARGES FOR SERVICES	17,000	0	0
11,059	15,205	17,000	TOTAL RESOURCES	17,000	0	0

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>653 - YOUTH BASKETBALL</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
6,694	9,746	11,002	Program Ass	Salaries & Wages - Temporary sistant - 0.08 FTE Assistant - 0.25 FTE	12,549	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
415	604	665	7300-05	Fringe Benefits - FICA - Social Security	759	0	0
97	141	159	7300-06	Fringe Benefits - FICA - Medicare	182	0	0
112	151	1,217	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,413	0	0
0	0	246	7300-35	Fringe Benefits - Workers' Compensation Insurance	318	0	0
6	8	7	7300-37	Fringe Benefits - Workers' Benefit Fund	7	0	0
0	0	40	7300-45	Fringe Benefits - Paid Family Leave City Share	10	0	0
7,324	10,651	13,336		TOTAL PERSONNEL SERVICES	15,238	0	0
				MATERIALS AND SERVICES			
3,131	2,735	3,200		Recreation Program Expenses sketballs, printing, and other supplies related to the Youth Basketball Program.	3,200	0	0
3,131	2,735	3,200		TOTAL MATERIALS AND SERVICES	3,200	0	0
10,455	13,386	16,536		TOTAL REQUIREMENTS	18,438	0	0
10,455	13,386	16,536		TOTAL REQUIREMENTS	18,438	0	

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2022	2023	2024	Department : 17 - PARKS & RECREATION	2025	2025	2025
ACTUAL	ACTUAL	AMENDED	Section: 096 - RECREATIONAL SPORTS	PROPOSED	APPROVED	ADOPTE
		BUDGET	Program: 656 - YOUTH BASEBALL/SOFTBALL	BUDGET	BUDGET	BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
45,205	50,650	42,000	<b>Sample 5350</b> Registration Fees  Recreational Sports registration fees for Youth Baseball and Softball Programs.	47,000	0	0
0	260	500	5380-55 Facility Rentals - Concessions Baseball/Softball concessionaire profit sharing with City.	500	0	0
45,205	50,910	42,500	TOTAL CHARGES FOR SERVICES	47,500	0	0
			MISCELLANEOUS			
0	0	15,500	<b>6420-06 Donations - Parks &amp; Recreation - Sponsorships</b> Parks & Recreation Sponsorships for Recreational Sports programs.	15,500	0	0
12,224	7,069	0	<b>6420-35 Donations - Parks &amp; Recreation - Base/Softball Sponsorships</b> Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8. Donations collected in P&R Admin 01-17-090-501.	0	0	0
0	0	0	6420-40 Donations - Parks & Recreation - Base/Softball Fundraisers	0	0	0
12,224	7,069	15,500	TOTAL MISCELLANEOUS	15,500	0	0
57,429	57,980	58,000	TOTAL RESOURCES	63,000	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 17 - PARKS & RECREATION  Section : 096 - RECREATIONAL SPORTS  Program : 656 - YOUTH BASEBALL/SOFTBALL	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
5,859	10,348	13,990		Salaries & Wages - Temporary sistant - 0.14 FTE Assistant - 0.26 FTE	15,002	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
363	642	846	7300-05	Fringe Benefits - FICA - Social Security	908	0	0
85	150	203	7300-06	Fringe Benefits - FICA - Medicare	218	0	0
162	71	1,547	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,687	0	0
0	0	285	7300-35	Fringe Benefits - Workers' Compensation Insurance	338	0	0
5	8	10	7300-37	Fringe Benefits - Workers' Benefit Fund	8	0	0
0	0	51	7300-45	Fringe Benefits - Paid Family Leave City Share	12	0	0
6,474	11,218	16,932		TOTAL PERSONNEL SERVICES	18,173	0	0
				MATERIALS AND SERVICES			
12,224	8,434	0	Baseball/Sof	Materials & Supplies - Donations  ftball field improvements and other equipment purchased in support of the Youth  ftball Program funded by revenue account 6420-35, Donations-Parks &  Baseball & Softball Sponsorships.	0	0	0
13,515	21,836	19,000	Youth baseb	Recreation Program Expenses pall/softball related materials, supplies, and equipment necessary to sustain erations for boys and girls 6-14 years.	20,000	0	0
0	0	15,500	Parks & Rec	Sponsorships Utilized creation Sponsorships matched with revenue account #6420-06 Donations - creation Sponsorships	15,500	0	0
25,739	30,270	34,500		TOTAL MATERIALS AND SERVICES	35,500	0	0
32,212	41,488	51,432		TOTAL REQUIREMENTS	53,673	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department: 17 - PARKS & RECREATION  Section: 096 - RECREATIONAL SPORTS  Program: 659 - YOUTH SPORTS CAMPS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
1,060	990	1,200	camps a Long-tim	Registration Fees onal Sports registration fees for several summer skill development youth sports nd classes. ne provider, Skyhawks Sports Academy, has pulled the area of service back to Metro. We have no replacement at this time.	50	0	0
1,060	990	1,200		TOTAL CHARGES FOR SERVICES	50	0	0
1,060	990	1,200		TOTAL RESOURCES	50	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS	2025 PROPOSED	2025 APPROVED	2025 ADOPTED
		BUDGET		Program: 659 - YOUTH SPORTS CAMPS	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	50		Salaries & Wages - Temporary Assistant - 0.01 FTE	52	0	0
0	0	4	7300-05	Fringe Benefits - FICA - Social Security	4	0	0
0	0	1	7300-06	Fringe Benefits - FICA - Medicare	1	0	0
0	0	6	7300-15	Fringe Benefits - PERS - OPSRP - IAP	7	0	0
0	0	2	7300-35	Fringe Benefits - Workers' Compensation Insurance	1	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	63		TOTAL PERSONNEL SERVICES	65	0	0
				MATERIALS AND SERVICES			
0	0	50		Recreation Program Expenses quipment or supplies to support youth sports camps and classes as needed.	50	0	0
0	0	50		TOTAL MATERIALS AND SERVICES	50	0	0
0	0	113		TOTAL REQUIREMENTS	115	0	0
0	0	113		TOTAL REQUIREMENTS	115	0	

## PARKS & RECREATION Senior Center

<u> Organization Set – Programs</u>	Organization Set #
<ul> <li>Administration</li> </ul>	01-17-099-501
<ul> <li>Classes and Programs</li> </ul>	01-17-099-635
<ul> <li>Special Events</li> </ul>	01-17-099-641
• Day Tours	01-17-099-665
<ul> <li>Overnight Tours</li> </ul>	01-17-099-668
<ul> <li>Wortman Park Café</li> </ul>	01-17-099-670

2025 ADOPTEI BUDGE	2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>501 - ADMINISTRATION</b>	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	3,200	5380-20 Facility Rentals - Meeting Rooms	3,200	3,894	1,715
0	0	0	5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals.	0	0	0
0	0	300	5380-40 Facility Rentals - Staff Fees	500	533	56
0	0	500	5380-45 Facility Rentals - Reception Facilities	1,800	1,595	220
0	0	0	<b>5380-50</b> Facility Rentals - Meal Site  Northwest Senior & Disabled Services moved to a new location March 28, 2019	0	0	0
0	0	0	<b>Newsletter</b> Eliminated newsletter and subscriptions as part of transition effort to P&R guide.	0	0	0
0	0	4,000	TOTAL CHARGES FOR SERVICES	5,500	6,021	1,991
			MISCELLANEOUS			
0	0	500	<b>6420-06 Donations - Parks &amp; Recreation - Sponsorships</b> Parks & Recreation Sponsorships for Senior Center programs.	2,000	0	0
0	0	30,000	6420-45 Donations - Parks & Recreation - Seniors  Miscellaneous contributions to support McMinnville Senior Center and senior activities.  Expenses posted to account #7680.  Received a substantial donation in March 2023 from the Glaze Family 1990 Trust to support recreation and social opportunities the Senior Center provides.	129,279	2,701	-5
0	0	0	6420-60 Donations - Parks & Recreation - Building Improvements	0	0	5
0	0	25	<b>6600 Other Income</b> Senior Center equipment rental fees and other incidental revenues.	250	269	63
0	0	1,500	6600-35 Other Income - Wortman Gallery 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	1,387	410
0	0	32,025	TOTAL MISCELLANEOUS	133,029	4,356	473
0	0	36,025	TOTAL RESOURCES	138,529	10,377	2,464

## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER	2025 PROPOSED	2025 APPROVED	2025 ADOPTE
		BUDGET		Program: 501 - ADMINISTRATION	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
607	181	0	7000	Salaries & Wages	0	0	0
60,493	64,981	67,164	<b>7000-05</b> Recreation I	Salaries & Wages - Regular Full Time Manager - 1.00 FTE	80,698	0	0
14,119	30,501	34,009		Salaries & Wages - Regular Part Time nt Support Technician - 0.80 FTE ervice Assistant - 0.40 FTE	48,230	0	0
3,835	3,594	15,772	<b>7000-15</b> Customer S	Salaries & Wages - Temporary ervice Assistant - 0.32 FTE	9,564	0	0
0	17	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
383	68	0	7300	Fringe Benefits	0	0	0
4,516	5,817	7,075	7300-05	Fringe Benefits - FICA - Social Security	8,379	0	0
1,056	1,360	1,696	7300-06	Fringe Benefits - FICA - Medicare	2,009	0	0
17,658	27,738	32,369	7300-15	Fringe Benefits - PERS - OPSRP - IAP	37,989	0	0
25,747	29,688	30,268	7300-20	Fringe Benefits - Medical Insurance	31,404	0	0
4,000	4,000	4,000	7300-22	Fringe Benefits - VEBA Plan	4,000	0	0
115	120	120	7300-25	Fringe Benefits - Life Insurance	120	0	0
267	249	244	7300-30	Fringe Benefits - Long Term Disability	278	0	0
1,610	804	916	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,495	0	0
31	39	53	7300-37	Fringe Benefits - Workers' Benefit Fund	52	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	430	7300-45	Fringe Benefits - Paid Family Leave City Share	107	0	0
299	700	997	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	902	0	0
134,736	169,857	195,113		TOTAL PERSONNEL SERVICES	225,227	0	0
				MATERIALS AND SERVICES			
503	1,042	1,250	7500	Credit Card Fees	1,800	0	0
0	416	860	7515	City Services Charge expense	860	0	0
131	153	300	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	500	0	0

City of McMinnville Budget Document Report

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## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PAF</b> Section : <b>099 - SEN</b> Program : <b>501 - ADM</b>	IIOR CENTER	ON		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
417	1,462	1,000		Travel & Education  n fees and other expenses associate, and training for Senior Center staff.		evelopment wo	rkshops,	1,000	0	0
9,112	10,057	12,500	7600	Utilities				14,000	0	0
0	0	0	7600-04	<b>Utilities - Water</b>				0	0	0
2,210	2,624	2,930	7610-05	Insurance - Liability				1,950	0	0
3,662	4,285	5,310	7610-10	Insurance - Property				6,014	0	0
5,566	5,334	6,500	7620	Telecommunications				7,300	0	0
10,386	22,318	33,220	7650-10	Janitorial - Services				24,000	0	0
966	0	2,500	7650-15	Janitorial - Supplies				2,500	0	0
2,846	1,779	2,100	7660	Materials & Supplies				2,100	0	0
0	2,701	129,279	Materials ar	Materials & Supplies - Don nd supplies purchased from general enue account 6420-45, Donations-P.	donations that suppor		enter	30,000	0	0
17,452	15,330	20,000	7720	Repairs & Maintenance				20,000	0	0
0	0	0	7720-24	Repairs & Maintenance - D	onations - Seniors	S		0	0	0
561	0	0	7750	<b>Professional Services</b>				0	0	0
0	1,238	300	7750-01	Professional Services - Au	dit & other city-wi	ide prof svc		0	0	0
8,662	17,702	13,000	7790	Maintenance & Rental Con	tracts			12,500	0	0
490	487	500	7800	M & S Equipment				500	0	0
0	0	0	7810	M & S Equipment - Donation	ons			0	0	0
3,828	4,430	5,041	<b>7840</b> I.S. Fund m	M & S Computer Charges aterials & supplies costs shared city-	-wide			7,652	0	0
1,598	6,456	4,470	7840-60	M & S Computer Charges -	Senior Center			5,140	0	0
			Activer Office 3	otion Dement computer Det peripherals Det licensing Det renewal	<u>Units</u> 1 1 1 1	Amt/Unit 1,800 1,000 900 1,440	<u>Total</u> 1,800 1,000 900 1,440			
0	0	0	8130-05	Recreation Program Exper	ses - Newsletter			0	0	0
536	1,452	1,500		Wortman Gallery Expenses yments to Gallery artists from sales of xpenses supporting the Gallery.		also include s	mall,	1,800	0	0
0	0	2,000	<b>8138</b> Parks & Re	Sponsorships Utilized creation Sponsorships matched with creation Sponsorships	revenue account #64	120-06 Donatio	ons -	500	0	0

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>501 - ADMINISTRATION</b>					2025 APPROVED BUDGET	2025 ADOPTED BUDGET
68,924	99,268	244,560		TOTAL MATERIALS AND SERVICES				140,116	0	0
				CAPITAL OUTLAY						
357	0	1,351	<b>8750</b> I.S. Fund ca	Capital Outlay Computer Charges apital outlay costs shared city-wide				808	0	0
0	11,648	212,500	8800 Bathroom ir	Building Improvements  nprovements will occur in FY25				266,400	0	0
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Bathro	om remodel (delayed from FY24)	1	200,000	200,000			
			Replac	e vinyl flooring	1	11,700	11,700			
			Carpet	replacement	1	54,700	54,700			
357	11,648	213,851		TOTAL CAPITA	L OUTL	AY		267,208	0	0
204,017	280,772	653,524		TOTAL REQU	REMENT	S		632,551	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION  Section : 099 - SENIOR CENTER  Program : 635 - CLASSES & PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
21,265	29,934	30,000 <b>5350</b>	Registration Fees	30,000	0	0
21,265	29,934	30,000	TOTAL CHARGES FOR SERVICES	30,000	0	0
21,265	29,934	30,000	TOTAL RESOURCES	30,000	0	0

				0. 0			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 635 - CLASSES & PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0		Salaries & Wages - Regular Part Time Program Instructor 3 - 0.07 FTE	4,203	0	0
575	4,111	22,782		Salaries & Wages - Temporary Program Instructor 2 - 0.10 FTE Program Instructor 3 - 0.15 FTE	10,968	0	0
36	255	1,378	7300-05	Fringe Benefits - FICA - Social Security	917	0	0
8	60	330	7300-06	Fringe Benefits - FICA - Medicare	220	0	0
0	0	2,520	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,707	0	0
14	46	241	7300-35	Fringe Benefits - Workers' Compensation Insurance	164	0	0
0	2	12	7300-37	Fringe Benefits - Workers' Benefit Fund	6	0	0
0	0	84	7300-45	Fringe Benefits - Paid Family Leave City Share	11	0	0
634	4,473	27,347		TOTAL PERSONNEL SERVICES	18,196	0	0
				MATERIALS AND SERVICES			
14,135	10,916	11,000		Recreation Program Expenses and supplies for Senior Center special interest classes and programs including intended with instructors who are independent contractors.	12,500	0	0
14,135	10,916	11,000		TOTAL MATERIALS AND SERVICES	12,500	0	0
14,769	15,388	38,347		TOTAL REQUIREMENTS	30,696	0	0

2022	2023	2024	Department : 17 - PARKS & RECREATION	2025	2025	2025
ACTUAL	ACTUAL	AMENDED	Section: 099 - SENIOR CENTER	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program: 641 - SPECIAL EVENTS	BUDGET	BUDGET	BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
0	786	500 <b>5350</b>	Registration Fees	500	0	0
0	786	500	TOTAL CHARGES FOR SERVICES	500	0	0
0	786	500	TOTAL RESOURCES	500	0	0

2023	2024	Department : 17 - PARKS & RECREATION	2025	2025	2025
ACTUAL	AMENDED	Section: 099 - SENIOR CENTER	PROPOSED	APPROVED	ADOPTED
	BUDGET	Program: 641 - SPECIAL EVENTS	BUDGET	BUDGET	BUDGET
		REQUIREMENTS			
		MATERIALS AND SERVICES			
1,666	500 <b>8130</b>	Recreation Program Expenses	0	0	0
1,666	500	TOTAL MATERIALS AND SERVICES	0	0	0
1,666	500	TOTAL REQUIREMENTS	0	0	0
	1,666 1,666	1,666 500 8130 1,666 500	ACTUAL AMENDED Section: 099 - SENIOR CENTER Program: 641 - SPECIAL EVENTS  REQUIREMENTS  MATERIALS AND SERVICES  1,666 500 8130 Recreation Program Expenses  1,666 500 TOTAL MATERIALS AND SERVICES	ACTUAL AMENDED BUDGET  Section: 099 - SENIOR CENTER PROPOSED BUDGET  REQUIREMENTS  MATERIALS AND SERVICES  1,666 500 8130 Recreation Program Expenses 0  1,666 500 TOTAL MATERIALS AND SERVICES 0	ACTUAL AMENDED BUDGET Section: 099 - SENIOR CENTER PROPOSED BUDGET Program: 641 - SPECIAL EVENTS  REQUIREMENTS  MATERIALS AND SERVICES  1,666 500 8130 Recreation Program Expenses 0 0 0  1,666 500 TOTAL MATERIALS AND SERVICES 0 0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	1	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>665 - DAY TOURS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
0	0	2,200	<b>5350</b> Registration	Registration Fees ion income from Senior Center sponsored day-long field trip and tour event on fees	6,000	0	0
0	0	2,200		TOTAL CHARGES FOR SERVICES	6,000	0	0
0	0	2,200		TOTAL RESOURCES	6,000	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER	2025 PROPOSED	2025 APPROVED	2025 ADOPTEI
		BUDGET		Program: 665 - DAY TOURS	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	2,126		Salaries & Wages - Temporary sistant - 0.06 FTE	1,952	0	0
0	0	129	7300-05	Fringe Benefits - FICA - Social Security	118	0	0
0	0	31	7300-06	Fringe Benefits - FICA - Medicare	28	0	0
0	0	236	7300-15	Fringe Benefits - PERS - OPSRP - IAP	220	0	0
0	0	23	7300-35	Fringe Benefits - Workers' Compensation Insurance	21	0	0
0	0	2	7300-37	Fringe Benefits - Workers' Benefit Fund	1	0	0
0	0	8	7300-45	Fringe Benefits - Paid Family Leave City Share	1	0	0
0	0	2,555		TOTAL PERSONNEL SERVICES	2,341	0	0
				MATERIALS AND SERVICES			
0	0	0	Senior Cent	Recreation Program Expenses er day tour excursions including bus transportation, admission fees, meals, and related expenses.	6,000	0	0
0	0	0		TOTAL MATERIALS AND SERVICES	6,000	0	0
0	0	2,555		TOTAL REQUIREMENTS	8,341	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>668 - OVERNIGHT TOURS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	500	Registration Fees ses attached to this program. Revenue is a percentage from a participant g for an Overnight Trip through Collette Travel.	500	0	0
0	0	500	TOTAL CHARGES FOR SERVICES	500	0	0
0	0	500	TOTAL RESOURCES	500	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>670 - WORTMAN PARK CAFE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
461	0	0 <b>5410-05</b>	Sales - Wortman Park Cafe	0	0	0
461	0	0	TOTAL CHARGES FOR SERVICES	0	0	0
461	0	0	TOTAL RESOURCES	0	0	0

## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>670 - WORTMAN PARK CAFE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	0 <b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
0	0	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
0	0	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0
0	0	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	0 <b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0 <b>7300-45</b>	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
			MATERIALS AND SERVICES			
556	0	0 <b>7660-37</b>	Materials & Supplies - Wortman Park Cafe	0	0	0
556	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
556	0	0	TOTAL REQUIREMENTS	0	0	0

# **PARK MAINTENANCE**



## General Fund – Park Maintenance

#### 2024 – 2025 Proposed Budget --- Budget Summary

## **Budget Highlights**

- The FY 2024-25 budget proposal continues funding increased materials and services resources to begin to restore service levels. These resources are the first step of a three-step process to increase Park Maintenance services to base levels, with the next steps being additional resources for staffing and capital needs.
- Resource constraints for FY 2024-25 will not allow for the planned addition of one full-time FTE and one FTE of seasonal staff to execute step two of the three step plan. That will be deferred until resources are available.
- The FY 2024-25 proposal includes resources to continue updating fleet and equipment assets on a more proactive basis.
- The proposal includes funding for the continuation of the contracted park security program initiated in 2023 in response to over-night behavior issues in the park system.
- The FY 2024-25 budget proposal also includes funding for the beginnings of a more centralized approach to Facility Maintenance program. First year program emphasis will be on developing preventive maintenance plans for each individual facility and system, identifying service contract gaps, and managing vendors/contractors. Additional work will include adding facility maintenance program elements to the City's existing maintenance management system. These resources will begin to address initial program development needs but will require significant additional resources in future budget cycles to address staffing, and most critically, capital needs.
- The budget proposal includes the continuation of several ARPA funded projects:
  - Neighborhood park renovations
  - Park System irrigation renovations

- Staff will continue to partner with key volunteer groups. At this point, the inmate work crew is no longer available to the City for projects. These volunteer partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community." Typical 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), 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. Resource constraints limit the Division's ability to support these groups.
- Some maintenance needs will continue to be addressed through the use of independent contractors. This work can require 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. These resources help fund backlogged maintenance work such as roof repairs, skate park repairs, bridge repairs and sports turf renovation projects.



Sunset at Joe Dancer Park

## General Fund - Park Maintenance

A key component in McMinnville's livability lies in the City's ability to develop and maintain quality open spaces throughout the community. This concept aligns with the vision statement in Mac-Town 2032 for "a collaborative and caring city inspiring an exceptional quality of life". These spaces are diverse, from formal landscapes to undeveloped natural areas. Each is intended to meet 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. The service level enhancements funded with the initial infusions of additional resources have been invaluable in moving to restore service levels, but additional staffing and capital resources will be necessary to fully restore service levels.

#### **Core Services**

The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's park and open space asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's on-going efforts to identify and focus on core services. This work is accomplished in parks, landscaped City owned parking lots, and beautification areas, with a total of 42 sites comprising over 350 acres. The primary objective of this mission is to provide quality maintenance services that protect user safety as well as the City's assets. The overarching goal is to invite our residents and visitors 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. Restrooms are cleaned daily and have annual repairs (painting, repairs, etc.) Steve Krieger cleaning Discovery Meadows restrooms.



#### **Turf/Landscape Maintenance**

- Turf stands are mowed and edged; landscape areas are weeded; irrigation systems are maintained and operated. The combination of contract service resources and ARPA funding will improve service levels for this core service. All irrigated turf stands will be irrigated and mowed. This transition will take some time as irrigation systems are renovated and repaired, but staff anticipates that by summer 2025 all systems should be operational.
- Using the Division's Integrated Pest Management Plan (IPM), 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 property is recorded and tracked.
- Landscape beds in park facilities are mulched for aesthetic purposes, and to help control weeds. Additional materials and services resources in recent years have allowed for improved cycle times resulting in improved aesthetics and weed control.
- Annual flowers are typically planted in the spring at various City facilities.
- 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.



Sunrise Rotary volunteers working on wood chipping the trail surface at Airport Park. This group volunteers several times a year to work on the trails here.

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 continues to be 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 recreational sports programs. This internal partnership is again reflective of the Strategic Plan mission to deliver high quality services in collaboration with partners for a prosperous, safe and livable community. 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 is critical in maintaining a safe, high quality athletic turf stand.

#### **Recreation 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.
- Since the pandemic, the Parks and Recreation Department has expanded its outdoors program offerings, which creates demand for Park Maintenance support. The division remains committed to support this important programming, but without additional staff resources that commitment sometimes impacts other maintenance work.



Soccer field set up at Joe Dancer Park

#### **Tree Maintenance**

Typical activities include conducting annual pruning on young trees, along with scheduled fertilizing, which promotes tree health and correct tree structure. The work also includes mitigating storm damage, which can include pruning, removal and replacement. 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.

#### **Park Amenities**

Maintain courts, benches, splash pad, shelters, drinking fountains, interpretive signage, lighting, etc. The Discovery Meadows splash pad, 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 splash pad remains one of the most highly visible and highly visited park amenities the City has to offer.

#### **Park Building Maintenance**

Building lighting, security, and plumbing systems are repaired as resources allow, and vandalism is cleaned up as soon as possible. Additional resources allocated in the previous budget cycle will allow the Division to restore some preventative maintenance practices that have been deferred in recent years and improve response times for graffiti and vandalism repairs.

#### **Skate Park Maintenance**

Regular inspection and repairs, including replacement of coping stones, sealing concrete, repairing skate elements, and cleanup of vandalism and graffiti. The additional resources allocated in the proposed budget as a continuation of last year's add package will allow the Division to restore some preventive maintenance practices that have been deferred in recent years.

#### **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 as staff capacity allows.
- Fall attenuation material is replaced annually as needed.

#### **Facility Maintenance**

The new Facility Maintenance program will begin to develop and implement a centralized approach to how the City provides maintenance management facilities city wide. The City owns and operates 58 structures, ranging from the historic Carnegie Library to park shelters. The new model is intended to begin to address the impacts of a decentralized approach that consumes staff capacity for both building managers and various other supporting departments (primarily Operations staff and PD Facility Manager). The work plan for FY24-25 includes providing maintenance and project support for department building managers, as well as developing individual maintenance plans for each facility. Ultimately the program will include staff, equipment, and capital funding to fully implement a comprehensive facility maintenance program. In its initial phase, the program will include 1 full time Facility Maintenance Coordinator, extra help staff, tools/vehicle, and contract maintenance resource to be applied to efforts that have system wide benefits. For the near term, building specific asset renewal or repair projects (roofs, HVAC equipment, lighting, etc.) will continue to be carried in each department's budget.

#### **Community Event/Volunteer support**

- Prepare facilities for special community events.
- Provide materials and support for volunteer events. The additional Add Package resources will allow the Division to provide a higher level of support for volunteer projects.

Lippert Component employee volunteer group working on trail maintenance at Joe Dancer.



#### **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. This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority's objective to "provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works". Activities include responding to vehicle accidents and hazardous materials spills; snow and ice 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, with both teams trained to the "Operations" level in Haz Mat response.



Parks Maintenance crew surveys damage at Airport Park after a day of high winds.

## **Future Challenges and Opportunities**

#### Maintenance planning

- o 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, BPA linear park extensions, and Jay Pearson Park all being added in that time period. As noted earlier, a BPA extension north of Baker Creek Road has been completed and the City assumed maintenance in late 2023. In 2032, the City will take on maintenance responsibility for significant natural space acreage at Baker Creek North and Oak Ridge Meadows. In recent years, resource constraints have impacted service levels, including 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. Over the intervening years these changes have resulted in a lower quality of aesthetics than the typical McMinnville standard. It's important to note that this budget proposal continues to represent progress towards restoring park maintenance service levels and improving aesthetics.
- The current proposal provides some asset renewal resources to address ongoing fleet and equipment renewal needs. It is important to note that to that a key step in restoring service levels will be to address asset renewal/repair needs on an annual, programmed basis. Examples of backlogged items include irrigation system renovations, neighborhood park renovations pavement repairs, restoring shrub beds system wide, replacing picnic tables, roof maintenance, flatwork

repairs, skate park repairs, sports turf renovations, and fleet/equipment replacements and playground replacements.

- Without additional staffing resources there is no latent maintenance capacity within this work group to take on additional new facilities, and as facilities are added there will continue to be an impact on the Division's capacity to maintain existing assets.
- Staff will continue the use of a computerized maintenance management system (CMMS) to plan, schedule, and track work. Using this tool, staff continue to make use of the data to track work against service levels, identify problem trends, and identify opportunities to improve work practices. This tool was updated in early 2024.



Westside Greenway rainbow

### **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. 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. ARPA funding is being used to "kick start" this effort with funding in recent budget cycles for vehicle and equipment needs, as well funding to address key asset renewal within the park system. However, the challenge will continue to be to develop this as a sustainable annual investment at a level that will address capital needs across the park system.

### **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 City-wide priorities.

#### **Strategies to Address Camping Impacts**

- Camping and related behaviors continue to draw on staff resources and related contractor costs to address impacts of these activities. Staff and resources are diverted on a demand basis to address these impacts.
- The City has initiated a contracted security program to address overnight behavior issues in parks. The program has worked well but does not have current capacity to address daytime issues.
- Strategies will continue to include identifying opportunities to reduce costs and impacts through improved facility design features and evolving operational practice to give staff the resources and training to help address these issues.

#### **Water Conservation Strategies.**

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Staff continue 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 requirements.



Longtime kicking wall at Joe Dancer Park was transformed into a beautiful mural by members of the McMinnville High School Art Program, supported by the McMinnville Sunrise Rotary.

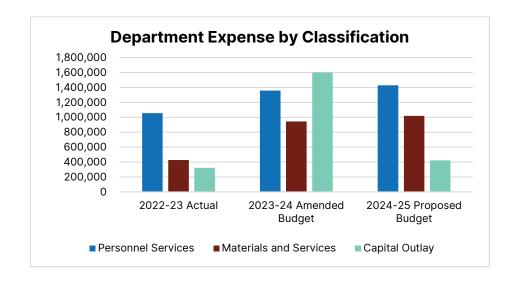


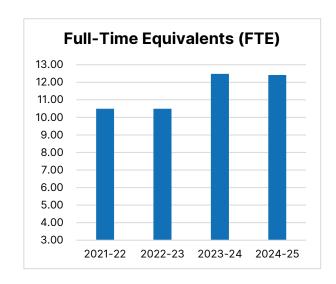


#### General Fund - Park Maintenance

Dopan among ocot cammany	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue	ZUZZ-ZU ACIUAI	buuget	Duuget	Dudget Variance
Charges for Services	4,102	10,000	5,000	(5,000)
Intergovernmental	321,234	0	0	0
Miscellaneous	2,149	0	0	0
Revenue Total	327,485	10,000	5,000	(5,000)
Expenses	,	•	,	.,,,
Personnel Services	1,056,304	1,357,375	1,429,104	71,729
Materials and Services	426,370	945,356	1,020,393	75,037
Capital Outlay	321,234	1,601,132	422,456	(1,178,676)
Expenses Total	1,803,908	3,903,863	2,871,953	(1,031,910)
Unrestricted Resources Required	1,476,422	3,893,863	2,866,953	(1,026,910)

	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	10.49	10.49	12.48	12.42







# General Fund – Parks Maintenance

## Historical Highlights

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

2008	Dancer Park inundated in December 2007 flood, resulting in significant	2011	Chegwyn Farms, a four-acre neighborhood park, opens in NE McMinnville. The park	2016	As part of succession planning, Senior Utility Worker position implemented.
	damage to roads, sports fields, fencing and trail system. With the help of		features two farm themed playgrounds and is leased by the City in a partnership with	2017	Lower City Park upgraded with new small shelter and bridge.
	volunteers, park is made ready for 2008 soccer and baseball season in time.		the Yamhill Soil and Water Conservation District.	2018	Utility Worker I position added as part of a two-year phased
2010	Three new park facilities	2012	Discovery Meadows water feature chemical controller		process to restore park maintenance service levels.
	come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.		upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to ensure	2018	City park tennis courts reconfigured to six pickle ball courts and two tennis courts and resurfaced.
2010	Two of five staff certified as Aquatic Facility Operator's		constant compliance with Oregon Health Division rules.	2019	Utility Worker I position added.
	through the National Parks and Recreation Association to meet expected state requirements for water feature operation.	2014	Parks Maintenance staff plays a key role in Public Work's response to a major February snowstorm, working alongside Street and Wastewater	2019	Jay Pearson Park completed in NW McMinnville, featuring an inclusive accessible playground, paths, shelter and open space.
2010	Staff manages over 1,900 hours of volunteer and inmate labor in support of		Services staff on deicing and sanding crews and clearing sidewalks along City facilities.	2021	City crews responded to a historic February ice storm the damaged or destroyed over 270 trees in McMinnville's park
	Park Maintenance operations.	2014	Riverside Dog Park lighting system installed. Park		system.
			Maintenance staff participated in design review and	2022	Park Maintenance staff worked with more than 440 volunteers

lighting project.

inspections on the park

systems' first significant LED

to complete projects such as replenishing dog park and play

equipment surfacing material,

mulching landscape beds and trails, mural painting and more.

**2023** Westside Bicycle/Pedestrian Greenway, also known as the BPA pathway, extended north of Baker Creek Rd.





## 01 - GENERAL FUND

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2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>19 - PARK MAINTENANCE</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
		RESOURCES			
		INTERGOVERNMENTAL			
0	0 <b>4545</b>	Federal FEMA Grant	0	0	(
321,234	0 <b>4546</b>	American Rescue Plan	0	0	(
321,234	0	TOTAL INTERGOVERNMENTAL	0	0	(
		CHARGES FOR SERVICES			
4,102	10,000 <b>5390</b> Picnic site	Park Rentals e reservation fees for Wortman and Discovery Meadows picnic facilities.	5,000	0	(
4,102	10,000	TOTAL CHARGES FOR SERVICES	5,000	0	
		MISCELLANEOUS			
2,149	0 6600	Other Income	0	0	(
2,149	0	TOTAL MISCELLANEOUS	0	0	
327,485	10,000	TOTAL RESOURCES	5,000	0	
	0 321,234 321,234 4,102 4,102 2,149 2,149	ACTUAL AMENDED BUDGET  0 0 4545 321,234 0 4546  321,234 0  4,102 10,000 5390 Picnic site 4,102 10,000  2,149 0 6600 2,149 0	ACTUAL   AMENDED   BUDGET   Section : N/A   Program : N/A	ACTUAL   AMENDED   BUDGET   Section : N/A   Program : N/A   Program : N/A	ACTUAL   AMENDED BUDGET   Section : N/A Program : N/A Program : N/A   PROPOSED BUDGET   APPROVED BUDGET

#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 19 - PARK MAINTENANCE Section : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				Program : N/A  REQUIREMENTS			
		_		PERSONNEL SERVICES		_	
3,555	776		7000	Salaries & Wages	0	0	0
538,807	607,136	746,600	Maintenanc Maintenanc Facilities Su Senior Utilit Utility Work Mechanic -	Salaries & Wages - Regular Full Time  e & Operations - Superintendent - 0.50 FTE  e & Operations - Supervisor - Park Maint - 0.95 FTE  e & Operations - Supervisor - Streets - 0.05 FTE  upervisor - 1.00 FTE  y Worker - 1.00 FTE  er II - 6.00 FTE  Operations & Maintenance - 0.45 FTE  nt Support Specialist - Senior - 0.50 FTE	792,978	0	0
17,013	33,420	80,984	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Park Maintenance - 1.03 FTE Facilities - 0.94 FTE	83,777	0	0
6,394	9,992	10,000	7000-20	Salaries & Wages - Overtime	13,000	0	0
2,000	2,400	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	0	0
1,624	342	0	7300	Fringe Benefits	0	0	0
34,085	39,559	50,819	7300-05	Fringe Benefits - FICA - Social Security	53,974	0	0
7,971	9,252	12,180	7300-06	Fringe Benefits - FICA - Medicare	12,937	0	0
161,080	189,879	252,860	7300-15	Fringe Benefits - PERS - OPSRP - IAP	270,121	0	0
121,667	125,609	151,626	7300-20	Fringe Benefits - Medical Insurance	150,038	0	0
16,500	15,500	18,500	7300-22	Fringe Benefits - VEBA Plan	17,350	0	0
711	567	627	7300-25	Fringe Benefits - Life Insurance	627	0	0
1,965	1,520	1,737	7300-30	Fringe Benefits - Long Term Disability	1,846	0	0
27,122	20,143	25,708	7300-35	Fringe Benefits - Workers' Compensation Insurance	29,101	0	0
175	208	286	7300-37	Fringe Benefits - Workers' Benefit Fund	260	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	3,048	7300-45	Fringe Benefits - Paid Family Leave City Share	695	0	0
940,670	1,056,304	1,357,375		TOTAL PERSONNEL SERVICES	1,429,104	0	0
				MATERIALS AND SERVICES			
0	2,444	4,590	7515	City Services Charge expense	4,889	0	0
359	1,484	1,200	7530	Training	1,200	0	0

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## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>19 - PARK MAINTENANCE</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
688	872	1,500	<b>7540</b> Costs shared	Employee Events d city-wide for employee training, materials, and events.	2,000	0	0
2,759	5,656	5,500		Travel & Education for professional conferences and reimbursement to employees for approved rams, licenses, and certifications.	7,500	0	0
21,445	25,234	30,000	7590	Fuel - Vehicle & Equipment	30,000	0	0
23,533	29,178	26,000	7600	Utilities	29,000	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
15,378	18,641	20,750	7610-05	Insurance - Liability	18,898	0	0
12,243	16,483	20,440	7610-10	Insurance - Property	25,499	0	0
7,381	7,782	9,000	7620	Telecommunications	9,000	0	0
2,448	2,515	2,900	7650	Janitorial	2,900	0	0
21,320	18,982	22,000	7660	Materials & Supplies	24,000	0	0
2,613	2,710	7,500	7720-10 Parks Mainte maintenance	Repairs & Maintenance - Building Maintenance enance Department's shared cost of Public Works Shop buildings and grounds 5.	4,500	0	0
15,000	17,722	16,000	7720-14	Repairs & Maintenance - Vehicles	16,000	0	0
73,966	111,771	142,000	amenity repa	Repairs & Maintenance - Park Maintenance nance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park airs/replacement, herbicides, garbage bags, dog waste station supplies, irrigation quipment parts, landscape bark, fall attenuation material, dog park surfacing and g material.	150,000	0	0
11,977	22,242	20,000	<b>7720-27</b> Park vandali	Repairs & Maintenance - Park Vandalism sm costs including contract and material expenses to clean up graffiti and repair elements in the park system.	27,000	0	0
1,678	553	0	7750	Professional Services	0	0	0
0	3,070	3,100		Professional Services - Audit & other city-wide prof svc d city-wide for audit, Section 125 plan administrative fees, and other us professional service expenses	5,870	0	0
0	0	95,000	7750-04	Professional Services - Grants	0	0	0
10,645	11,186	12,600	<b>7780-07</b> Downtown &	Contract Services - Downtown  Alpine Avenue solid waste disposal	12,600	0	0
94,725	107,200	472,000	building main equipment re	Contract Services - Park Maintenance vices augment staff capacity to address systems needs relative to security, intenance, electrical, plumbing, light construction, irrigation repairs, play epairs, tree planting/pruning/removal, turf/landscape maintenance projects, sticide applications and water feature maintenance.	606,500	0	0

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## 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>19 - PARK MAINTE</b> Section : <b>N/A</b> Program : <b>N/</b> A	NANCE			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			Descri		Units	Amt/Unit	Total			
				laintenance Contract Services	1	128,000	128,000			
				Maintenance Contract Services	1	80,000	80,000			
				ree replacement program	1	150,000	150,000			
				naintenance core services add	1	132,000	132,000			
			Securi	ty Services	1	116,500	116,500			
3,660	2,104	4,000	7800-39 Miscellane	M & S Equipment - Parks ous small equipment for operations and maintena	nce			4,000	0	
1,071	1,539	7,000	7800-42 Miscellane	M & S Equipment - Shop ous small equipment and tools for Fleet shop and	Facility N	//aintenance		4,500	0	
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Park M	laintenance shop equipment	1	2,000	2,000			
			Facility	Maintenance shop equipment	1	2,500	2,500			
5,742	5,169	8,326	<b>7840</b> I.S. Fund m	M & S Computer Charges naterials & supplies costs shared city-wide				13,787	0	
7,504	11,832	13,950	7840-65	M & S Computer Charges - Park Main	tenanc	е		20,750	0	
			Descri	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office	365 licensing	1	1,450	1,450			
			Adobe	Pro licensing	1	400	400			
			Hanse	n Development	1	5,000	5,000			
			Hanse WWS	n maintenance-25% shared with Street, Eng,	1	4,000	4,000			
			ESRI - Street,	17% shared with (Bldg, Comm Dvlpmnt, Eng, WWS	1	2,500	2,500			
			Replac	cement Mobile Computers 1/2 shared with Street	1	5,500	5,500			
				n Mobile Devices	3	500	1,500			
			Bluebe	eam licensing	1	400	400			
336,135	426,370	945,356		TOTAL MATERIALS A	ND SEI	RVICES		1,020,393	0	
				CAPITAL OUTLAY						
0	0	0	8720	Equipment - Grants				0	0	
535	0	2,232	<b>8750</b> I.S. Fund c	Capital Outlay Computer Charges apital outlay costs shared city-wide				1,456	0	
0	0	27,500	8750-65	Capital Outlay Computer Charges - P	ark Mai	ntenance		0	0	
0	0	600,500	8800	Building Improvements				0	0	

## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>19 - PARK MAIN</b> Section : <b>N/A</b> Program : <b>N/A</b>	ITENANCE			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
19,941	0	121,000		Vehicles es Add Packages: park maintenance capital e eplacement financed by internal borrowing	equipment re	enewal and u	pgrades	156,000	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Park Ma	aintenance capital replacement	1	66,000	66,000			
			11' Rota	ary large area mower - replace 2013 unit	1	90,000	90,000			
0	308,034	140,000	8850-15	Vehicles - Grants				0	0	0
0	13,200	709,900	9300-02	Park Improvements - Grants				250,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ARPA I	rrigation Renovations phase 1	1	125,000	125,000			
			ARPA N	Neighborhood Park Renovations Phase 1	1	125,000	125,000			
0	0	0	9300-05	Park Improvements - Play Equipm	ent			15,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Thomps warning	son Park-upgrade ADA ramp with tactile	1	15,000	15,000			
20,476	321,234	1,601,132		TOTAL CAPITA	AL OUTLA	AY		422,456	0	0
297,281	1,803,908	3,903,863		TOTAL REQU	IREMENT	S		2,871,953	0	0

# LIBRARY DEPARTMENT



## General Fund – Library

## **Budget Highlights**

The Mission of the McMinnville Public Library is to:

- Create an intellectually and culturally rich environment where people aspire to enhance and improve their own lives.
- Create connections and partnerships in the community for engagement, education, and success.
- Foster both the imperative and joy of lifelong learning through encouraging literacy, igniting imagination, and ensuring access to diverse ideas.



Library work has changed in the last twenty years, with greater demands that move beyond standard library services. Some of these expanded services are exciting and fulfilling, such as regular home delivery for all, expansion of the Library of Things borrowing collection, and the return of author and speaker

events to pre- pandemic levels. Some of these expanded services are more challenging, such as working with people suffering from mental health struggles, monitoring bathroom usage, and managing contrasting expectations from library visitors.

The FY 2024-25 proposed budget reflects the resources needed to provide library core services while being conscientious of fiscal constraints. With the support of the taxpayers, City Council, Library Foundation, Friends of the Library, and more the Library will continue to serve in ways that reflect the needs, interests, and challenges of our community.

## **Challenges and Opportunities**

#### Challenges

The primary challenges of the Library are space and safety. The lack of space means that work areas are awkward and cramped, creating workflow and focus issues. Public areas are stretched to capacity, with many of the services and programs offered limited by the space available.

Short-term space needs are being addressed through community grants and Library support organizations. In December of 2023 the Library received a \$150,000 grant from Yamhill Community Care Organization (YCCO) to increase the Library of Things borrowing collection. The grant includes the necessary shelving and locking cabinets needed for the items that will be available for borrowing, such as portable power banks, health monitoring kit (blood pressure, heart rate monitor, etc.), jumper cables, steam iron, and more. The upstairs computer and teen areas now house the expanded Library of Things, reimagining the space in a way that would not have been possible but for the YCCO grant.





Movable shelving and shelving with a smaller footprint that will allow for using spaces more efficiently and in different ways is a top priority for Library Foundation fundraising this year. The Library will continue to look for creative ways to use the space available until expansion provides more space for children and families to read and play, and teens and adults to have the space they need for technology, studying, and reading.

The other primary challenge of the McMinnville Public Library is the necessity to serve those in our community that have few other resources available to them. Lack of bathrooms, lack of warm and dry spaces for people to be during the day, lack of places for people to keep their things, all while struggling with mental and physical health issues lead to difficult situations. The Library is a public space that is available to everyone who follows the Patron Code of Conduct. While the Library is a safe place, the unease of witnessing people struggle with psychological instability challenges staff and patrons.



#### **Opportunities**

The strength of the McMinnville Public Library is in its superb staff and supportive community. Library staff are the heart of the Library, working with people from all walks of life to bring them the services and resources they need. Staff manage difficult issues, balancing the need for a safe and comfortable environment with the need for access to resources. The staff also work with creativity to manage the challenge of space needs as our population grows.

The community is another other great strength of the Library, with much support coming from our patrons, volunteers, and dedicated Friends of the Library and Library Foundation members.

## **Library Core Services**

### Maintain a safe and comfortable space

Base Level service is enhanced this year.

- Upgrades to the HVAC system improve air quality and sprinkler updates address fire safety.
- Comfort is addressed through creative space management, offering more items to borrow without losing seating and other amenities.
- Add package for a security guard on evenings and weekends and additional security cameras not included in this budget due to lack funding.

#### Offer materials for borrowing

Base Level service is enhanced this year.

- The Yamhill Community Cares Organization (YCCO) grant increases the Library of Things borrowing collection.
- City budget increase (\$8,000) in the library book borrowing collection.
- The standard library book borrowing collection is still funded in part (\$17,000) from the Friends of the Library and Library

Foundation. Full funding from the City will move this Core Service to Mid Level.

#### Offer access to materials from other libraries

Mid Level service is maintained this year.

# Deliver early literacy programming and education for children and caregivers

Mid Level service is enhanced this year.

- Additional story times
- Thinking Money for Kids program



#### Bridge the digital/technological divide

Mid Level service is enhanced this year.

- Wifi hotspots provided for checkout with funds from the Library Foundation of McMinnville.
- Hublet tablets for use in the Library added this year with funds from the Friends of the Library.

#### Inform the public of available resources

Mid Level service is enhanced this year.

 The Library Public Information Committee utilizes a variety of methods to inform our community of the many resources the Library offers beyond books.

#### Plan and strategize for now and the future.

Mid Level service is enhanced this year.

 Changes were made possible through the YCCO grant and Friends and Library Foundation funding.

#### Offer educational, cultural, and community programs.

Mid Level service is enhanced this year.

 Programs offered at the Library have returned to pre-pandemic levels.



## **Mac-Town 2032 Priorities & Library Services**

The Library supports the Mac-Town 2032 priorities daily through the services provided to our community. Some specifics reflected in the 2024-25 budget are highlighted below.

#### **City Government Capacity**

• Develop and foster local and regional partnerships

- Direct fiscal benefits from partnerships such as Chemeketa Cooperative Regional Library Service, Yamhill Community Cares Organization, Friends of the Library, Library Foundation, State Library of Oregon, McMinnville Kiwanis
- Gain efficiencies from technology and equipment
  - Updated print management software
  - o Tablet station for patron use in Library

#### **Civic Leadership**

Increase awareness of civic affairs and leadership opportunities

• An informed community is a focus of the Library, which leads to greater civic understanding and involvement.



#### **Community Safety & Resiliency**

Build a community culture of safety.

 The Library Behavior Response Committee addresses behavioral issues. This committee has been effective in managing difficult behaviors through informing, encouraging, and enforcing the Library Patron Code of Conduct.

## General Fund – Library

- Library staff regularly communicate about difficult situations and work together to remedy those situations.
- Air quality is addressed with HVAC upgrades.

#### **Economic Prosperity**

Improve systems for economic mobility and inclusion.

 The Yamhill Community Cares Organization grant/partnership offers tools, educational games, and more for people to enhance and improve their lives. Many of these tools are the first step for people to improve economic mobility.



Encourage connections to the local food system

 Seed library, gardening tools, cooking and baking equipment, free spices for expanding cooking options can all support the local food system.

#### **Engagement & Inclusion**

Actively protect people from discrimination and harassment

 The Library is one of the few indoor spaces where all people can spend time for free. All people are welcome within the parameters of the Library Patron Code of Conduct. Cultivate cultural competency and fluency through the community.

• El día de los niños, Dia De Los Muertos, and Sunday Seminars are a few of the many programs the Library hosts to cultivate cultural competency in our community.

Grow City's employees and Boards and Commissions to reflect our community.

• 25% of the library staff are of Latin heritage and are bilingual English/Spanish speakers.



Improve access by identifying and removing barriers to participation.

 Library staff are always looking for ways to remove barriers to library access. Home delivery of library materials throughout McMinnville and surrounding areas, Summer Fun activities and the bookmobile outreach to neighborhoods, parks, and apartment complexes, and library cards for those experiencing houselessness are examples of programs that have removed barriers to access.



#### **Growth & Development Character**

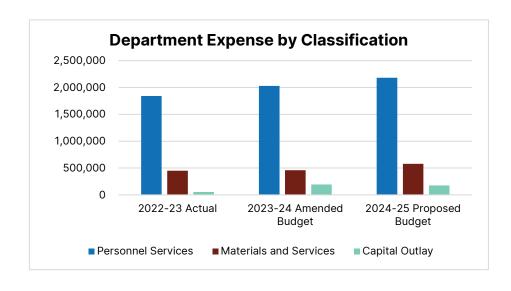
Strategically plan for short and long-term growth and development that will create enduring value for the community.

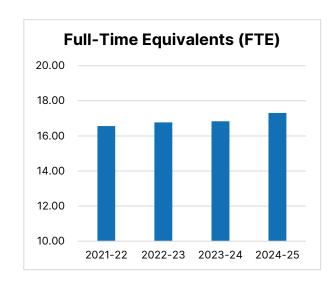
- A formal long-term planning process continues.
- Short-term growth is managed through donations from Friends of the Library and Library Foundation, groups that have supported building improvements not covered by the City budget.



#### General Fund - Library

Department Cost Summary				
		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Charges for Services	490	480	480	0
Fines and Forfeitures	11,457	5,000	5,000	0
Intergovernmental	361,943	213,789	277,750	63,961
Miscellaneous	57,894	46,600	66,100	19,500
Revenue Total	431,783	265,869	349,330	83,461
Expenses				
Personnel Services	1,842,124	2,028,318	2,180,765	152,447
Materials and Services	451,783	457,846	579,302	121,456
Capital Outlay	53,196	193,134	176,586	(16,548)
<b>Expenses Total</b>	2,347,104	2,679,298	2,936,653	257,355
Unrestricted Resources Required	1,915,320	2,413,429	2,587,323	173,894
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	16.56	16.77	16.84	17.31







## General Fund – Library

1909	The first public library in McMinnville is started by the Civic Improvement Club in the Wright Building.
1010	

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.



1973 McMinnville Public Library and 16 other libraries form the Chemeketa Cooperative Regional Library Service (CCRLS).

1980 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.

1986 Library installs its first computer automation system.

1996 Library undergoes major repairs, renovations, and earthquake retrofit.

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

2008 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 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.

#### 2018

Library Children's Room remodel funded primarily with grants and donations from Friends of the Library, Kiwanis, Ford Family and Oregon Community Foundations.



**Before Remodel** 



**After Remodel** 



- 2020 Library introduces home delivery in response to the COVID-19 pandemic.
- 2021 Library receives the Downtown Association of Best COVID Pivot Award.
- 2023 Library purchases electric vehicle for home delivery using American Rescue Plan funds



#### 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	0	532 Fed Oregon Humanities Grant rant for the 2024 Dia de los Muertos Celebration event. Expended through accou aterials & Supplies Grants.	0 unt 7710	0	(
0	53,196	0	546 American Rescue Plan	0	0	(
0	0	0	780 OR State Aid Grant - Library	0	0	(
2,784	3,318	1,770	780-05 OR State Aid Grant - Library - Odd CY ne Ready to Read Grant is provided annually the Oregon State Library on a per of all Oregon libraries, expended through account 8150-55 Books & Materials-State aterials. This grant is run on a calendar year, so is listed in separate accounts for acking.	e Grant	0	(
4,682	981	3,500	<b>780-10</b> OR State Aid Grant - Library - Even CY ne Ready to Read Grant is provided annually the Oregon State Library on a per of all Oregon libraries, expended through account 8150-56 Books & Materials-State aterials. This grant is run on a calendar year, so is listed in separate accounts for acking.	e Grant	0	(
3,285	4,715	0	<b>781-05</b> State Library of Oregon - Library Svcs and Tech Grant rant for a summer teen internship. Expended through accounts 7000-15 Salaries emporary and 7710 Materials & Supplies - Grants.	2,885 s & Wages -	0	(
0	0	0	Pamhill Community Care Org rant will fund the expansion of the Library of Things collection, offering tools and community members to increase ability to perform household maintenance, edunildren, maintain gardens, mend clothing, and operate technology. Expended three count 7710 Materials & Supplies - Grants and 7000-15 Salaries & Wages - Tem	ough	0	(
193,097	299,733	208,519	OSO CCRLS - Library nemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for livindividuals who live outside the City service area (generally the school district be equalize the property tax disparity between what City residents pay for library senat county residents pay.	oundaries)	0	(
203,847	361,943	213,789	TOTAL INTERGOVERNMENTAL	277,750	0	(
			CHARGES FOR SERVICES			
480	490	480	Outside City User Fee Oper household per year for full borrowing privileges as determined by the Cheroperative Regional Library Service(CCRLS) Advisory Council to provide "equity fference between City resident tax rate and county resident tax rate dedicated to	" for the	0	(
480	490	480	TOTAL CHARGES FOR SERVICES	480	0	(
			FINES AND FORFEITURES			
11,696	11,457	5,000	160 Fines & Lost Books narges to library patrons for materials borrowed and not returned.	5,000	0	(

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#### 01 - GENERAL FUND

,				UI - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
11,696	11,457	5,000		TOTAL FINES AND FORFEITURES	5,000	0	0
				MISCELLANEOUS			
0	0	0	6360-19	Grants - Yamhill County Cultural Coalitio	1,500	0	0
1,931	8,020	500		Donations - Library ary donations received from the public and local service groups for books, quipment, and special programs. These funds are expended through account ons-Library.	500	0	0
3	0	0		<b>Donations - Library - Bookmobile</b> eceived from the public and local service groups for bookmobile materials. These expended through account 8160-05 Donations-Library-Bookmobile Books.	0	0	0
18,754	9,121	15,500	materials for	Donations - Library - Library Foundation Even CY Foundation raises money to support the bookmobile program, the purchase of borrowing, and other library programs. These funds are expensed through 60-25 Donations - Library Foundation Even CY and 7000-10 Salaries & Wages - t Time.	20,500	0	0
18,279	14,518	8,500	materials for	<b>Donations - Library - Library Foundation Odd CY</b> Foundation raises money to support the bookmobile program, the purchase of borrowing, and other library programs. These funds are expensed through 0-30 Donations - Library Foundation Odd CY.	20,000	0	0
12,896	18,850	15,000	borrowing. T	<b>Donations - Library - Friends of the Library</b> of the Library support library programming and the purchase of materials for These funds are expensed through account 8160-40 Donations - Friends of the 7000-15 Salaries & Wages - Temporary.	15,000	0	0
0	0	0	6440-20	Donations - Library - Adult Programs	0	0	0
3,055	0	100	6440-25 Donations reare expende	<b>Donations - Library - Children's Programs</b> eceived from the public, granting agencies, and local service groups. These funds at through account 8160-15 Donations - Children's Programs.	100	0	0
530	2,422	3,000		Donations - Library - Kiwanis eceived from this local service group. These funds are expended through account nations - Library - Kiwanis.	4,500	0	0
4,292	4,963	4,000	6600-98 Library rever access comp	Other Income - Library nues including reimbursement for postage charge on inter-library loans, public puter terminal printing fees, public access copy machine copy fees, and us library revenues.	4,000	0	0
59,741	57,894	46,600		TOTAL MISCELLANEOUS	66,100	0	0
275,765	431,783	265,869		TOTAL RESOURCES	349,330	0	0
213,103	431,763	203,009		IOIAL RESOURCES	349,330	<b>U</b>	

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### 01 - GENERAL FUND

agot Docum	•			UI - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
0.040	4.000	0	7000	PERSONNEL SERVICES	0	0	
9,642	1,633		7000	Salaries & Wages	0	0	
805,791	990,986	1,014,980	Library Dire Library Man Library Sup Librarian - 3	Salaries & Wages - Regular Full Time actor - 1.00 FTE ager - 1.00 FTE ervisor - 3.00 FTE 3.00 FTE cialist - 4.00 FTE	1,102,299	0	
231,001	182,892	259,760	Library Assi	Salaries & Wages - Regular Part Time 2.12 FTE cialist - 1.11 FTE istant - 0.83 FTE hnician - 0.85 FTE	283,740	0	
0	12,139	7,200	<b>7000-15</b> Librarian - C Library Tecl	Salaries & Wages - Temporary 0.02 FTE hnician - 0.38 FTE	18,708	0	
1,041	2,399	0	7000-20	Salaries & Wages - Overtime	0	0	
3,209	3,313	3,000	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,100	0	
3,530	988	0	7300	Fringe Benefits	0	0	
62,919	72,246	77,739	7300-05	Fringe Benefits - FICA - Social Security	85,116	0	
14,715	16,896	18,630	7300-06	Fringe Benefits - FICA - Medicare	20,401	0	
329,238	367,843	419,790	7300-15	Fringe Benefits - PERS - OPSRP - IAP	456,789	0	
138,874	159,296	191,666	7300-20	Fringe Benefits - Medical Insurance	182,330	0	
20,000	26,000	25,000	7300-22	Fringe Benefits - VEBA Plan	22,250	0	
1,138	875	960	7300-25	Fringe Benefits - Life Insurance	900	0	
3,014	2,733	2,774	7300-30	Fringe Benefits - Long Term Disability	2,850	0	
893	1,235	1,412	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,551	0	
312	345	389	7300-37	Fringe Benefits - Workers' Benefit Fund	362	0	
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	
0	0	4,719	7300-45	Fringe Benefits - Paid Family Leave City Share	1,098	0	
249	307	299	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	271	0	
1,625,565	1,842,124	2,028,318		TOTAL PERSONNEL SERVICES	2,180,765	0	
				MATERIALS AND SERVICES			
542	511	500	7500	Credit Card Fees	500	0	
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## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			Charges for fees.	credit card payment at circulation desk for lost items and out of area library card			
1,207	1,553	2,600	7540	Employee Events ad city-wide for employee training, materials, and events.	2,600	0	C
6,927	11,057	8,000	7550	Travel & Education on professional organizations, registration and travel to workshops, conferences	10,000	0	C
738	2,050	2,250		Volunteer Recognition ground checks for library volunteers, recognition and gifts, including annual ppreciation Day program and refreshments.	2,250	0	C
2,770	2,267	1,000		Fuel - Vehicle & Equipment or the bookmobile. Mileage reimbursement for the homebound program, and preschools and daycares.	1,000	0	0
28,123	27,198	30,000	7600	Utilities	25,000	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
18,873	23,557	26,350	7610-05	Insurance - Liability	16,375	0	C
12,520	14,268	17,690	7610-10	Insurance - Property	20,477	0	0
14,258	14,862	15,000		<b>Telecommunications</b> one service, elevator phone line, public WiFi, bookmobile hotspot, and home phone.	15,000	0	0
17,925	48,315	54,000	7650	Janitorial itorial services and supplies, litter patrol, and other supplies.	54,000	0	0
677	614	600	<b>7660</b> General libr	Materials & Supplies ary and staff room supplies.	600	0	0
330	626	500	<b>7660-15</b> Inter-library	Materials & Supplies - Postage loan books returned by mail and other library mailing costs.	500	0	0
2,441	4,057	3,500		Materials & Supplies - Public Services  adult services work group including office supplies, copy paper, toner, and teen and adult computer use.	3,500	0	0
3,836	2,620	2,500	<b>7660-30</b> Brochures, contact info	Materials & Supplies - Public Information bookmarks, and other materials to inform public of library services, hours, and rmation.	3,500	0	0
1,782	1,777	1,500	7660-60	Materials & Supplies - Administration	1,500	0	0
2,748	2,791	2,500		Materials & Supplies - Library Circulation Cooperative Regional Library Service (CCRLS) chargebacks for courier service ion work group supplies.	2,500	0	0
5,911	6,040	6,000	<b>7660-64</b> Processing	Materials & Supplies - Library Technical Services supplies for books, AV, and Library of Things; book covers, labels, AV cases, and hings containers and supplies. Office supplies for the technical services work	8,000	0	0

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## 01 - GENERAL FUND

ACTUAL ACTUAL AMENDED Section: N/A BUDGET Program: N/A	PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,098 2,549 2,500 <b>7660-65 Materials &amp; Supplies - Children's Prog</b> Supplies for the children's services work group including staff and other miscellaneous costs for children's programming.		0	0
0 0 7680-10 Materials & Supplies - Donations - Ad	ult Programs 0	0	0
0 0 7680-11 Materials & Supplies - Donations - Like Moved to 8160-25	orary Foundation Even CY 0	0	0
0 0 7680-12 Materials & Supplies - Donations - Lik Moved to 8160-30	orary Foundation Odd CY 0	0	0
0 0 7680-15 Materials & Supplies - Donations - Ch Moved to 8160-15	ildren's Programs 0	0	0
0 0 <b>7680-16 Materials &amp; Supplies - Donations - Fri</b> Moved to 8160-40	ends of the Library 0	0	0
0 0 7710 Materials & Supplies - Grants Yamhill Community Care Organization grant will fund the exp collection, offering tools and education to community membe household maintenance, educate children, maintain gardens, technology. Revenue account 5015 Yamhill Community Care YCCC grant will support the 2024 Dia de los Muertos Celebra 6360-19 Yamhill County Cultural Coalition.	rs to increase ability to perform , mend clothing, and operate c Org.	0	0
24,262 13,433 18,000 <b>7720-08 Repairs &amp; Maintenance - Building Rep</b> HVAC, plumbing, and electrical repairs.	pairs 20,000	0	0
24,742 23,843 28,000 <b>7720-10 Repairs &amp; Maintenance - Building Mai</b> Building maintenance including pest control, inspections, gutt roof, elevator and HVAC maintenance, garbage, windows, ca scheduled building maintenance.	ter cleaning, moss treatment for	0	0
1,570 709 600 <b>7720-14 Repairs &amp; Maintenance - Vehicles</b> Repairs, maintenance, and supplies for the library bookmobil	1,000 e and home delivery vehicle.	0	0
2,246 0 0 <b>Professional Services</b>	0	0	0
0 4,349 5,100 <b>7750-01 Professional Services - Audit &amp; other</b> Costs shared city-wide for audit, Section 125 plan administra miscellaneous professional service expenses		0	0
8,992 9,557 10,000 <b>7790 Maintenance &amp; Rental Contracts</b> Equipment maintenance agreements, leases, software licens rental, postage meter lease, book vendor access and movie		0	0
2,415 5,071 4,000 <b>7800 M &amp; S Equipment</b> Furniture and equipment.	4,000	0	0
0 0 7810-05 M & S Equipment - Donations - Librar	y Foundation 0	0	0
76,556 87,131 86,286 <b>7840 M &amp; S Computer Charges</b> I.S. Fund materials & supplies costs shared city-wide	128,680	0	0
11,716 9,492 13,000 <b>7840-70 M &amp; S Computer Charges - Library</b>	35,400	0	0

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#### 01 - GENERAL FUND

				UI - GENERAL FUND					
2025 ADOPTE	2025 APPROVED	2025 PROPOSED				Department : <b>21 - LIBRAF</b> Section : <b>N/A</b>	2024 AMENDED	2023 ACTUAL	2022 ACTUAL
BUDGE	BUDGET	BUDGET				Program : N/A	BUDGET		
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			3,600	1,800	2	Replacement computers			
			10,000	2,500	4	Replacement Mobile computers			
			8,000	2,000	4	All in One computers			
			1,500	500	3	Spline Label Printers			
			500	500	1	Barcode Scanner			
			1,300	1,300	1	Laserjet Printer			
			7,000	7,000	1 1	Office 365 licensing			
			800 1,000	800 1,000	1	LPTOne Renewal PC Reservation Renewal			
			1,700	1,700	1	Hublet Renewal			
	•	00.000	1,700	1,700	,				
C	0	28,000				B150-05 Books & Materials - Adult Boo Fiction and non-fiction print books for adult borrowing	20,000	21,966	14,997
C	0	0		ise	ne Databa	B150-15 Books & Materials - Reference Online subscriptions for public use.	0	0	0
C	0	12,000		ges 0 - 12.	-	Books & Materials - Children's Books, audio visuals, and other materials for borrow	12,000	12,399	12,204
C	0	4,500			ooks	Books & Materials - Young Ad Books for borrowing for young adults ages 12 - 17.		4,501	4,426
C	0	6,000				B150-30 Books & Materials - Large Print arge print books for borrowing for visually impaired		5,708	6,007
C	0	2,000		rials		Books & Materials - Spanish L Books and media for borrowing in Spanish.	2,000	1,964	1,905
C	0	0				B150-40 Books & Materials - Bookmob	0	0	0
C	0	4,500	owing.	tions for borre	ne subscrin	B150-45 Books & Materials - Periodica Newspaper subscriptions for in library reading and r	4,500	4,260	4,625
C	0	8,500	g.		•	B150-50 Books & Materials - Audio Vis	8,500	8,395	8,286
C	0	5,500			CD Books	B150-51 Books & Materials - Audio Vis	,	5,229	3,510
C	0	4,000			S	B150-53 Books & Materials - Audio & E Downloadable audiobooks and ebooks.	3,000	4,001	0
C	0	0				B150-54 Books & Materials - Grants	0	2,413	3,285
C	0	3,500	o Oregon egon State	ount 4780-05	evenue acc	B150-55 Books & Materials - State Grant State Ready-to-Read Grant expenditures funded thi State Aid Grant-Library Odd CY. Ready to Read Grant- Library on a per capita basis to all Oregon libraries.	•	3,318	2,784
C	0	2,170		ount 4780-10	evenue acc	8150-56 Books & Materials - State Grant State Ready-to-Read Grant expenditures funded the State Aid Grant-Library Even CY. Ready to Read G State Library on a per capita basis to all Oregon libr	•	981	4,682

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## 01 - GENERAL FUND

			OI GENERALI GND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED	Department : <b>21 - LIBRARY</b> Section : <b>N/A</b>	2025 PROPOSED	2025 APPROVED	2025 ADOPTE
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGE
320	3,421	2,000	8150-60 Books & Materials - Emerging Collections  New trends in public library service emerge regularly to offer unique items for borrowing. This budget is used to purchase such items for library patrons to borrow.	2,000	0	(
1,934	8,020	500	8160 Donations - Library Various library purchases funded through revenue account 6440 Donations-Library.	500	0	(
3	0	0	8160-05 Donations - Library - Bookmobile Books Books and materials for bookmobile funded through revenue account 6440-05 Donations-Library-Bookmobile.	0	0	(
0	0	0	8160-10 Donations - Library - Adult Programs	0	0	(
3,055	0	100	8160-15 Donations - Library - Children's Programs Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25 Donations-Library-Children's Programs.	100	0	(
18,754	9,121	15,500	8160-25 Donations - Library - Library Foundation Even CY Support of the bookmobile program, Summer Fun, and the purchase of materials for borrowing (books, ebooks, and hotspots). Revenue account 6440-10 Donations - Library - Library Foundation Even CY includes funds to reimburse this line.	10,000	0	C
11,517	14,518	8,500	8160-30 Donations - Library - Library Foundation Odd CY Support of the bookmobile program, Summer Fun, and the purchase of materials for borrowing (books, ebooks, and hotspots). Revenue account 6440-11 Donations - Library - Library Foundation Odd CY includes funds to reimburse this line.	20,000	0	(
527	2,422	3,000	8160-35 Donations - Library - Kiwanis Sponsoring the purchase of books for the First Grade Reading Program. Revenue account 6440-35 Donations - Library - Kiwanis.	4,500	0	(
12,896	18,850	15,000	8160-40 Donations - Library - Friends of the Library  The purchase of materials for borrowing and library programs. Revenue account 6440-15  Donations - Library - Friends of the Library includes funds to reimburse this line.	15,000	0	(
391,921	451,783	457,846	TOTAL MATERIALS AND SERVICES	579,302	0	(
			CAPITAL OUTLAY			
7,137	0	23,134	8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	13,586	0	(
0	0	20,000	8800 Building Improvements	25,000	0	(
			DescriptionUnitsAmt/UnitTotalSprinkler/Riser Deficiency Repairs (sprinkler head replacement)125,00025,000			
0	0	150,000	8800-02 Building Improvements - Grants ARPA Funds: Library HVAC system upgrade to improve air quality	138,000	0	(
0	0	0	8850 Vehicles	0	0	(
	53,196	0	8850-15 Vehicles - Grants	0	0	(
0	33,130	·				

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## 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/</b> A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,024,623	2,347,104	2,679,298	TOTAL REQUIREMENTS	2,936,653	0	0

# GENERAL FUND NON-DEPARTMENTAL



2024 – 2025 Proposed Budget --- Budget Summary

# **Budget Highlights**

#### **Revenues**

# **Property Taxes**

The City's permanent property tax rate is \$5.02 per \$1,000 of assessed value (AV). This budget includes an underlevy of \$1.00, meaning a planned assessment of \$4.02 per \$1,000 of AV. The reason for the underlevy is that FY2024-25 is the second year with the existence of the voter-approved McMinnville Fire District (MFD); these services had previously been included in City of McMinnville budget and had an approximate investment of \$1.50 of the total permanent rate in fire and emergency management services. In FY2023-24, the City budget underlevied this amount. After a community engagement process in the summer and fall of 2023, the Budget Committee asked staff to create this budget adding back 50 cents of the \$1.50 foregone last year.

- The 2024-25 proposed budget projects a 3.85% increase in assessed value (AV) compared to 2023-24. The AV increase in 2023-24 was 5.47% compared to the prior year.
- The City assumes 5% on property taxes levied will not be collected based on Department of Revenue statistics; this includes amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for this figure, property tax revenues are estimated at \$13.55 million for current receipts in fiscal year 2024-25 with an additional \$200,000 budgeted for prior year taxes.
- The year over year budget increase in current property tax is 19.65%, or \$2.2 million. As noted, the primary driver of this increase is bring back one third of the amount underlevied in the prior year, which makes up \$1.7 million of the increase.
- The estimate for prior year property tax has been reduced by \$50,000 due to underlevies; this revenue is volatile generally

#### **Payment In Lieu of Tax (PILOT)**

McMinnville Water & Light remits a payment in-lieu of tax (PILOT) as a municipal electric company because it does not pay property tax. The total budgeted in 2024-25 is \$2.55 million, an increase relative the estimated payments for 2023-24 of \$100,000. The estimates for both years include calculations to quantify the impact of a modest customer rebate from the Bonneville Power Authority. In addition, FY2024-25 is the first full year that industrial class power users' long-standing discount has been phased out and all electric customers contribute PILOT at the same 6% level.

#### **Franchise Fees**

- Franchise fee revenue totaling \$977,000 for cable, telephone, natural gas, and waste collection are projected for FY2024-25 and will reflect a 2.3% decrease relative the current year's budget. Revenue trends show declines in cable franchise fees and a decline in natural gas due to a rate decrease of 8% approved by the Public Utility Commission.
- The City's franchise fee on wastewater services has been set at 6% starting in FY2023-24. It is budgeted to contribute \$700,000 for FY2024-25, an increase of \$24,000 relative this year.

#### **Local Revenues**

The City Services Charge began in January 2023 as a central component of McMinnville's work to create a more sustainable revenue structure to fund core city services. Estimates for current year revenue is \$2.24 million and includes assumptions for a 3% increase for the 2025 calendar year after opting not to make a cost of living increase in its first full calendar year of operations in 2024.

The local 3% tax receipts on recreational marijuana sales have declined from a high in FY2020-21 of over \$300,000 in annual revenue. Overall market conditions in this industry continue to be negatively impacted by oversupply, resulting in lower tax revenue levels state-wide. The FY2024-25 budget is flat at \$200,500 relative updated FY2023-24 anticipated revenues for this year.

#### Intergovernmental

- State Shared Revenues Oregon state shared revenues are a significant source of funding for General Fund operations. The League of Oregon Cities (LOC) projections have most shared revenue categories increasing, though marijuana and cigarette are anticipated to decline in FY2024-25. Many of the shared revenues include a population factor for its disbursement. McMinnville remains the 18<sup>th</sup> largest city in the state but its share of total Oregon population has declined from 1.14% in 2023 to 1.13% in 2024, which has a negative impact on our receipts.
- The City's allocation of state shared revenue of \$450,000 in FY2024-25 is 3.4% lower than the prior budget. Liquor tax revenue is anticipated to be flat relative the prior year with \$720,000 budgeted for the upcoming fiscal period. Cigarette taxes continue declining and are projected to be \$23,500, down relative the current year's \$24,000 estimate.
- State marijuana tax levels are anticipated to decline 2.17% relative the updated FY2023-24 estimate of \$60,000 to \$58,700. When recreational marijuana became legal in Oregon, projected tax revenues were anticipated to be shared out to McMinnville in the \$200,000 year level; the passage of Measure 110 in November 2020 meant a considerable proportion of these taxes were diverted from the local government share to supporting direct drug addiction support service delivery carried out by other agencies.

The MFD's intergovernmental revenue is related to its ongoing contribution to pay its proportion of the PERS transitional liability bond, \$112,000 in FY2024-25. The share is 26.41%, the proportion that fire department employee budgeted PERS contributions in FY24 had the ballot measure not been approved. This will continue until that loan matures in FY2027-28.

#### **Interest Earnings**

- One of the upsides of the higher cost of doing business is the fact that investment earnings are on the rise. In June of 2023, the City diversified \$20 million of its cash holdings, closing a very low interest earning money market account and working with a new commercial bank in town to establish a new money market and 6-month CD contracts. Both of these new instruments are generating higher returns than the Local Government Investment Pool (LGIP), the short-term fund run by the Oregon State Treasury, with no increase in risk.
- The General Fund share of interest earnings budgeted in FY2023-24 was \$327,000. Estimates for the year have been revised upward to \$610,000. The FY2024-25 estimate is \$520,000; the decline is due to anticipation of interest rates coming down in 2025 as well as the spending of one-time committed funds originating from the American Rescue Plan Act (ARPA) allocation of \$7.7 million.

# **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 2024-25 Proposed Budget in the amount of \$187,000.

In FY2023-24 the City's General Fund took on a 5-year, interest-only internal loan from the Wastewater Capital Fund in order to purchase an industrial property in the McMinnville urban renewal area. An intergovernmental agreement was signed between the City and the McMinnville Urban Renewal Agency (UR) by which the UR agreed to pay the interest payment. This additional \$216,000 is included in the Transfers in – interfund debt from Urban Renewal line item.

# **PERS Transition Liability**

In 2016-17 the City also 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 2024-25 Proposed Budget will be paid from general operating funds of the City that have payroll costs that are subject to PERS, as well as the MFD contribution noted earlier in this write up.

# **Transfers In**

- Reimbursement from other funds for Administration, Finance, Engineering, Community Development, and Parks and Recreation Administration personnel services support and for Engineering Materials and Services bring in \$1.5 million to the General Fund in the FY2024-25 proposed budget.
- Transient Lodging Tax of \$616,000 represents 30% of the net Tax collected and reimbursement of Finance, Planning, and Administration costs to administer the tax.
- The Insurance Services fund makes a transfer to the General Fund for staffing and administering these activities. As part of a planned spend down of excess fund balance, it covered the cost of the Human Resource Manager position in the General Fund from the time that role was created for the City. Because

- the excess fund balance has successfully been reduced, starting in FY2024-25, this position will no longer be paid for by that fund.
- In FY2024-25 the General Fund continues to lack the financial capacity to pay for the annual capital investments required to maintain its facilities and keep up with prudent vehicle and equipment replacement cycles. As was done last year (after two years of no investment in capital purchases other than grant funded vehicles), interfund loans will be used to finance these costs. A total of \$846,000 from the Wastewater Capital Fund is budgeted. \$224,000 is for two projects authorized in FY2024-25 that have been delayed. The new capital funding is for the top two priorities in capital spending from General Fund departments and includes fire panel and fire suppression improvements in three City buildings, four vehicles, technology needs, sidewalk replacement in front of Nelson House and flooring replacements at the Senior Center. The loans will be repaid over five years starting in FY2025-26 at an interest rate that is set 50 basis points over the current Local Government Investment Pool's rate of return of 5.2%.

#### **Expenditures**

#### **Materials and Services**

 The cost of General Fund unemployment (\$10,000) and billing services costs for the city services charge (\$154,800) are included in the non-departmental portion of the fund's budget.

## **Transfers Out**

- Transfer out to Wastewater is for the committed dollars from ARPA for the second year of stormwater capacity project costs in the amount of \$264,000.
- Transfer to Information Systems includes the reimbursement for Information Systems and Services (IS) Fund for personnel services support, anticipated to be \$571,000. It also

distributes ARPA funding associated with technology costs in several projects for a total of \$130,000.

Transfers out to the Wastewater Capital Fund for annual interfund debt payments including Police vehicles and audiovisual investments from FY2019-20 and FY2020-21 and a number of different capital projects and vehicle/equipment replacements anticipated to be brought into service by the end of the current FY2023-24 fiscal year.

# **Contingency and Ending Fund Balance**

The City's reserve policy enacted in FY2020-21 states that the General Fund should target holding two months operating expense at the end of the year, with a five-year timeline for rebuilding the reserve (by FY2025-26). The City defines reserves in its policy to be the sum of contingency and unappropriated ending fund balance. Incremental progress of 0.25 additional months of reserves have been added in the FY2021-22 to FY2023-24 years. The FY2024-25 proposed budget includes a reserve of \$2.3 million in combined contingency and unappropriated ending fund balance. This figure is equivalent to only 1 month of operating expense, breaking the last few years' advancement of this goal to build back reserve levels.

The City has budgeted \$1,000,000 in contingency funds historically, though contingencies were increased in FY2020-21 due to unknowns associated with the pandemic and again in FY2023-24 given the fire district transition and the possibility that unforeseen costs might arise for that reason. In FY2024-25, a contingency budget of \$1,962,400 is proposed. This amount is based on last year's contingency base of \$1,500,000 plus the approximate value of the Police Department's vacancy savings, should full staffing levels in law enforcement be achieved in the near term.

The use of contingency funds in FY2023-24 to pay for one-time costs associated with the fire district transition, to date over \$1.3 million, has indeed been required and is the primary driver of the negative impact on the City's General Fund reserve levels. Rather than make FY2024-25 budget cuts of steady-state core services, the proposed budget contemplates reducing the reserve held for subsequent periods and updating the strategy for rebuilding those reserves over the next few years.

# **Future Challenges and Opportunities**

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. Conversely, should major taxpayers experience significant and/or sustained difficulties, the City's tax base could also contract. McMinnville has been fortunate that it did not see significant change in its property tax base due to the pandemic and related economic impacts.

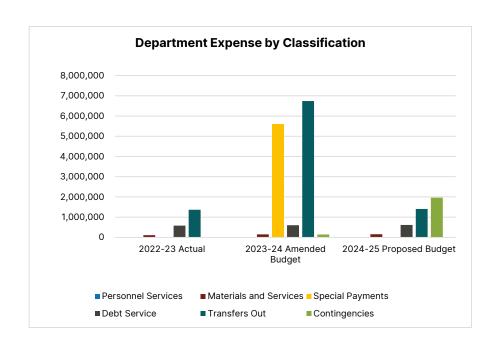
This year a meaningful addition of 50 cents per \$1,000 of AV in its tax levy is budgeted, an estimated \$1.7 million increase in property tax relative the FY2023-24 underlevy of \$1.50 per \$1,000. Nevertheless, the General Fund continues to run a current year deficit. Adjusted for FY2024-25 programming paid for by prior year deferred revenues, FY2024-25's current year deficit is \$1.7 million (note – it is happenstance that both numbers discussed in this paragraph are \$1.7 million.)

A sustainable General Fund would include the ability to maintain current core services; address deferred maintenance in its facilities; maintain prudent capital replacement cycles; and meet reserve targets requires a funding level that exceeds the current revenue available for FY2024-25. To address acute, unfunded community needs such as

houselessness; improve under-performing core service levels; advance MacTown2032 and annual council goals; and support investments in facilities such as a new community recreation-aquatic center and the expanded programming a modern facility would enable exceeds the revenues that levying the full permanent rate would allow. In FY2024-25 that value is approximately \$3.4 million more than the budgeted \$13.6 million in current year property tax projected for this budget.

General Fund - Non-Departmental

Department Cost Summary				
		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Charges for Services	1,104,480	2,203,000	2,240,000	37,000
Intergovernmental	7,865,713	5,755,426	1,369,227	(4,386,199)
Licenses and Permits	4,171,005	4,396,830	4,431,000	34,170
Miscellaneous	851,613	661,172	867,194	206,022
Property Taxes	15,856,876	11,575,000	13,750,000	2,175,000
Transfers In	2,333,844	12,742,300	3,628,031	(9,114,269)
Revenue Total	32,183,532	37,333,728	26,285,452	(11,048,276)
Expenses				
Personnel Services	0	10,080	10,080	0
Materials and Services	111,406	145,800	154,750	8,950
Debt Service	583,069	597,059	611,508	14,449
Special Payments	0	5,609,340	0	(5,609,340)
Transfers Out	1,361,712	6,740,304	1,406,630	(5,333,674)
Other Financing Uses	0	930,615	0	(930,615)
Contingencies	0	143,460	1,962,400	1,818,940
Expenses Total	2,056,187	14,176,658	4,145,368	(10,031,290)
Unrestricted Resources Available	30,127,345	23,157,070	22,140,084	(1,016,986)





1916 1980 1985 1986	Voters establish original operating property tax base.  First library operations 3-year serial levy passed - \$45,000 per year.  Second library operations 3-year serial levy passed - \$65,000 per year.  First police, library, and transportation 3-year serial levy passed - \$300,000 per year.	1990	November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.  November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant	1997 1997 2000 2002	May 1997, Oregon voters passed Measure 50 to "clean up" Measure 47 inconsistencies. Measure 50 established district permanent tax rates.  City's permanent rate is established at \$5.02.  First year City levies entire \$5.02 per thousand assessed value permanent rate.  November 2002 general
1988 1988	March election passed library operations 1-year serial levy - \$80,000 per year.	1997	improvements made to property.  January and February 1997, City Council,		election local option levy proposal of \$1.78 per thousand of assessed value fails.
1900	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 supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.		Budget Committee, and Department Heads review City provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.	2003	Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified request with Resolution 2003-14.

# **2005** Transfers of ~\$328,000 into

the General Fund helped purchase the OMI Regional Building for a total of \$1,065,000; Building became the new Community Development Center.

#### 2006

Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.

#### 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.

# 01 - GENERAL FUND

				01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : <b>N/</b> A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				RESOURCES			
				PROPERTY TAXES			
14,887,368	15,568,266	11,325,000	Permanent of	Property Taxes - Current operating property tax levy is \$5.02 per \$1,000 of assessed value. For FY2024-will underlevy for \$4.02 per \$1,000 of assessed value, up from the prior year's f \$3.52	13,550,000	0	0
201,500	288,610	250,000		Property Taxes - Prior f delinquent property taxes due from prior year permanent rate property tax underlevies, amounts will decline.	200,000	0	0
15,088,868	15,856,876	11,575,000		TOTAL PROPERTY TAXES	13,750,000	0	0
				LICENSES AND PERMITS			
2,118,028	2,336,051	2,475,000	McMinnville	W&L Payment in Lieu of Tax Water and Light payment-in-lieu-of property tax: 6% residential, commercial, and dustrial users.	2,550,000	0	0
0	0	0	4205-04	Franchise Fees - Water-McMinnville Water & Light	0	0	0
0	0	0	4205-05	Franchise Fees - PILOT McMinnville Water & Light	0	0	0
63,350	8,081	6,000	Emergency	Franchise Fees - Miscellaneous-Telecommunications ranchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Communications Fund (3%). 3% allocated to Emergency Communications Fund to "Enhanced 911" emergency communications system.	6,000	0	0
18,603	12,639	6,000	Telecommu distributed to	Franchise Fees - Ziply-Cable hise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and nications Fund (2.25%). 2.25% allocated to Telecommunications Fund is o McMinnville Community Media (MCM) for management of local public access ticipate company exiting cable business in FY2024-25.	1,000	0	0
24,511	22,856	21,755	Emergency	Franchise Fees - Ziply-Telephone ranchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Communications Fund (3%). 3% allocated to Emergency Communications Fund to "Enhanced 911" emergency communications system.	22,900	0	0
185,955	178,885	179,000	Telecommu	Franchise Fees - Comcast Communications-Cable hise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and nications Fund (2.25%). 2.25% allocated to Telecommunications Fund is o McMinnville Community Media (MCM) for management of local public access	164,000	0	0
432,681	464,378	464,000	<b>4205-20</b> Recology fra	Franchise Fees - Recology Western Oregon anchise fee was increased by 4% in FY2023-24.	478,000	0	0
231,144	280,135	326,000	<b>4205-25</b> NW Natural projections	Franchise Fees - Northwest Natural gas franchise fee is 5%. An 8% rate cut as of Nov 2023 is factored into	305,000	0	0
554,491	663,891	676,000	4205-30	Franchise Fees - McMinnville Wastewater Services Services franchise fee is 6%	700,000	0	0

City of McMinnville Budget Document Report

# 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPA</b> Section : <b>N/A</b>	RTMENTAI	-		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				Program : N/A						
278,224	200,517	240,075		ana Tax - Local on 3% of marijuana sales				200,500	0	C
3,259	3,573	3,000		ses & Permits - Misc r licenses, bicycle licenses, vehic	le permits, etc	<b>.</b>		3,600	0	(
3,910,246	4,171,005	4,396,830		TOTAL LICENSES	AND PER	MITS		4,431,000	0	0
			INTE	RGOVERNMENTAL						
12,026	159,583	0	4545 Feder	al FEMA Grant				0	0	C
261,080	6,494,348	0	Fully spent out with rev	can Rescue Plan enue recovery in FY23. City has o ally approved ARPA projects in the			d balance	0	0	O
0	0	0		avirus Relief Fund (CRF)				0	0	C
28,562	25,270	24,000	State Shared Revenue The newest taxes imposhare so cities now rec	ate Cigarette Taxes Cigarette taxes designed to re sed on cigarettes and other tobac eive approximately 0.6% of state is a basis to Oregon cities. These re	cco products of imposed taxe	do not include s on cigarette	a city sales	23,500	0	0
431,704	448,127	466,000		ate Revenue Sharing Statutory distribution of 14% o asis under ORS 221.	of the state's li	quor receipts	allocated	450,000	0	0
645,536	675,767	721,000	State Shared Revenue	ate Liquor Taxes Statutory distribution of 20% o basis under ORS 471 and 473.	of the state's li	quor receipts	allocated	720,000	0	C
52,840	53,964	56,000	State shared revenue - 10% of state's marijuar	ate Marijuana Taxes Measure 110 reduced by roughly a tax receipts allocated to cities o the new formula will not increase v	on a per capita	a basis. The a	mount	58,700	0	0
0	0	0	4840 OR Co All Fire related reimbur FY2023-24. The actual	onflagration Reimbursement sements will flow to independent I amount registered in FY2023-24 arrived after that year was closed	McMinnville F is associated	ire District as with a fire re	of sponse	0	0	0
-6,918	8,655	5,000		II County - Other County Dis from Yamhill County sent with pro		tributions		5,000	0	0
0	0	4,483,426	5029 McMir	nville Fire District PERS debt service; continues thro				112,027	0	0
			<u>Description</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			PERS debt share	(due 8/1/24)	1	55,527	55,527			
			PERS debt share	`	1	56,500	56,500			
1,424,830	7,865,713	5,755,426		TOTAL INTERGO	VERNMEN	ITAL		1,369,227	0	0
1,424,030	1,005,115	3,733,420		TOTAL INTERGO	VERINIVIE	HIAL		1,309,221	U	

City of McMinnville Budget Document Report

# 01 - GENERAL FUND

				UI - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPART</b> Section : <b>N/A</b> Program : <b>N/</b> A	MENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				CHARGES FOR SERVICES						
0	1,104,480	2,203,000	Base rate of	City Service Charge f \$13/ per month with discounts for low income (9) increase for calendar year 2025.	90%) and	multifamily (	25%).	2,240,000	0	(
0	1,104,480	2,203,000		TOTAL CHARGES FO	R SER	VICES		2,240,000	0	C
				MISCELLANEOUS						
41,798	321,052	327,000		Interest hterest income earned on investments				520,000	0	(
36,139	40,386	35,000	<b>6310-01</b> Share of interest	Interest - Property taxes erest from delinquent taxes collected at Yamhill (	County			35,000	0	(
30	94,394	0	6600	Other Income				0	0	(
382,293	395,781	299,172	paying debt	Other Income - PERS Transition Liab ced PERS transition liability for lower interest rate service payments on refinancing loan and operand based on the department's covered payroll.	e in 2016	. General Fu		312,194	0	(
0	0	0	NOTE: Red	duced by Fire/Ambulance portion of PERS exper	ise.			0	0	(
460,260	851,613	661,172		TOTAL MISCELL	ANFOI	IS		867,194	0	
100,200	001,010	001,112		TRANSFERS IN	AITLO	<u> </u>		001,104		
8,001	9,470	9 777	6900-05	Transfers In - Special Assessments				12,282	0	(
0,00.	3, 3	2,	Descrip	·	<u>Units</u>	Amt/Unit	<u>Total</u>	,		
			-	stration and Finance personnel services	1	12,282	12,282			
518,908	573,797	675,368	6900-07	Transfers In - Transient Lodging Tax				660,117	0	(
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Transfe revenue	er 30% of transient lodging taxes collected-net e	1	616,107	616,107			
				Finance, & Comm Development personnel s support.	1	44,010	44,010			
0	39,357	89,393	6900-08	Transfers In - Affordable Housing				8,906	0	(
			<u>Descrip</u> Admin	otion & Finance personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 8,906	<u>Total</u> 8,906			
0	0	0	6900-10	Transfers In - Telecommunications				0	0	(

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# 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 99 - NON-DEPARTI Section : N/A Program : N/A	MENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
1,531	1,718	2,550	6900-15	Transfers In - Emergency Communication	ations			2,397	0	(
			<u>Descrip</u> Finance	tion e personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 2,397	<u>Total</u> 2,397			
276,923	337,516	329,113	6900-20	Transfers In - Street				304,030	0	(
			<u>Descrip</u> Street F	tion Fund support of Engineering operations.	<u>Units</u> 1	Amt/Unit 42,405	<u>Total</u> 42,405			
			Enginee support	ering, Admin, & Finance personnel services	1	254,782	254,782			
				Fund support of centralized Facility operations.	1	6,843	6,843			
96,427	53,801	60,153	6900-25	Transfers In - Airport				62,260	0	(
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Enginee support	ering, Admin, & Finance personnel services	1	48,672	48,672			
			Airport	Fund support of Engineering operations. Fund support of centralized Facility operations	1 1	3,456 10,132	3,456 10,132			
114,753	120,219	124,529	6900-45	Transfers In - Transportation				138,261	0	(
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Enginee support	ering, Admin, & Finance personnel services .	1	118,370	118,370			
			Transpo operation	ortation Fund support of Engineering ons.	1	19,891	19,891			
48,906	58,460	62,573	6900-50	Transfers In - Park Development				71,145	0	(
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Parks 8 support	Rec Admin, Eng & Finance personnel services .	1	71,145	71,145			
46,113	52,498	57,700	6900-58	Transfers In - Urban Renewal				61,800	0	(
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
				nity Development personnel services support	1	61,800	61,800			
21,458	25,371	27,846	6900-70	Transfers In - Building				68,328	0	(
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			support		1	66,081	66,081			
			Building operation	g Fund support of centralized Facility ons.	1	2,247	2,247			

City of McMinnville Budget Document Report

# 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPAR</b> Section : <b>N/A</b> Program : <b>N/A</b>	TMENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
367,708	436,227	601.532	6900-75	Transfers In - Wastewater Services				646,557	0	0
001,100	100,221	001,002	Descrip		Units	Amt/Unit	<u>Total</u>	0.0,00.	· ·	•
				ering, Admin, & Finance personnel services	OTIILS		<u></u>			
			support		1	546,772	546,772			
			Wastew operation	vater Services Fund support of Engineering ons.	1	99,785	99,785			
211,100	229,238	268,733	6900-77	Transfers In - Wastewater Capital				250,985	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Enginee support	ering, Admin, & Finance personnel services	1	208,091	208,091			
				ater Capital Fund support of Engineering	1	42,894	42,894			
0	0	0	6900-79	Transfers In - Ambulance				0	0	0
186,470	208,884	205,297	6900-85	Transfers In - Insurance Services				82,776	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adminis support	stration and Finance personnel services .	1	82,776	82,776			
187,297	187,288	187,295	6901-59	Transfers In - Interfund Debt - Urba	n Renewa	al Debt Ser	vice	403,052	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Bank lo	an payment - Interest	1	25,626	25,626			
			Bank lo	an payment - Principal	1	161,660	161,660			
			Paymer purchas	nt on 2024 Admin/UR NE Gateway property se	1	215,766	215,766			
0	0	10,040,441	<b>6901-77</b> Five year te	Transfers In - Interfund Debt - Wast		apital		855,135	0	0

Five year term, repaid FY2025 to FY2029 at 3.75% interest.

# 01 - GENERAL FUND

2022 2023 ACTUAL ACTUAL		2024 AMENDED BUDGET	Department : <b>99 - NON-DEPART</b> Section : <b>N/A</b> Program : <b>N/A</b>	MENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			<u>Description</u>	Units	Amt/Unit	Total			
			City Hall cap improvement (approved for FY24, delayed to FY25)	1	24,000	24,000			
			City Hall fire alarm + annunciator	1	30,000	30,000			
			Nelson House frontage sidewalk replacement	1	60,000	60,000			
			Eng replace 2007 vehicle	1	45,000	45,000			
			Cmty Dev inspections vehicle (has none available currently)	1	25,000	25,000			
			CDC window rot (75% Gen Fund portion)	1	37,500	37,500			
			PD 2017 Veh replacement (keep as spare K9)	1	84,335	84,335			
			PD 2017 veh replacement	1	79,300	79,300			
			Cmty Center fire panel replacement	1	10,000	10,000			
			Senior Center vinyl flooring replace	1	11,700	11,700			
			Senior Center carpet replacement	1	54,700	54,700			
			Park Maint replace 2013 large area mower	1	90,000	90,000			
			Park Maint Thompson Park upgrade ADA ramp	1	15,000	15,000			
			Library fire supresion sprinklers	1	25,000	25,000			
			Info Sys network equip, VM backbone host servers (86% Gen Fund)	1	51,600	51,600			
			PD MDTs for patrol vehs (through Info Srv)	1	12,000	12,000			
			Senior Center bathroom remodel (delayed from FY24)	1	200,000	200,000			
2,085,594	2,333,844	12,742,300	TOTAL TRANSF	ERS IN	<u>1</u>		3,628,031	0	0
2,969,799	32,183,532	37,333,728	TOTAL RESOL	JRCES			26,285,452	0	0

# 01 - GENERAL FUND

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				<u> </u>			
0.474	•	40.000	7000 40	PERSONNEL SERVICES	40.000	0	,
6,474	0		7300-40	Fringe Benefits - Unemployment	10,080	0	(
6,474	0	10,080		TOTAL PERSONNEL SERVICES	10,080	0	
				MATERIALS AND SERVICES			
0	1,411	0	<b>7500</b> Share of MWL	Credit Card Fees credit card fees for city services charge	3,750	0	
0	41,715	0	7750 Share of MW/	Professional Services software system	65,000	0	(
0	0	0	7750-25	Professional Services - County charges	0	0	(
0	68,281	145,800	<b>7780-40</b> Billing services	Contract Services - Billing to support City Services Charge is new starting Jan 2023.	86,000	0	(
0	111,406	145,800		TOTAL MATERIALS AND SERVICES	154,750	0	
				SPECIAL PAYMENTS			
0	0	5,609,340	9394	Inter-Agency Payment Out	0	0	(
0	0	0	9396	Grant Pass Through Funds	0	0	
0	0	0	9396-05	Grant Pass Through Funds - Coronavirus Relief Funds	0	0	
0	0	5,609,340		TOTAL SPECIAL PAYMENTS	0	0	
				DEBT SERVICE			
316,540	338,820	362,210	<b>9417-05</b> In 2016-17, PE	PERS Transition Liability - Principal RS Transition Liability was refinanced with a 10 year bank loan.	386,720	0	(
65,753	56,961	47,554	<b>9417-10</b> In 2016-17, PE	PERS Transition Liability - Interest ERS Transition Liability was refinanced with a 10 year bank loan.	37,501	0	(
152,120	155,230	158,420	9540-05 Payment of prin	Alpine Avenue-Urban Renewal - Principal ncipal on debt issued by City in 2016-17 for construction of Urban Renewal se Ave	161,660	0	•
35,177	32,058	28,875	9540-10 Payment of inte portion of Alpin	Alpine Avenue-Urban Renewal - Interest erest on debt issued by City in 2016-17 for construction of Urban Renewal e Ave	25,627	0	(
569,590	583,069	597,059		TOTAL DEBT SERVICE	611,508	0	
				OTHER FINANCING USES			
0	0	930,615	9685	Elimination of Asset	0	0	
0	0	930,615		TOTAL OTHER FINANCING USES	0	0	

City of McMinnville Budget Document Report

# 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPART</b> Section : <b>N/A</b> Program : <b>N/</b> A	MENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				TRANSFERS OUT						
0	0	831,442	9700-08	Transfers Out - Affordable Housing				0	0	0
819,282	702,772	572,772		Transfers Out - Emergency Commure: Beginning FY 2025, transfer out to Emergency Slice org set: 01-11-040-501.9700-15.			d was	0	0	0
0	0	0	9700-58	Transfers Out - Urban Renewal				0	0	0
0	0	100,000	<b>9700-75</b> ARPA 13th 8	Transfers Out - Wastewater Services & Galloway storm line work	<b>;</b>			263,525	0	0
470,219	501,315	524,049	9700-80	Transfers Out - Information Systems	;			700,821	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				tion Systems personnel services support. Software renewals, licenses, & set-up, firewall	1 1	570,956 129,865	570,956 129,865			
0	0	252,888	9700-99	Transfers Out - Fire District Transition	n			0	0	0
157,631	157,625	4,459,153	9701-77	Transfers Out - Interfund Debt - Was	tewater	Capital		442,284	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Paymer	nt on 2020 Police vehicles - 3	1	37,312	37,312			
			-	nt on 2021 Police vehicles - 3	1	37,699	37,699			
			Paymer	nt on 2021 Police audio visual equipment	1	5,716	5,716			
			Paymer	nt on 2024 Police hybrid vehicles - 2	1	31,023	31,023			
			-	nt on 2024 Police MDT Equip in vehicles	1	11,405	11,405			
			-	nt on 2024 Comm Ctr Resurfacing playing	1	11,406	11,406			
			Paymer	nt on 2024 Comm Ctr carpet replacement	1	20,987	20,987			
				nt on 2024 Senior Ctr Exterior lit event sign	1	2,851	2,851			
			Paymer	nt on 2024 CDC Secure building entry way	1	10,265	10,265			
			Paymer	nt on 2024 CDC replace RTU#1 HVAC	1	5,988	5,988			
			Paymer	nt on 2024 Library security system cameras	1	4,562	4,562			
			Paymer Storage	nt on 2024 IS shared VM servers, Domain,	1	20,957	20,957			
			Paymer	nt on 2024 Asset Management system	1	12,546	12,546			
			-	nt on 2024 Park Maint restroom partitions	1	13,801	13,801			
			Paymer purchas	nt on 2024 Admin/UR NE Gateway property se	1	215,766	215,766			
,447,132	1,361,712	6,740,304		TOTAL TRANSF	ERS OL	JT_		1,406,630	0	0

City of McMinnville Budget Document Report 4/12/2024

# 01 - GENERAL FUND

J	•		UI - GLINLINAL I UN	שו					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>99 - NON-D</b> Section : <b>N/A</b> Program : <b>N/</b> A	EPARTMENTA	<b>L</b>		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			CONTINGENCIES						
0	0	143,460	9800 Contingencies				1,962,400	0	0
			<u>Description</u> General Contingency Police Dept Vacancy Savings Contingency	<u>Units</u> 1 1	Amt/Unit 1,500,000 462,400	<u>Total</u> 1,500,000 462,400			
0	0	143,460	TOTAL CO	NTINGENCI	<u>ES</u>		1,962,400	0	0
			ENDING FUND BALANCE						
0	647,203	0	9901-01 Designated End FB - General Balance for Business Resiliency Grant	Fd - Grants			0	0	0
833,933	883,782	0	9901-07 Designated End FB - General Designated carryover from proposed budget year to Award Program (LOSAP), the City's retirement bene	sbusequent for t			0	0	0
0	6,494,348	2,803,764	9901-90 Designated End FB - General Estimate of committed funds remaining at FY25 year replacement to be spent on projects as approved by	r's end that repre		revenue	2,074,303	0	0
5,690,938	5,105,180	2,491,363	9999 Unappropriated Ending Fd Ba Undesignated carryover from proposed budget year (deficit) of revenues over (under) expenditures from	lance to subsequent ye		s the excess	343,620	0	0
6,524,871	13,130,513	5,295,127	TOTAL ENDIN	G FUND BAL	ANCE		2,417,923	0	0
8,548,066	15,186,700	19,471,785	TOTAL RI	QUIREMENT	TS		6,563,291	0	0

# 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
36,280,771	46,369,330	54,050,574	TOTAL RESOURCES	37,153,892	0	0
36,280,771	46,369,330	54,050,574	TOTAL REQUIREMENTS	37,153,892	0	0

# **GRANTS & SPECIAL ASSESSMENT FUND**



# **Grants & Special Assessments Fund**

2024 – 2025 Proposed Budget --- Budget Summary

# **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 purpose of the special assessment in the downtown area is to promote business activity by coordinating the efforts of all property owners.

DEID assessments that are collected by the City are passed through to the McMinnville Downtown Association (MDA).

DEID assessments for 2023 through 2025 are based on a rate of \$0.85 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3<sup>rd</sup> Street. For properties in Zone 2, the rate is \$0.425 per square foot. Zone 2 is primarily the downtown portion of 2<sup>rd</sup> Street and 4<sup>th</sup> Street. These rates represent the first rate increase in a decade, 10 cent and 5 cents per square foot in Zone 1 and 2 respectively.

The assessment cycle lasts for three years. City Council reviews the DEID ordinance at the end of the assessment cycle and determines if the DEID will be renewed and whether the rates will be increased. The next assessment will be developed at the end of FY2024-25 for any update in rates or other terms starting in FY2025-26.

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.

**Grant Activity** - This fund also is used for federal grants that are not associated with particular City departments. For FY2024-25 no grants are budgeted.

**Opioid Settlement** – The Grants and Special Assessments Fund also reflect the National Opioid Settlement dollars which may be utilized in FY2024-25. Because these revenues are recognized when used for allowable activities, only the annual potential use is included in the Budget. Through March 15, 2024, the City has collected \$312,000 in opioid settlement disbursements.

In FY2024-25 the City also anticipates receiving a \$25,000 private grant that will be matched with the City's opioid settlement funds to support community outreach services in partnership with Yamhill Couty.

#### **Core Services**

The Grants and Special Assessment Fund is a special revenue fund and is currently used to account for DEID assessments and grants.

#### Mac-Town 2032 Strategic Plan

#### o Economic Prosperity

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

DEID assessments are a key revenue stream supporting the MDA, which partners with the City and businesses within the District. The MDA coordinates activities such as the annual Farmers Market, McMinnville's UFO festival and the popular The Dine Outs(side) initiative which began during the pandemic to support local eateries and businesses when public health concerns made patronizing restaurants and local shopping venues difficult. The MDA also organizes marketing efforts, serves as a source of information and assistance, and recruits new businesses.

# **Grants & Special Assessments Fund**

Community Safety and Resiliency
 Proactively plan for and responsively maintain a safe and resilient community.

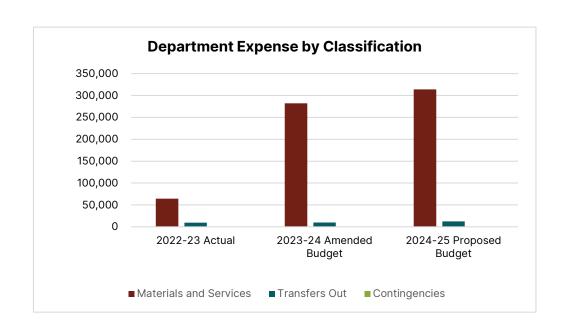
Funds from the National Opioid Settlements are restricted for use to help members of our community who are impacted by the opioid epidemic.

# **Future Challenges and Opportunities**

The City has faced challenges in getting clear forecasting on the Opioid National Settlement revenues. Disbursements from multiple settlements - each settlement has its own total amount and number of years it will be paid out - make this a complex funding stream to quantify. This information will be essential for staff who are planning and carrying out programming to assure that their efforts make best possible use of this limited duration funding.

**Grant & Special Assessment Fund** 

<b>Fund Cost Summary</b>				
		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	<b>Budget Variance</b>
Revenue				
Beginning Fund Balance	148,758	302,088	152,934	(149,154)
Fines and Forfeitures	0	60,000	250,000	190,000
Miscellaneous	6,123	2,300	35,300	33,000
Special Assessments	64,200	62,000	62,000	0
Revenue Total	219,081	426,388	500,234	73,846
Expenses				
Materials and Services	64,200	282,000	314,000	32,000
Transfers Out	9,470	9,777	12,282	2,505
Contingencies	0	0	0	0
Expenses Total	73,670	291,777	326,282	34,505
Ending Fund Balance	145,411	134,611	173,952	39,341





# Grants and Special Assessment Fund

1976	City Council establishes Villard Street Local	1993	Pacific Avenue Local Improvement District - \$30,000.	2022	City receives \$7.7 million in American Rescue Plan Act federal funding to spend over		
	Improvement District.	1995	DEID – 4th three-year		FY21 to FY24 period.		
1986	Cleveland Avenue Local Improvement District - \$77,500.	1998	assessment district Burnette Road Local Improvement District -	2022	City receives \$1.5 million in state funds to support the creation of a Navigation Center		
1986	City Council establishes Downtown Economic Improvement District (DEID)	1000	\$361,500 and DEID – 5th three- year assessment district.		to support access to affordable housing (since moved to the Affordable Housing Fund)		
	<ul> <li>1st three-year assessment district. DEID assessments</li> </ul>	1999	Newby Sidewalk Local Improvement District - \$23,000.	2023	City begins receiving national		
	collected "passed through" to McMinnville Downtown	2013	DEID – 10 <sup>th</sup> three-year assessment district.		opioid settlement funding that will be spent on programs to support those negatively		
1987	Association (MDA).  Michelbook Lane Local Improvement District - \$71,500.	2015	\$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and		impacted by this drug crisis		
1989	DEID – 2nd three-year assessment district ~\$33,000.	2019	moderate income homeowners. \$500,000 Community Development Block Grant				
1991	NE Hembree Street Local Improvement District - \$130,000 and NE Newby Street Local Improvement		(CDBG) for housing rehabilitation in partnership with the Yamhill County Housing Authority.				
	District - \$98,000.	2021	City distributed \$57,000 in Covid-19 relief grants to local				
1992	DEID – 3rd three-year assessment district		businesses.				

# 05 - GRANTS AND SPECIAL ASSESSMENTS FUND

_	-			05 CHAITTO AITD OF EGIAL AGGEOGINEIT	O I OIID		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	160,000	4005-01	Designated Begin Fd Balance - Grants & Special Assess - Grants	0	0	
			•	tricted funds from prior period(s)			
133,796	148,758	142,088		Beginning Fund Balance uly 1 carryover from prior year	152,934	0	
133,796	148,758	302,088		TOTAL BEGINNING FUND BALANCE	152,934	0	(
				INTERGOVERNMENTAL			
176,417	0	0	4520-19	Community Development Block Grnt - 2019 Housing Rehabilitation	0	0	(
0	0	0	4546	American Rescue Plan	0	0	(
0	0	0	4548-05	Coronavirus Relief Fund (CRF) - Covid-19 Business Assist Fund	0	0	(
0	0	0	4595-05	Business Oregon (Federal) - Covid-19 Business Assist Fund	0	0	
0	0	0	4776-05	OR Dept of Administrative Svcs - Navigation Center Grant	0	0	(
176,417	0	0		TOTAL INTERGOVERNMENTAL	0	0	
				FINES AND FORFEITURES			
0	0	60,000		Opioid Settlement two national opioid settlements to be used on addressing the opioid crisis in the	250,000	0	
0	0	60,000		TOTAL FINES AND FORFEITURES	250,000	0	
				SPECIAL ASSESSMENTS			
1,091	0	0	6210	Street Assessment	0	0	(
73,818	64,200	62,000	Collections f	<b>Downtown Economic Assessment</b> from the Downtown Economic Improvement District (DEID) Assessment. Funds a passed through to the McMinnville Downtown Association (MDA) per the DEID linance.	62,000	0	(
			Budget Note 2022 to July	e: The current three-year DEID Assessment District's duration is from August 1, 31, 2025.			
74,910	64,200	62,000		TOTAL SPECIAL ASSESSMENTS	62,000	0	
				MISCELLANEOUS			
7,360	5,844	2,000	6310	Interest	10,000	0	(

City of McMinnville Budget Document Report

# 05 - GRANTS AND SPECIAL ASSESSMENTS FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
14,513	279	300	6310-25 Interest colle	Interest - Assessments acted on past due assessment accounts.	300	0	0
0	0	0	6360-05	Grants - Local	25,000	0	0
21,873	6,123	2,300		TOTAL MISCELLANEOUS	35,300	0	0
406,995	219,081	426,388		TOTAL RESOURCES	500,234	0	0

# **05 - GRANTS AND SPECIAL ASSESSMENTS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED	Department : N/A Section : N/A	2025 PROPOSED	2025 APPROVED	2025 ADOPTE
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGE
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	0	7595-05 Business Assistance Grant - Covid-19	0	0	
0	0	220,000	7660-07 Materials & Supplies - Opioid Settlement Programming to address the opioid crisis in the community	210,000	0	
0	0	0	7710 Materials & Supplies - Grants	0	0	
0	0	0	7710-17 Materials & Supplies - Grants - Navigation Center	0	0	
0	0	0	7750 Professional Services	42,000	0	
			DescriptionUnitsAmt/UnitTotalYamhill Co. Community Outreach Services Year 2142,00042,000			
73,818	64,200	62,000	<b>8020</b> McMinnville Downtown Association Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	62,000	0	
176,418	0	0	8220-19 Yamhill Co Affordable Housing - 2019 Community Dev Block Grant	0	0	
250,236	64,200	282,000	TOTAL MATERIALS AND SERVICES	314,000	0	
			TRANSFERS OUT			
8,001	9,470	9,777	9700-01 Transfers Out - General Fund	12,282	0	
			Description Units Amt/Unit Total			
			Administration and Finance personnel services 1 12,282 12,282 support.			
8,001	9,470	9,777	TOTAL TRANSFERS OUT	12,282	0	
			<u>CONTINGENCIES</u>			
0	0	0	9800 Contingencies	0	0	
0	0	0	TOTAL CONTINGENCIES	0	0	
			ENDING FUND BALANCE			
0	1,081,365	0	9905-01 Designated Ending Fund Balance - Grants & Special Assess - Grants	0	0	
148,758	-935,954	134,611	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.	173,952	0	
148,758	145,411	134,611	TOTAL ENDING FUND BALANCE	173,952	0	
406,995	219,081	426,388	TOTAL REQUIREMENTS	500,234	0	

City of McMinnville Budget Document Report

# 05 - GRANTS AND SPECIAL ASSESSMENTS FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
406,995	219,081	426,388	TOTAL RESOURCES	500,234	0	0
406,995	219,081	426,388	TOTAL REQUIREMENTS	500,234	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.
- Effective August 1, 2017, the transient lodging tax rate was increased to 10% (up from 8%) and, effective January 1, 2018, RV parks and campgrounds were included in the definition of transient lodging tax providers.
- 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 2023-25 proposed budget includes a transfer of those discretionary funds to the General Fund.
- The FY2024-25 budget assumes a 5% increase over the updated estimate for FY2023-24 revenues for a total of \$2.1 million next year.

# **Core Services**

- Visit McMinnville, a stand-alone, non-profit destination marketing organization, with the sole purpose of effectively marketing McMinnville as a tourist destination, receives 70% of the TLT.
- The 2024-25 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.

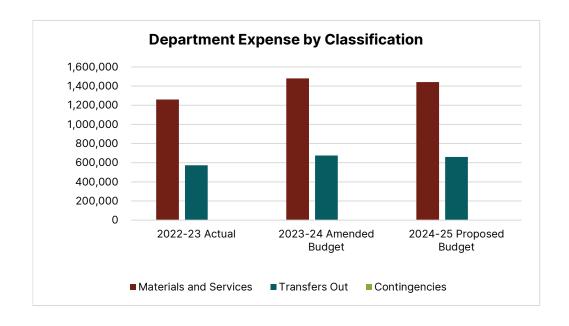
## Mac-Town 2032 Strategic Plan

- The transient lodging tax program is particularly relevant to two of the goals identified in the Strategic Plan:
  - Economic Prosperity Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors. Visit McMinnville's marketing efforts positively impact retailers, food service and lodging providers, and the wine industry by significantly increasing tourism in McMinnville.
  - City Government Capacity Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. Discretionary funds transferred to the General Fund help support administrative, public safety, and cultural services provided by the City.

# **Future Challenges and Opportunities**

- McMinnville continues to be well positioned as a destination of choice for day trips and weekend getaways for people living on the I-5 corridor.
- While the city did experience a substantial bounce back in the immediate post-pandemic period, growth in revenues has moderated over the last year.

Fund Cost Summary				
	0000 00 4 atual	2023-24 Amended	2024-25 Proposed	Dudwat Variance
-	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	400	0	0	0
Licenses and Permits	1,824,641	2,155,000	2,100,403	(54,597)
Miscellaneous	9,767	1,000	2,000	1,000
Revenue Total	1,834,808	2,156,000	2,102,403	(53,597)
Expenses				
Materials and Services	1,260,547	1,480,632	1,442,286	(38,346)
Transfers Out	573,797	675,368	660,117	(15,251)
Contingencies	0	0	0	0
Expenses Total	1,834,344	2,156,000	2,102,403	(53,597)
Ending Fund Balance	464	0	0	0





# Transient Lodging Tax Fund

2023

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 stand-alone, 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.

2020 March 2020, Governor's Emergency Order closes restaurants and bars for dine-in patronage as well as museums, theaters and recreation facilities.

Actual trends over last calendar year indicate stays and revenue has rebounded to pre-covid levels. Budget will reflect an increase over the prior year and additional revenue associated with an expanding portfolio of accommodation options available in McMinnville.

# **07 - TRANSIENT LODGING TAX FUND**

2022	2023	2024	Department : <b>N/A</b>	2025	2025	2025
ACTUAL	ACTUAL	AMENDED	Section: N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
239	400	0	4090 Beginning Fund Balance	0	0	0
			Estimated July 1 carryover from prior year			
239	400	0	TOTAL BEGINNING FUND BALANCE	0	0	0
			LICENSES AND PERMITS			
1,657,452	1,824,641	2,155,000	4220 Transient Lodging Tax	2,100,403	0	0
			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.			
1,657,452	1,824,641	2,155,000	TOTAL LICENSES AND PERMITS	2,100,403	0	0
			MISCELLANEOUS			
292	2,600	1,000	6310 Interest	2,000	0	0
			Interest on past due transient lodging tax payments			
384	7,167	0	6600 Other Income	0	0	0
			Penalties on past due transient lodging tax payments			
675	9,767	1,000	TOTAL MISCELLANEOUS	2,000	0	0
1,658,366	1,834,808	2,156,000	TOTAL RESOURCES	2,102,403	0	0

# **07 - TRANSIENT LODGING TAX FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREM	ENTS					
			MATERIALS AND SERVICES						
966	0	0	7750 Professional Services				0	0	0
0	864	2,400	7750-01 Professional Services - Audit & othe Costs shared city-wide for audit, Section 125 plan administ miscellaneous professional service expenses			:	4,080	0	0
1,138,092	1,259,683	1,478,232	<b>8017 Tourism Promotion &amp; Programs</b> Transient Lodging Taxes paid to Visit McMinnville.				1,438,206	0	0
1,139,058	1,260,547	1,480,632	TOTAL MATERIALS A	ND SE	RVICES		1,442,286	0	0
			TRANSFERS OUT						
518,908	573,797	675,368	9700-01 Transfers Out - General Fund				660,117	0	0
			Description	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Transfer 30% of transient lodging taxes collected-net revenue	1	616,107	616,107			
			Admin, Finance, & Comm Development personnel services support.	1	44,010	44,010			
518,908	573,797	675,368	TOTAL TRANSF	ERS OL	<u>JT</u>		660,117	0	0
			ENDING FUND BALANCE						
400	464	0	9999 Unappropriated Ending Fd Balance Excess of revenue over expenditures that is carried over to contingency. This allows all available dollars to be spent d				0	0	0
400	464	0	TOTAL ENDING FU	TOTAL ENDING FUND BALANCE			0	0	0
1,658,366	1,834,808	2,156,000	TOTAL REQUIR	EMENT	S		2,102,403	0	0

# 07 - TRANSIENT LODGING TAX FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,658,366	1,834,808	2,156,000	TOTAL RESOURCES	2,102,403	0	0
4.050.000	4 004 000	0.450.000		0.400.400		
1,658,366	1,834,808	2,156,000	TOTAL REQUIREMENTS	2,102,403	U	0

# AFFORDABLE HOUSING FUND

# **Organization Set - Sections**

Construction Excise Tax

Grants

# **Organization Set #**

08-25

08-26



# Affordable Housing Fund

### 2024 - 2025 Proposed Budget --- Budget Summary

# **Budget Highlights**

The affordable housing fund was established in the fiscal year 2022/23 budget when the City adopted an affordable housing construction excise tax program. This year's fund includes the construction excise tax (CET) revenue accumulated in FY 2022-23 and FY 2023-24 as well as the forecasted revenue for FY 2024-25 for a total CET fund of \$1,299,051, and a \$500,000 Oregon Community Development Block Grant to support a housing rehabilitation program for low and moderate-income households.

The Affordable Housing Fund is divided into two sub-funds, Construction Excise Tax (08-25) and Grants (08-26).

#### **Affordable Housing Construction Excise Tax (08-25):**

The affordable housing CET is enabled by Oregon Senate Bill 1533 passed in 2016. Per state regulations, cities can enact up to 1% construction excise tax on building permits to support an affordable housing fund. On April 26, 2022, the McMinnville City Council adopted Ordinance No. 5112 authorizing the affordable housing CET in McMinnville. The McMinnville CET collects 1% on both residential and commercial/industrial building permits. 4% of the CET collected is transferred to the Building Fund and to the General Fund for administration of the collections (2% to each fund respectively). 15% of the CET collected on residential permits is paid to the Oregon Housing and Community Services per state regulations. The remaining funds are distributed into affordable housing programs and developer incentives.

The affordable housing fund funds 0.75 FTE (Associate Housing Planner) to develop the affordable housing programs and developer incentives funded by the CET revenue and to manage them, and the general fund pays for 0.25 of the same FTE for

supporting the housing mandates that have been issued from the state legislature in the past couple of years. The CET Fund cannot support the 0.25 FTE as this work is not isolated to supporting affordable housing.

Interest collected on the CET funds will remain within the CET Affordable Housing Fund (08-25).

#### **Affordable Housing Grants (08-26):**

The FY2024-25 Affordable Housing Fund includes a \$500,000 Oregon Community Development Block Grant dedicated to support a housing rehabilitation program for low and moderate-income households.

# FY 2023-24 Accomplishments

#### Affordable Housing Construction Excise Tax (08-25):

In February 2024, the City hired its first Associate Housing Planner to develop and manage the Construction Excise Tax program. Working with the Affordable Housing Committee and the City Council, this planner will develop and the affordable housing programs and developer incentives that best meet the needs of McMinnville's affordable housing program.

#### Affordable Housing Grants (08-26):

In FY 2023-24, the City of McMinnville managed several large affordable housing grants to support the development of a Navigation Center (AnyDoor Place), and Stratus Village.

# **General Fund – Affordable Housing Fund**

Navigation Center – in June, 2021, the City of McMinnville received \$1,500,000 from the State of Oregon to construct a Navigation Center. A Navigation Center is a low-barrier emergency shelter for people experiencing houselessness with on-site supportive services. The City entered into an agreement with the Yamhill Community Action Partnership (YCAP) to build the project on one of their properties and then dedicate the improvement to YCAP for operations. YCAP also received grant funds from the Oregon Housing and Community Services which were granted to the City through a sub-recipient agreement to help with the costs of the construction of the project. In addition, the City of McMinnville received a \$609,500 grant from the Yamhill County Care Organization (YCCO) and the City allocated \$500,000 of ARPA funds to the project.

Grant Funds for the Navigation Center								
Source	Amount							
State of Oregon (DAS)	\$1,500,000							
Oregon Housing and Community Services (through YCAP)	\$500,000							
YCCO	\$609,500							
City of McMinnville (ARPA)	\$500,000							

**Stratus Village** – The Housing Authority of Yamhill County (HAYC) is building a 175-unit affordable housing complex serving households earning 60% or less of area median income. The City of McMinnville leveraged \$300,000 of ARPA funds to help the HAYC be competitive for state funds to build the project.





Concept Drawings of AnyDoor Place (McMinnville's Navigation Center) Provided by FFA Architecture

#### **Core Services**

#### Mac-Town 2032 Strategic Plan

One of the seven goals of the Mac Town 2032 Strategic Plan is "Housing Opportunities".

Housing Opportunities—Create diverse housing opportunities that support great neighborhoods.

**Strategy:** Collaborate to improve the financial feasibility of diverse housing development opportunities.

 The new CET affordable housing program will fund several different housing programs and development incentives to promote affordable housing development in McMinnville's neighborhoods.

**Strategy:** Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks and land supply align with market –driven housing needs.

- In 2023/2024, the City conducted and approved a Housing Needs Analysis to support forecasted growth in McMinnville through 2041. The City Council adopted this analysis via Ordinance No. 5112 in February, 2024.
- In 2024/2025, the City will work with a project advisory committee, the Affordable Housing Committee, City Council and community members to develop a Housing Production Strategy that identifies the tools, programs, and regulatory framework that the city needs to develop and deploy to meet the community's housing needs, especially the city's affordable housing needs. This is a new state requirement passed by the 2019 Legislative Session, in HB 2003.

### **Future Challenges and Opportunities**

- 35% of McMinnville's households make 80% or less of area median income. The City will need to continue to aggressively pursue grants and other funding sources to help offset the costs of housing in order to build more affordable housing in McMinnville.
- The affordable housing construction excise tax funds are dependent upon annual building permit values which fluctuate with the market and land supply leading to sustainability concerns.
- McMinnville's affordable housing needs surpass what the CET affordable housing fund can support. The City will need to continue to think about other funding opportunities and creative methods to encourage affordable housing.
- The ability to build additional affordable housing is dependent upon land availability.
- As the City starts to annex land from the new urban growth boundary into the city limits, building permits which have been constrained due to land availability should start to increase and increase the annual CET revenue to build more affordable housing.
- The City has expressed a desire to work with property owners who want to annex into the city limits on the development of affordable housing as part of their overall housing master plans. The CET affordable housing program will provide a toolbox of incentives and programs to help developers offset the costs associated with affordable housing development.





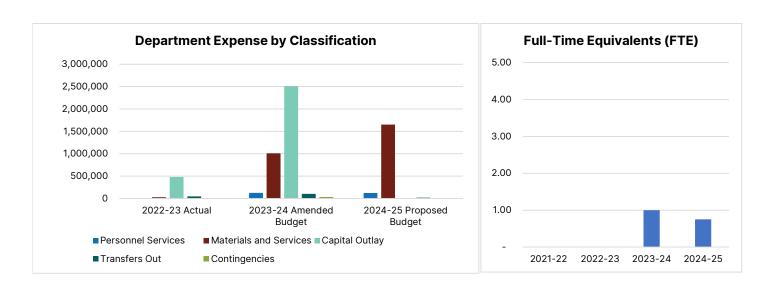




Concept plans of Stratus Village, a 175 unit affordable housing complex serving households of 60% area median income or less.

#### Affordable Housing Fund

Fund Cost Summary				
		2023-24 Amended	2024-25 Proposed	
_	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	813	346,934	764,973	418,039
Intergovernmental	515,369	2,094,131	500,000	(1,594,131)
Licenses and Permits	313,956	500,000	450,000	(50,000)
Miscellaneous	34,318	30,000	85,000	55,000
Transfers In	0	831,442	0	(831,442)
Revenue Total	864,455	3,802,507	1,799,973	(2,002,534)
Expenses				
Personnel Services	0	125,766	123,795	(1,971)
Materials and Services	29,280	1,008,322	1,651,012	642,690
Capital Outlay	480,688	2,509,618	182	(2,509,436)
Transfers Out	47,611	104,404	18,000	(86,404)
Contingencies	0	34,000	6,062	(27,938)
Expenses Total	557,579	3,782,110	1,799,051	(1,983,059)
Ending Fund Balance	306,877	20,397	922	(19,475)
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	-	=	1.00	0.75





# Affordable Housing Fund

- 2021 City receives \$1,500,000 state grant to build a Navigation Center as an emergency low barrier shelter with supportive services.
- 2022 City authorizes a
  Construction Excise Tax for
  Affordable Housing
- 2023 City adds Affordable Housing Fund to the budget.
- 2024 City hires an Associated Housing Planner to administer the Construction Excise Tax for affordable housing and other city affordable housing programs.
- 2024 City authorizes a
  Construction Excise Tax for
  Affordable Housing
- 2024 City receives \$500,000
  Community Development
  Block Grant for Housing
  Rehabilitation for low and
  moderate-income
  households.

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	0 <b>4008-0</b>	Designated Begin Fd Balance - Affordable Housing - Grants	0	0	0
0	0	0 <b>4090</b>	Beginning Fund Balance	0	0	0
0	0	0	TOTAL BEGINNING FUND BALANCE	0	0	0
			LICENSES AND PERMITS			
0	0	0 <b>4208</b>	Construction Excise Tax	0	0	0
0	0	0	TOTAL LICENSES AND PERMITS	0	0	0
			INTERGOVERNMENTAL			
0	0	0 <b>4546</b>	American Rescue Plan	0	0	0
0	0	0 <b>4776-0</b>	OR Dept of Administrative Svcs - Navigation Center Grant	0	0	0
0	0	0	TOTAL INTERGOVERNMENTAL	0	0	0
			MISCELLANEOUS			
813	0	0 <b>6310</b>	Interest	0	0	0
813	0	0	TOTAL MISCELLANEOUS	0	0	0
813	0	0	TOTAL RESOURCES	0	0	0

2025 ADOPTEI BUDGE	2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	0	Public Notices & Printing	0 <b>7520</b>	0	0
0	0	0	Materials & Supplies	0 <b>7660</b>	0	0
0	0	0	Professional Services	0 <b>7750</b>	0	0
0	0	0	Affordable Housing Programs	0 <b>8016</b>	0	0
0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
			CAPITAL OUTLAY			
0	0	0	Building Improvements	0 <b>8800</b>	0	0
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
			TRANSFERS OUT			
0	0	0	Transfers Out - General Fund	0 <b>9700-01</b>	0	0
0	0	0	TOTAL TRANSFERS OUT	0	0	0
			CONTINGENCIES			
0	0	0	Contingencies	0 <b>9800</b>	0	0
0	0	0	TOTAL CONTINGENCIES	0	0	0
			ENDING FUND BALANCE			
0	0	0	Designated Ending Fund Balance - Affordable Housing - Grants	0 <b>9908-01</b>	0	0
0	0	0	Unappropriated Ending Fd Balance	0 9999	0	813
0	0	0	TOTAL ENDING FUND BALANCE	0	0	813
0	0	0	TOTAL REQUIREMENTS	0	0	813

		00 / 11 O 11 D 1 D 1 O 1 O 1 O 1 O 1 O 1 O 1				
2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Department : <b>25 - CONSTRUCTION EXCISE TAX</b> Section : <b>N/A</b> Program : <b>N/A</b>	D	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
		RESOURCES				
		BEGINNING FUND BALANCE				
0	764,051	Beginning Fund Balance  lly 1 undesignated carryover from the prior year.		346,934	0	0
0	764,051	TOTAL BEGINNING FUND BALANCE	4	346,934	0	0
		LICENSES AND PERMITS				
0	0	Construction Excise Tax	0 <b>4208</b>	500,000	0	0
0	350,000	Construction Excise Tax - Residential	0 <b>4208-05</b>	0	287,226	0
0	100,000	Construction Excise Tax - Commercial	0 <b>4208-10</b>	0	26,730	0
0	450,000	TOTAL LICENSES AND PERMITS	0	500,000	313,956	0
		MISCELLANEOUS				
0	85,000	Interest	0 <b>6310</b>	30,000	34,318	0
0	85,000	TOTAL MISCELLANEOUS	0	30,000	34,318	0
		TRANSFERS IN				
0	0	Transfers In - General Fund	2 <b>6900-01</b>	31,442	0	0
0	0	TOTAL TRANSFERS IN	2	31,442	0	0
0	1,299,051	TOTAL RESOURCES	76	908,376	348,274	0
	0 0 0 0 0 0 0 0	PROPOSED BUDGET         APPROVED BUDGET           764,051         0           764,051         0           0         0           350,000         0           100,000         0           450,000         0           85,000         0           0         0           0         0           0         0           0         0	Department : 25 - CONSTRUCTION EXCISE TAX   Section : N/A   Program : N/A   Program : N/A   Program : N/A   Program : N/A   RESOURCES	Department : 25 - CONSTRUCTION EXCISE TAX   Section : N/A   Program : N/A	Department : 25 - CONSTRUCTION EXCISE TAX   Section : N/A   PROPOSED   BUDGET   PROPOSED   BUDGET	Department : 25 - CONSTRUCTION EXCISE TAX   Proposed   Proposed

# 08 - AFFORDABLE HOUSING FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	AMENDED Section: N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE	
				REQUIR	REMENTS					
				PERSONNEL SERVICES						
0	0	71,785	<b>7000-05</b> Associate Plar	Salaries & Wages - Regular Full nner - Housing - 0.75 FTE	Time			72,849	0	(
0	0	0	7000-20	Salaries & Wages - Overtime				1,598	0	(
0	0	4,343	7300-05	Fringe Benefits - FICA - Social S	Security			4,505	0	(
0	0	1,041	7300-06	Fringe Benefits - FICA - Medicar	e			1,079	0	(
0	0	21,729	7300-15	Fringe Benefits - PERS - OPSRF	- IAP			22,633	0	(
0	0	22,438	7300-20	Fringe Benefits - Medical Insura	nce			17,546	0	(
0	0	3,000	7300-22	Fringe Benefits - VEBA Plan				2,250	0	(
0	0	60	7300-25	Fringe Benefits - Life Insurance				45	0	(
0	0	172	7300-30	Fringe Benefits - Long Term Disability				174	0	(
0	0	912	7300-35	0-35 Fringe Benefits - Workers' Compensation Insurance				1,042	0	(
0	0	23	7300-37	00-37 Fringe Benefits - Workers' Benefit Fund				16	0	(
0	0	263	7300-45	0-45 Fringe Benefits - Paid Family Leave City Share				58	0	
0	0	125,766		TOTAL PERSOI	NNEL SERV	ICES		123,795	0	
				MATERIALS AND SERVICES						
0	0	2,500	7520	Public Notices & Printing				2,500	0	(
0	0	200	<b>7540</b> Costs shared	Employee Events city-wide for employee training, materials	s, and events.			200	0	(
0	0	0	7610-05	Insurance - Liability				69	0	(
0	0	2,500	7660	Materials & Supplies				2,500	0	(
0	0	27,000	7750	Professional Services				50,400	0	(
0	0	0		Professional Services - Audit & city-wide for audit, Section 125 plan adm professional service expenses	•	•	:	1,620	0	1
0	0	0	<b>7840</b> I.S. Fund mate	M & S Computer Charges erials & supplies costs shared city-wide				1,723	0	
0	0	6,000	7840-68	M & S Computer Charges - Afford	rdable Housi	ng		0	0	(
0	0	312,122	8016	Affordable Housing Programs				477,600	0	
			<u>Descriptio</u> 24 Rollovo 25 Projec	er	<u>Units</u> 1 1	Amt/Unit 312,000 165,600	<u>Total</u> 312,000 165,600			

City of McMinnville Budget Document Report

4/12/2024

				00 - ALLONDADEL II						
2022	2023	2024		Department : 25 - CONSTR	JCTION EXC	ISE TAX		2025	2025	2025
ACTUAL	ACTUAL	AMENDED		Section: N/A				PROPOSED	APPROVED	ADOPTE
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGE
0	29,080	0	8018	Construction Excise Tax expens				50,400	0	C
				CET - OR Housing Fund (15% Residential	)					
0	0	358,000	8226	Developer Incentives				564,000	0	0
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
			24 Roll	over	1	348,000	348,000			
			25 Proj	ections	1	216,000	216,000			
0	29,080	708,322		TOTAL MATERIAL	S AND SE	RVICES		1,151,012	0	0
				CAPITAL OUTLAY						
0	0	0		Capital Outlay Computer Charge apital outlay costs shared city-wide	es			182	0	0
0	0	0		TOTAL CAPITAL OUTLAY				182	0	0
				TRANSFERS OUT						
0	4,876	4,989	9700-01	Transfers Out - General Fund				8,906	0	0
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Admin	& Finance Support Services Transfer	1	8,906	8,906			
0	8,254	15,011	9700-70	Transfers Out - Building				9,094	0	0
			<u>Descri</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Buildin	g personnel services support	1	9,094	9,094			
0	13,130	20,000		TOTAL TRAI	NSFERS OL	<u>JT</u>		18,000	0	0
				CONTINGENCIES						
0	0	34,000	9800	Contingencies				6,062	0	0
0	0	34,000		TOTAL CON	TINGENCIE	<u>:S</u>		6,062	0	0
				ENDING FUND BALANCE						
0	306,064	20,397	9999	<u> </u>			0	0	0	
0	306,064	20,397		TOTAL ENDING FUND BALANCE			0	0	0	
	348,274	908,485		TOTAL REQUIREMENTS			1,299,051	0	0	

		OF ALLONDABLE HOSSING LOND			
2023	2024	Department : 26 - GRANTS	2025	2025	2025 ADOPTE
ACTUAL					BUDGET
		•			
		RESOURCES			
		BEGINNING FUND BALANCE			
813	0	4008-01 Designated Begin Fd Balance - Affordable Housing - Grants	922	0	(
813	0	TOTAL BEGINNING FUND BALANCE	922	0	
		INTERGOVERNMENTAL			
0	0	4520 Community Development Block Grnt McMinnville Housing Rehabilitation Program	500,000	0	
0	0	4546 American Rescue Plan	0	0	
34,894	1,465,106	4776-05 OR Dept of Administrative Svcs - Navigation Center Grant	0	0	(
480,475	19,525	4779-05 YCAP - Navigation Center Grant	0	0	
0	609,500	5015 Yamhill Community Care Org	0	0	
515,369	2,094,131	TOTAL INTERGOVERNMENTAL	500,000	0	
		TRANSFERS IN			
0	800,000	6900-01 Transfers In - General Fund	0	0	
0	800,000	TOTAL TRANSFERS IN	0	0	
516,182	2,894,131	TOTAL RESOURCES	500,922	0	
	813 813 0 0 34,894 480,475 0 515,369	813 0 813 0 813 0 0 0 0 0 0 0 34,894 1,465,106 480,475 19,525 0 609,500 515,369 2,094,131 0 800,000 0 800,000	Section : N/A   Program : N/A   Program : N/A	ACTUAL   AMENDED   BUDGET   Section : N/A   Program : N/A   Program : N/A   Program : N/A   Program : N/A   RESOURCES	ACTUAL   AMENDED   BUDGET   Program : N/A   PROPOSED   BUDGET

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>26 - GRANTS</b> Section : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
		BODGET		Program : N/A  REQUIREMENT	TS			BODGET	BODGET	ВОДСЕ
				MATERIALS AND SERVICES						
0	0	0	7520	Public Notices & Printing				0	0	0
0	0	0		Materials & Supplies				0	0	0
0	200	300,000		Professional Services				500,000	0	0
		,	Descrip	<u>vition</u> housing rehab grant FY25 and FY26	<u>Jnits</u> 1	Amt/Unit 500,000	<u>Total</u> 500,000	,		
0	0	0	8016	Affordable Housing Programs				0	0	0
0	200	300,000		TOTAL MATERIALS AND	SER	VICES		500,000	0	0
				CAPITAL OUTLAY						
0	480,688	2,509,618		Building Improvements or the navigation center				0	0	0
0	480,688	2,509,618		TOTAL CAPITAL O	UTLA	Y		0	0	0
				TRANSFERS OUT						
0	34,481	84,404	9700-01	Transfers Out - General Fund				0	0	0
0	34,481	84,404		TOTAL TRANSFERS OUT			0	0	0	
				ENDING FUND BALANCE						
0	813	0	9908-01	Designated Ending Fund Balance - Affo	rdable	e Housing	- Grants	922	0	0
0	813	0		TOTAL ENDING FUND BALANCE		922	0	0		
0	516,182	2,894,022		TOTAL REQUIREM	A C A I T			500,922	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
813	864,455	3,802,507	TOTAL RESOURCES	1,799,973	0	0
813	864,455	3,802,507	TOTAL REQUIREMENTS	1,799,973	0	0

# **TELECOMMUNICATIONS FUND**

# McMinnville Telecommunications Fund

# **Budget Highlights**

- The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Ziply Fiber (formerly 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 Telecommunications Fund are passed through to McMinnville Community Media (MCM).
- The City also receives a Public Education and Government (PEG) subscriber fee from Ziply Fiber 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 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**

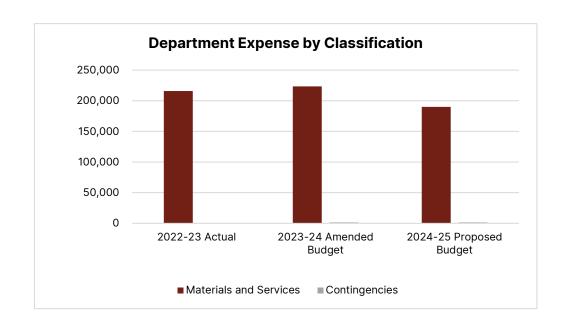
Cable franchise fee levels vary between the two cable operators in the McMinnville local market. Comcast has been in the range of \$195,000 to \$225,000 in revenues for franchise and PEG fees combined over the last ten years. Ziply Fiber showed a range of \$34,000 to \$41,000 from 2015 through 2020 but has reported a steady decline in cable revenues since FY2020-21 with FY2024 projected to be less than \$7,000.

- The FY2024-25 budget includes a flat estimate for Comcast (\$189,100) relative FY2023-24 and a 84% decline for Ziply (\$1,100) combined PEG and the allocation of franchise fees passed on to MCM.
- Both operators are on contract extensions and the contract renewal process is underway at this time.
- o Ziply, through the renewal process, has let the City know that it anticipates being out of the cable business by the end of 2025. with the expectation of having updated contracts in place by the beginning of FY2023-24.
- Comcast's renewal process is continuing into its second year though the City is hopeful in having a new franchise in place by the time FY2024-25 starts. The projections for the proposed budget are based on current trends and franchise terms and conditions.

#### Mac-Town 2032 Strategic Plan

- The City's financial support of McMinnville Community Media (MCM) is particularly relevant to one of the Strategic Plan qoals:
  - Engagement and Inclusion Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity. The City's contribution of telecommunications franchise fee revenue to MCM promotes diversity in community access, assuring that programming serves underserved populations and reflects a broad range of community interests.

<b>Fund Cost Summary</b>				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	1,958	2,008	2,105	97
Licenses and Permits	215,926	223,500	190,150	(33,350)
Miscellaneous	47	50	100	50
Revenue Total	217,931	225,558	192,355	(33,203)
Expenses				
Materials and Services	215,926	223,500	190,150	(33,350)
Contingencies	0	1,500	1,500	0
Expenses Total	215,926	225,000	191,650	(33,350)
Ending Fund Balance	2,005	558	705	147





# **Telecommunications Fund**

2002

1982	Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee	2001	New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital	2003	January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
	revenue dedicated to		equipment.	2005	MCM expands media literacy curriculum and creates digital
1999	General Fund.  Telecommunications Fund implemented in anticipation of successful completion of	2001	City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local		learning lab for computer editing and production.
	new franchise agreement		access channel.	2006	January 2006, Major upgrade
	and "past sins" negotiations with TCI Cablevision of Oregon dba AT&T Broadband.	2001	McMinnville Community Media (MCM) contracts with Multnomah County Television		of <b>mcm11.org</b> website, allowing form submittal and easy access to program listings.
2001	New franchise agreement with TCI Cablevision of		(MCTV) to operate the local access channel until MCM can lease space, construct	2007	Estimated "past sins" balance remaining at July 1, 2007 is ~\$120,000.
	Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.		technical connections to McMinnville Marketplace location, and open a new studio.	2008	MCM purchases a government surplus cargo van transforming it into a multi-camera mobile
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.	2001	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.	2009	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.

April 1, 2002 MCM takes over operating McMinnville's local access Channel 11 from MCTV.

# **10 - TELECOMMUNICATIONS FUND**

	-		10 - IEEEOMMONIOATIONO I ON	<i>D</i>		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
1,955	1,958	2,008	90 Beginning Fund Balance imated July 1 carryover from the prior year	2,105	0	C
1,955	1,958	2,008	TOTAL BEGINNING FUND BALANCE	2,105	0	(
			LICENSES AND PERMITS			
15,220	10,341	5,000	<b>05-07</b> Franchise Fees - Ziply-Cable ble franchise fee is 5% and is allocated to General Fund Non-Departmental (2 ecommunications Fund (2.25%). 2.25% allocated to Telecommunications Furtibuted to McMinnville Community Media (MCM) for management of local publishmel. Anticipate company exiting cable business in FY2024-25.	nd is <sup>'</sup>	0	C
152,145	146,360	147,000	<b>05-15</b> Franchise Fees - Comcast Communications-Cable ble franchise fee is 5% and is allocated to General Fund Non-Departmental (2 ecommunications Fund (2.25%). 2.25% allocated to Telecommunications Furtifications Fund (MCM) for management of local publishmel.	nd is <sup>′</sup>	0	(
4,564	2,435	1,500	75-07 Subscriber Fees - PEG - Ziply-Cable per month subscriber fee received from Ziply Fiber for public access channel penditures; passed through to McMinnville Community Media (MCM). Anticipating cable business in FY2024-25.		0	(
72,600	56,790	70,000	•		0	C
244,529	215,926	223,500	TOTAL LICENSES AND PERMITS	190,150	0	C
			MISCELLANEOUS			
3	47	50	10 Interest	100	0	(
3	47	50	TOTAL MISCELLANEOUS	100	0	
246,487	217,931	225,558	TOTAL RESOURCES	192,355	0	C

# **10 - TELECOMMUNICATIONS FUND**

•	•			10 - ILLECOMMONICATIONS I OND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> _Section : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
		DODOLI		Program : N/A	200021		50501
				REQUIREMENTS			
				MATERIALS AND SERVICES			
152,145	146,360	147,000	8170-05 Comcast ca managemen	McMinnville Community Media - Comcast Franchise Fees-Cable ble franchise fee passed through to McMinnville Community Media (MCM) for nt of local public access channel.	134,100	0	(
15,220	10,341	5,000		McMinnville Community Media - Ziply Franchise Fee-Cable franchise fee passed through to McMinnville Community Media (MCM) for not of local public access channel.	800	0	(
			Note: Estim	nating decrease due to company's possible reduction of services.			
72,600	56,790	70,000		McMinnville Community Media - PEG Access Support-Comcast rough to McMinnville Community Media (MCM) of the \$1 per month subscriber d by Comcast. Fee is required to be spent on cable access channel capital	55,000	0	(
4,564	2,435	1,500	fee collected equipment.	McMinnville Community Media - PEG Access Support-Ziply rough to McMinnville Community Media (MCM) of the \$1 per month subscriber d by Ziply. Fee is required to be spent on cable access channel capital	250	0	
244 520	245 020	222 500	Note: Estim	nating decrease due to company's possible reduction of services.	400.450		
244,529	215,926	223,500		TOTAL MATERIALS AND SERVICES	190,150	0	
				TRANSFERS OUT			
0	0	0	9700-01	Transfers Out - General Fund	0	0	(
0	0	0		TOTAL TRANSFERS OUT	0	0	
				CONTINGENCIES			
0	0	1,500	9800	Contingencies	1,500	0	(
0	0	1,500		TOTAL CONTINGENCIES	1,500	0	
				ENDING FUND BALANCE			
1,958	2,005	558	9999 Undesignate (deficit) of re	Unappropriated Ending Fd Balance ed carryover from proposed budget year to subsequent year, includes excess evenues over (under) expenditures from proposed budget year operations.	705	0	(
1,958	2,005	558		TOTAL ENDING FUND BALANCE	705	0	
246,487	217,931	225,558		TOTAL REQUIREMENTS	192,355	0	(

# **10 - TELECOMMUNICATIONS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
246,487	217,931	225,558	TOTAL RESOURCES	192,355	0	0
246,487	217,931	225,558	TOTAL REQUIREMENTS	192,355	0	0

# **EMERGENCY COMMUNICATIONS FUND**



# **Emergency Communications Fund**

2024 – 2025 Proposed Budget --- Budget Summary

# **Budget Highlights**

- Ziply 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 Transfers from the General Fund equal \$594,179, reflecting an assumed 3% increase in the City's contribution to Yamhill Communications Agency (YCOM) for dispatch services.

The transfer amount includes \$37,173 from the General Fund to make debt service payments on emergency communications equipment acquired from Motorola in 2018-19. This transfer will occur for seven years, until the debt is paid off.

- 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. The McMinnville Fire District will be paying its share for the system directly.
- Emergency Operations Center (EOC) The EOC is based in the Police Department facility and is used for major disasters.

#### **Core Services**

 City of McMinnville's membership contribution to YCOM is based on a formula that distributes YCOM actual costs proportionally according to use to all jurisdictions within its service area.

#### Mac-Town 2032 Strategic Plan

The City's paying for the cost of dispatch services and maintenance of emergency communications equipment is particularly relevant to one of the Strategic Plan goals:

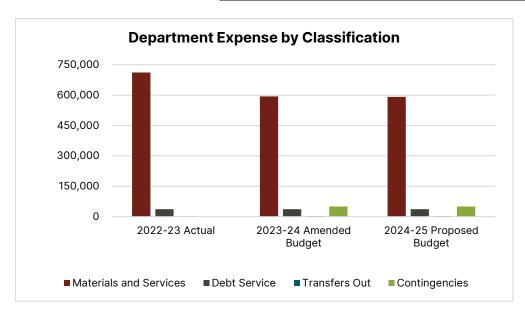
Community Safety & Resiliency – Proactively plan for and responsively maintain a safe and resilient community. Emergency communications equipment acquired in 2018-19 and partially funded with reserves from this fund will support exceptional police services provided to the community.

# **Future Challenges and Opportunities**

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

#### **Fund Cost Summary**

i una cost cummary		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	<b>Budget Variance</b>
Revenue				
Beginning Fund Balance	152,468	142,534	145,633	3,099
Charges for Services	15,480	15,480	24,750	9,270
Intergovernmental	8,000	8,000	8,000	0
Licenses and Permits	23,234	24,800	21,800	(3,000)
Miscellaneous	3,150	2,600	7,000	4,400
Transfers In	702,772	572,772	594,197	21,425
Revenue Total	905,104	766,186	801,380	35,194
Expenses				-
Materials and Services	711,984	593,676	591,358	(2,318)
Debt Service	37,172	37,172	37,173	1
Transfers Out	1,718	2,550	2,397	(153)
Contingencies	0	50,000	50,000	0
Expenses Total	750,874	683,398	680,928	(2,470)
Ending Fund Balance	154,231	82,788	120,452	37,664





# **Emergency Communications Fund**

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.

1990 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.

1990

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.

2002 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
2012 – 2013	666,500
2013 – 2014	684,900
2014 – 2015	721,600
2015 – 2016	742,300
2016 - 2017	770,900
2017 - 2018	793,200
2018 - 2019	814,400
2019 - 2020	855,400
2020 - 2021	860,681
2021 - 2022	782,110
2022 - 2023	665,600

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.
- The City receives information that the current subscriber units (mobile and portables) are no longer serviceable. The City looks to update the Police Department's mobile radios and portables.
- 2019 Emergency Communication system upgrade switches analog system to digital P25 radio system, allowing interoperability with other jurisdictions.
- 2023 Fire District approved by voters; City transitions to 911 services focused on police response needs.

# 15 - EMERGENCY COMMUNICATIONS FUND

_	-		13 - LINEROLIGOT COMMONICATIONS FOR	10		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Section : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
110,934	152,468	142,534	4090 Beginning Fund Balance Estimated July 1 carryover from the prior year	145,633	0	0
110,934	152,468	142,534	TOTAL BEGINNING FUND BALANCE	145,633	0	0
			LICENSES AND PERMITS			
47,627	6,090	3,600	<b>4205-06</b> 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.	4,500	0	0
18,409	17,144	21,200	<b>4205-08</b> Franchise Fees - Ziply-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.	17,300	0	0
66,037	23,234	24,800	TOTAL LICENSES AND PERMITS	21,800	0	0
			INTERGOVERNMENTAL			
7,500	8,000	8,000	5040-05 Yamhill Communications Agency - Radio System City funds for radio equipment reserve held by Yamhill County	8,000	0	0
7,500	8,000	8,000	TOTAL INTERGOVERNMENTAL	8,000	0	0
			CHARGES FOR SERVICES			
15,480	15,480	15,480	5325 System Access Fees Fees charged for access to City's radio system.	24,750	0	0
15,480	15,480	15,480	TOTAL CHARGES FOR SERVICES	24,750	0	0
			MISCELLANEOUS			
452	3,150	2,600	6310 Interest	7,000	0	0
452	3,150	2,600	TOTAL MISCELLANEOUS	7,000	0	0
			TRANSFERS IN			
819,282	702,772	572,772	6900-01 Transfers In - General Fund	594,197	0	0

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# **15 - EMERGENCY COMMUNICATIONS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			General Fund support for Emergency comm equipment debt payment	1	37,173	37,173			
			General Fund Police support for YCOM dispatching services	1	557,024	557,024			
819,282	702,772	572,772	TOTAL TRANS	FERS IN	1		594,197	0	0
,019,684	905,104	766,186	TOTAL RESO	URCES			801,380	0	0

### 15 - EMERGENCY COMMUNICATIONS FUND

		13 - EINIERGENCT COMMUNICATION	13 FUND		
2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	PROPOSE	APPROVED	202: ADOPTE BUDGI
		REQUIREMENTS			
		MATERIALS AND SERVICES			
1,367	11,300		11,300	0	(
44,081	45,476	750 Professional Services	36,888	0	
		DescriptionUnitsAmt/UnitJuly / August contract cost radio maintenance23,789September thru June contract cost radio maintenance102,931	<u>Total</u> 7,578 29,310		
936	1,300	osts shared city-wide for audit, Section 125 plan administrative fees, and other	2,370	0	
0	0	M & S Equipment	C	0	
665,600	535,600	ity's support for dispatching emergency communication services provided by Yam	,	0	
711,984	593,676	TOTAL MATERIALS AND SERVICES	591,358	0	
		CAPITAL OUTLAY			
0	0	710 Equipment	C	0	
0	0	TOTAL CAPITAL OUTLAY	0	0	
		DEBT SERVICE			
31,592	32,903	rincipal payment for lease authorized in 2019-20. Payment due on September 19 sed to purchase new mobile and portable radios for the Police Department, as we	5th. Lease II as	0	
5,580	4,269		2,904	0	(
37,172	37,172	TOTAL DEBT SERVICE	37,173	0	
		TRANSFERS OUT			
1,718	2,550	700-01 Transfers Out - General Fund	2,397	0	
		DescriptionUnitsAmt/UnitFinance personnel services support.12,397	<u>Total</u> 2,397		
1,718	2,550	TOTAL TRANSFERS OUT	2,397	0	
1,718	2,550	TOTAL TRANSFERS OUT  CONTINGENCIES	2,397	0	
	1,367 44,081  936  0 665,600  711,984  0 0 31,592  5,580  37,172	ACTUAL AMENDED BUDGET  1,367 11,300 77 44,081 45,476 77  936 1,300 77 665,600 535,600 8 C C  711,984 593,676  0 0 87 0 0  31,592 32,903 98 0 0  5,580 4,269 98 10  37,172 37,172	ACTUAL AMENDED BUDGET  Department: N/A Section: N/A Program: N/A  Section: N/A Program: N/A  REQUIREMENTS  MATERIALS AND SERVICES  1,367  11,300  7720-06 Repairs & Maintenance - Equipment  44,081  45,476  7750 Professional Services  Description July / August contract cost radio maintenance 10 2,331  936  1,300  7750-01 Professional Services - Audit & other city-wide prof svc Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses  0 0 7800 M & S Equipment  665,600  535,600 8180-05 YCOM - Other Governmental Services City's support for dispatching emergency communication services provided by Yam Communications Agency (YCOM).  711,984  593,676  TOTAL MATERIALS AND SERVICES  CAPITAL OUTLAY  DEBT SERVICE  31,592  32,903  9520-05 Equipment  DEBT SERVICE  31,592  32,903  9520-05 Equipment-Lease Purchase - Principal Principal payment for lease authorized in 2019-20. Payment due on September 19 used to purchase new mobile and portable radios for the Police Department, as we convert MPD's primary radio channel from analog to digital and encrypt the frequer  5,580  4,269  9520-10 Equipment-Lease Purchase - Interest Interest payment on lease due September 15th.  37,172  37,172  TOTAL DEBT SERVICE  TRANSFERS OUT  1,718  2,550  9700-01 Transfers Out - General Fund Description  Units  Amt/Unit	ACTUAL   AMENDED BUDGET	No.   Processional Service   Processional

City of McMinnville Budget Document Report

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# **15 - EMERGENCY COMMUNICATIONS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	50,000	TOTAL CONTINGENCIES	50,000	0	0
			ENDING FUND BALANCE			
152,468	154,231	82,788	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	120,452	0	0
152,468	154,231	82,788	TOTAL ENDING FUND BALANCE	120,452	0	0
,019,684	905,105	766,186	TOTAL REQUIREMENTS	801,380	0	0

# **15 - EMERGENCY COMMUNICATIONS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,019,684	905,104	766,186	TOTAL RESOURCES	801,380	0	0
1,019,684	905,104	766,186	TOTAL REQUIREMENTS	801,380	0	0





# Street (State Gas Tax) Fund

#### 2024 – 2025 Proposed Budget --- Budget Summary

# **Budget Highlights**

- State gas tax revenues continue to show a flattening trend as per recent ODOT projections. This flattening trend is in the face of increasing inflationary pressures on the expenditure side.
- As with every budget cycle, staff will be carefully monitoring ongoing revenues, and will adjust spending as the situation requires. Therefore, some of the highlights discussed below will be revenue dependent, i.e., if revenues are down, these expenditures will be reduced or not implemented. This approach is consistent with the Government Capacity priority in the City's recent Strategic Plan, with a focus on strengthening the City's ability to prioritize and deliver municipal services with discipline and focus.



Bud Martino, UW II installing pavement markings on Wallace Road

The FY2024-25 budget proposal continues to fund seasonal labor to address increased maintenance requirements related to stormwater quality facilities as well as to continue to expand the Operations Division's maintenance efforts throughout the transportation system. However, the recruitment environment remains difficult, and the Division anticipates continued difficulty in filling some of these positions.

- The FY2024-25 proposal continues efforts to upgrade the Division's fleet and equipment. The proposal includes funding to replace a 1994 five-yard sanding unit used for snow and ice response efforts.
- The FY2024-25 proposal continues funding for a vehicle/fleet equipment reserve to better position the Division to replace fleet assets on a programmed basis.
- The resources programmed for additional labor and equipment replacement are consistent with the division's commitment to the Strategic Plan value of stewardship and represent an effort to be responsible caretakers of our shared public assets and resources.
- The proposed budget includes an enhanced localized pavement repair work plan, focusing on pavement repairs on collectors. Additionally, as with past practice, funds have been transferred to the Transportation Fund to support preventative maintenance projects (slurry seal) funded through the Transportation Fund.
- The budget proposal continues to allocate funding to maintain traffic signage and pavement markings throughout the community. Several years ago, staff implemented a rotating "driver feedback sign" program that places these radar units at strategic locations along roadways with reported speeding problems. These signs remind motorists of the speed limit and in some cases can be useful in modifying driver behavior.
- Staff utilizes condition rating systems for sign retroreflectivity 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 continuing work on a program to upgrade residential street signage to the new federal standards. Staff will continue a program to install shared lane markings as per the adopted Transportation System Plan in various locations around the community as well.

- Maintenance of storm water facilities continues to have no direct funding source and repairs are made on a reactive basis only. The budget proposal continues to carry a placeholder for culvert repair/replacement. Alpine Avenue, Hill Road and Old Sheridan are all roadways that have had storm water quality facilities installed in recent years. These include storm planters, infiltration swales, and detention ponds. These facilities need to be cared for on a proactive schedule in order to maintain their effectiveness, which is a requirement of the environmental permits for these projects.
- 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 include LED lighting fixtures as standard. LED 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. All new street lighting associated with development utilizes LED fixtures as well.

#### **Core Services**

The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's transportation system asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's on-going efforts to identify and focus on

core services. The Street Maintenance staff's primary mission is maintaining the City's transportation system. This includes approximately 119 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.

#### **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 repair activities include partial and full depth localized repairs, skin patches, pothole filling and temporary cold mix repairs in inclement weather. This work is conducted with both in-house and

contract forces. This work is done in response to pavement failures, as well as in advance of planned repair or preventive maintenance work.

Crack sealing remains an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City owns its own crack sealing equipment and typically applies approximately 15,000 pounds of material each year on candidate streets. This program is highly dependent on the use of seasonal staffing.

Street Crew Training Session



# Street (State Gas Tax) Fund

#### **Pedestrian Facilities**

- The City utilizes the Public Right of Way Accessibility Guidelines (PROWAG) as a standard in the right of way.
- Curb, gutter and sidewalk repairs: In the downtown area, sidewalk repairs are conducted adjacent to City owned properties or in a 50/50 cost share with 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 PROWAG compliant curb ramps at street intersections where needed.
- City staff install and maintains accessible parking spaces adjacent to private residences upon an approved request.
- City staff install and maintain on-street ADA parking spaces in the downtown core.
- PROWAG compliant ramps are installed upon request in areas where there are no ramps, or existing ramps are not compliant.



Rapid Rectangular Flashing Beacon crossing installed by Street crew

#### **Storm Water**

- Residential street sweeping by contract on a six-week schedule; arterials/bike lanes monthly; weekly downtown street sweeping by contract
- Catch basin cleaning with the Wastewater Collections crews
- Storm water quality facility maintenance.
- 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 most of the work being performed by City staff. The Operations Division maintains 68 vehicles and 170 various pieces of equipment at the Riverside Drive facility.

#### Right-of-Way (ROW) maintenance

- City-owned areas are maintained on scheduled basis with a combination of City personnel and contract labor.
- The pandemic resulted in the elimination of the City's contract with Yamhill County to provide inmate crews for City projects. These crews historically provided litter removal services along the street network in key locations. In 2023 the Division implemented a new "Adopt A Road" program to create opportunities for community volunteers to help with litter removal in the right of way. Funds to support that program are included in this budget request.

Nick Hubbard - UW II (2 yrs) spreading bark mulch in Hill Road planters



#### **Community Event support**

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



Jeff York, UW II (9yrs) at Public Works Touch a Truck event

### **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.
- Staff maintains a rotational driver feedback signage program along problematic corridors in the transportation system
- Traffic signals are maintained by the Oregon Department of Transportation (ODOT) via an intergovernmental agreement.
- Pavement markings are inspected and replaced on a condition-based approach.
- Roadway striping is performed with an IGA with Marion County. Due to supply chain issues this work has become significantly more expensive.
- Curb painting is performed on a three-year cycle, with school zones and downtown areas painted annually. This program

- has been impacted by both supply chain issues in getting material and in recruitment issues with seasonal labor.
- Staff reviews various traffic signage and parking requests and provides recommendations to Engineering.

#### **Street Trees**

- This program supports the Community Development Department's administration of the street tree ordinance which is a key 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 debris cleaned up. This work is done with both staff and contract forces.

#### **Emergency Response**

This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority's objective to "provide exceptional police,



municipal court, fire, emergency medical services (EMS), utility services and public works". Activities are typically related to inclement weather, accidents, and hazardous materials spill responses. 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**

#### **Maintenance Planning**

- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities and utilize data to optimize street maintenance efforts.
- 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 fund 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. These partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community."

# **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 newly constructed storm water planters for Alpine Avenue, Hill Road and Old Sheridan Road have resulted in an increased workload for the Division. In 2021, the City was notified that the Oregon DEQ has issued a mercury TMDL (total maximum daily load) limit for the Willamette River. Public Works staff (Engineering, Wastewater Services and Operations) are working to implement the TMDL plan. As the regulatory requirements unfold, the City is working on developing a dedicated funding source for this work.

#### **Strategies to Address Camping Impacts**

Camping and behaviors related continue to draw on staff resources and related contractor costs to address impacts of these activities. Staff and resources are diverted on demand basis to address these impacts.



Marsh Lane prior to a scheduled clean up

# Street (State Gas Tax) Fund

- Strategies will continue to include identifying opportunities to reduce costs and impacts through improved facility design features and evolving operational practices to give staff the resources and training to help address these issues.
- Increased resources have been programmed in the FY24-25 proposed budget to address this demand.

#### **Fleet/Equipment Asset Renewal**

- The Street Maintenance Division's powered rolling stock includes 28 units with an estimated replacement value of \$2.25 million.
- Over the past two budget cycles, staff have used COVID relief funds from ODOT to update fleet and equipment assets. However, this is a one-time revenue source. In FY23-24, a reserve funding strategy was implemented. Developing a funding strategy that allocates resources to update fleet and equipment assets regularly in a sustainable manner will continue to be a priority.
- Staff will continue to use 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 (e.g. 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. As fleets age, the challenge is 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.

## Accessibility

- Continue to partner with residents and businesses during sidewalk repairs to install PROWAG compliant curb ramps.
- Maintain accessible parking stalls throughout downtown area
- Continue to upgrade curb ramps along with street overlays as per accessibility requirements. This work typically comprises 30-35% of the total construction cost of a typical pavement overlay project.
- Continue work to identify pedestrian access challenges throughout the community and in the downtown core, and address as opportunities arise.

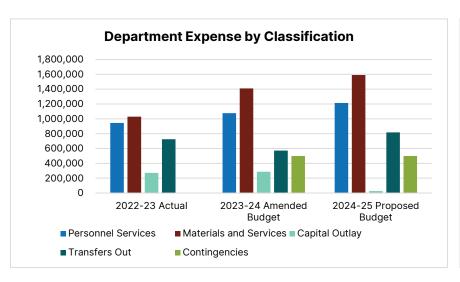
#### Street Fund

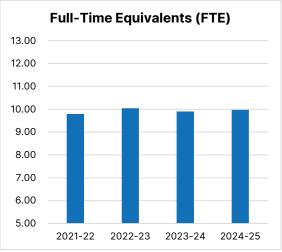
Fund Cost Sumr	

**Full-Time Equivalents (FTE)** 

Tuna cost summary	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	2,224,397	2,030,792	2,283,798	253,006
Intergovernmental	2,931,657	2,942,590	2,757,197	(185,393)
Licenses and Permits	39	50	50	0
Miscellaneous	68,935	53,000	110,000	57,000
Transfers In	6,473	7,225	0	(7,225)
Revenue Total	5,231,501	5,033,657	5,151,045	117,388
Expenses				
Personnel Services	944,662	1,076,788	1,213,015	136,227
Materials and Services	1,028,144	1,409,396	1,590,421	181,025
Capital Outlay	271,282	287,232	26,456	(260,776)
Transfers Out	724,210	571,846	817,347	245,501
Contingencies	0	500,000	500,000	0
Expenses Total	2,968,298	3,845,262	4,147,239	301,977
Ending Fund Balance	2,263,203	1,188,395	1,003,806	(184,589)
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25

9.79





9.90

9.97

10.04

# 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	Decorative antique street lights installed along 3 <sup>rd</sup> Street, with new watering systems; cooperative effort between
1976	Downtown core area tree planting completed.	1997	City of McMinnville awarded "Tree CityUSA".		MDA, MW&L and the Street Division.
1986	Crack Sealing Program begins on city streets to prolong street life.	2003	Retrofitted 19 Americans with Disability Act (ADA) approved wheelchair ramps	2007	City awarded "Tree City USA" designation for the 10 <sup>th</sup> consecutive year.
1987	Public Works Superintendent assumes managerial	2004	in school zones.  Street Department maintains 97 miles of streets.	2008	Public Works crews responded to a 40-year snow & ice event in December.
1000	responsibility over streets and sewer operations.	2005	Street Department maintains	2008	First slurry seal project on city streets to prolong street life.
1990	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	2005	100 miles of streets.  200 new street signs were installed.	2009	Completed regulatory sign updates from newly
1990	City maintains 64 miles of paved streets.	2006	Street, Parks Maintenance, and Wastewater Collection		implemented annual nighttime retro reflectivity ratings. Conducted second annual
1994	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.		Crews responded to 20 high water and 58 MPH wind-related calls due to December 14 <sup>th</sup> storm event.		rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.
1994	Street sweeping function partially contracted.	2007	Computerized maintenance management program	2010	In 20 <sup>th</sup> year of annual Leaf Collection program, Street Maintenance crews removed
1996	Seal Coating Program on city streets initiated to prolong street life.	implemented, including a work order system and an asset management system.			approximately 2,855 cubic yards of leaves from McMinnville's streets.

landscaping.

2010	Pavement management software system purchased to help track pavement conditions	2012	2 <sup>nd</sup> & Fleishauer intersection school safety improvements include new ADA curb	2016	As part of succession planning, Senior Utility Worker position implemented.
2010	and develop preservation strategies for street network.  Implemented the use of liquid		ramps, signage, striping and new continental style crosswalks	2017	City awarded "Tree City USA" designation for the 20 <sup>th</sup> consecutive year.
	deicer on streets as a tool during snow and ice events.	2013	Pedestrian safety improvements installed at	2019	Utility Worker I position added to increase capacity to
2011	City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W.  2nd to Wallace Road.		mid block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new		maintain new transportation system elements built with 2014 Transportation bond.
2011	8 <sup>th</sup> Street railroad crossing upgrading in partnership with Portland and Western Railroad.	2014	continental style crosswalks, signage and pedestrian paddles.  Public Works crews in	2019	Baker Creek Road re-striped from Crimson Court to Hill Road to add bike lanes and center left turn lane.
	Improvements include concrete crossing panels and new pedestrian crossings.		partnership with local contractors responded to a major February snowstorm,	2020	Implemented a Driver Feedback program with the purchase of two Radar Driver
2012	2 <sup>nd</sup> & Hill intersection safety improvements are completed in a joint project with Yamhill		utilizing liquid deicer, abrasives and road graders to keep snow routes open.		Feedback Signs. These signs are pole mounted and will be rotated throughout the City in
	County. Intersection converted to a four way stop with new pavement markings on all four approaches.	2015	Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters		corridors that have been identified as having excessive speed concerns or complaints.
2012	Pedestrian crossing at 15 <sup>th</sup> & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and		as recommended by Federal Highway Administration. Work to be completed over a 3 year period.		

- 2021 City crews responded to a major ice storm event, resulting in damage to hundreds of trees citywide, and a multi-day snow/ice response.
- 2022 City awarded "Tree City USA" designation for the 25<sup>th</sup> consecutive year.
- 2023 Implemented an Adopt-A
  Roadway anti-litter campaign
  intended to build civic pride in a
  litter free McMinnville. It allows
  citizens and businesses to work
  in partnership with the City by
  "adopting" a segment of roadway
  and agreeing to keep it clean.

# 20 - STREET FUND

•	•			20 - 31KLL1 1 0ND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
1,779,174	2,224,397	2,030,792		Beginning Fund Balance  uly 1 undesignated carryover from prior year	2,253,798	0	0
0	0	0	4092	Designated Begin Fund Balance-Capital Replacement Reserve Beginning Fund Balance reserve for future vehicle and equipment acquisition.	30,000	0	0
1,779,174	2,224,397	2,030,792		TOTAL BEGINNING FUND BALANCE	2,283,798	0	0
				LICENSES AND PERMITS			
27	39	50	4300	Bicycle Fees	50	0	0
27	39	50		TOTAL LICENSES AND PERMITS	50	0	0
				INTERGOVERNMENTAL			
49	1,346	0	4545	Federal FEMA Grant	0	0	0
9,859	0	0	4546	American Rescue Plan	0	0	0
0	0	0	4548	Coronavirus Relief Fund (CRF)	0	0	0
0	226,263	277,590	4590-30	ODOT Federal Grants - Hwy Infrastruct Prog(HIP-CRRSAA)	32,197	0	0
2,755,403	2,704,049	2,665,000	State highwa	OR State Gas Taxes ay revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to er capita basis.	2,725,000	0	0
2,765,311	2,931,657	2,942,590		TOTAL INTERGOVERNMENTAL	2,757,197	0	0
				MISCELLANEOUS			
9,187	51,282	43,000	6310	Interest	100,000	0	0
7,454	17,653	10,000	6600	Other Income	10,000	0	0
16,641	68,935	53,000		TOTAL MISCELLANEOUS	110,000	0	0
				TRANSFERS IN			
6,016	6,473	7,225	6900-85	Transfers In - Insurance Services	0	0	0
6,016	6,473	7,225		TOTAL TRANSFERS IN	0	0	0
4,567,169	5,231,501	5,033,657		TOTAL RESOURCES	5,151,045	0	0

# 20 - STREET FUND

901 2 0 0 0				ZU-SIKEEI FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	AMENDED Section : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,099	4,112	0	7000	Salaries & Wages	0	0	0
486,260	506,153		7000-05 Maintenanc Maintenanc Maintenanc Wastewater Mechanic - Senior Utilit Senior Utilit Utility Worke	Salaries & Wages - Regular Full Time  e & Operations - Superintendent - 0.50 FTE  e & Operations - Supervisor - Street - 0.95 FTE  e & Operations - Supervisor - Park Maint - 0.05 FTE  svcs Supervisor-Conveyance - 0.10 FTE  Ops & Maint - 0.45 FTE  y Worker - 1.00 FTE  y Worker - WWS - 0.10 FTE  er II - 4.00 FTE  er II - 4.00 FTE	626,675	0	0
32,790	48,995	77.250	Managemer <b>7000-15</b>	nt Support Specialist - Senior - 0.50 FTE	82,000	0	C
32,790	40,995	77,230		Salaries & Wages - Temporary Streets - 1.92 FTE	82,000	U	(
6,441	12,347	11,000	7000-20	Salaries & Wages - Overtime	12,000	0	C
5	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	C
-174	1,731	0	7300	Fringe Benefits	0	0	0
31,441	33,947	38,960	7300-05	Fringe Benefits - FICA - Social Security	43,599	0	0
7,353	7,939	9,337	7300-06	Fringe Benefits - FICA - Medicare	10,448	0	0
151,117	149,501	191,538	7300-15	Fringe Benefits - PERS - OPSRP - IAP	215,501	0	0
122,725	131,723	139,476	7300-20	Fringe Benefits - Medical Insurance	162,216	0	0
18,600	21,700	17,750	7300-22	Fringe Benefits - VEBA Plan	20,000	0	0
607	456	477	7300-25	Fringe Benefits - Life Insurance	483	0	0
1,793	1,282	1,311	7300-30	Fringe Benefits - Long Term Disability	1,460	0	0
40,730	24,599	27,436	7300-35	Fringe Benefits - Workers' Compensation Insurance	33,872	0	0
163	177	225	7300-37	Fringe Benefits - Workers' Benefit Fund	207	0	0
-1,078	0	3,990	7300-40	Fringe Benefits - Unemployment	3,990	0	0
0	0	2,326	7300-45	Fringe Benefits - Paid Family Leave City Share	564	0	0
899,871	944,662	1,076,788		TOTAL PERSONNEL SERVICES	1,213,015	0	0
				MATERIALS AND SERVICES			
1,078	2,378	2,500	7530	Training	2,850	0	0
585	690	1,200		Employee Events and city-wide for employee training, materials, and events.	1,600	0	0

City of McMinnville Budget Document Report

# 20 - STREET FUND

				ZO - OTIVELLI I OND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
2,376	2,708	8,500	7550	Travel & Education	7,900	0	С
25,586	32,658	40,000	7590	Fuel - Vehicle & Equipment	35,000	0	C
14,399	9,113	13,500	7600	Utilities	13,500	0	C
0	0	0	7600-04	Utilities - Water	0	0	C
64,907	76,481	84,320	7610-05	Insurance - Liability	30,909	0	C
9,893	12,665	15,700	7610-10	Insurance - Property	19,885	0	C
7,550	17,555	11,000		Telecommunications ding for redundant communications capability-cell phones and radio system	11,000	0	(
2,448	2,515	2,900	7650	Janitorial	2,900	0	(
18,394	23,977	18,000	7660	Materials & Supplies	20,000	0	C
35,784	38,697	85,000		Repairs & Maintenance d supplies for street maintenance activities	95,000	0	C
0	0	0	7720-05	Repairs & Maintenance - Inventory-InterDept Projects	0	0	(
43,597	20,051	25,000	7720-06	Repairs & Maintenance - Equipment	30,000	0	(
0	0	0	7720-07	Repairs & Maintenance - Inventory-Equipment	0	0	(
2,676	3,104	7,500	7720-10 Street Mainte maintenance	Repairs & Maintenance - Building Maintenance enance Section's shared cost of Public Works Shop buildings and grounds .	4,500	0	C
0	0	0	7720-14	Repairs & Maintenance - Vehicles	0	0	(
15,888	4,677	7,500	7720-28 Materials and right-of-way.	Repairs & Maintenance - Right of Way supplies for maintenance of right-of-way and landscape areas within city street	7,500	0	(
17,950	54,444	50,000	7720-30	Repairs & Maintenance - Sidewalks onstruction of city sidewalks and wheelchair ramps.	50,000	0	(
2,232	9,054	10,000	<b>7720-32</b> Oregon Depa	Repairs & Maintenance - Traffic Signal artment of Transportation (ODOT) contract for traffic signal maintenance of Citysignals.	10,000	0	C
5,284	3,907	100,000	<b>7720-35</b> Repair of the	Repairs & Maintenance - Storm Drains storm drainage system within the public right-of-way.	100,000	0	(
2,519	168	27,000	7750	Professional Services	27,000	0	(
				ion         Units         Amt/Unit         Total           nt Ratings Services         1         12,000         12,000           neous Professional Services         1         15,000         15,000			
0	3,841	5,000		Professional Services - Audit & other city-wide prof svc I city-wide for audit, Section 125 plan administrative fees, and other is professional service expenses	12,990	0	(
324,471	332,194		7780-12	Contract Services - Street Maintenance	699,950	0	C
of McMinnville E	Budget Docume	nt Report				4/12/2	024

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# 20 - STREET FUND

20-SIREEI FOND				ZU-SIKEEI FUND					
2022	2023	2024	Department : N/A				2025	2025	202
ACTUAL	ACTUAL	AMENDED BUDGET	Section : N/A				PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGI
		BODGET	Program : N/A				BODOLI	BODGET	
			Various contract services with private companies and other mowing, street repair, landscape, maintenance, snow rem		for sweeping	, striping,			
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Downtown Street Sweeping	1	39,000	39,000			
			Citywide Street Sweeping	1	272,700	272,700			
			Striping	1	50,000	50,000			
			Backflow Testing	1	1,250	1,250			
			Graffiti Removal	1	4,000	4,000			
			Homeless Camp Cleanup	1	25,000	25,000			
			Emergency Sweeping	1	3,000	3,000			
			Litter Patrol	1	5,000	5,000			
			Pavement Repairs	1	300,000	300,000			
19,095	5,489	5,000	<b>7800 M &amp; S Equipment</b> Miscellaneous small equipment for operations and mainte	nance			5,000	0	
1,071	1,539	1,500	7800-42 M & S Equipment - Shop Miscellaneous small equipment and tools for shop operati		intenance		1,500	0	
7,018	9,599	8,326		one and me			13,787	0	
9,277	15,125	13,450	7840-75 M & S Computer Charges - Street				23,750	0	
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Computer replacements 50% shared with Street	1	5,500	5,500			
			Office 365 licensing	1	1,450	1,450			
			Hansen Development	1	5,000	5,000			
			Hansen renewal 25% - shared with Eng, Park Maint, WWS	1	4,000	4,000			
			Adobe Pro licensing	1	400	400			
			ESRI renewal 17% - shared with Bldg, ComDev,ENG,ParkMaint,WWS	1	2,500	2,500			
			Street Saver software	1	4,500	4,500			
			Bluebeam licensing	1	400	400			
35,197	30,313	25,000	8190 Signs Street signing materials and supplies, along with replacen	nent of dow	ntown parking	g signage.	33,900	0	
282,962	293,659	300,000	8200 Street & Parking Lot Lighting McMinnville Water & Light Department charges for electric					0	
2,128	21,540	30,000	8210 Street Tree Program  The street tree program includes activities related to plant trees in the downtown core. It also includes work on right related to storm damage, including clean-up, pruning, and	of way tree			30,000	0	
954,363	1,028,144	1,409,396	TOTAL MATERIALS	AND SE	RVICES		1,590,421	0	

City of McMinnville Budget Document Report

# 20 - STREET FUND

							20-SIREELFUND			
2025 ADOPTEI BUDGE	2025 APPROVED BUDGET	2025 PROPOSED BUDGET					Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/</b> A	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
							CAPITAL OUTLAY			
0	0	25,000					8710 Equipment	257,500	271,282	0
			<u>Total</u>	<u>Unit</u>	Amt/U	<u>Units</u>	<u>Description</u>			
			25,000	000	25,0	1	Sanding Unit for 5 yard Dump Truck (Replace Sander 94-2)			
0	0	1,456					8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	2,232	0	654
0	0	0				treet	8750-75 Capital Outlay Computer Charges - S	27,500	0	0
0	0	26,456		TOTAL CAPITAL OUTLAY			TOTAL CAPITAL	287,232	271,282	654
							TRANSFERS OUT			
0	0	304,030					9700-01 Transfers Out - General Fund	329,113	337,516	276,923
			<u>Total</u>	<u>Unit</u>	Amt/U	<u>Units</u>	<u>Description</u>			
			42,405	405	42,4	1	Street Fund support of Engineering operations.			
			254,782	782	254,7	1	Engineering, Admin, & Finance personnel services support.			
			6,843	843	6,8	1	Street Fund support of centralized Facility operations.			
0	0	500,000					9700-45 Transfers Out - Transportation	230,000	375,000	200,000
			<u>Total</u>	<u>Unit</u>	Amt/U	<u>Units</u>	<u>Description</u>			
			500,000	000	500,0	1	Gas tax revenues used to fund Transportation Fund expenses.			
0	0	13,317					9700-80 Transfers Out - Information Systems	12,733	11,694	10,960
			<u>Total</u>	<u>Unit</u>	Amt/U	<u>Units</u>	<u>Description</u>			
			13,317	317	13,3	1	Information Systems personnel services support.			
0	0	817,347			<u>JT</u>	ERS OL	TOTAL TRANSFI	571,846	724,210	487,883
							<u>CONTINGENCIES</u>			
0	0	500,000					9800 Contingencies	500,000	0	0
0	0	500,000			<u>S</u>	ENCIE	TOTAL CONTING	500,000	0	0
							ENDING FUND BALANCE			
0	0	60,000					9992 Designated Ending Fund Balance-Ca Designated ending fund balance reserve for future vehicle at	30,000	0	0
0	0	943,806	ne excess					1,158,395	2,263,203	2,224,397
0	0	1,003,806		:	ANCE	D BAL	TOTAL ENDING FUN	1,188,395	2,263,203	2,224,397

City of McMinnville Budget Document Report

# 20 - STREET FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,567,169	5,231,501	5,033,657	TOTAL REQUIREMENTS	5,151,045	0	0

# 20 - STREET FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,567,169	5,231,501	5,033,657	TOTAL RESOURCES	5,151,045	0	0
4,567,169	5,231,501	5,033,657	TOTAL REQUIREMENTS	5,151,045	0	0

# **AIRPORT MAINTENANCE FUND**

Airport Layout Map





# 2024 – 2025 Proposed Budget --- Budget Summary

# **Budget Highlights**

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of a modular building office.
- The FY2024-25 budget includes both increased revenues and building maintenance commitments outlined in the long-term lease with the Oregon State Police.
- The FY2024-25 budget includes the FAA funded update to the Airport Master Plan (previously called the Airport Layout Plan). This is a multi-year project that began during the 2023-24 budget cycle. The City match of 10% of the cost will be covered in part by a separate State grant.
- The FY2024-25 budget includes the FAA funded Fence and Wind Cone project. This is a design and construction project to upgrade the fence on the north side of the airport.
- These projects will help meet the Strategic Plan goal of Economic Prosperity and the objective of improving systems for economic mobility and inclusion.

## **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) is scheduled to be updated in 2024 with an Airport Master Plan and Layout Plan. The new plans will identify improvements necessary to maintain a safe and efficient airport.
- The "Minimum Standards for Commercial Aeronautical Activities" for the airport provide guidance and standards for current and future commercial activities and leases at the airport. These "Standards" were updated in 2022 and will be reviewed in the fall of 2024.
- 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 and rotary-wing fliaht instruction: aircraft and avionics maintenance: aircraft storage; private business flights; corporate flights; and personal flying.



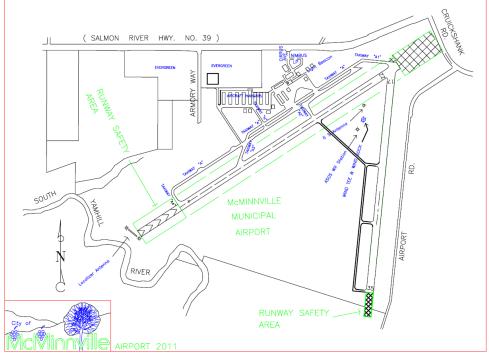
There are 128 based aircraft at the McMinnville Municipal Airport.

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; former Comcast building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

# **Future Challenges and Opportunities**

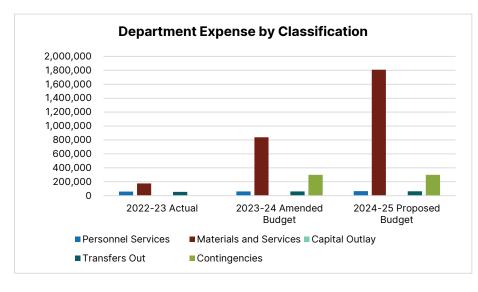
- City owned buildings and facilities (including hangars, maintenance hangars, and hangar taxiways) are in need of repair and replacement. These projects are not eligible for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport is currently 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; the successful procurement of a Connect Oregon V grant in 2014 which funded the City's required 10% match for the runway 4-22 project; and successful procurement of 7.5% of matching funds through the Oregon Department of Aviation Critical Oregon Airport Relief (COAR) grant.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- An 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 the recommended plan. Potcake Aviation is moving forward with their own plan for a new FBO facility and is currently operating out of a temporary facility.

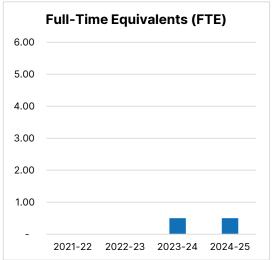




## Airport Fund

Fund Cost Summary				
		2023-24 Amended	2024-25 Proposed	
<u>-</u>	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	617,242	779,786	915,142	135,356
Charges for Services	390,346	448,000	414,000	(34,000)
Intergovernmental	54,795	370,000	1,257,500	887,500
Miscellaneous	43,971	32,800	58,000	25,200
Revenue Total	1,106,355	1,630,586	2,644,642	1,014,056
Expenses				
Personnel Services	58,119	61,435	64,837	3,402
Materials and Services	175,067	837,654	1,808,218	970,564
Capital Outlay	0	406	243	(163)
Transfers Out	53,801	60,153	62,260	2,107
Contingencies	0	300,000	300,000	0
Expenses Total	286,987	1,259,648	2,235,558	975,910
Ending Fund Balance	819,368	370,938	409,084	38,146
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	-	-	0.50	0.50







# Airport Maintenance Fund

# Historical Highlights

1942	McMinnville Municipal Airport constructed as national defense project for World War II. The airport	2001	Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.	2007	Environmental and design work begin for major airport improvements.  City and Oregon State
	property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.	2003	Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90%		Police reach agreement on lease terms on the former FAA Flight Services Station Building.
1957	East Hangar is constructed.		FAA-AIP Grant funded.	2008	New taxiway to Evergreen hangar and reconstruction
1973	Airport Layout Plan (ALP) and Master Plan is written.	2004	Apron Expansion Project completed at a cost of		of Runway 17/35 completed.
1982	Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.	2005	\$490,000 – 90% FAA-AIP Grant funded. Completed Oregon Department of Aviation (ODA) sponsored	2009	Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a
1987	Annual \$60,000 Transfer to Debt Service Fund eliminated.		runway/taxiway seal coat project, paid off above- ground fuel tanks, and completed major runway	2010	long term lease.  Completion of the 17/35 Runway/Taxiway project at
1992	Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant	2006	lighting repairs.  FAA contracts out Flight Services to Lockheed- Martin. Flight Services Station to close.	2014	a cost of \$4.4mil.  City successfully applies for a Connect Oregon V Grant for the City's 10% share of matching funds for an almost \$8M Runway
1999	funded.  New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.	2006	City and Evergreen Aviation reach agreement on partnership for major airport improvements.	2016	re-construction project.  Konect Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.

- 2017 Potcake Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.
- 2018 Primary Runway 4/22
  reconstructed at a cost of \$8.4M 90% Federal
  Aviation Administration –
  Airport Improvement
  Projects (FAA-AIP). 10%
  Matching funds paid by
  Connect Oregon V Grant.
- 2019 The Oregon International Airshow hosts a successful three-day airshow at MMV, featuring the RAF Red Arrows.
- 2021 Completed construction of the Apron and Taxiway Rehabilitation Project with FAA Grant funding.
- Restripe on runway 17-35 and taxiways completed.
- **2022** Hired Airport Administrator.
- 2022 The Oregon International Airshow hosts a successful three-day airshow at MMV, featuring the Thunderbirds.

- 2023 The Oregon International Airshow hosts a successful three-day airshow at MMV, featuring the Blue Angels.
- 2023 Comcast building reverted to Airport ownership and available for lease.



# 25 - AIRPORT MAINTENANCE FUND

J	•			23 - AIRFORT MAINTENANCE FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/</b> A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				RESOURCES			
				BEGINNING FUND BALANCE			
552,840	617,242	779,786		Beginning Fund Balance uly 1 carryover from prior year	915,142	0	(
552,840	617,242	779,786		TOTAL BEGINNING FUND BALANCE	915,142	0	
				INTERGOVERNMENTAL			
1,326,403	2,634	355,000	FY25: FAA (	FAA Grant Grant (90% FAA,10% Airport Fund) BIL Grant (90% FAA, 10% Airport Fund)	1,237,500	0	(
29,218	0	0	4580-20	FAA Grant - CARES Act Airport Grant	0	0	
23,000	0	0	4580-21	FAA Grant - CRRSA-Coronavirus Response & Rel	0	0	
6,839	52,161	0	4580-22	FAA Grant - Airport Rescue Grant	0	0	1
0	0	0	4775-10	ODOT State Grants - Connect Oregon	0	0	
0	0	15,000		OR Aviation Department Grant on Airport Relief (COAR) Program grant	20,000	0	
1,385,460	54,795	370,000		TOTAL INTERGOVERNMENTAL	1,257,500	0	
				CHARGES FOR SERVICES			
68,271	77,710	80,040	5400-05	Property Rentals - Crop Share & USDA	82,500	0	
71,977	68,392	69,000	5400-10	Property Rentals - Land Leases	71,500	0	
169,475	167,528	164,910	5400-15	Property Rentals - OSP Building	169,000	0	
0	0	56,000	5400-17 Newly acqui	Property Rentals - 4025 Nimbus Loop red property.	12,000	0	1
9,026	10,263	10,350	5400-20	Property Rentals - Fixed Base Operator Lease	11,000	0	
72,220	66,454	67,700	5400-25	Property Rentals - City Hangar	68,000	0	1
390,969	390,346	448,000		TOTAL CHARGES FOR SERVICES	414,000	0	
				MISCELLANEOUS			
2,061	16,649	12,000	6310	Interest	38,000	0	
0	4,800	0	6600	Other Income	0	0	
10,000	11,850	10,800	6600-22	Other Income - Airshow	10,000	0	
10,775	10,672	10,000	6600-40	Other Income - Fuel Flowage Fees	10,000	0	
22,836	43,971	32,800		TOTAL MISCELLANEOUS	58,000	0	(

City of McMinnville Budget Document Report

# 25 - AIRPORT MAINTENANCE FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,352,105	1,106,355	1,630,586	TOTAL RESOURCES	2,644,642	0	0

# 25 - AIRPORT MAINTENANCE FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/</b> A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIRE	MENTS					
				PERSONNEL SERVICES						
538	469	0	7000	Salaries & Wages				0	0	0
0	53,149	56,771	<b>7000-10</b> Airport Admir	Salaries & Wages - Regular Part 1 nistrator - 0.50 FTE	ime			60,124	0	0
41	40	0	7300	Fringe Benefits				0	0	0
0	3,295	3,435	7300-05	Fringe Benefits - FICA - Social Se	curity			3,637	0	0
0	771	823	7300-06	Fringe Benefits - FICA - Medicare				872	0	0
0	60	60	7300-25	Fringe Benefits - Life Insurance				60	0	0
0	139	138	7300-30	Fringe Benefits - Long Term Disa	bility			144	0	0
0	195	0	7300-35	Fringe Benefits - Workers' Compe	ensation In	surance		0	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefi	t Fund			0	0	0
0	0	208	7300-45	Fringe Benefits - Paid Family Lea	ve City Sha	are		0	0	0
579	58,119	61,435		TOTAL PERSON	NEL SERV	/ICES		64,837	0	0
				MATERIALS AND SERVICES						
0	928	0	7515	City Services Charge expense				3,580	0	0
0	0	100	<b>7540</b> Costs shared	Employee Events d city-wide for employee training, materials,	and events.			100	0	0
0	0	0	7600-04	Utilities - Water				0	0	0
8,269	8,610	9,040	7610-05	Insurance - Liability				11,015	0	0
11,395	14,107	17,490	7610-10	Insurance - Property				20,085	0	0
2,931	2,404	5,000		Materials & Supplies om, janitorial and office supplies, miscellan	eous permits			5,000	0	0
0	1,061	0	7720	Repairs & Maintenance				5,000	0	0
24,665	33,682	30,000	7720-40	Repairs & Maintenance - Runway	Taxiway			31,000	0	0
12,157	12,147	22,690	7740-05	Rental Property Repair & Maint - I	Building			18,827	0	0
			-	<u>ion</u> insurance premium neous Repairs, Maintenance, Landscape	<u>Units</u> 1 1	Amt/Unit 3,327 15,500	<u>Total</u> 3,327 15,500			

City of McMinnville Budget Document Report

# 25 - AIRPORT MAINTENANCE FUND

	•			23 - AINFONT MAINTLN	HIV	L I OIAL	,			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : <b>N/A</b> Section : <b>N/A</b>				2025 PROPOSED	2025 APPROVED	2025 ADOPTED
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGET
70,366	30,960	166,120	7740-10	Rental Property Repair & Maint - OSF	•			171,750	0	0
-,	,	,	Includes car HVAC units	ryover projects from FY 2024 which includes: C		Interior Paint	ing, 2	,		
			<u>Descrip</u>	<u>vtion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Liability	insurance premium	1	788	788			
			•	y insurance premium	1	5,962	5,962			
				Replacement (Carry Over)	1	80,000	80,000			
				Repainting (Carry Over)	1	40,000	40,000			
			Genera	tor, Maintenance, Upgrades1	1	15,000	15,000			
			HVAC ı	ooftop units #3 & #5 Repair and/or Replace	2	15,000	30,000			
6,642	0	10,200	7740-15	Rental Property Repair & Maint - Fue	l Tanks			28,000	0	0
			<u>Descrip</u>	<u>vtion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Jet-A F	uel Tank Cleaning, Filters, and Plumbing Repair	1	17,500	17,500			
			Fuel Fa	rm Annual Maintenance & Supplies	1	10,500	10,500			
0	0	53,300	<b>7740-20</b> New rental p	Rental Property Repair & Maint - 4029	5 Nimbu	s Loop		11,013	0	0
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
			-	r insurance premium	1	300	300			
			-	y insurance premium	1	5,713	5,713			
			•	Maintenance	1	5,000	5,000			
56,998	62,430	101,000	`	Professional Services		-,	-,	103,000	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				cted Airport Management	1	38,000	38,000			
				ct Hangar Management & Airport Maintenance	1	29,000	29,000			
			Miscella	aneous Professional Services	1	11,000	11,000			
			Airport	Engineering Consultant	1	25,000	25,000			
0	2,105	6,000		Professional Services - Audit & other d city-wide for audit, Section 125 plan administratus professional service expenses			;	750	0	0
0	0	395,000	<b>7750-04</b> These are F	Professional Services - Grants FAA, ODA, and BIL Grant funded projects. Grants	s cover 90	0-95% of cos	ts.	1,375,000	0	0
			Descrip	ation	<u>Units</u>	Amt/Unit	<u>Total</u>			
				Master Plan (project continuation)	1	250,000	250,000			
			•	y 17-35 & Taxiway A - Lighting Environ &	1	300,000	300,000			
			-	Fencing & Windcone Design & Construction	1	625,000	625,000			
				pron Pavement Rehab Environmental & Design	1	200,000	200,000			
156 007	0	0		,			_00,000	0	0	0
156,987	0	0	7770-53	Professional Services - Projects - Ap	ron Ken	apilitation		0	U	0

City of McMinnville Budget Document Report

# 25 - AIRPORT MAINTENANCE FUND

_	_		25 AIR OR MAINTENANCE OND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	1,514	7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide	2,298	0	0
0	0	200	7840-77 M & S Computer Charges - Airport	800	0	0
			Description Units Amt/Unit Total			
			Office 365 licensing 1 600 600			
			Adobe Licensing 1 200 200			
14,539	6,632	20,000	8215 Airport Lighting Runway, beacon, street, and parking area lighting maintenance and power costs.	21,000	0	0
364,949	175,067	837,654	TOTAL MATERIALS AND SERVICES	1,808,218	0	0
			CAPITAL OUTLAY			
0	0	406	8750 Capital Outlay Computer Charges  I.S. Fund capital outlay costs shared city-wide	243	0	0
0	0	0	8920 Land Improvements	0	0	0
1,272,907	0	0	8920-11 Land Improvements - FAA - Apron Rehab Construction	0	0	0
1,272,907	0	406	TOTAL CAPITAL OUTLAY	243	0	0
			TRANSFERS OUT			
96,427	53,801	60,153	9700-01 Transfers Out - General Fund	62,260	0	0
			<u>Description</u> <u>Units Amt/Unit Total</u>			
			Airport Fund support of Engineering operations. 1 3,456 3,456			
			Engineering, Admin, & Finance personnel services 1 48,672 48,672 support.			
			Airport Fund support of centralized Facility operations. 1 10,132 10,132			
96,427	53,801	60,153	TOTAL TRANSFERS OUT	62,260	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			
617,242	819,368	370,938	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.	409,084	0	0
617,242	819,368	370,938	TOTAL ENDING FUND BALANCE	409,084	0	0
2,352,104	1,106,355	1,630,586	TOTAL REQUIREMENTS	2,644,642	0	0

City of McMinnville Budget Document Report

# 25 - AIRPORT MAINTENANCE FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,352,105	1,106,355	1,630,586	TOTAL RESOURCES	2,644,642	0	0
2,352,104	1,106,355	1,630,586	TOTAL REQUIREMENTS	2,644,642	0	0

# TRANSPORTATION FUND



# **Budget Highlights**

- The FY2024-25 proposed budget includes \$315,000 for the application of slurry seal to various City streets. Slurry seal is a relatively low-cost preservation tool that extends the life of local streets 7-10 years.
- The FY2024-25 proposed budget includes \$500,000 to begin the update of the City's Transportation System Plan.
- The FY2024-25 proposed budget includes \$450,000 for a new traffic signal at the Baker Creek Road and Michelbook Lane intersection. Impending commercial/multi-family development near the Baker Creek Road/Hill Road intersection will most likely trigger the need for this signal.
- Also included in the FY2024-25 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 the allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment.
- Given the changes in the last budget cycle in ODOT's Surface Transportation Block Grant Fund Exchange program, the City drew down the remaining balance in the program and placed those funds in reserve for future preservation work. For FY 2024-25 approximately \$235,000 of this revenue source will be available for preservation work. The proposal is to place these funds in reserve as well.

### **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**

### **Newberg/Dundee By-Pass Local Funding**

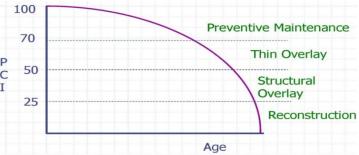
Principal and interest payments will be approximately \$201,000 per year over the life of the loan, which was recently extended to accommodate Phase 2 work on the bypass project. Payments began in 2017. This obligation impacts available funding for local pavement preservation projects.

## **Surface Transportation Block Fund Grant-Fund Exchange**

Given the financial constraints in their O & M budget. ODOT has revamped this program to address declining state highway funds. HB 2101 authorized ODOT to use \$35 million of HB 2017 resources each year to "allocate" to eligible cities and counties, with no exchange rate applied. The revised formula yields about 20% less annual revenue to the City. Additionally, this funding source is also used to fund the annual Newberg Dundee bypass loan agreement.

# **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. The cost of preventative maintenance to keep streets



in "Fair" or better condition is typically in the \$2 per square yard range, preservation costs to addressed pavement conditions below that threshold are in \$40/square yard range. Costs to reconstruct failed streets are in the \$84-\$100 per square yard range. Streets that are in "good" condition have a PCI of 70 or greater.

- In FY 2023-24, the City updated its pavement conditions rating, as well as to update preservation and rehabilitation costs. The City's current overall system PCI stands at 75. At this point, about 66% of the City's network meets that "good" condition threshold. However, it is important to note that the PCI for collectors and arterials is below that threshold at 66 and 69 respectively. To maintain the current PCI level system wide will require an annual investment of approximately \$2.2 million dollars. Prior to the 2014 Transportation Bond measure, resource availability limited the City's annual investment to approximately \$525,000. Competing requirements such as the Newberg/Dundee bypass loan repayment negatively impact that amount. The 2014 Transportation Bond provided an infusion of approximately \$5.3 million dollars, which was largely devoted to improving pavement conditions on residential streets.
- Over time, without additional preservation resources, pavement conditions will fall below the preventive maintenance threshold, leading to increased preservation and reconstruction costs. As noted above the bond focused on repair and repaving efforts on neighborhood streets in poor condition. That means that facilities such as Lafayette Avenue (south of 8<sup>th</sup> Street) and 2<sup>nd</sup> Street (west of Adams), as well as other collectors/arterials, will need pavement preservation work in the very near future. However recent gas tax revenue projections show that income source flattening in the face of inflationary cost increases. Without increasing the annual investment in the pavement network, pavement conditions will continue to decline. As a note,

House Bill 2017 requires that all cities report pavement conditions to ODOT every two years in order to receive funding. The City completes and submits this report every odd year. A summary of current network conditions is below:

#### **NETWORK BY CONDITON**

Condition	PC Range	% of Network
Good	70-100	66.2%
Fair	50-70	21.8%
Poor	25-50	11.1%
Very Poor	0-25	1.0%

#### **Capital Funding-Transportation Plan Update**

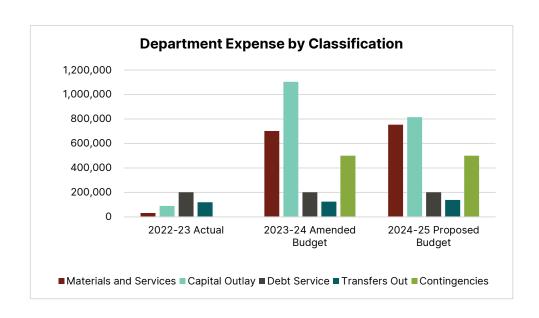
 Develop an implementation and funding plan to address the transportation capital needs identified in the updated Transportation System Plan (TSP). The TSP update is planned to begin in Fiscal Year 2024.



In early 2021, the \$4.8-million Old Sheridan Road Improvements project was completed, improving vehicular, pedestrian, and bicycle safety between SE Cypress Lane and Highway 99W. This project was the last of the five major Capital Improvements identified in the transportation bond measure approved by the voters in 2014.

<b>Fund</b>	Cost	Sumn	nary
-------------	------	------	------

i dila 003t Galillilai y		0000 04 4	0004 05 0	
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue -	2022 207101441	Daagot	Daugot	Budget variation
Beginning Fund Balance	3,480,963	4,053,996	6,003,615	1,949,619
Charges for Services	430,500	300,000	600,000	300,000
Intergovernmental	201,248	1,028,145	526,720	(501,425)
Miscellaneous	82,453	70,000	215,000	145,000
Other Financing Source	0	0	0	0
Transfers In	375,000	230,000	500,000	270,000
Revenue Total	4,570,164	5,682,141	7,845,335	2,163,194
Expenses		, ,		, ,
Materials and Services	31,998	701,900	752,920	51,020
Capital Outlay	89,006	1,103,000	815,000	(288,000)
Debt Service	201,248	201,249	201,249	0
Transfers Out	120,219	124,529	138,261	13,732
Contingencies	0	500,000	500,000	0
Expenses Total	442,471	2,630,678	2,407,430	(223,248)
Ending Fund Balance	4,127,693	3,051,463	5,437,905	2,386,442





1856	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 <sup>st</sup> Street	1980 1983	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.
	/ Evans Street / 5 <sup>th</sup> Street.	1903	Voters pass 3-year street and traffic signal serial levy - \$140,000	1995	City Council adopts Resolution 1995-14
1900	In the early 1900's, many of the downtown area streets constructed.	1986	per year.  Voters pass 3-year serial levy for street		establishing system development charges (SDC) for street, traffic control, and pedestrian
1950	Approximately 15 miles of City streets mostly from the downtown area north to		maintenance, street repairs, and traffic signals - \$105,000 per year.		facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.
	15 <sup>th</sup> Street - both east and west of Adams / Baker Streets.	1990	Approximately 64 miles of City streets development taking	1995	Transportation Fund implemented to account for SDCs and street
1970	Approximately 40 miles of City streets Growth occurred in the Michelbook Land / Baker Creek Road area; along		place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in	1996	capital projects.  McMinnville voters approve an expanded 10-year general obligation bond measure
	McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.	1994	the McMinnville Industrial Promotion industrial area.		for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded

MAL A Ond OL

1007

1997	West 2 <sup>nd</sup> Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
1997	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.
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.

City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.

2009

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 NewbergDundee bypass project.

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)



2017

The NE 5<sup>th</sup> Street Improvement Project is completed, the first of the five capital improvement projects identified in the voter approved transportation bond measure, improving safety in the corridor and providing an alternate east west connection in the downtown core area.



2018

The Alpine Avenue Improvements Project is completed, the second of the five capital improvement projects identified in the voter approved transportation bond measure.



2019

The 1<sup>st</sup> and 2<sup>nd</sup> Street
Pedestrian Safety
Improvements project is
completed, the third of the
five capital improvement
projects identified in the
voter approved
transportation bond
measure.



#### 2019

The NW Hill Road Improvements Project is completed, the fourth of the five capital improvement projects identified in the voter approved transportation bond measure.



2021

The Old Sheridan Road Improvements project is completed, the last of the five capital improvement projects identified in the voter approved transportation bond measure.



**2023** The City's first Rapid Rectangular Flashing Beacon pedestrian crossing is installed at the intersection NW Baker Creek Road and Meadows Drive.



# **45 - TRANSPORTATION FUND**

				43 INAROI ONTATION TOND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : N/A Section : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				Program : N/A RESOURCES			
				BEGINNING FUND BALANCE			
0	0	3,194,933	4045-05	Designated Begin FB-Transport Fd - Transportation SDC	4,224,038	0	(
0	0		4045-05	Designated Begin FB-Transport Fd - Bond Proceeds	4,224,000	0	(
0	0	0	4045-20	Designated Begin FB-Transport Fd - ODOT Fund Exchange Reserve	1,349,259	0	,
2,930,746	3,480,963	859,063		Beginning Fund Balance y 1 undesignated carryover from prior year	430,318	0	
2,930,746	3,480,963	4,053,996		TOTAL BEGINNING FUND BALANCE	6,003,615	0	
				INTERGOVERNMENTAL			
0	0	90,720		OR Department of Transportation o School grant for school related pedestrian improvements	90,720	0	(
201,248	201,248	937,425	The City rece	OR Federal Exchange - TEA 21 ives its Federal Surface Transportation Program (STP) allocation on an annual y in January of each year.	436,000	0	
201,248	201,248	1,028,145		TOTAL INTERGOVERNMENTAL	526,720	0	
				CHARGES FOR SERVICES			
678,011	430,500	300,000	Transportation Oregon Revis	System Development Charges In system development charges (SDC) received from new development. It is seed Statutes require transportation SDCs be used to fund projects that increase sportation system capacity.	600,000	0	
678,011	430,500	300,000		TOTAL CHARGES FOR SERVICES	600,000	0	
				MISCELLANEOUS			
13,126	82,453	70,000	6310	Interest	215,000	0	
0	0	0	6310-30	Interest - Bond	0	0	
0	0	0	6600	Other Income	0	0	
13,126	82,453	70,000		TOTAL MISCELLANEOUS	215,000	0	-
				TRANSFERS IN			
200,000	375,000	230,000	6900-20	Transfers In - Street	500,000	0	
			Description Gas tax responses	revenues used to fund Transportation Fund			
200,000	375,000	230,000		TOTAL TRANSFERS IN	500,000	0	

City of McMinnville Budget Document Report

# **45 - TRANSPORTATION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,023,131	4,570,164	5,682,141	TOTAL RESOURCES	7,845,335	0	0

# **45 - TRANSPORTATION FUND**

			49 - INANSI OKTATION I OND			
2025 ADOPTE BUDGE	2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	131,900	50 Professional Services	186,900	13,427	30,142
			DescriptionUnitsAmt/UnitTotalYamhill Parkway Committee Support118,50018,500Design Services-Safe Routes To School Grant projects1113,400113,400			
C	0	1,020	<b>Professional Services - Audit &amp; other city-wide prof svc</b> sts shared city-wide for audit, Section 125 plan administrative fees, and other cellaneous professional service expenses	5,000	3,528	0
0	0	0	50-57 Professional Services - Financing Administration	0	0	0
0	0	500,000	60-10 Professional Svcs - Plan/Study - Transportation System Plan Insportation System Plan Update	450,000	0	0
0	0	70,000	70-20 Professional Services - Projects - Baker Cr Rd & Michelbook signal	60,000	0	20,300
0	0	0	70-65 Professional Services - Projects - Curb Ramp Replacement	0	0	0
0	0	50,000	70-67 Professional Services - Projects - Street Resurfacing	0	15,043	0
C	0	0	70-74 Professional Services - Projects - Old Sheridan Road	0	0	0
0	0	752,920	TOTAL MATERIALS AND SERVICES	701,900	31,998	50,442
			CAPITAL OUTLAY			
0	0	450,000	00-20 Traffic Signals - Baker Cr Rd & Michelbook allation of new traffic signal.	450,000	0	0
C	0	315,000	20-05 Street Resurfacing - Seal Coating rry seal application on various City streets.	308,000	1,060	175,725
C	0	0	20-10 Street Resurfacing - Contract Overlays rement overlay of various City streets, primarily using fund exchange resources.	200,000	0	0
0	0	0	20-20 Street Resurfacing - Bond Measure eet repair and repaving projects	0	87,946	0
0	0	0	30-08 Street Improvements - Hill Road North	0	0	0
0	0	0	80-09 Street Improvements - Old Sheridan Road	0	0	0
0	0	50,000	30-12 Street Improvements - Pedestrian & Safety	145,000	0	0
0	0	0	50-05 Developer Reimbursement - Storm Drainage	0	0	0
0	0	815,000	TOTAL CAPITAL OUTLAY	1,103,000	89,006	175,725

#### **45 - TRANSPORTATION FUND**

			45 - TRANSPORTATION FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			DEBT SERVICE			
146,097	146,097	146,093	9472-05 ODOT Loan - Newberg/Dundee Bypass - Principal Payment on ODOT loan for Phases I and II of the Newberg/Dundee bypass project	155,862	0	0
55,151	55,151	55,156	9472-10 ODOT Loan - Newberg/Dundee Bypass - Interest Interest payment for City's loan balance	45,387	0	0
201,248	201,248	201,249	TOTAL DEBT SERVICE	201,249	0	0
			TRANSFERS OUT			
114,753	120,219	124,529	9700-01 Transfers Out - General Fund	138,261	0	0
			<u>Description</u> <u>Units Amt/Unit Total</u>			
			Transportation Fund support of Engineering 1 19,891 19,891 operations.			
			Engineering, Admin, & Finance personnel services 1 118,370 118,370 support.			
114,753	120,219	124,529	TOTAL TRANSFERS OUT	138,261	0	0
			CONTINGENCIES			
0	0	500,000	<b>9800</b> Contingencies Contingency dollars are considered to be SDC funds.	500,000	0	0
0	0	500,000	TOTAL CONTINGENCIES	500,000	0	0
			ENDING FUND BALANCE			
0	0	2,361,988	9945-05 Designated End FB - Transport Fd - Transportation SDC	3,630,308	0	0
0	0	0	9945-15 Designated End FB - Transport Fd - Bond Proceeds	0	0	0
0	0	536,176	9945-20 Designated End FB - Transport Fd - ODOT Fund Exchange Reserve	1,632,330	0	0
			Fund Exchange balance for future projects			
3,480,963	4,127,693	153,299	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.	175,267	0	0
3,480,963	4,127,693	3,051,463	TOTAL ENDING FUND BALANCE	5,437,905	0	0
4,023,131	4,570,164	5,682,141	TOTAL REQUIREMENTS	7,845,335	0	0

#### **45 - TRANSPORTATION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,023,131	4,570,164	5,682,141	TOTAL RESOURCES	7,845,335	0	0
4,023,131	4,570,164	5,682,141	TOTAL REQUIREMENTS	7,845,335	0	0

# PARK DEVELOPMENT FUND

#### Park Development Fund

#### **Budget Highlights**

- A draft of the updated Parks, Recreation and Open Space Master Plan update was published in early 2024 and is slated to be adopted over the summer. This is one of the most exciting times for the future of our parks as we plan for the next 20 years. Working with our community to identify needs, goals and strategies builds trust, develops community and strengthens our ability to provide this important service. City priorities such as equity and inclusion are being built in to design a road map for the next 20 years of park development, programming and maintenance to create a modern park system based on sufficient funding and grounded in equity. The project web page @mcminnvilleparksplan.com contains a draft of the final plan, slated to adoption summer of 2024.
- A comprehensive update to the city's parks system development charge methodology was present to City Council and will continue through the adoption process along with the presentation of the updated parks master plan.
- The upcoming capital bond for parks, recreation and library facilities tentatively scheduled to be on the ballot in 2025 may contain funding for updates to the park system as described in the updated plan. Additional polling and public outreach will occur over the summer of 2024 to determine the scope of the funding.

#### **Future Challenges and Opportunities**

The condition of our current parks continues to be an issue for our community. They are not being maintained to the level that our community expects. While efforts are underway to rebuild that trust and demonstrate the city's responsible management of capital facilities, it will take time to build the capacity back up and make a visible difference in our parks.





This fund is paying for the master planning update process and may be needed to construct a portion of Meadows Drive related to the property acquisition of the Jay Pearson Neighborhood Park. The city is obligated to pay for half of the construction of the roads on the west and east side of the park property. While the west side (NW Yohn Ranch Drive) has been constructed, the east side continuation of NW Meadows Drive has yet to be constructed and is tied to the proposed residential development to the east of Meadows, as well as the future development of the rest of the park property. There is no timeline for construction however the park development fund needs to be prepared to fund half of the construction if no other source is identified.

In addition to the capital project list and the maintenance standards proposed in the updated plan, additional management objectives include creating a parks and rec advisory committee, developing equitable and inclusive place naming practices for future facilities, as well as expand volunteer programs.



#### Mac-Town 2032 Strategic Plan in Park Development

Continuing on the path of ensuring there are barrier free parks and recreational amenities for people of all abilities should be at the forefront of future park development (Engagement and Inclusion). Leading with diversity, equity and inclusion in all of our plans is not only best management practices but reflects our values as a city. The City's Diversity, Equity and Inclusion Advisory Committed played the role of project advisory committee for the plan update, ensuring that the community voice was lifted and strengthened through their leadership.

Open spaces and natural areas contribute significantly to economic prosperity and quality of life. As cities grow, it is essential to provide open space amenities in walking distance to housing. A successful plan for open space will look at networks, connectors, natural areas, active and passive recreation spaces as well as ensuring equitable and inclusive access to well maintained and diverse outdoor spaces.



# WHY IS EQUITABLE PARK ACCESS IMPORTANT?

Parks promote healthy, connected, & resilient communities.



Parks increase physical activity, reducing the risk of chronic diseases, obesity, and cancer.



Parks improve mental well-being and productivity by reducing stress, anxiety, and depression.



Parks encourage community connectivity by decreasing social isolation and the associated risks of dementia, heart disease, and stroke.



Parks reduce crime rates and encourage community safety, trust, and capacity.

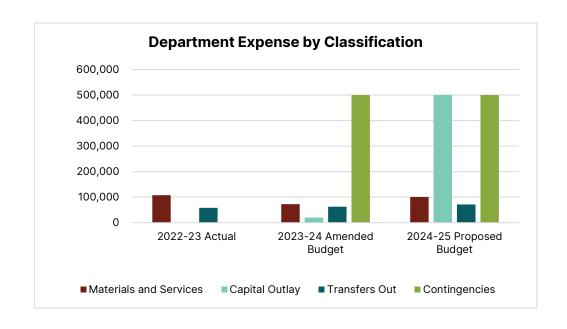


Parks improve environmental health and climate resilience by providing cleaner air and water, reducing urban heat, and protecting against natural hazards and disasters.



Parks promote economic activity, a high quality of life, and place-based tourism.

Fund Cost Summary				
		2023-24 Amended	2024-25 Proposed	
_	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	2,049,951	2,250,690	2,629,409	378,719
Charges for Services	370,802	400,000	500,000	100,000
Miscellaneous	47,114	40,000	110,000	70,000
Revenue Total	2,467,866	2,690,690	3,239,409	548,719
Expenses				
Materials and Services	107,703	72,580	100,530	27,950
Capital Outlay	0	20,000	500,000	480,000
Transfers Out	58,460	62,573	71,145	8,572
Contingencies	0	500,000	500,000	0
Expenses Total	166,163	655,153	1,171,675	516,522
Ending Fund Balance	2,301,702	2,035,537	2,067,734	32,197





# Park Development Fund

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	1927 1960	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.  Wortman Park acquisition completed - Wortman/ Koch	1983	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.		
	planned water tower that was filled using a 5 horsepower pump that drew water from Cozine	4000	family donations.	1985	From 1985 – 1986: Dancer Park phases I and II completed		
4000	Creek.	1968	Quarry Park Site on West Second Street acquired from State of Oregon		<ul> <li>40 acres, trails, 4</li> <li>baseball/softball fields, 4</li> </ul>		
1909	More park bonds sold totaling \$3,000 authorized for further	1977	from State of Oregon.  Airport Park completed.	4000	soccer fields.		
	development of City Park including a pond, and small zoo with bears, deer and other animals.	1979	Tice Property purchased for \$200,000 with 10-year note secured by McMinnville	1988	From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.		
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	1070	Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.	1991	City Council adopts a park system development charge (SDC) of \$300 per residential unit.		
	comfort stations in lower City Park.	1979	Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.	1993	Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.		

1996	Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the week-long
	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.

1998 City Council approves a 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.

Taylor Park in Brockwood and Fellows vicinity renovated with property tax dollars.

2004 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, worldclass skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 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.
- 2006 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.
- 2007 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.

2009 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.

2009 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.

# 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.

- 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 NW Neighborhood park (later named the Jay Pearson Neighborhood Park) were initiated in January. The resulting park master plan will be finalized in April or May.
- 2019 The Jay Pearson Neighborhood Park is constructed. This is McMinnville's first barrier free park and is the future of all parks.



2022 The City kicks off an update to the 1999 Parks, Recreation and Open Space Master Plan

#### **50 - PARK DEVELOPMENT FUND**

			30 I ARRELEGI MERTI ORD			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			Program : N/A  RESOURCES			
			BEGINNING FUND BALANCE			
0	0	0	Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds	0	0	(
16,000	16,000	16,000	1050-25 Designated Begin FB-Park Dev Fd - Heather Hollow uly 1 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	0	(
1,675,276	2,033,951	2,234,690	.090 Beginning Fund Balance	2,613,409	0	(
			Budget Note: SDC accounting discloses a negative system development charge (SDC) alance. This negative balance indicates that qualifying park improvement projects coul ave been all or partially funded by SDCs, but were instead funded by park improvement and proceeds since adequate SDCs were not available. This will continue to be the case forseeable future.	d t		
1,691,276	2,049,951	2,250,690	TOTAL BEGINNING FUND BALANCE	2,629,409	0	
			INTERGOVERNMENTAL			
0	0	0	546 American Rescue Plan	0	0	(
0	0	0	OR State Park & Recreation Grant - NW Neighborhood Park	0	0	(
0	0	0	TOTAL INTERGOVERNMENTAL	0	0	
			CHARGES FOR SERVICES			
401,250	370,802	400,000	System Development Charges on overhaul of the Park system development charges (SDC) is underway and should be ompleted in the near future. Pending the new methodology and fees, this budgeted an includes a small increase that will likely need adjustment depending on timing of the additionance.	nount	0	(
401,250	370,802	400,000	TOTAL CHARGES FOR SERVICES	500,000	0	(
			MISCELLANEOUS			
7,725	47,114	40,000	interest nterest on SDC, grant, intergovernmental, etc balances	110,000	0	(
0	0	0	310-30 Interest - Bond	0	0	(
0	0	0	360-16 Grants - The Collins Foundation	0	0	(
J			360-18 Grants - Ford Family Foundation	0	0	
0	0	0	300-16 Grants - Ford Family Foundation	•	U	
_	0		Donations - Park Development	0	0	

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#### **50 - PARK DEVELOPMENT FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0 6600	Other Income	0	0	0
7,725	47,114	40,000	TOTAL MISCELLANEOUS	110,000	0	0
2,100,252	2,467,866	2,690,690	TOTAL RESOURCES	3,239,409	0	0

#### **50 - PARK DEVELOPMENT FUND**

get Documen	nt report			50 - PARK DEVELOPMENT FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGI
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	7680	Materials & Supplies - Donations	0	0	
1,206	0		7750	Professional Services	0	0	
0	648		<b>7750-01</b> Costs share	Professional Services - Audit & other city-wide prof svc d city-wide for audit, Section 125 plan administrative fees, and other us professional service expenses	530	0	
0	0	0	7750-57	Professional Services - Financing Administration	0	0	
189	107,055	70,000	<b>7760-50</b> Parks, Recre	Professional Svcs - Plan/Study - Parks & Rec Open Space Plan eation and Open Space Plan Update	100,000	0	1
0	0	0	7770-27	Professional Services - Projects - NW Neighborhood Park	0	0	
0	0	0	7840	M & S Computer Charges	0	0	
0	0	1,980	7840-63	M & S Computer Charges - Park Development	0	0	
1,395	107,703	72,580		TOTAL MATERIALS AND SERVICES	100,530	0	
				CAPITAL OUTLAY			
0	0	0	8725-05	Equipment - Donations - NW Park Playground	0	0	
0	0	0		Park Construction ed park development either as grant match or to provide partnership opportunities in the Parks Master Plan that qualify for SDC funding.	500,000	0	1
0	0	20,000	9250-25	Park Construction - NW Neighborhood Park	0	0	
0	0	0	9300-02	Park Improvements - Grants	0	0	
0	0	0	9300-25	Park Improvements - Heather Hollow City Park	0	0	
0	0	20,000		TOTAL CAPITAL OUTLAY	500,000	0	
				TRANSFERS OUT			
48,906	58,460	62,573	9700-01	Transfers Out - General Fund	71,145	0	
			Descrip	tion <u>Units Amt/Unit</u> <u>Total</u>			
			Parks & support.	Rec Admin, Eng & Finance personnel services 1 71,145 71,145			
48,906	58,460	62,573		TOTAL TRANSFERS OUT	71,145	0	
				CONTINGENCIES			
0	0	500,000	9800	Contingencies	500,000	0	
0	0	500,000		TOTAL CONTINGENCIES	500,000	0	

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#### **50 - PARK DEVELOPMENT FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				ENDING FUND BALANCE			
0	0	0	9950-05	Designated End FB - Park Dev Fd - Park Development Bond Proceeds	0	0	0
0	16,000	16,000	9950-25	Designated End FB - Park Dev Fd - Heather Hollow	16,000	0	0
2,049,951	2,285,702	2,019,537		Unappropriated Ending Fd Balance naining at June 30 are budgeted as contingency instead of ending fund balance, those funds to be spent. Funding for the PROS Plan Update comes from this	2,051,734	0	0
2,049,951	2,301,702	2,035,537		TOTAL ENDING FUND BALANCE	2,067,734	0	0
2,100,252	2,467,865	2,690,690		TOTAL REQUIREMENTS	3,239,409	0	0

#### **50 - PARK DEVELOPMENT FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,100,252	2,467,866	2,690,690	TOTAL RESOURCES	3,239,409	0	0
2,100,252	2,467,866	2,690,690	TOTAL REQUIREMENTS	3,239,409	0	0

## **DEBT SERVICE FUND**



#### **Debt Service Fund**

#### **Budget Highlights**

#### **Debt Service - Current Property Taxes**

- In FY2024-25, the City will levy \$3,023,580 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 \$0.8365 per \$1,000 of assessed property value. This tax rate is down 10.6% from last year's estimated rate of \$0.9631 per \$1,000.
- Debt service expenses decreased \$10,000 year over year for the three bonds and interest earnings are slightly higher than anticipated for FY2023-24; these two effects combined with a larger assessed value anticipated next year create the estimated tax rate decline.
- When calculating the tax levy for debt service, the City takes into account that approximately 5% 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.
- 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; the proceeds of the bonds paid off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The 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. These are 15-year bonds and will be fully paid in 2033.

#### **Ending Fund Balance (EFB)**

Ending Fund Balance is 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.

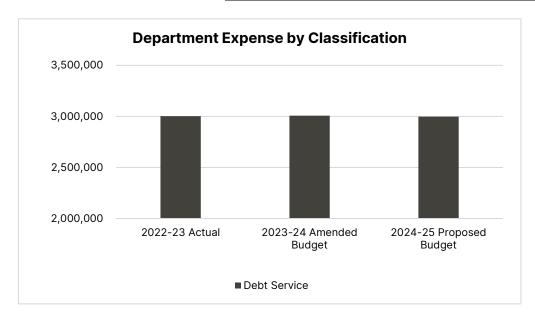
#### **Future Challenges and Opportunities**

- Major capital projects, building repairs, and equipment related to general services provided by the City can be funded with either general operating revenues or by the issuance of debt.
- In Oregon, property taxes are used to pay debt service on general obligation bonds when these bonds are approved by the voters and these property taxes are exempt from property tax limitations.

#### Mac-Town 2032 Strategic Plan

- Modern, functional facilities and equipment are particularly relevant to two of the Strategic Plan goals:
  - City Government Capacity Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus
  - Community Safety & Resilience Proactively plan for and responsively maintain a safe and resilient community
- Facilities and equipment are critical components in delivering services to citizens and maintaining a safe community. In the future, issuing general obligation bonded debt will continue to be a useful tool for funding major capital projects and providing resources for updating and/or replacement of major City assets.

Fund Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	463,399	314,250	304,575	(9,675)
Intergovernmental	1,958	0	0	0
Miscellaneous	17,587	13,000	22,975	9,975
Property Taxes	2,832,781	3,009,200	2,944,600	(64,600)
Transfers In	0	0	0	0
Revenue Total	3,315,725	3,336,450	3,272,150	(64,300)
Expenses				
Debt Service	3,002,150	3,007,500	2,997,900	(9,600)
Expenses Total	3,002,150	3,007,500	2,997,900	(9,600)
Ending Fund Balance	313,575	328,950	274,250	(54,700)





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.	2006	Voters approve 20-year \$13,120,000 general obligation bonds for public safety and
1975 1978	City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.  March 1978, voters approve fiveyear \$190,000 armory purchase	1986 1989	September 1986, voters approve 20-year \$1,995,000 fire station construction bond.  Advance refunding bonds issued to refund library and swimming pool renovation bond issues.	2011 2012	courtroom/civic buildings. Bonds sold November 2006.  2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.  Projects in Public Safety Facilities Construction Fund completed.
1978	general obligation bond issue.  November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.	1995 1996	Voters fail to pass 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.  Bonds issued for advance	2014	November 2014, voters approve 15-year \$16,085,000 general obligation bonds for transportation system improvements
1980	February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.	1996	refunding of 1989 bonds.  Voters approve 10-year \$7,415,000 bond issue for transportation system	2015	Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
1982	May 1982, voters approve a seven-year property tax serial levy to construct airport office building.	1997	improvements.  Bonds issued to refund 1979 community center bonds and 1987 fire	<ul><li>2015</li><li>2016</li></ul>	First series of GO bonds approved in 2014 are issued  Second series of GO bonds approved in 2014 are issued
1982	August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.	2002	station bonds.  November 2002, voters approve 20-year \$9,500,000 park system improvement bond.	2021	Park System Improvement bonds retired, reducing the 2022 property tax millage rate for city bond measures by over one quarter.

#### **60 - DEBT SERVICE FUND**

				OU DEBT CERVICE I OND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	0	4060-27	Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	0	0	C
0	0	0	4060-32	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	0	0	C
0	0	0	4060-33	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	0	0	C
0	0	0	4060-35	Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	0	0	C
0	0	0	4060-36	Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	C
1,296,097	463,399	314,250	<b>4090</b> Estimated Ju	Beginning Fund Balance uly 1 undesignated carryover from prior year	304,575	0	(
1,296,097	463,399	314,250		TOTAL BEGINNING FUND BALANCE	304,575	0	(
				PROPERTY TAXES			
2,739,163	2,760,710	2,944,200	\$3,023,580 (\$143,980)	Property Taxes - Current 2024-25 debt service property tax levy Less uncollected taxes - 5% 2024-2025 Current property taxes	2,879,600	0	C
			Debt Service to \$0.8789 in	e property tax rate estimated at \$0.8329 per \$1,000 of assessed value compared at 2023-24			
51,507	72,070	65,000	4100-10 Collections of	Property Taxes - Prior of delinquent property taxes from prior year Debt Service Fund property tax levies.	65,000	0	(
2,790,670	2,832,781	3,009,200		TOTAL PROPERTY TAXES	2,944,600	0	(
				INTERGOVERNMENTAL			
-1,273	1,958	0	5010-01	Yamhill County - Other County Distributions	0	0	(
-1,273	1,958	0		TOTAL INTERGOVERNMENTAL	0	0	(
				MISCELLANEOUS			
3,567	7,510	6,000	6310	Interest	15,000	0	(
9,238	10,077	7,000	6310-01	Interest - Property taxes	7,975	0	(
12,805	17,587	13,000		TOTAL MISCELLANEOUS	22,975	0	C
4,098,299	3,315,725	3,336,450		TOTAL RESOURCES	3,272,150	0	C
1,000,200	0,010,120	0,000,100		TOTAL RESOURCES	0,212,100		

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#### **60 - DEBT SERVICE FUND**

			00 - DEDI SEKVICE FUND		•	•
202 ADOPTE BUDGE	2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
			REQUIREMENTS			
			MATERIALS AND SERVICES			
	0	0	Professional Services - County charges	0	0	0
	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
			DEBT SERVICE			
	0	755,000	2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 ublic Safety Building Bond Refunding principal payment due February 1, 2025	720,000	680,000	650,000
	0	59,375	2015 Public Safety Bldg Refunding Bond - Interest - Feb 1 ublic Safety Building Bond Refunding interest payment due February 1, 2025	77,375	94,375	110,625
	0	59,375		77,375	94,375	110,625
	0	1,130,000		1,080,000	1,025,000	980,000
	0	163,750		190,750	216,375	240,875
	0	163,750		190,750	216,375	240,875
	0	505,000		490,000	480,000	465,000
ı	0	80,825		90,625	97,825	104,800
1	0	80,825		90,625	97,825	104,800
	0	0		0	0	615,000
	0	0	0 2011 Park Bond Refunding - Interest - Feb 1	0	0	0
	0	0	5 2011 Park Bond Refunding - Interest - Aug 1	0	0	12,300
	0	2,997,900	TOTAL DEBT SERVICE	3,007,500	3,002,150	3,634,900
			ENDING FUND BALANCE			
	0	0	Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	0	0	0
	0	0	Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	0	0	0
1	0	0	Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	0	0	0
	0	0	Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	0	0	0

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#### **60 - DEBT SERVICE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/</b> A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	9960-36	Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	0
463,399	313,575	328,950	Undesignate	Unappropriated Ending Fd Balance ed carryover to July 1 from proposed budget year to subsequent year, includes deficit) of revenues over (under) expenditures from proposed budget year	274,250	0	0
463,399	313,575	328,950		TOTAL ENDING FUND BALANCE	274,250	0	0
4,098,299	3,315,725	3,336,450		TOTAL REQUIREMENTS	3,272,150	0	0

#### **60 - DEBT SERVICE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,098,299	3,315,725	3,336,450	TOTAL RESOURCES	3,272,150	0	0
4,098,299	3,315,725	3,336,450	TOTAL REQUIREMENTS	3,272,150	0	0

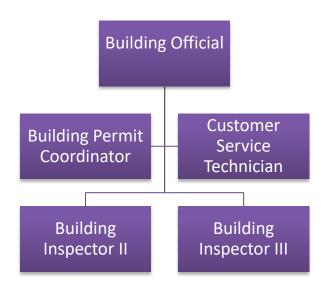
# BUILDING FUND



#### **Building Fund**

#### **Budget Highlights**

- In 2017-18, management of the Building Division moved from the Community Development Department (now the Public Works Department) to the Planning Department (now the Community Development 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.
- In 2018-2019, the Building Division successfully transitioned to a new Accela software platform allowing for online permitting, credit card payments, and system integration with McMinnville Water & Light, Inc. This new software improved customer service efficiencies at the permit counter with the ability to request permits, plan review and inspections electronically,
- The 2018-19 budget also reflected a staff restructuring in the Planning and Building divisions to provide greater efficiencies and customer service by restructuring the two full-time permit technicians to one full-time development customer service technician that serves the permit counter and one full-time building permit coordinator that focuses on plan review and permit efficiencies to ensure timely customer service.
- o In 2020-21 the Building division transitioned to an electronic plan review software program allowing developers to submit their plans electronically and provide efficiencies internally in terms of review and routing of the permits.
- The 2024-25 budget is a status quo budget, anticipating a reduction in building permit activity due to developable land constraints within the City of McMinnville. Staff will continue to cross-train in different inspection disciplines to create redundancy and depth within the inspector team.



Organizational structure of the Building Division

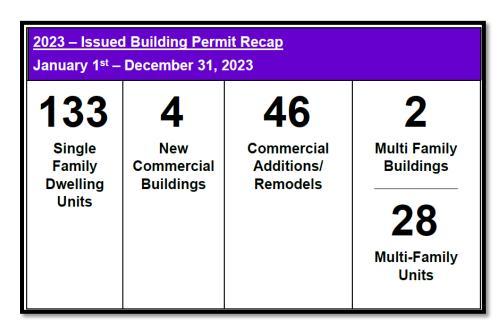
#### **Summary of Core Services**

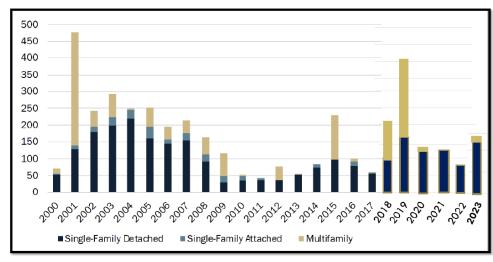
#### **Building Division**

- OHOST 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 required building inspections in the field at various job sites during the construction process of the projects to ensure compliance with building regulations.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

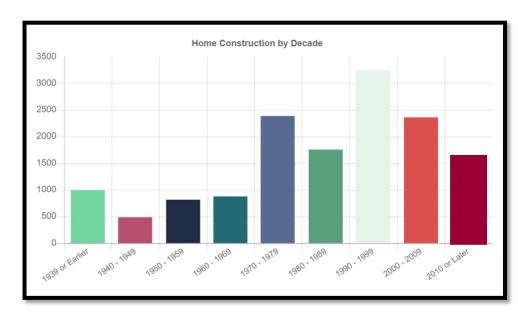
#### **2023 Accomplishments**

Residential Construction: The 2023 construction season in McMinnville saw a continued dip in housing construction due to limited land supply, with a focus on subdivision build-out on the western edge of the city limits. 133 single dwelling unit permits were issued as well as two multi units permits (28 apartment units) for a total of 161 dwelling unit permits. This is up over 2021 (143 units) and 2022 (88 units) but still well under the targeted goal of 233 new housing permits needed annually to maintain a housing supply that is not disproportionate to demand and would contribute to stabilizing housing prices. This represents a continued trend of underperforming new housing developments in McMinnville for the past fifteen years, leading to a housing deficit of approximately 1000 housing units. This deficit has resulted in a gentrification trend displacing lower and middle-income households from the residential housing market in McMinnville.





Housing Permits Issued, 2000 - 2023



Housing Permits by Decade



Cottage Cluster Development – 8 Cottages

**Commercial Construction:** There were four new commercial buildings built in 2023, including a new fast-food facility, a new industrial warehouse and office building, a new bank building, and a new covered playground structure.

Electronic Plan Review and Building Permit Issuance: With the advent of the COVID pandemic, the Building Division relied on electronic submittals for 90% of its business. The Building Division was able to do this due to a new software e-permitting and electronic plan review system that was installed in 2018/19, and subsequent training and electronic equipment for staff. The electronic plan review and building permit issuance created many efficiencies the Building Division has carried forward with a goal of 100% electronic submittals.

#### **Future Challenges and Opportunities**

- Retaining depth and redundancy within the building inspection team if development activity decreases.
- Accessing specialized inspection services.



Robert Reygers and Randy Rathert, Building Inspectors

#### <u>Mac-Town 2032 Strategic Plan -</u> <u>Building Division Focus</u>

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan that will guide the City for the next decade or so. The Building Division supports this strategic plan by ensuring decisions that we make are made with the strategic plan principles, values, and strategies in mind. For fiscal year 2023-24 the Building Division will support the Plan in the following manner:

#### Values - Stewardship, Equity, Courage, and Accountability:

 The Building Division incorporates the strategic plan's value in everything that it does and will continue to focus on stewardship of services and resources, serving the community, leading the Development Services program into electronic plan review for future sustainability, and holding ourselves accountable by establishing a Development Services Advisory Council in 2025.

City Government Capacity – develop and foster local and regional partnerships:

• Strategically participate in local and regional partnerships.

The Building Division partners with Yamhill County Building Division to provide electrical plan review, permitting and inspection services thereby consolidating the need for specialized inspection services.

City Government Capacity – gain efficiencies from technology and equipment investments:

• Identify and improve service delivery through process improvement training and technology upgrades.

In 2019, the Building Division updated its Accela permitting software to allow for e-permitting and better coordination of permit plan reviews, inspections, and completions. In 2020,

the Building Division incorporated Bluebeam electronic plan review software into its customer service program to move towards an electronic plan review platform just in time for the onset of COVID shutdowns. This transition allowed the Building team to maintain 100% program delivery during COVID shutdowns. Both softwares are free from the State of Oregon Building Codes Division.

City Government Capacity – identify and focus on the city's core services:

• Identify the true costs of services.

In 2019, the Building Division conducted a comprehensive fee study to update its fee schedule to operate with full cost recovery and manage a reserve to sustain the program. The Building Division continually evaluates its fee schedule to ensure that it is achieving the right balance of fees and program delivery for the division's customers.

# **Community Safety and Resiliency –** build a community culture of safety:

• Revise local dangerous building ordinance.

In 2020, the Building Division partnered with the Fire Department and the Code Compliance team to update Chapter 15 of the McMinnville Municipal Code – the dangerous building ordinance.



Construction of the new Navigation Center (Low Barrier Emergency Shelter)



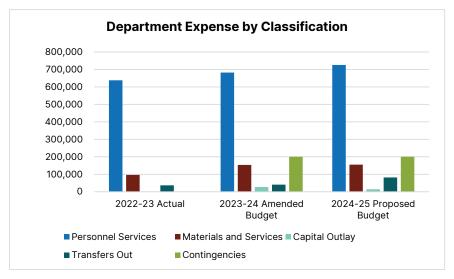


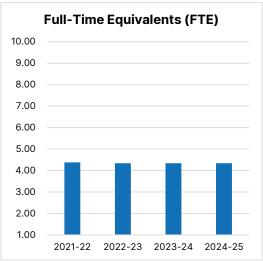
Housing Construction

#### **Building Fund**

i una cost cummary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue		<del>-</del>		
Beginning Fund Balance	1,924,710	1,795,781	2,025,096	229,315
Intergovernmental	2,152	0	0	0
Licenses and Permits	848,756	627,000	627,000	0
Miscellaneous	47,184	38,500	97,500	59,000
Transfers In	11,490	20,018	9,094	(10,924)
Revenue Total	2,834,292	2,481,299	2,758,690	277,391
Expenses				
Personnel Services	638,165	682,196	725,831	43,635
Materials and Services	96,374	153,235	154,948	1,713
Capital Outlay	0	26,692	13,934	(12,758)
Transfers Out	37,065	40,579	81,645	41,066
Contingencies	0	200,000	200,000	0
Expenses Total	771,604	1,102,702	1,176,358	73,656
Ending Fund Balance	2,062,688	1,378,597	1,582,332	203,735

	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	4.38	4.34	4.34	4.34







## **Building Fund**

#### Historical Highlights

1969	State of Oregon adopts 1968 edition of National Electrical Code.	1997	Measure 47/50 related staff reductions cause Building Division to use	2007	Division moved to new Community Development Center.
1970s	Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.	1997	additional outside consultants.  Building Division management moved into newly created Community Development Department	2009	Downturn in construction industry, eliminated one inspector position upon staff retirement.  Building Division instituted
1988	City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.	2000	with ultimate goal of a "one-stop" development center.  Senate Bill 587 requires		two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.
1991	Building Division Advisory Board created from various stakeholders in the building community.		Building Division tracking and designation of building fee revenues over direct and indirect expenses.	2012	General Fund transfer of \$50,000 to support Building Division activities.
1994	Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.	2002	City Council increases building permit fees increasing revenues to self-supporting level in Building Division.	2012	Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to part-time. Division support
1995	Accela building permit computer system implemented for issuing, tracking, and record	2005	Annual review of reserve balance indicated that revenue reserve would exceed reserve limits. Building permit fee	2212	of one Permit Technician was also eliminated making General Fund support unnecessary.
	keeping of permits.	2000	schedule was adjusted to reduce revenue generation by approximately 10%.	2012	Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building
		2006	A 1.1*** 1.*		

An additional inspector

2006

inspection services.

Building Fund
Historical Highlights

# **2018** Restructured staffing added

1.5 full-time inspectors, moved part-time permit technician to full-time building permit coordinator improving customer service delivery and efficiencies by providing all services in-house.

# Transitioned to a new e-permitting software program.

# Transitioned to a new electronic plan review software program.

#### 70 - BUILDING FUND

augut Dooumi			70 - BUILDING FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
1,659,704	1,924,710	1,795,781	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	2,025,096	0	0
1,659,704	1,924,710	1,795,781	<b>TOTAL BEGINNING FUND BALANCE</b>	2,025,096	0	C
			LICENSES AND PERMITS			
660,253	589,608	410,000	<b>4400-05 Building Fees - Building Permit Fees</b> Building plan review and permit fees; fire and life safety plan review fees.	410,000	0	C
207,564	169,380	135,000	4400-10 Building Fees - Mechanical Permit Fees  Mechanical plan review and permit fees.	135,000	0	(
86,543	88,084	80,000	4400-15 Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees.	80,000	0	(
1,217	1,520	1,500	4400-20 Building Fees - Mobile Home Permit Fees  Manufactured home setup permit fees including mobile home park plan review and permit fees.	1,500	0	(
1	164	500	4400-25 Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including re-inspection fees.	500	0	(
0	0	0	4400-30 Building Fees - Local Option Permit Fees	0	0	(
955,578	848,756	627,000	TOTAL LICENSES AND PERMITS	627,000	0	(
			INTERGOVERNMENTAL			
54	2,152	0	4545 Federal FEMA Grant	0	0	(
99	0	0	4546 American Rescue Plan	0	0	(
0	0	0	4548 Coronavirus Relief Fund (CRF)	0	0	(
153	2,152	0	TOTAL INTERGOVERNMENTAL	0	0	(
			<u>MISCELLANEOUS</u>			
7,358	42,362	36,000	6310 Interest	95,000	0	(
4,418	4,822	2,500	6600-97 Other Income - Building Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.	2,500	0	(
11,777	47,184	38,500	TOTAL MISCELLANEOUS	97,500	0	(

#### 70 - BUILDING FUND

2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			TRANSFERS IN						
8,254	15,011	6900-08	Transfers In - Affordable Housing				9,094	0	0
		<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Building	personnel services support	1	9,094	9,094			
3,236	5,007	6900-85	Transfers In - Insurance Services				0	0	0
11,490	20,018	TOTAL TRANSFERS IN			9,094	0	0		
2,834,292	2,481,299	TOTAL RESOURCES		2,758,690	0	0			
	8,254 3,236 11,490	8,254 15,011 3,236 5,007 11,490 20,018	ACTUAL AMENDED BUDGET  8,254 15,011 6900-08  Descrip Building 3,236 5,007 6900-85  11,490 20,018	ACTUAL AMENDED BUDGET Section: N/A Program: N/A  TRANSFERS IN  8,254 15,011 6900-08 Transfers In - Affordable Housing  Description Building personnel services support  3,236 5,007 6900-85 Transfers In - Insurance Services  11,490 20,018 TOTAL TRANS	ACTUAL AMENDED BUDGET Section: N/A Program: N/A    TRANSFERS IN	Section : N/A   Program : N/A   Program : N/A	Section: N/A   Program: N/A	ACTUAL   AMENDED   BUDGET   Program : N/A   Program : N/A   Program : N/A	ACTUAL   AMENDED   BUDGET   Section : N/A   Program : N/A

#### **70 - BUILDING FUND**

				70 - BOILDING I OND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : N/A Section : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				Program : N/A			
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,897	504	0	7000	Salaries & Wages	0	0	0
256,701	297,051	314,989	Combinatio Combinatio Developme	Salaries & Wages - Regular Full Time  Development Director - 0.25 FTE  n Inspector - Senior - 1.00 FTE  n Inspector - 1.00 FTE  nt Review Specialist - 1.00 FTE  nt Customer Service Technician - Combined Depts - 0.34 FTE	340,011	0	C
4,805	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
97,715	101,185	108,592	<b>7000-15</b> Extra Help	Salaries & Wages - Temporary - Building Official - 0.75 FTE	112,694	0	0
343	4,454	5,000	7000-20	Salaries & Wages - Overtime	5,000	0	0
0	420	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
854	277	0	7300	Fringe Benefits	0	0	0
21,823	24,560	25,930	7300-05	Fringe Benefits - FICA - Social Security	27,692	0	0
5,104	5,744	6,216	7300-06	Fringe Benefits - FICA - Medicare	6,637	0	0
116,517	129,544	141,961	7300-15	Fringe Benefits - PERS - OPSRP - IAP	152,363	0	0
57,844	61,445	62,604	7300-20	Fringe Benefits - Medical Insurance	65,010	0	0
8,090	8,090	8,090	7300-22	Fringe Benefits - VEBA Plan	8,090	0	0
267	216	215	7300-25	Fringe Benefits - Life Insurance	215	0	0
972	739	733	7300-30	Fringe Benefits - Long Term Disability	780	0	0
5,233	3,849	4,320	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,001	0	0
81	87	100	7300-37	Fringe Benefits - Workers' Benefit Fund	91	0	0
134	0	1,890	7300-40	Fringe Benefits - Unemployment	1,890	0	0
0	0	1,556	7300-45	Fringe Benefits - Paid Family Leave City Share	357	0	0
578,379	638,165	682,196		TOTAL PERSONNEL SERVICES	725,831	0	0
				MATERIALS AND SERVICES			
24,167	30,120	17,000	7500	Credit Card Fees	27,500	0	0
0	0	0	7515	City Services Charge expense	0	0	0
140	0	500		Public Notices & Printing pection/correction notices and various building inspection job cards, as well as o inform contractors of code changes, departmental policies, and other relevant	500	0	0

City of McMinnville Budget Document Report

4/12/2024

# **70 - BUILDING FUND**

_				70 BOILDING FOND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
264	366	600	<b>7540</b> Costs share	Employee Events and city-wide for employee training, materials, and events.	1,000	0	0
2,788	2,167	9,500	<b>7550</b> Training ser	Travel & Education minars and classes to maintain staff certifications; attendance at the Accela rmit program) annual conference.	6,000	0	0
1,437	1,884	2,000	7590	Fuel - Vehicle & Equipment	1,500	0	0
2,612	2,949	3,300	<b>7600</b> Division's sl	Utilities nare of Community Development Center's electricity expense, ~25%.	3,600	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
5,218	6,233	6,940	7610-05	Insurance - Liability	6,788	0	0
1,889	2,145	2,660	7610-10	Insurance - Property	1,370	0	0
8,055	8,404	9,000	7620	Telecommunications	9,000	0	0
10,643	3,130	3,800	<b>7650</b> Division's sl ~25%.	Janitorial nare of Community Development Center janitorial service and supplies cost,	2,650	0	0
6,345	3,550	9,000		Materials & Supplies and related material regarding structural, mechanical, plumbing, and fire codes; ies; postage; uniforms and safety equipment.	9,000	0	0
15	54	1,000	7720 Repairs and	Repairs & Maintenance d maintenance of vehicles and office equipment.	1,000	0	0
1,284	1,886	7,600	<b>7720-08</b> Division's sl	Repairs & Maintenance - Building Repairs nare of Community Development Center's repairs and improvements, ~25%.	1,500	0	0
1,692	2,137	2,900	service, ala	Repairs & Maintenance - Building Maintenance nare of routine building maintenance costs including pest control, garbage rm and lighting repair and maintenance, gutter cleaning and roof preventative e, and carpet cleaning, ~25%.	3,700	0	0
782	0	0	7750	Professional Services	0	0	0
0	1,906	1,900		Professional Services - Audit & other city-wide prof svc ed city-wide for audit, Section 125 plan administrative fees, and other bus professional service expenses	2,500	0	0
4,283	15,977	35,000		Professional Services - Contract Inspections spection services for large commercial projects and to augment staff building when needed.	35,000	0	0
383	0	20,000	7750-36 Contract pla	Professional Services - Contract Plan Review an reviews and engineering services on commercial projects.	20,000	0	0
1,692	2,103	3,500	Division's sl	Maintenance & Rental Contracts - Community Development Center nare of Community Development Center HVAC services; alarm monitoring; naintenance; and copier leases, ~25%.	4,000	0	0
0	0	0	7800	M & S Equipment	0	0	0

City of McMinnville Budget Document Report

# **70 - BUILDING FUND**

				70 DOILDING FORD						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : <b>N/A</b> Section : <b>N/A</b>				2025 PROPOSED	2025 APPROVED	2025 ADOPTEI
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGE <sup>*</sup>
8,179	9,230	10,975	7840	M & S Computer Charges				13,580	0	0
•	•	•	I.S. Fund m	aterials & supplies costs shared city-wide				,		
12,084	2,134	6,060	7840-80	M & S Computer Charges - Building				4,760	0	0
			Descrip	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	865 licensing	1	1,060	1,060			
			ESRI-1	7% shared with Street,Park,WWS,Eng,ComDev	1	2,500	2,500			
				Peripherals	1	1,000	1,000			
			Adobe	Licensing	1	200	200			
93,950	96,374	153,235		TOTAL MATERIALS A	ND SEI	RVICES		154,948	0	0
				CAPITAL OUTLAY						
762	0	2,942	<b>8750</b> I.S. Fund ca	Capital Outlay Computer Charges apital outlay costs shared city-wide				1,434	0	0
0	0	0	8750-80	Capital Outlay Computer Charges - B	uilding			0	0	0
0	0	23,750		Building Improvements nare of Community Development Center's buildin	g improv	ements, ~25%	<b>%</b> .	12,500	0	0
			<u>Descrip</u>	<u>vtion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Repair	wood rot around CDC windows	1	12,500	12,500			
0	0	0	8850	Vehicles				0	0	0
762	0	26,692		TOTAL CAPITAL	OUTLA	<u>4Y</u>		13,934	0	0
				TRANSFERS OUT						
21,458	25,371	27,846	9700-01	Transfers Out - General Fund				68,328	0	0
			<u>Descrip</u>	<u>vtion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Admin, suppor	Finance, & Engineering personnel services	1	66,081	66,081			
				g Fund support of centralized Facility operations	1	2,247	2,247			
10,960	11,694	12,733	9700-80	Transfers Out - Information Systems				13,317	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				ation Systems personnel services support.	1	13,317	13,317			
32,418	37,065	40,579		TOTAL TRANSFE	ERS OL	<u>JT</u>		81,645	0	0
				CONTINGENCIES						
0	0	200,000	9800	Contingencies				200,000	0	0
0	0	200,000		TOTAL CONTING	ENCIE	S		200,000	0	0
-	-	,						<b>,</b> <del>-</del>		-

City of McMinnville Budget Document Report

#### 70 - BUILDING FUND

			70 201221110 10112			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			ENDING FUND BALANCE			
1,924,710	2,062,688	1,378,597	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. Target reserve = 24 months operating expenses.	1,582,332	0	0
1,924,710	2,062,688	1,378,597	TOTAL ENDING FUND BALANCE	1,582,332	0	0
2,630,220	2,834,292	2,481,299	TOTAL REQUIREMENTS	2,758,690	0	0

# **70 - BUILDING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,630,220	2,834,292	2,481,299	TOTAL RESOURCES	2,758,690	0	0
2,630,220	2,834,292	2,481,299	TOTAL REQUIREMENTS	2,758,690	0	0

# **WASTEWATER SERVICES**

Organization Set - Departments	Organization Set#
<ul> <li>Administration</li> </ul>	75-01
<ul><li>Plant</li></ul>	75-72
<ul> <li>Environmental Services</li> </ul>	75-74
<ul> <li>Conveyance Systems</li> </ul>	75-78
<ul> <li>Non-Departmental</li> </ul>	75-99

# **Budget Highlights**

 We have started construction of our Solids Capacity Improvement Project #2019-10. This project is expected to be completed in the spring of 2025.



- The FY2024-25 proposed budget continues the City's commitment to meet or 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 29th 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 2017 Wastewater Services Financial Plan, the FY2024-25 proposed budget includes a \$6,076,520 Transfer out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation, and replacement of aging sewer lines.

#### **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 Pollutant 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.

#### **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.



The laboratory staff,
Ashleigh Barth-Aasen, Lab
Tech (left) and Rebecca
Haney, Senior Lab Tech,
perform more than 6,000
analyses annually, testing
for ammonia, phosphorous,
E. Coli and many other
parameters to ensure
compliance with the City's
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 Operations 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.
- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Replace existing Programmable Logic Controllers (PLC-5) with Control Logix processers.

#### **Plant / Pump Stations**

- Planning for new discharge permit with its contingent monitoring and compliance challenges.
- 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.



Wastewater Services mechanics guide a shaft as a crane lowers it into place on the oxidation ditch.

#### **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.
- 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**

- Prioritization of conveyance system 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.



Conveyance Systems crew cleans a sanitary storm line using one of the City's vacuum trucks.

- Plan for stormwater system management in cooperation with Engineering, Operations and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.

# **Wastewater Services Fund**

 Continue to develop in-house sewer rehabilitation capabilities through lining projects.

#### **Storm Water Management**

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. The US EPA has finalized the Total Maximum Daily Load (TMDL) for mercury in the Willamette Basin. McMinnville submitted their Mercury TMDL plan to DEQ, and it was approved. Our first annual report to DEQ for the Mercury TMDL was submitted and approved by DEQ. Future years will have more requirements of our staff to create new ordinances to help manage our stormwater system.

#### Wastewater Services Fund

**Fund Cost Summary** 

Materials and Services

Capital Outlay

Transfers Out

Contingencies

**Expenses Total** 

**Ending Fund Balance** 

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue		-	-	
Beginning Fund Balance	4,155,179	3,318,571	2,570,771	(747,800)
Charges for Services	11,109,522	11,126,371	11,727,607	601,236
Intergovernmental	3,741	0	0	0
Miscellaneous	73,692	50,000	101,000	51,000
Transfers In	16,182	118,052	263,525	145,473
Revenue Total	15,358,316	14,612,994	14,662,903	49,909
Expenses				
Personnel Services	2,383,299	2,777,658	2,939,656	161,998

3,205,524

6,975,099

14,174,304

900,000

438,690

316,023

2,453,844

6,651,088

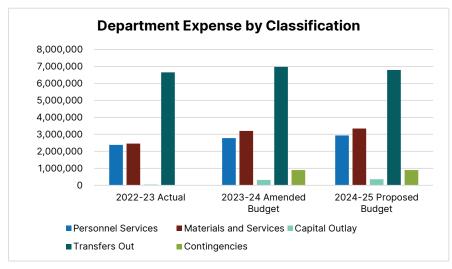
11,535,127

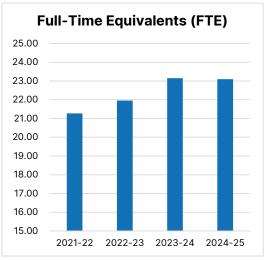
3,823,190

46,895

0

	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	21.27	21.96	23.15	23.10





136,542

44,072

(183,752)

158,860

(108,951)

0

2024 OF Duamana

3,342,066

360,095

900,000

329,739

6,791,347

14,333,164



# **Wastewater Services Fund**

1900	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.

1950 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.

1953 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.

1956 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.

1964 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.

1992 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

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.

storm event.

1995 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.

1997 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.

1999 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.
- 2003 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.
- 2005 A new pump station added in the Autumn Ridge Development.

- 2005 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.
- 2006 Water Reclamation Facility and Conveyance System Maintenance are re-named Wastewater Services Division.
- 2006 Pacific Northwest Clean Water Association (PNCWA) presents WRF with 2005 Compliance Award for no permit violations in calendar year 2005.
- 2006 PCWA presents WRF with 2006 Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.

- 2008 DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.
- 2008 PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.



- 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.

2013

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.

2014

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.



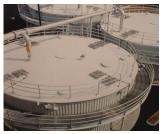
2014

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 January 2015.

2015

Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.



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.



2016

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."

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

Completed design and started construction of the Tertiary / UV upgrade project.

Started work on NW 12th Street sewer rehabilitation project.

2019

Completed construction of the Tertiary / UV upgrade project.

Started Design for the Biosolids solids handling expansion.

2021

Completed the installation of a 1000 KW generator at the Water Reclamation Facility and the Raw Sewage Pump Station. This will provide true redundant power to these locations.

2022

Completed the design work for the Solids Treatment Capacity Improvement Project. This project will help increase our solids processing capacity and improve the quality and odor of our biosolids. Construction will start in the spring or summer of 2023.

2024

Construction of our Solids
Treatment Capacity
Improvement Project is
underway and is expected
to be completed in the
spring of 2025.



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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	·	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	0	4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receive balance at July 1	vable	0	0
3,934,952	4,155,179	3,318,571	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	2,570,771	0	0
3,934,952	4,155,179	3,318,571	TOTAL BEGINNING FUND BALANCE	2,570,771	0	0
3,934,952	4,155,179	3,318,571	TOTAL RESOURCES	2,570,771	0	0



# **75 - WASTEWATER SERVICES FUND**

igot Boodino	псторогс			13 - WASTEWATER SERVICES FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
407	1,790	0	7000	Salaries & Wages	0	0	0
167,695	178,928	191,621	Managemen	Salaries & Wages - Regular Full Time Services Manager - 1.00 FTE t Support Specialist - 1.00 FTE Operations & Maintenance - 0.10 FTE	208,498	0	C
0	35,875	74,614	7000-10 Project Engil	Salaries & Wages - Regular Part Time neer - 0.75 FTE	78,451	0	C
111	160	302	7000-20	Salaries & Wages - Overtime	399	0	C
205	734	0	7300	Fringe Benefits	0	0	0
10,140	13,076	16,125	7300-05	Fringe Benefits - FICA - Social Security	17,385	0	C
2,371	3,058	3,865	7300-06	Fringe Benefits - FICA - Medicare	4,167	0	C
60,144	74,990	93,278	7300-15	Fringe Benefits - PERS - OPSRP - IAP	101,050	0	C
32,560	33,636	34,273	7300-20	Fringe Benefits - Medical Insurance	35,594	0	C
4,200	4,200	4,200	7300-22	Fringe Benefits - VEBA Plan	4,000	0	C
168	166	186	7300-25	Fringe Benefits - Life Insurance	186	0	C
571	521	552	7300-30	Fringe Benefits - Long Term Disability	586	0	C
4,767	3,164	4,080	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,492	0	0
41	49	65	7300-37	Fringe Benefits - Workers' Benefit Fund	60	0	C
324	0	3,990	7300-40	Fringe Benefits - Unemployment	3,990	0	C
0	0	978	7300-45	Fringe Benefits - Paid Family Leave City Share	224	0	C
283,704	350,345	428,129		TOTAL PERSONNEL SERVICES	459,082	0	0
				MATERIALS AND SERVICES			
1,140	866	1,500		<b>Training</b> ings, training films, posters, and handouts, etc.	1,500	0	0
1,694	1,814	3,000		Employee Events d city-wide for employee training, materials, and events.	3,600	0	0

City of McMinnville Budget Document Report

# **75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINIS</b> Section : <b>N/A</b> Program : <b>N/A</b>	TRATION			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
15,563	10,799	17,000	Membership Environmer approved e	Travel & Education os and registrations to professional organiza at Federation National Conference; and rein aducation programs and travel expenses inc employee state certification.	nbursements to	employees f	or	17,000	0	C
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Certific	ation/LME license renewal and exam	1	13,000	13,000			
				g and conferences	1	3,000	3,000			
			Profess	sional membership	1	1,000	1,000			
71,587	85,264	94,300	7610-05	Insurance - Liability				149,789	0	C
85,591	100,799	124,990	7610-10	Insurance - Property				141,127	0	0
24,334	25,263	29,000	Telephone	Telecommunications and fax usage, pagers, and Verizon commu e costs for fiber connection to Water Reclai	unication syster mation Facility	n charges. (WRF) for cor	mputer	29,000	0	O
12,969	15,348	16,000		Janitorial nistration and Headworks building janitorial	charges.			16,500	0	C
			<u>Descrip</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Janitori	al Service Contract	1	15,400	15,400			
			Janitori	al Supplies	1	1,100	1,100			
29,736	29,223	30,000	Department	Materials & Supplies costs for employee protective clothing, safies, garbage service, advertisement, printin	ety gear, gener g, postage, and	ral cleaning so	upplies, sts.	30,000	0	C
5,368	5,210	10,100	7740-05	Rental Property Repair & Maint -		•		15,000	0	(
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Liability	r insurance premium	1	238	238			
			Proper	ty insurance premium	1	1,103	1,103			
			Misc. n	naintenance, repair, etc.	1	9,659	9,659			
			Proper	y Taxes	1	4,000	4,000			
35,309	4,424	45,000	Engineering	Professional Services g, professional services and membership du/IDL), permitting, plans development, etc.	ues: Total Max	imum Daily Lo	oad	45,000	0	C
			<u>Descri</u> p	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				nmental Legal Assistance	1	9,700	9,700			
				aneous wastewater facility consulting fee	1	28,000	28,000			
				est Biosolids Association Dues	1	650	650			
				Agreement	1	1,500	1,500			
			ACWA	membership/program fees	1	5,150	5,150			

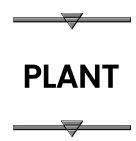
City of McMinnville Budget Document Report

# **75 - WASTEWATER SERVICES FUND**

				13 - WASILWAILN SL	.1 \ \ 1 \ 1	_0 1 011				
2022	2023	2024		Department : 01 - ADMINISTRA	NOITA			2025	2025	202
ACTUAL	ACTUAL	AMENDED		Section : N/A				PROPOSED	APPROVED	ADOPTI
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGI
0	7,026	17,900	7750-01	Professional Services - Audit & oth			;	15,770	0	
				ed city-wide for audit, Section 125 plan adminis ous professional service expenses	trative fees	, and other				
0	0	0	7750-04	<b>Professional Services - Grants</b>				0	0	
0	80,613	0		Professional Services - Stormwater Services for Mercury TMDL/Stormwater oved to 75-78-325				0	0	1
41,129	45,525	68,700	Wastewate	Maintenance & Rental Contracts r Services contracts for maintenance and inspe	ections of va	arious facility	systems	60,000	0	
			and ground		l laita	A t /1 1 : t	Tatal			
			<u>Descri</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
				or Maintenance Contract	1	2,600	2,600			
				arm System Inspection Contract	1 1	2,400	2,400			
				cape Contract	1	50,000	50,000			
				ctingisher & Backflow Preventer Certification	1	5,000	5,000			
25,519	31,013	31,789		M & S Computer Charges naterials & supplies costs shared city-wide				48,255	0	
33,276	42,150	45,150	7840-85	M & S Computer Charges - WWS				57,800	0	
			<u>Descri</u>	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				enewal-17% shared with EN, treet,ComDev,BU	1	2,500	2,500			
			Hanse	n renewal-25% shared with Park,Street,Eng	1	4,000	4,000			
			Hanse	n Development	1	5,000	5,000			
			Adobe	Pro renewals	1	400	400			
			Office	365 licensing	1	6,000	6,000			
			CUES	software maintenance	1	3,000	3,000			
			Cradle	point maintenance	1	350	350			
			Swift C	Comply FOG maintenance	1	2,800	2,800			
			Win 91	1 software	1	800	800			
			Hach \	VIMS software	1	3,100	3,100			
			Wonde	erware software	1	5,500	5,500			
			Rockw	ell control software	1	6,500	6,500			
			WWS-	MP2 Main Mgmt Software	1	2,800	2,800			
			Bluebe	eam renewals	7	250	1,750			
			New M	Ionitors	1	500	500			
			Deskto	p Replacements	6	1,800	10,800			
			Laptop	for equipment programming	1	2,000	2,000			
0	0	0	8229	<b>Customers Helping Customers mat</b>	ching fun	ds		0	0	
58,346	54,576	60,000		Permit & Basin Council Fees ederal agency fees and permits.				62,000	0	

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : <b>01 - ADMINISTF</b> Section : <b>N/A</b>	RATION			2025 PROPOSED	2025 APPROVED	2025 ADOPTEI
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGE
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	Total			
			DEQ N	PDES Permit	1	37,000	37,000			
			Federal	USGS Monitoring Site Fee (S. Yamhill)	1	18,900	18,900			
			DEQ Ce	ertification Program	1	2,000	2,000			
				ormwater Program Fee	1	3,000	3,000			
			Oregon	Hazarous Substance Fee	1	400	400			
			Electrica	al Permit Inspection	1	700	700			
441,561	539,911	594,429		TOTAL MATERIALS	AND SEI	RVICES		692,341	0	0
				CAPITAL OUTLAY						
2,379	0	8,523		Capital Outlay Computer Charges pital outlay costs shared city-wide				5,095	0	0
0	0	27,500	8750-85	Capital Outlay Computer Charges	- Wastewa	ter Service	S	0	0	0
0	0	0	8800	<b>Building Improvements</b>				0	0	0
0	0	80,000	8850 Replacemen	Vehicles at of one vehicle.				40,000	0	0
2,379	0	116,023		TOTAL CAPIT	AL OUTLA	<u>AY</u>		45,095	0	0
727,644	890,256	1,138,581		TOTAL REQU	IREMENT	S		1,196,518	0	0



# **75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>72 - PLANT</b> Section : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
		DODOLI		Program : N/A	BODGET	BODGET	DODOL
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,087	-502	0	7000	Salaries & Wages	0	0	0
574,722	553,086	611,800	Wastewater Wastewater Wastewater Plant Mecha	Salaries & Wages - Regular Full Time Operations - 1.00 FTE Operator - Senior - 1.00 FTE Operator II - 2.00 FTE Operator I - 2.00 FTE anic - Senior - 1.00 FTE anic - 2.00 FTE	656,030	0	0
4,276	50,809	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
8,907	19,267	18,077	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.50 FTE	20,092	0	0
12,450	20,701	22,997	7000-20	Salaries & Wages - Overtime	24,000	0	0
379	238	0	7300	Fringe Benefits	0	0	0
35,848	38,115	39,500	7300-05	Fringe Benefits - FICA - Social Security	42,356	0	0
8,384	8,914	9,466	7300-06	Fringe Benefits - FICA - Medicare	10,150	0	0
175,416	172,222	198,711	7300-15	Fringe Benefits - PERS - OPSRP - IAP	213,817	0	0
142,262	149,889	149,082	7300-20	Fringe Benefits - Medical Insurance	161,180	0	0
22,000	25,500	20,000	7300-22	Fringe Benefits - VEBA Plan	21,000	0	0
697	593	540	7300-25	Fringe Benefits - Life Insurance	540	0	0
2,084	1,507	1,381	7300-30	Fringe Benefits - Long Term Disability	1,540	0	0
22,976	14,937	15,016	7300-35	Fringe Benefits - Workers' Compensation Insurance	16,243	0	0
182	200	217	7300-37	Fringe Benefits - Workers' Benefit Fund	200	0	0
0	0	2,317	7300-45	Fringe Benefits - Paid Family Leave City Share	547	0	0
1,011,670	1,055,473	1,089,104		TOTAL PERSONNEL SERVICES	1,167,695	0	0
				MATERIALS AND SERVICES			
0	1,300	2,670	7515	City Services Charge expense	2,700	0	0
0	0	0	7550	Travel & Education	0	0	0
4,187	4,256	8,000		Fuel - Vehicle & Equipment esel - vehicles, rolling stock and generators.	6,000	0	0
389,832	395,966	420,000		Utilities natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and ons.	420,000	0	0

City of McMinnville Budget Document Report

# **75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>72 - PLANT</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPT BUDG
0	0	0	7600-04	Utilities - Water				0	0	
0	0	0	7660	Materials & Supplies				0	0	
126,825	118,881	140,000	7690	Chemicals				160,000	0	
			Various che	emicals used at the Water Reclamation Fa	cility.					
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Alumin	um Compounds	1	96,000	96,000			
			Polyme	ers	1	26,000	26,000			
			Sodiur	n Hypochlorite	1	11,000	11,000			
			Alkalin	ity Products	1	21,000	21,000			
			Miscel	aneous Plant Chemicals	1	6,000	6,000			
32,320	36,666	40,000	<b>7720-04</b> Supplies re	Repairs & Maintenance - Suppl lated to the Water Reclamation Facility an				40,000	0	
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Pump	Parts and Accessories	1	2,000	2,000			
			Landso	cape-Barkdust, irrigation etc.	1	4,000	4,000			
			Lubrica	ants	1	5,000	5,000			
			Materia	als for Equipment Rehabilitation	1	5,000	5,000			
				ions Lab Supplies	1	5,000	5,000			
				ers, Belts, Seals, Filters, etc.	1	11,000	11,000			
				arbage Service	1	4,500	4,500			
			Tools	9	1	2,000	2,000			
			Electri	cal Componets	1	1,500	1,500			
132,235	142,181	420,000	and proces		ion Facility and p			240,000	0	
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				nentation and Controls	1	10,000	10,000			
				Equipment	1	3,000	3,000			
				g and Structure Repairs	1	15,000	15,000			
				cal Systems	1	10,000	10,000			
				Systems	1	9,000	9,000			
			Mecha	nical Equipment Repairs	1	120,000	120,000			
				cape and Irrigation	1	4,000	4,000			
				cal Systems	1	4,000	4,000			
				A Systems	1	20,000	20,000			
			UV La		1	20,000	20,000			
			Biofilte	r Media	1	25,000	25,000			
3,316	4,439	5,000	<b>7720-14</b> Water Recl	Repairs & Maintenance - Vehicl amation Facility vehicle and forklift repairs		e maintenand	ce.	5,000	0	

City of McMinnville Budget Document Report

2022	2023	2024		Department : 72 - PLAN	Т			2025	2025	2025
ACTUAL	ACTUAL	AMENDED BUDGET		Section : <b>N/A</b> Program : <b>N/A</b>				PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	Total			
			Wear ite	ems Batteries, Tires, etc.	1	1,500	1,500			
			Mechan	ical Repairs	1	2,500	2,500			
			Prevent	ative Maintenance	1	1,000	1,000			
221	-11	0	7750	Professional Services				0	0	0
0	135	300	Costs share	Professional Services - Audit d city-wide for Audit, Section 125 plan us professional service expenses			•	0	0	0
131,120	233,076	220,000	Biosolids co	Contract Services - Biosolids ntract hauling from the Water Reclama associated costs.		es minor road	d dust	224,000	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Hauling	and Application	1	220,000	220,000			
			Site Ma	nagement	1	4,000	4,000			
1,500	1,057	5,000		M & S Equipment necessary for plant and pump station o	perations and main	tenance.		5,000	0	0
821,556	937,945	1,260,970		TOTAL MATER	RIALS AND SEI	RVICES		1,102,700	0	0
				CAPITAL OUTLAY						
0	46,895	0	8710	Equipment				0	0	0
0	0	0		Building Improvements 4 Return Sludge Pump Station				100,000	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Building	50 New Roof	1	100,000	100,000			
0	0	0	8850	Vehicles				0	0	0
0	46,895	0		TOTAL CA	APITAL OUTLA	<u>AY</u>		100,000	0	0
,833,226	2,040,314	2,350,074		TOTAL R	REQUIREMENT	s		2,370,395	0	0

# **ENVIRONMENTAL SERVICES**

# **75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>74 - ENVIRONMENTAL SERVICES</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,014	78	0	7000	Salaries & Wages	0	0	0
228,065	280,572	364,832	Environment Environment Laboratory T	Salaries & Wages - Regular Full Time Environmental Services - 1.00 FTE al Compliance Specialist - Senior - 1.00 FTE al Compliance Specialist - 1.00 FTE echnician - Senior - 1.00 FTE echnician - 1.00 FTE	386,983	0	0
26,507	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
604	6,764	15,104	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.35 FTE	13,910	0	0
17	0	504	7000-20	Salaries & Wages - Overtime	501	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
166	150	0	7300	Fringe Benefits	0	0	0
15,335	17,276	23,017	7300-05	Fringe Benefits - FICA - Social Security	24,284	0	0
3,586	4,040	5,517	7300-06	Fringe Benefits - FICA - Medicare	5,820	0	0
69,395	87,623	118,379	7300-15	Fringe Benefits - PERS - OPSRP - IAP	125,857	0	0
54,467	62,050	86,498	7300-20	Fringe Benefits - Medical Insurance	84,360	0	0
8,000	10,000	12,000	7300-22	Fringe Benefits - VEBA Plan	11,000	0	0
320	240	300	7300-25	Fringe Benefits - Life Insurance	300	0	0
917	701	850	7300-30	Fringe Benefits - Long Term Disability	906	0	0
9,928	6,969	8,751	7300-35	Fringe Benefits - Workers' Compensation Insurance	9,314	0	0
75	83	123	7300-37	Fringe Benefits - Workers' Benefit Fund	112	0	0
0	0	1,397	7300-45	Fringe Benefits - Paid Family Leave City Share	313	0	0
418,397	476,546	637,272		TOTAL PERSONNEL SERVICES	663,660	0	0
				MATERIALS AND SERVICES			
25,514	28,991	30,000	Materials and Descript Permit L	Materials & Supplies       d supplies to support permit, pretreatment, and laboratory work and activities.       tion     Units     Amt/Unit     To       .ab Materials & Supplies     1     26,000     26,0       ment Training and Outreach Supplies     1     4,000     4,0	00	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL								2025 APPROVED BUDGET	2025 ADOPTED BUDGET
10,949	11,069	10,000	7750	Professional Services				10,000	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Lab Ins	trumentation Calibration and Fume Hood Cert	. 1	2,300	2,300			
			DI Wate	er System	1	4,000	4,000			
			Pretrea	tment Assistance	1	3,700	3,700			
0	45	100		Professional Services - Audit & oth d city-wide for Audit, Section 125 plan adminisus professional service expenses				0	0	0
50,110	53,351	70,000		Contract Services - Lab pratory services necessary for permit and indu- ter quality sampling of South Yamhill River.	strial compl	iance which in	cludes	70,000	0	0
1,622	0	5,000		M & S Equipment nstrumentation or sampling monitoring equipm	ient			0	0	0
88,195	93,455	115,100		TOTAL MATERIALS	AND SE	RVICES		110,000	0	0
				CAPITAL OUTLAY						
0	0	0	<b>8710</b> Laboratory 6	<b>Equipment</b> equipment replacement				15,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			3-Door	Laboratory Refrigerator	1	15,000	15,000			
0	0	0		TOTAL CAPITA	L OUTLA	AY		15,000	0	0
506,591	570,001	752,372		TOTAL REQUI	REMENT	S		788,660	0	0

# **CONVEYANCE SYSTEMS**

# **Organization Set – Sections**

- Sanitary
- Storm

# Organization Set #

75-78-320

78-78-325

# **75 - WASTEWATER SERVICES FUND**

•	-			73 - WASTEWATER SERVICES FORD			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>78 - CONVEYANCE SYSTEMS</b> Section : <b>320 - SANITARY</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
-1,455	1,389	0	7000	Salaries & Wages	0	0	C
				_		0	C
285,554	301,694	371,520	Senior Utility	Salaries & Wages - Regular Full Time Conveyance - 0.90 FTE Worker - 0.90 FTE II - 3.60 FTE	381,295	U	(
390	3,790	4,997	7000-20	Salaries & Wages - Overtime	6,001	0	(
45	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
-698	1,258	0	7300	Fringe Benefits	0	0	0
17,495	18,544	22,780	7300-05	Fringe Benefits - FICA - Social Security	23,434	0	C
4,092	4,337	5,460	7300-06	Fringe Benefits - FICA - Medicare	5,617	0	C
78,807	85,978	119,673	7300-15	Fringe Benefits - PERS - OPSRP - IAP	124,128	0	0
33,364	57,437	70,822	7300-20	Fringe Benefits - Medical Insurance	79,168	0	C
7,200	12,600	9,300	7300-22	Fringe Benefits - VEBA Plan	9,900	0	0
368	306	330	7300-25	Fringe Benefits - Life Insurance	324	0	0
1,020	798	872	7300-30	Fringe Benefits - Long Term Disability	902	0	0
16,665	12,709	15,905	7300-35	Fringe Benefits - Workers' Compensation Insurance	18,035	0	0
89	94	128	7300-37	Fringe Benefits - Workers' Benefit Fund	114	0	0
0	0	1,366	7300-45	Fringe Benefits - Paid Family Leave City Share	301	0	0
442,935	500,935	623,153		TOTAL PERSONNEL SERVICES	649,219	0	0
				MATERIALS AND SERVICES			
21,193	22,488	32,000	7590	Fuel - Vehicle & Equipment	30,000	0	0
1,036	1,097	1,200		Utilities s associated with Conveyance building.	1,500	0	C
0	0	0	7600-04	Utilities - Water	0	0	C
6,252	6,837	20,000		Repairs & Maintenance - Supplies maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, camera seals, and root cutter blades, etc.	20,000	0	C
12,336	19,895	20,000		Repairs & Maintenance - Equipment tine repairs of the cameras, monitors, computers, generator, transporters, and unical devices not associated with vehicle repairs.	20,000	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>78 - CONVEYANCE SYSTEMS</b> Section : <b>320 - SANITARY</b> Program : <b>N</b> /A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
32,152	37,245	40,000	Includes rou	Repairs & Maintenance - Vehicles tine repairs for VacCon, TV van, conveyance service truck, and rental s when equipment is out of service.	40,000	0	0
11,778	12,472	30,000	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
30	0	10,000	Consulting a	Professional Services and engineering services related to sanitary sewer systems including infiltration & sment, design, planning and other related services.	15,000	0	0
0	20	100		Professional Services - Audit & other city-wide prof svc d city-wide for Audit, Section 125 plan administrative fees, and other us professional service expenses	0	0	0
1,380	4,937	5,000		M & S Equipment System maintenance equipment.	5,000	0	0
86,158	104,992	158,300		TOTAL MATERIALS AND SERVICES	181,500	0	0
				CAPITAL OUTLAY			
0	0	0	8710	Equipment	0	0	0
0	0	0	8850	Vehicles	0	0	0
0	0	100,000	9110-05 Preservation	Sanitary Sewer Replacements - Mainline/Lateral repair and replacement of sewer system mainlines and manholes.	100,000	0	0
0	0	100,000		TOTAL CAPITAL OUTLAY	100,000	0	0
529,093	605,927	881,453		TOTAL REQUIREMENTS	930,719	0	0

2023	2024	Department : 78 - CONVEYANCE SYSTEMS	2025	2025	2025
ACTUAL	AMENDED	Section: 325 - STORM	PROPOSED	APPROVED	ADOPTED
	BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
		RESOURCES			
		INTERGOVERNMENTAL			
293	0 <b>4546</b>	American Rescue Plan	0	0	0
293	0	TOTAL INTERGOVERNMENTAL	0	0	0
293	0	TOTAL RESOURCES	0	0	0
	293 293	293 0 4546 293 0	ACTUAL AMENDED Section: 325 - STORM Program: N/A  RESOURCES  INTERGOVERNMENTAL  293 0 4546 American Rescue Plan  293 0 TOTAL INTERGOVERNMENTAL	2023 ACTUAL         2024 AMENDED BUDGET         Department : 78 - CONVEYANCE SYSTEMS Section : 325 - STORM PROPOSED BUDGET         2025 PROPOSED BUDGET           RESOURCES           INTERGOVERNMENTAL           293         0 4546         American Rescue Plan         0           293         0         TOTAL INTERGOVERNMENTAL         0	2023 ACTUAL         2024 AMENDED BUDGET         Department : 78 - CONVEYANCE SYSTEMS Section : 325 - STORM Program : N/A         2025 APPROVED BUDGET         2025 APPROVED BUDGET           RESOURCES           INTERGOVERNMENTAL           293         0 4546         American Rescue Plan         0         0           293         0         TOTAL INTERGOVERNMENTAL         0         0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>78 - CONVEYANCE</b> Section : <b>325 - STORM</b> Program : <b>N/A</b>	SYSTI	EMS		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREME	NTS					
				MATERIALS AND SERVICES						
0	293	233,525	7750-43	Professional Services - Stormwater				363,525	0	0
				tion Design work on 13th and Galloway Storm lines r TMDL/ Stormwater Utility Work	Units 1 1	Amt/Unit 263,525 100,000	<u>Total</u> 263,525 100,000			
0	293	233,525		TOTAL MATERIALS A	ND SE	RVICES		363,525	0	0
				CAPITAL OUTLAY						
0	0	100,000		Sanitary Sewer Replacements - Storm repairs that are not in the street right of way.	n Line F	Repairs		100,000	0	0
0	0	100,000		TOTAL CAPITAL	OUTL	AY		100,000	0	0
0	293	333,525		TOTAL REQUIRE	EMEN1	S		463,525	0	0



•	-		73 - WASTEWATER SERVICES FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
1,409	3,448	0	4545 Federal FEMA Grant	0	0	0
22,485	0	0	4546 American Rescue Plan	0	0	C
0	0	0	4548 Coronavirus Relief Fund (CRF)	0	0	C
23,894	3,448	0	TOTAL INTERGOVERNMENTAL	0	0	C
			CHARGES FOR SERVICES			
13,541	14,250	13,200	<b>5400-40</b> Property Rentals - House Riverside Drive house rental income.	14,400	0	0
13,129	13,171	13,171	<b>5400-45 Property Rentals - Farm</b> Farm land lease on Water Reclamation Facility property.	13,207	0	C
10,726,556	10,984,651	11,000,000	<b>5520 Sewer User Charges</b> Monthly sewer charges based on water consumption and discharge loading.	11,600,000	0	C
79,454	97,450	100,000	<b>5530 Septage Fees</b> Dumping fees collected from haulers for septic tank and portable toilet waste.	100,000	0	0
10,832,680	11,109,522	11,126,371	TOTAL CHARGES FOR SERVICES	11,727,607	0	0
			MISCELLANEOUS			
10,459	54,453	49,000	6310 Interest	100,000	0	C
2,503	6,940	1,000	6600 Other Income	1,000	0	C
2,961	12,299	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	C
15,923	73,692	50,000	TOTAL MISCELLANEOUS	101,000	0	C
			TRANSFERS IN			
0	0	100,000	6900-01 Transfers In - General Fund ARPA 13th & Galloway storm line work	263,525	0	C
15,039	16,182	18,052	6900-85 Transfers In - Insurance Services	0	0	C
15,039	16,182	118,052	TOTAL TRANSFERS IN	263,525	0	(
10,887,535	11,202,844	11,294,423	TOTAL RESOURCES	12,092,132	0	C

# **75 - WASTEWATER SERVICES FUND**

				-0 . 0.		13 - WASILWAILN SL			
2029 ADOPTE	2025 APPROVED	2025 PROPOSED		L	MENTA	Department : <b>99 - NON-DEPAR</b> Section : <b>N/A</b>	2023 2024 ACTUAL AMENDED		2022 ACTUAL
BUDGI	BUDGET	BUDGET		Program : N/A		BUDGET	AUTUAL	AOTOAL	
					NTS	REQUIREN			
						MATERIALS AND SERVICES			
	0	22,000					18,558 16,200	18 558	19,810
	· ·				(W&L).	Credit card processing fees from McMinnville Water & Ligh	,		
	0	70,000	ees.	d collection f	g fees, ar	7750 Professional Services Billing charges from W&L: software charges, mail processi	42,818 54,000	42,818	39,566
(	0	80,000				7780-40 Contract Services - Billing McMinnville Water & Light new customer service charges, management fees.	33,145 77,000	33,145	0
1	0	700,000				<b>Franchise Fee expense</b> Wastewater utility will pay a 6% franchise fee.	663,891 676,000	663,891	554,491
	0	20,000		ds	hing fur	8229 Customers Helping Customers mat	18,835 20,000	18,835	19,920
	0	892,000		RVICES	ND SE	TOTAL MATERIALS	777,247 843,200	777,247	633,787
						TRANSFERS OUT			
	0	646,557				9700-01 Transfers Out - General Fund	436,227 601,532	436,227	367,708
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description			
			99,785	99,785	1	Wastewater Services Fund support of Engineering operations.			
			530,070	530,070	1	Engineering, Admin, & Finance personnel services support.			
			16,702	16,702	1	Admin personnel services support - Storm Water			
C	0	6,076,520	9700-77 Transfers Out - Wastewater Capital Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.				,154,866 6,308,224	6,154,866	6,013,408
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description			
			6,076,520	6,076,520	1	Ratepayer contribution for FY25			
	0	68,270				9700-80 Transfers Out - Information System	59,995 65,343	59,995	55,851
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			68,270	68,270	1	Information Systems personnel services support.			
	0	6,791,347		<u>JT</u>	ERS OL	TOTAL TRANS	651,088 6,975,099	6,651,088	6,436,967
						<u>CONTINGENCIES</u>			
	0	900,000				9800 Contingencies	0 900,000	0	0
	0	900,000		S	SENCIE	TOTAL CONTIN	0 900,000	0	0

City of McMinnville Budget Document Report

## **75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			ENDING FUND BALANCE			
0	0	0	9975-05 Designated End FB - WW Svc Fd - Sewer A/R Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30	0	0	0
4,155,179	3,823,190	438,690	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 budge year operations	329,739	0	0
4,155,179	3,823,190	438,690	TOTAL ENDING FUND BALANCE	329,739	0	0
11,225,933	11,251,525	9,156,989	TOTAL REQUIREMENTS	8,913,086	0	0

## **75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
14,822,487	15,358,316	14,612,994	TOTAL RESOURCES	14,662,903	0	0
14,822,487	15,358,316	14,612,994	TOTAL REQUIREMENTS	14,662,903	0	0

# **WASTEWATER CAPITAL FUND**



### **Budget Highlights**

- Based on the latest review of our Wastewater financial plan by Galardi Rothstein Group, we will need to increase sewer rates by 2.5 percent plus 1% for the increased Billing fee for a total of 3.5% for the 2024-2025 fiscal year.
- \$ 11,000,000 Construction of the Solids Treatment Capacity Improvements project.
- \$1,200,000 Design work for Public Works Facilities Planning.
- \$3,000,000 Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$ 700,000 Planned major equipment replacement projects, including Front end loader and compactor, Cozine Pump Station Large Pump replacement, and a new Maintenance Crane truck.
- \$ 600,000 Water Reclamation Facility & Conveyance Master Plan updates
- \$ 6,076,520 Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2017 Wastewater Services Financial Plan.
- \$ 846,164 Interfund borrowing to the General Fund in support to a variety of capital projects with a 5-year payback plan which will return a premium on the Wastewater Capital Fund's interest earned on cash balances held in the local government investment pool (LGIP). See the Debt section of the Financial Overview for more details.

#### **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.
- Review and upgrading the Master Plans for the Water Reclamation Facility, Conveyance System, and Storm System as it relates to the new Urban Growth Boundary Expansion.



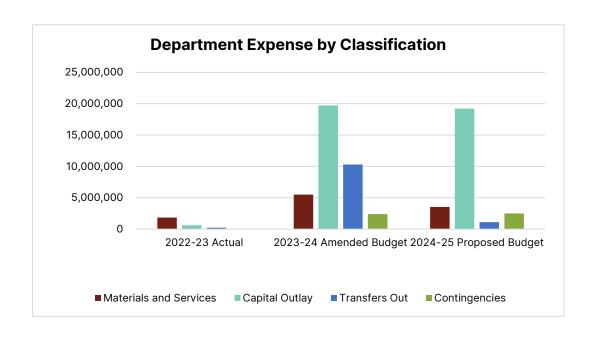
The City continues to invest in upgrades to the public sanitary sewer system in 2024-25 by addressing solids capacity issues with upgrades to our solids handling processes.

**Ending Fund Balance** 

Fund Cost Summary				
		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	40,002,405	42,942,665	33,227,278	(9,715,387)
Charges for Services	707,069	600,000	700,000	100,000
Intergovernmental	0	76,902	76,902	0
Miscellaneous	941,881	762,500	1,113,500	351,000
Transfers In	6,312,491	10,767,377	6,518,804	(4,248,573)
Revenue Total	47,963,846	55,149,444	41,636,484	(13,512,960)
Expenses				
Materials and Services	1,849,993	5,503,300	3,531,190	(1,972,110)
Capital Outlay	595,107	19,725,000	19,215,000	(510,000)
Transfers Out	229,238	10,309,174	1,106,120	(9,203,054)
Contingencies	0	2,400,000	2,500,000	100,000
Expenses Total	2,674,338	37,937,474	26,352,310	(11,585,164)

17,211,970

15,284,174



45,289,508

(1,927,796)



1969 1987	Voters approve \$710,000 six-year sewage disposal general obligation bond issue.  Sewer Capital Fund established for future sewer treatment plant expansion	1993 1994	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.	1995 1996	New Water Reclamation Facility and Raw Sewage Pump Station complete.  Major repair and replacement of Cozine Trunk Line and Pump Station complete.
1000	and sewer system capital improvements.  992 April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-	1994	January 1994, City Council passes Resolution 1994 – 01 for the purpose of	2000	July 2000, \$3,590,000 State of Oregon Bond Bank
1992			providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the		Water/ Wastewater 10- Year Loan to continue funding significant sewer system improvements.
waste facility allows exper sewei	incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance.		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	2000	Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
1992	August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of		specified level of cash operating and debt service reserves.	2001	Evans Street Sewer Reconstruction Project complete.
	revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of	1994	February 1994, \$28,560,000 Sewerage System Revenue 20-Year	2002	High School Basin Sewer Reconstruction Project complete.
facilities for the City's wastewater management program.			Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station,	2003	Three Mile Lane Pump Station #1 Replacement Project complete.

and significant sewer system improvements.

### **Historical Highlights**

2004	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 PumpStation 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 ~ \$2.5-million 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.
- 2020 The 12th Street Sanitary Sewer Rehabilitation Project was completed.
- **2020** Design Work begins for the Biosolids Storage and Grit System Expansion Project.
- 2021 Emergency Stand-by
  Generators are installed at
  the Water Reclamation
  Facility and Raw Sewage
  Pump Station.



2022 Completed the design work for the Solids Treatment Capacity Improvement Project, which will help increase our solids processing capacity and improve the quality and odor of our biosolids.

### 2024

Construction of our Solids
Treatment Capacity
Improvement Project which
is scheduled to be
completed in late spring of
2025. Design work on the
Chandlers Addition I&I
Project is complete and
going out to bid for
construction.

## 77 - WASTEWATER CAPITAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
2,531,000	2,226,800	1,878,600	4077-99 Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve	1,506,300	0	C
33,663,306	37,775,605	41,064,065	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	31,720,978	0	C
36,194,306	40,002,405	42,942,665	TOTAL BEGINNING FUND BALANCE	33,227,278	0	0
			INTERGOVERNMENTAL			
0	0	76,902	5080-05 Inter-Agency Loan Repayment - PrincipalRepayment McMinnville Fire Dist for defibrillators, Hybrid SUV and air compressorDescriptionUnitsAmt/UnitTotalEight Defibrillators (due Oct 2024)153,24753,247Hybrid SUV and air compressor (due Jun 2025)123,65523,655	76,902	0	0
0	0	0	5080-10 Inter-Agency Loan Repayment - Interest	0	0	0
0	0	76,902	TOTAL INTERGOVERNMENTAL	76,902	0	0
			CHARGES FOR SERVICES			
765,242	707,069	600,000	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.	700,000	0	C
765,242	707,069	600,000	TOTAL CHARGES FOR SERVICES	700,000	0	C
			MISCELLANEOUS			
156,165	930,831	750,000	6310 Interest	1,100,000	0	0
0	0	2,500	<b>6500-05</b> 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	C
11,150	11,050	10,000	<b>6500-10</b> Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	11,000	0	(
			Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.			
0	0	0	6600 Other Income	0	0	C
167,315	941,881	762,500	TOTAL MISCELLANEOUS	1,113,500	0	0

## 77 - WASTEWATER CAPITAL FUND

			II WAOILWAILK OF						
2023 ACTUAL	AMENDED		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			TRANSFERS IN						
6,154,866	6,308,224	Transfer from		rovements	per the Was	stewater	6,076,520	0	0
		Descrip	tion_	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Ratepay	ver contribution for FY25	1	6,076,520	6,076,520			
157,625	4,459,153	6901-01	Transfers In - Interfund Debt - Gene	ral Fund			442,284	0	0
		Descrip	tion	Units	Amt/Unit	Total			
				1					
		•		1	•	-			
		•		1	•	,			
		•		1	•	-			
		Paymer	t on 2024 Admin/UR NE Gateway property	1	215,766	215,766			
		Paymer	t on 2024 CDC replace RTY#1 HVAC	1	5,988	5,988			
		Paymer	t on 2024 CDC Secure building entry way	1	10,265	10,265			
				1	20,987	20,987			
		Paymer courts	t on 2024 Comm Ctr Resurfacing playing	1	11,406	11,406			
		•		1	20,957	20,957			
		Paymer	t on 2024 Park Maint restroom partitions	1	13,801	13,801			
		Paymer	t on 2024 Police hybrid vehicles - 2	1	31,023	31,023			
		Paymer	t on 2024 Police MDT Equip in vehicles	1	11,405	11,405			
		Paymer	t on 2024 Senior Ctr Exterior lit event sign	1	2,851	2,851			
		Paymer	t on 2024 Asset Management system	1	12,546	12,546			
6,312,491	10,767,377		TOTAL TRANS	SFERS I	<u>N</u>		6,518,804	0	0
47,963,846	55,149,444		TOTAL RESO	OURCES	•		41,636,484	0	0
	6,154,866 157,625 6,312,491	ACTUAL AMENDED BUDGET  6,154,866 6,308,224  157,625 4,459,153  6,312,491 10,767,377	ACTUAL AMENDED BUDGET  6,154,866 6,308,224 6900-75 Transfer fror System (WW Descript Ratepay 157,625 4,459,153 6901-01  Descript Paymen Storage Paymen Payme	ACTUAL AMENDED BUDGET  Responsible Budget  ACTUAL AMENDED BUDGET  Responsible Budget	ACTUAL AMENDED BUDGET  Program: N/A  Section: N/A Program: N/A  TRANSFERS IN  6,154,866  6,308,224  6900-75 Transfers In - Wastewater Services Transfer from the Wastwater Services Fund for capital improvements System (WWS) Financial Plan.  Description Ratepayer contribution for FY25  1  157,625  4,459,153  6901-01  Transfers In - Interfund Debt - General Fund  Description Payment on 2021 Police vehicles -3 Payment on 2020 Police vehicles -3 Payment on 2020 Police vehicles -3 Payment on 2024 Admin/UR NE Gateway property purchase Payment on 2024 CDC replace RTY#1 HVAC Payment on 2024 CDC Secure building entry way Payment on 2024 Comm Ctr carpet replacement Payment on 2024 Comm Ctr carpet replacement Payment on 2024 Comm Ctr Resurfacing playing courts Payment on 2024 Park Maint restroom partitions Payment on 2024 Police MDT Equip in vehicles - 2 Payment on 2024 Police MDT Equip in vehicles Payment on 2024 Senior Ctr Exterior lit event sign Payment on 2024 Senior Ctr Exterior lit event sign Payment on 2024 Asset Management system  10,767,377  TOTAL TRANSFERS II	Department : N/A   Section : N/A   Program : N/A	Department : N/A   Section : N/A   Program : N/A   Section : N/A   Program : N/A   Program : N/A	2023 ACTUAL   AMENDED   Section: NIA   Section: NIA   Program: NIA   Program: NIA   Program: NIA	ACTUAL   MAENDED   Section : N/A   Section : N/A   Section : N/A   Section : N/A   Program : N/A

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### 77 - WASTEWATER CAPITAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE	
				, , o g,	REQUIREMENTS						
				MATERIALS AND S	ERVICES						
10,297	0	20,000	7750	Professional Services	3				20,000	0	C
0	14,832	5,800		50-01 Professional Services - Audit & other city-wide prof svc sts shared city-wide for audit, Section 125 plan administrative fees, and other scellaneous professional service expenses			7,690	0	(		
0	252,432	2,050,000		<b>70-05</b> Professional Services - Projects - Master Plan Update Inveyance and WRF Master Plan Update.				600,000	0	(	
0	0	0	7770-40		s - Projects - Grit Syste	m Exp	pansio	on	0	0	(
633,108	1,101,847	2,000,000	7770-41	Professional Services - Projects - Solids Treatment Capacity improv		1,200,000	0	(			
0	0	0	7770-44	eering services for the Solids Treatment Capacity Improvement Project.  44 Professional Services - Projects - Filtration System Expansion			0	0	(		
11,880	0		7770-49	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				0	0	(	
1,935	80,818	350,000	7770-57 Engineering se	770-57 Professional Services - Projects - I&I Reduction Design ngineering services for the design and contract documents for the Inflow and Infiltration (I&I)				500,000	0		
1,045	400,065	1,021,500	7770-59	Professional Compless - Projects - Admin Dvilding				1,200,000	0	(	
2,565	0	3,500	<b>8230</b> Private Sewer	Private Sewer Lateral Lateral Repair Incentive Pr nin 90 days of Notice of Def	Repair Incentive ogram - maximum of \$250	per priv	vate lat	eral repair	2,500	0	(
0	0	2,500	<b>8240-10</b> "Loans" the Ci	· ·	Loans - Low Income L		to repa	air a	1,000	0	
660,830	1,849,993	5,503,300		TOTAL I	MATERIALS AND SE	RVIC	<u>ES</u>		3,531,190	0	
				<b>CAPITAL OUTLAY</b>							
476,140	232,274	1,660,000		Equipment equipment at	the WRF and/or system pu	ımp sta	itions.		700,000	0	(
			<u>Description</u>		<u>Units</u> 1		t/Unit	Total			
			Front end Cozine La	rge Pump #6	1		0,000	200,000 200,000			
			Shop True	-	1	300	0,000	300,000			
0	0	0	<b>8900</b> Possible purch	Land Acquisition hase of land West of current	t Wastewater Treatment Fa	cility			4,000,000	0	(
1,947,428	361,364	2,000,000	9120-25	Sewer Construction - tation and reconstruction at	<b>I&amp;I Reduction Projects</b>	5	to add	ress inflow	2,500,000	0	(

City of McMinnville Budget Document Report

## 77 - WASTEWATER CAPITAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	9120-40					0	0	0
0	0	14,000,000		120-41 Sewer Construction - Solids Treatment Capacity Improvement Project.				11,000,000	0	0
0	0	0	9120-44	120-44 Sewer Construction - Filtration System Expansion				0	0	0
0	1,468	50,000	9120-49	20-49 Sewer Construction - 3 Mile Ln Bridge Force Main				0	0	0
0	0	2,000,000		20-59 Sewer Construction - Admin Building Addition/Upgrade nstruction funds to address the main administration building 70 seismic and HVAC needs.				1,000,000	0	0
0	0	15,000	extra capaci	50-10 Developer Reimbursement - Sanitary Sewer imbursement to commercial and subdivision developers for sewer pipe constructed with tra capacity over what the developer requires which benefits the future growth juirements of the city.			cted with	15,000	0	0
2,423,568	595,107	19,725,000		TOTAL CAPIT	AL OUTL	<u>AY</u>		19,215,000	0	0
				TRANSFERS OUT						
211,100	229,238	268,733	9700-01	Transfers Out - General Fund				250,985	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Wastew operation	rater Capital Fund support of Engineering ons.	1	42,894	42,894			
			Enginee support	ering, Admin, & Finance personnel services	1	208,091	208,091			

## 77 - WASTEWATER CAPITAL FUND

	<u> </u>		II - WASILWAILK CA		L I DIND				
2022 ACTUAL	2023 ACTUAL	2024 AMENDED	• • • • • • • • • • • • • • • • • • •				2025 PROPOSED	2025 APPROVED	2025 ADOPTED
	71010712	BUDGET					BUDGET	BUDGET	BUDGET
0	0	10,040,441		eral Fun	d		855,135	0	0
O	U	10,040,441	See details in general fund, non departmental 01-99-6901-			% to be	000,100	O	Ü
			repaid in equal payments FY25 until FY29.						
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			City Hall cap improvement (approved for FY24, delayed to FY25)	1	24,000	24,000			
			City Hall fire alarm + annunciator	1	30,000	30,000			
			Nelson House frontage sidewalk replacement	1	60,000	60,000			
			Eng replace 2007 vehicle	1	45,000	45,000			
			Cmty Dev inspections vehicle (has none available currently)	1	25,000	25,000			
			CDC window rot (75% Gen Fund portion)	1	37,500	37,500			
			PD 2017 Veh replacement (keep as spare K9)	1	84,335	84,335			
			PD 2017 veh replacement	1	79,300	79,300			
			Cmty Center fire panel replacement	1	10,000	10,000			
			Senior Center vinyl flooring replace	1	11,700	11,700			
			Senior Center carpet replacement	1	54,700	54,700			
			Park Maint replace 2013 large area mower	1	90,000	90,000			
			Park Maint Thompson Park upgrade ADA ramp	1	15,000	15,000			
			Library fire supresion sprinklers	1	25,000	25,000			
			Info Sys network equip, VM backbone host servers (70% Gen Fund)	1	51,600	51,600			
			PD MDTs for patrol vehs (through Info Srv)	1	12,000	12,000			
			Senior Center bathroom remodel (delay from FY24)	1	200,000	200,000			
211,100	229,238	10,309,174	TOTAL TRANSF	ERS OL	<u>JT</u>		1,106,120	0	0
			<u>CONTINGENCIES</u>						
0	0	2,400,000	9800 Contingencies Increase due to large Solids Treatment Capacity Improvem to assist with any unexpected expenditures.	ent projec	t getting start	ed, in order	2,500,000	0	0
0	0	2,400,000	TOTAL CONTIN	GENCIE	S		2,500,000	0	0
			ENDING FUND BALANCE						
2,226,800	1,878,600	1,506,300	9977-99 Designated End FB - WW Cap Fd - F	PERS Ref	inancing R	eserve	1,108,800	0	0
37,775,605	43,410,908	15,705,670	Undesignated carryover for July 1 from proposed budget ye	ndesignated carryover for July 1 from proposed budget year to subsequent year, includes e excess (deficit) of revenues over (under) expenditures from proposed budget year				0	0
40,002,405	45,289,508	17,211,970	TOTAL ENDING FU	ND BAL	ANCE		15,284,174	0	0
43,297,903	47,963,846	55,149,444	TOTAL REQUIF	REMENT	S		41,636,484	0	0

City of McMinnville Budget Document Report

## 77 - WASTEWATER CAPITAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
43,297,903	47,963,846	55,149,444	TOTAL RESOURCES	41,636,484	0	0
43,297,903	47,963,846	55,149,444	TOTAL REQUIREMENTS	41,636,484	0	0



Budgeted Computer Equipment – By Department



## Information Systems & Services Fund

2024 – 2025 Proposed Budget --- Budget Summary

## **Budget Highlights**

- The 2024-25 proposed budget does not include any changes in personnel. Efforts will continue to focus on supporting a mobile workforce, efficiently matching resources with services, servicing infrastructure equipment maintenance needs, and balancing employee resources with critical needs.
- Considering the increasing complexity of organizational software needs, increased cybersecurity initiatives, information security requirements, mobile deployments and audio/visual support, it is very likely that the Information Services department will need to expand either in terms of additional FTE or Professional Services investment.
- 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.
- Information Systems will also continue to strengthen our data and network security position, using computer security awareness training, phishing tests and training tools that equip employees with knowledge of common threats and best computer security practices.

#### **New Programs, Projects, or Equipment:**

- Complete the upgrade of the Police Department's fleet of incar mobile data terminals and transition to a new in-car video vendor and camera package.
- Extend the Public Works/Engineering/Wastewater core software package (Infor/Hansen) with custom report development and expanding work order processing with mobile technology.
- Internal IS projects for FY2024-25 include scheduled replacements of core virtual infrastructure servers, upgrading

- more network components to 10GB, and expanding email services to include every City employee.
- Assist several departments with software migrations, installations and upgrades including upgrades to the Police Records Management system, supporting potential biennial budget solutions and reporting, and supporting emergency preparedness efforts.
- Continued extension into cloud based and hosted processing in both departmental applications and services as well as infrastructure and authentication. Following industry trends as cloud based software continues to grow along with service security and reliability.
- Continue initiative for redundancy and continuity of operations for our computer systems. Ensure proper backup standards are followed and implement strategies to combat phishing ransomware type attacks, while working with departments on contingency planning and practicing restoration and recovery efforts in different scenarios.
- 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.
- 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.

## **Information Systems & Services Fund**

#### **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.

## **Future Challenges and Opportunities**

- Partner with City Departments to provide internal and external services support – look toward improved budget forecasting and reporting tools, dashboards for City metrics and information sharing, training opportunities, and others as needs are assessed and explored.
- Explore new AI technologies for potential City use while establishing a policy based framework for use and solution deployment.
- Explore ways to unify fragmented technology solutions across the City, including physical building security systems and surveillance camera systems.
- Continue to mobilize our workforce and support City employees in every scenario – working from home, on-site, or a variety of hybrid situations.
- Continue deployment of Office 365 technology to deploy intranet sites, extend team communication and collaboration tools, and support remote and mobile office technologies.

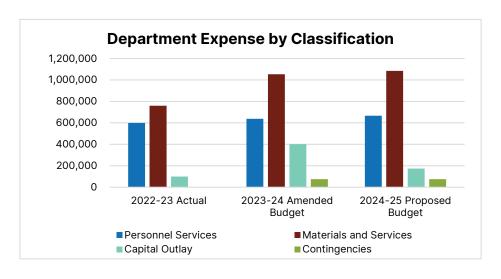
#### 2024 - 2025 Proposed Budget --- Budget Summary

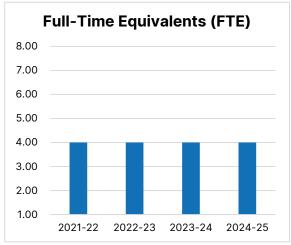
- Embrace and extend remote work tools wherever possible throughout the City – training, collaboration, mobile work and service delivery.
- Continue to assist the McMinnville Fire District with technology transfer and continuity of service maintenance.
- Train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.

### Information Systems & Svcs Fund

<b>Fund Cost</b>	Summary
------------------	---------

i una coot cummary	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	207,307	174,379	207,864	33,485
Charges for Services	751,331	1,032,258	1,128,452	96,194
Intergovernmental	108,504	444,178	0	(444,178)
Miscellaneous	4,530	3,500	9,000	5,500
Transfers In	584,698	614,858	795,725	180,867
Revenue Total	1,656,370	2,269,173	2,141,041	(128,132)
Expenses				
Personnel Services	598,656	637,684	666,911	29,227
Materials and Services	759,615	1,053,160	1,084,313	31,153
Capital Outlay	99,572	401,500	174,000	(227,500)
Contingencies	0	75,000	75,000	0
Expenses Total	1,457,842	2,167,344	2,000,224	(167,120)
Ending Fund Balance	198,528	101,829	140,817	38,988
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	4.00	4.00	4.00	4.00







facilities.

Email begins!

1993

1995

1995

1996

1998

2001

#### Information Systems & Services Fund **Historical Highlights** 2003 2006 City's first Information Assisted in transition of Partnership formed with Systems Manager hired. Yamhill County for YCOM from Citymanagement of IS supported entity to Fiber Optic Cable Project Yamhill County-supported services; City director implemented resulting in fiber position eliminated. entity. loop connecting City 2007 2004 Physical location of IS Partnered with Yamhill County assuming project Department moved from First system administrative Fire Station to Community management and problem specialist hired to help with resolution of the City Center. expanding City IS needs. public safety radio 2005 Completed move of all system. City transitions to Microsoft City telephones back onto Office Suite - Outlook, 2008 City-County telephone Supported the project of WORD, EXCEL, & PowerPoint. system. moving all communications for the 2006 Implemented mobile data City to the new Public City hires wide-area network terminals in fire and police Safety Building. administrator and shares cost vehicles. First agencies 50-50 with McMinnville 2009 to use new 700 mhz Began implementation of School District #40. public safety frequencies redundant server strategy in the state. for "hot" site backup of McMinnville School District City applications. #40 eliminates cost sharing 2006 Completion of new of wide-area network 2010 computer equipment Began utilizing virtual

2002	IS Department completed
	migration of City network
	from a combined Novell and
	Windows NT system to
	Windows 2000, standardizing
	operating systems City-wide.

budget.

administrator position.

Position assimilated into City

2006 Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.

room with backup

generator in Community

2011 Development of an IS strategic plan.

server

devices.

Center.

technology and moved to

Storage Area Network

2011	Fully implemented electronic ticketing software for Police Department.
2012	Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.
2013	Implemented a fully electronic agenda system for the conducting of City Council meetings.
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.

2018	90% of all City computers upgraded to Windows 10.
2019	Partnered with Yamhill County to consolidate legacy phone systems into one combined modernized VoIP (Voice- over-IP) system.
2020	Moved the City to a mobile workforce where over 80% of city employees were able to work remotely using rapidly deployed mobile meeting tools, work-fromhome hardware setups and VPN connectivity from anywhere.
2020	Upgraded the City to Microsoft Office 365.
2022	Physical location of IS Department moved from Community Center to the Police Department.
2023	Updated website to include new technology and City branding, continued adding hybrid meeting technology to City meeting rooms.

2024	Upgraded City's Hansen Asset/Workorder system, replaced fleet of PD data terminals, supported move to PD BWCs, replaced City Firewall and replaced main network storage array.
2024	Supported technology involved in creation and transition of new McMinnville Fire District.
2024	Implemented multi-factor authentication for all employees to strengthen cybersecurity posture.

			<b>Department</b>
Fund - Department	Computer Equipment	<u>\$s</u>	<u>Total</u>
Administration, City Manager	Mailchimp software	480	
01-01-002	Adobe Pro Renewals	1,700	
	Docking Station	400	
	Office 365 licensing	1,100	
	_		3,680
Administration, City Council			
01-015	Replacement Computer	1,800	
01 01 003	Leased Copier (shared with Municipal Court, Planning)	500	
	Office 365 licensing	2,000	
		2,000	4,300
		-	.,,,,,
Administration, Legal	Office 365 licensing	600	
01-01-008		_	600
Administration, Human Resources	Adobe Pro Renewals (2)	400	
01-01-012	Office 365 licensing	600	
	_	_	1,000
Finance	Replacement mobile computer (1)	3,000	_
01-03-013	Adobe Pro Renewals (5)	1,000	
01 00 010	Office 365 licensing	3,000	
	Printer maintenance - Lexmark	300	
	Debtbook software renewal	5,000	
			12,300
Engineering	ESRI Software - 17 %	2,500	
01-05	Hansen Software - 25 %	4,000	
01 03	Hansen Development - 25%	5,000	
	AutoCAD - 66%	3,000	
	Plotter maintenance	1,200	
	Adobe Licenses	600	
	Bluebeam Licensing	1,600	
	Replacement mobile computers (2)	7,500	
	Office 365 licensing	3,000	
		•	28,400
Community Development Admin	Adobe Pro Renewals	200	
01-07-001	Office 365 licensing	300	
2. 3. 3.			500
		-	

			<b>Department</b>
Fund - Department	Computer Equipment	<u>\$s</u>	<u>Total</u>
Community Development Current	ESRI Software - 12.5 %	1,250	
01-07-025	Adobe Indesign	400	
	Adobe licensing	600	
	Bluebeam licensing	900	
	Leased Copier (shared with Municipal Court, Admin)	500	
	AutoCAD Maintenance	750	
	Office 365 licensing	600	
		_	5,000
Community Development Long Range	ESRI Software - 12.5 %	1,250	
01-07-028	AutoCAD Maintenance	750	
	Adobe Pro Renewals	400	
	Office 365 licensing	600	
	Bluebeam licensing	600	
	_	_	3,600
Community Development Code Enforcement	Office 365 licensing	600	
01-07-031	Adobe Pro licensing	800	
		_	1,400
Community Development Economic Dvlpmt	Adobe Pro Renewals	200	
01-07-035	Office 365 licensing _	300	
	_	_	500
Police	New mobile computers for Corporals, Evidence	17,500	
01-11-040	Replacement computers (12)	18,700	
	New monitors (2)	500	
	Printer Replacements (2)	2,400	
	Toughbook + Zebra printer	7,000	
	Office 365 licensing	15,500	
	MDT Repair	2,000	
	InTime Software	5,000	
	Guardian Tracking Software	5,000	
	OnQ Maintenance	16,000	
	Netmotion Maint - 50%, shared with Fire Dept, AMB	3,800	
	CS Maintenance	29,000	
	Power DMS software	5,000	
	Adobe licensing _	400	
			127,800

Fund - Department Municipal Court 01-13-060	Computer Equipment Caselle Utils/Integration E-ticketing Maintenance	<b>\$s</b> 5,000 5,700	<u>Department</u> <u>Total</u>
01 10 000	Caselle Maintenance	7,800	
	Polycom Replacement	2,500	
	Leased Copier (shared with Admin, Planning)	500	
	Adobe Pro license	200	
	Jason - possible laptop replacement	2,500	
	Office 365 licensing	1,700	
	_	_	25,900
Park & Rec Administration	WhenToWork Renewal	600	
01-017-001	Activenet Renewal	1,440	
	Office 365 licensing	300	
		_	2,340
Park & Rec Aquatic Center	Replacement computers (2)	4,550	
01-17-087	New Monitors	1,000	
	Printer Maintenance	1,000	
	ActiveNet Peripherals	1,500	
	Activenet Renewal	1,440	
	Office 365 licensing	1,600	
	_		11,090
Park & Rec Community Center	Activenet Renewal	1,440	
01-17-090	Office 365 licensing	1,600	
	Adobe Licensing	200	
		_	3,240
Park & Rec Recreational Sports	Adobe Pro Renewal	400	
01-17-096	New Mobile Computer	3,650	
	Office 365 licensing	600	
	Activenet Renewal	1,440	
		_	6,090
Park & Rec, Senior Center	Replacement Computer (1)	1,800	
01-17-099	Activenet Peripherals	1,000	
	Office 365 licensing	900	
	Activenet Renewal	1,440	
	_	_	5,140

Fund - Department Park Maintenance 01-19	Computer Equipment  ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Street,WWS  Hansen SW Maintenance- 25%, shared w/Street, Eng, WWS  Hansen Development - 25%  Desktop replacements (3) - 50%, shared with Street  Adobe Pro licensing  Office 365 licensing (5.5)  Hansen Mobiles  Bluebeam Licensing	\$s 2,500 4,000 5,000 5,500 400 1,450 1,500 400	Department Total  20,750
		-	20,750
Library	Office 365 licensing (21)	7,000	
01-21	Replacement Computers (2)	3,600	
	Replacement Mobile Computer (4)	10,000	
	All in Ones (4)	8,000	
	LPTOne Renewal	800	
	PC Reservation Renewal	1,000	
	Hublet Renewal	1,700	
	New spline label printers (3)	1,500	
	New Barcode scanner	500	
	New Laserjet printer	1,300	25 400
		-	35,400
Street	Street Saver software	4,500	
20	ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Park Maint,WWS	2,500	
	Desktop replacement (3) - 50%, shared with Park Maint	5,500	
	Adobe Pro licensing (2)	400	
	Hansen SW Maintenance - 25%, shared w/Eng,Park Maint,WWS	4,000	
	Hansen Development - 25%	5,000	
	Office 365 licensing	1,450	
	Bluebeam Licensing	400	
		-	23,750
Airport	Adobe Pro Renewals	200	
25	Office 365 licensing	600	
			800
Building	Adoba licensina	200	
70	Adobe licensing Office 365 licensing (4)	200 1,060	
70	ESRI SW - 17%, shared w/Street,Comm Dvlpmt,Eng,Park Maint,WWS	2,500	
	Accela Peripherals	1,000	
	Acceia Felipherals	1,000	4,760
		-	4,700

			<u>Department</u>
Fund - Department	<u>Computer Equipment</u>	<u>\$s</u>	<u>Total</u>
Wastewater Services	Dept Specific software	24,500	
75-01	Hansen SW Maintenance - 25%, shared w/Eng, Park Maint, Street	4,000	
	ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Park Maint,Street	2,500	
	Hansen Development	5,000	
	Cradlepoint Maintenance	350	
	Adobe Pro Renewals	400	
	Office 365 licensing	6,000	
	Replacement Computers (6)	10,800	
	Bluebeam Licensing	1,750	
	New Monitors (2)	500	
	Programming Laptop	2,000	
		_	57,800
ARPA (not distributed)	CitizenLab Software renewal	12,900	
7794-97	FAMS Software renewal	6,365	
	NeoGov licensing	14,000	
	Firewall maintenance renewal	41,000	
	ARPA biz process: est 1 year SBITA cost	5,000	
	ARPA budget app: 1 time setup cost	15,000	
	ARPA budget app: est 1 year SBITA cost	35,000	
	Emergency Manager software costs	600	
	<del>-</del>	_	129,865
		_	
			516,005

## **80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
15,075	15,075	15,075	B0-15 Designated Begin FB-Info Sys Fd - Financial Sy y 1 carryover from prior year reserved for future City financial system sorovements		0	0
150,431	192,232	159,304	Beginning Fund Balance imated July 1 undesignated carryover from prior year	192,789	0	0
165,506	207,307	174,379	TOTAL BEGINNING FUND BALA	<u>NCE</u> 207,864	0	0
			INTERGOVERNMENTAL			
76,815	108,504	0	46 American Rescue Plan	0	0	0
0	0	0	48 Coronavirus Relief Fund (CRF)	0	0	0
0	0	444,178	29 McMinnville Fire District	0	0	0
76,815	108,504	444,178	TOTAL INTERGOVERNMENT	<u>AL</u> 0	0	0
			CHARGES FOR SERVICES			
584,292	642,080	837,711	<b>O0-01</b> Charges for Equipment & Services - General Further Equipment & Services - General Further Equipment & Services provided by Deartments are also charged a pro-rated portion of City-shared network	y the IS Fund.	0	0
0	0	6,000	•		0	0
16,949	24,724	51,508	00-20 Charges for Equipment & Services - Street Fund	<b>d</b> 38,993	0	0
0	0	2,120	00-25 Charges for Equipment & Services - Airport	3,341	0	0
0	0	1,980	00-50 Charges for Equipment & Services - Park Devel	opment 0	0	0
21,025	11,364	19,977	00-70 Charges for Equipment & Services - Building Fo	und 19,774	0	0
61,174	73,163	112,962	00-75 Charges for Equipment & Services - Wastewate	r Services Fund 111,150	0	0
0	0	0	00-79 Charges for Equipment & Services - Ambulance	<b>Fund</b> 0	0	0
683,440	751,331	1,032,258	TOTAL CHARGES FOR SERVIO	<u>CES</u> 1,128,452	0	0
			MISCELLANEOUS			
787	4,435	3,500	10 Interest	9,000	0	0
0	96	0	OO Other Income	0	0	0
787	4,530	3,500	TOTAL MISCELLANEOUS	9,000	0	0

## **80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/</b> A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				TRANSFERS IN						
470,219	501,315	524,049	6900-01	Transfers In - General Fund				700,821	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				tion Systems personnel services support.	1	570,956	570,956			
			ARPA - firewall	Software renewals, licensing, set-up costs,	1	129,865	129,865			
10,960	11,694	12,733	6900-20	Transfers In - Street				13,317	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	13,317	13,317			
10,960	11,694	12,733	6900-70	Transfers In - Building				13,317	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	13,317	13,317			
55,851	59,995	65,343	6900-75	Transfers In - Wastewater Services				68,270	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	68,270	68,270			
547,990	584,698	614,858		TOTAL TRANS	FERS IN	<u>1</u>		795,725	0	0
1,474,539	1,656,370	2,269,173		TOTAL RESO	URCES			2,141,041	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,549	-114	0	7000	Salaries & Wages	0	0	
345,843	383,362	406,031	Information	Salaries & Wages - Regular Full Time Systems Director - 1.00 FTE Services Administrator - 1.00 FTE Services Specialist - 2.00 FTE	427,162	0	(
166	4,588	0	7000-15	Salaries & Wages - Temporary	0	0	
1,191	5,450	8,000		Salaries & Wages - Overtime  I maintenance scheduled after working hours and occasional extra work required activity periods.	7,000	0	(
2,400	2,400	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	0	(
795	250	0	7300	Fringe Benefits	0	0	(
21,130	23,980	25,194	7300-05	Fringe Benefits - FICA - Social Security	26,412	0	(
4,942	5,608	6,039	7300-06	Fringe Benefits - FICA - Medicare	6,330	0	(
101,511	112,728	126,055	7300-15	Fringe Benefits - PERS - OPSRP - IAP	132,716	0	(
50,128	51,728	52,682	7300-20	Fringe Benefits - Medical Insurance	54,700	0	(
7,000	7,000	7,000	7300-22	Fringe Benefits - VEBA Plan	7,000	0	(
320	240	240	7300-25	Fringe Benefits - Life Insurance	240	0	
1,280	954	942	7300-30	Fringe Benefits - Long Term Disability	996	0	(
298	399	458	7300-35	Fringe Benefits - Workers' Compensation Insurance	481	0	
76	82	92	7300-37	Fringe Benefits - Workers' Benefit Fund	84	0	(
268	0	1,050	7300-40	Fringe Benefits - Unemployment	1,050	0	(
0	0	1,501	7300-45	Fringe Benefits - Paid Family Leave City Share	340	0	(
539,896	598,656	637,684		TOTAL PERSONNEL SERVICES	666,911	0	
				MATERIALS AND SERVICES			
290	342	600	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	700	0	(
3,331	2,104	5,000	including tra <u>Descrip</u>	Travel & Education aining, network training, desktop training, and application development training, well and meal expenses to seminars and conferences.  tion Units Amt/Unit Total ee Training & Education 4 3,000 12,000	12,000	0	

City of McMinnville Budget Document Report

2025 ADOPTE BUDGE	2025 APPROVED BUDGET	2025 PROPOSED BUDGET				Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	DED	2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
(	0	300				Fuel - Vehicle & Equipment pair expense for IS Department vehicle	300 <b>7590</b> Fuel and rep	300	0	136
(	0	4,112				Insurance - Liability	510 <b>7610-05</b>	5,510	4,924	4,172
(	0	216				Insurance - Property	770 <b>7610-10</b>	770	618	437
(	0	11,000		n lines.	and moder	<b>Telecommunications</b> Services Department telephones, cell phor	000 <b>7620</b> Information S	11,000	12,211	13,560
(	0	6,000	endable			Materials & Supplies be supplies, postage, shipping, professional pplies, and training materials; including pulius training materials.	computer sup	6,000	5,006	5,483
(	0	2,000				Repairs & Maintenance	000 <b>7720</b>	1,000	907	204
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>tion</u>	<u>Descript</u>			
			2,000	2,000	1	e and Expenses - office area	Furniture			
(	0	2,000		e contracts.		Repairs & Maintenance - Equipmepairs and software upgrades not covered	000 <b>7720-06</b> Equipment re	2,000	59	0
			<u>Total</u>	Amt/Unit	<u>Units</u>		Descript			
			500 1,500	500 1,500	1 1	maintenance kits for in house repairs and non-warranty equipment repairs				
(	0	0	.,000	.,000		Repairs & Maintenance - Vehicle	0 <b>7720-14</b>	0	0	54
(	0	51,500				Professional Services	500 <b>7750</b>		19,003	12,904
			<u>Total</u>	Amt/Unit	<u>Units</u>	tion	Descript		,	•
			40,000	40,000	1	tion, network, design & support services	Applicati			
			1,500	1,500	1	uilding A/V maintenance				
			10,000	10,000	1	eservices				
(	0	4,480				Professional Services - Audit & od city-wide for audit, Section 125 plan admus professional service expenses		1,900	2,495	0
(	0	0			RP	Professional Services - Projects	0 <b>7770-03</b>	0	0	0
(	0	25,000			ntracts	Hardware Maintenance & Rental	000 7792	35,000	42,404	34,750
(	0	0		Police	ntracts -	Hardware Maintenance & Rental	000 <b>7792-20</b>	11,000	0	7,731
(	0	0		Fire	ntracts -	Hardware Maintenance & Rental	0 <b>7792-30</b>	0	0	0
(	0	0		Ambulance	ntracts -	Hardware Maintenance & Rental	0 <b>7792-95</b>	0	0	0
(	0	420,000			ntracts	Software Maintenance & Rental	000 7794	300,000	305,003	261,209
(	0	3,280	r's	ity Manage	ntracts - C	Software Maintenance & Rental Office	<sup>750</sup> <b>7794-02</b>	2,750	1,251	0

	<u> </u>			00 - IIVI OKIVIATION 313	, I FIAI	J & JLI	VICE	OND		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2029 ADOPTE BUDGE
			Descript		Linita	Amt/Unit	Total			
			Descript	<u>ion</u> Renewals	<u>Units</u> 1	1,700	<u>Total</u> 1,700			
				65 licensing	1	1,100	1,700			
				np software	1	480	480			
0	0	1 850	7794-03	Software Maintenance & Rental Cont	•			2,500	0	
U	O	1,000				-		2,000	· ·	
			Descript Office 2		<u>Units</u> 1	Amt/Unit	<u>Total</u> 2,000			
				65 licensing Civic Hall Copier (shared with Planning, Muni	'	2,000	2,000			
			Ct)	Civic Hall Copier (Shared with Flaming, Muni	1	500	500			
6,500	5,000	8,250	7794-05	Software Maintenance & Rental Cont	racts - A	Accounting		9,000	0	
			Descript	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	55 licensing	1	3,000	3,000			
				Pro renewals	5	200	1,000			
			Debtboo	k Software Renewal	1	5,000	5,000			
0	0	530	7794-08	Software Maintenance & Rental Cont	racts - L	_egal		600	0	
			Descript	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	65 licensing	1	600	600			
7,869	8,928	12,800	7794-10	Software Maintenance & Rental Cont	racts - E	Engineering		19,700	0	(
			Descript	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	35 licensing	1	3,000	3,000			
			Bluebea	m licensing	1	1,600	1,600			
			Adobe li	censes	1	600	600			
			Hansen	Development	1	5,000	5,000			
			Hansen WWS	renewal-25%, shared with Street, Park Maint,	1	4,000	4,000			
			AutoCAl Dvlpmnt	D maintenance - 66%, shared with Comm	1	3,000	3,000			
			ESRI-17 Street, V	% shared with Bldg, Comm Dvlpmnt, Eng, VWS	1	2,500	2,500			
0	10,027	930	7794-12	Software Maintenance & Rental Cont	racts - F	Human Resc	ources	1,000	0	
			<u>Descript</u>	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	65 licensing	1	600	600			
			Adobe F	Pro renewals	2	200	400			
0	0	460	7794-14	Software Maintenance & Rental Cont Econ Development	racts - (	Community	Dev	500	0	
							<b>-</b>			
			Descript	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	<u>ion</u> 65 licensing	<u>Units</u> 1	<u>Amt/Unit</u> 300	<u>1 otal</u> 300			

City of McMinnville Budget Document Report

## **80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
0	0	0	7794-15	Software Maintenance & Rental Con Development	tracts - (	Community		0	0	0
0	0	460	7794-16	Software Maintenance & Rental Con Administration	tracts - (	Community	Dev	500	0	0
			Descript	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adobe F	Pro renewal	1	200	200			
			Office 3	65 licensing	1	300	300			
1,626	2,025	3,130	7794-17	Software Maintenance & Rental Con Current	tracts - (	Community	Dev	5,000	0	0
			Descrip	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ESRI-12	2.5% shared with Eng, Bldg, Street, WWS	1	1,250	1,250			
			Adobe I	nDesign	1	400	400			
			AutoCA	D maintenance	1	750	750			
			Office 3	65 licensing	1	600	600			
			Civic Ha Muni Co	all shared copier (shared with City Council & ourt	1	500	500			
			Bluebea	m Licenses	3	300	900			
			Adobe F	Pro Licensing	3	200	600			
1,626	1,631	2,730	7794-18	Software Maintenance & Rental Con Long Range	tracts - (	Community	Dev	3,600	0	0
			Descrip	<u>ion</u>	<u>Units</u>	Amt/Unit	Total			
			ESRI So & WWS	oftware - 12.5% shared with Eng, Bldg, Street,	1	1,250	1,250			
			AutoCA	D Maintenance	1	750	750			
			Adobe F	Pro renewal	1	400	400			
			Office 3	65 licensing	1	600	600			
			Bluebea	m Licensing	2	300	600			
395	0	530	7794-19	Software Maintenance & Rental Con Code Compliance	tracts - (	Community	Dev	1,400	0	0
			Descript	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	65 licensing	1	600	600			
			Adobe I	icensing	1	800	800			

## **80 - INFORMATION SYSTEMS & SERVICES FUND**

•	•			OU - INI CINIMATION STA		3 & SL	VAICE	שווט ו כ		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : <b>N/A</b> Section : <b>N/A</b>				2025 PROPOSED	2025 APPROVED	2025 ADOPTED
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGET
49,722	58,249	83,000	7794-20	Software Maintenance & Rental Con	tracts - I	Police		79,700	0	0
			Descrip	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				DMS software	1	5,000	5,000			
				Square maintenance	1	29,000	29,000			
				on 50% shared with MFD	1	3,800	3,800			
				n Tracking software	1	5,000	5,000			
			Office 3	65 licensing	1	15,500	15,500			
			InTime i	renewal	1	5,000	5,000			
			OnQ Ma	aintenance	1	16,000	16,000			
			Adobe L	icensing	1	400	400			
10,776	11,205	18,950	7794-25	Software Maintenance & Rental Con	tracts - I	Municipal C	ourt	20,900	0	0
			Descrip	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Shared Planning	Civic Hall Copier (shared with City Council &	1	500	500			
			Adobe F	Pro licensing	1	200	200			
			Office 3	65 licensing	1	1,700	1,700			
			Caselle	Maintenance	1	7,800	7,800			
			E-ticketi	ng maintenance	1	5,700	5,700			
			Caselle	Utils/Integration	1	5,000	5,000			
32,523	39,202	38,800	7794-30	Software Maintenance & Rental Con	tracts - I	Fire		0	0	0
1,200	1,440	2,300	7794-35	Software Maintenance & Rental Con Administration	tracts - I	Parks & Red	:	2,340	0	0
			Descrip	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			WhenTo	Work renewal	1	600	600			
			Activene	et renewal	1	1,440	1,440			
			Office 3	65 licensing	1	300	300			
1,200	1,440	2,760	7794-40	Software Maintenance & Rental Con	tracts -	Aquatic Cer	nter	3,040	0	0
			Descrip	<u>ion</u>	<u>Units</u>	Amt/Unit	Total			
			Activene	et Renewal	1	1,440	1,440			
			Office 3	65 licensing	1	1,600	1,600			
1,200	1,440	2,760	7794-45	Software Maintenance & Rental Con	tracts - (	Community	Center	3,240	0	0
			Descrip	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Activene	et renewal	1	1,440	1,440			
				65 licensing	1	1,600	1,600			
				icensing	1	200	200			
1,200	0	0	7794-50	Software Maintenance & Rental Con	tracts - I	Kids on the	Block	0	0	0
1,200	J	U		John Manitoriano a Romai Con	4010 - 1	511 1116		J	· ·	9

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/</b> A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,200	1,440	1,700	7794-55	Software Maintenance & Rental Cor	tracts - I	Recreational	Sports	2,440	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adobe F	Pro renewal	1	400	400			
			Office 3	65 licensing	1	600	600			
			Activene	et renewal	1	1,440	1,440			
1,200	1,440	1,970	7794-60	Software Maintenance & Rental Cor	tracts - S	Senior Cente	er	2,340	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	65 licensing	1	900	900			
			Activene	et renewal	1	1,440	1,440			
0	0	330	7794-63	Software Maintenance & Rental Cor	tracts - I	Park Develo	pment	0	0	0
5,607	5,907	8,350	7794-65	Software Maintenance & Rental Cor	tracts - I	Park Mainter	nance	13,750	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	65 licensing	1	1,450	1,450			
			Adobe F	Pro licensing	1	400	400			
			Hansen	Development	1	5,000	5,000			
			WWS	maintenance-25% shared with Street, Eng,	1	4,000	4,000			
			Street, \		1	2,500	2,500			
			Bluebea	am licensing	1	400	400			
0	0	2,500	7794-68	Software Maintenance & Rental Cor	tracts - A	Affordable H	ousing	0	0	0
0	0	6,000	7794-70	Software Maintenance & Rental Cor	tracts - I	₋ibrary		10,500	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				65 licensing	1	7,000	7,000			
				e Renewal	1	800	800			
				ervation Renewal	1	1,000	1,000			
			Hublet F		1	1,700	1,700			
9,106	10,407	12,850	7794-75	Software Maintenance & Rental Cor		Streets		18,250	0	0
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
				65 licensing	1	1,450	1,450			
				Development	1	5,000	5,000			
			Hansen WWS	renewal 25% - shared with Eng, Park Maint,	1	4,000	4,000			
				Pro licensing	1	400	400			
				newal 17% - shared with Bldg, v,Eng,ParkMaint,WWS	1	2,500	2,500			
				aver Software	1	4,500	4,500			
			Divelege	am licensing	1	400	400			

City of McMinnville Budget Document Report

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
0	0	200 <b>7794</b>	77 Software Maintenance & Rental (	Contracts -	Airport		800	0	(
		D	<u>escription</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ffice 365 licensing	1	600	600			
			dobe Licensing	1	200	200			
2,124	2,134	3,560 <b>7794</b>	80 Software Maintenance & Rental (	Contracts -	Building		3,760	0	
		D	escription escription	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ffice 365 licensing	1	1,060	1,060			
			SRI Software - 17% shared with Street,Park	1	•	•			
			aint,WWS,Eng,ComDev	1	2,500	2,500			
		A	dobe Licensing	1	200	200			
27,104	28,091	36,550 <b>7794</b>	85 Software Maintenance & Rental (	Contracts -	Wastewater	Services	44,500	0	
		D	<u>escription</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			SRI renewal-17% shared with ng,ParkMaint,Street,ComDev,Bldg	1	2,500	2,500			
			ansen renewal-25% shared with Park,Street,Eng	, 1	4,000	4,000			
		Н	ansen Development	. 1	5,000	5,000			
		А	dobe Pro renewals	1	400	400			
		C	ffice 365 licensing	1	6,000	6,000			
		C	UES software maintenance	1	3,000	3,000			
		C	radlepoint maintenance	1	350	350			
		S	wift Comply FOG maintenance	1	2,800	2,800			
			in 911 Software	1	800	800			
			ach WIMS software	1	3,100	3,100			
			onderware software	1	5,500	5,500			
			ockwell control software	1	6,500	6,500			
			WS-MP2 Main Mgmt Software	1	2,800	2,800			
			uebeam renewals	7	250	1,750			
30,528	19,605	45,100 <b>7794</b>		Contracts -	Ambulance		0	0	(
0	8,276	30,680 <b>7794</b>	97 Software Maintenance & Rental (	Contracts -	ARPA		129,865	0	(
		<u>D</u>	escription	<u>Units</u>	Amt/Unit	<u>Total</u>			
			AMS Software renewal	1	6,365	6,365			
			tizenLab Software renewal	1	12,900	12,900			
			eoGov licensing	1	14,000	14,000			
			rewall maintenance renewal	1	41,000	41,000			
			RPA biz process: est 1 year SBITA cost	1	5,000	5,000			
			RPA budget app: 1 time setup cost	1	15,000	15,000			
			RPA budget app: est 1 year SBITA cost	1	35,000 600	35,000 600			
			mergency Manager software costs	•	000	000		_	
1,515	1,053	4,000 <b>7800</b>	15 M & S Equipment - Information S	Systems			4,000	0	(

City of McMinnville Budget Document Report

## **80 - INFORMATION SYSTEMS & SERVICES FUND**

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/</b> A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
17,339	19,412	15,000	7800-18	M & S Equipment - Hardware				17,000	0	0
			NAS Re Network	tion eplacements eplacement Storage < Switch replacements ent Replacements	<u>Units</u> 1 1 3 1	Amt/Unit 3,000 3,000 2,500 3,500	Total 3,000 3,000 7,500 3,500			
0	0	0	7800-21	M & S Equipment - Software				0	0	0
0	0	0	7800-24	M & S Equipment - Inventory				0	0	0
0	0	0	7840	M & S Computer Charges				0	0	0
0	2,689	750	7840-02	M & S Computer Charges - Cit	ty Manager's O	ffice		400	0	0
			<u>Descrip</u> Docking	<u>tion</u> g Station	<u>Units</u> 1	Amt/Unit 400	<u>Total</u> 400			
2,749	2,789	2,950	7840-03	M & S Computer Charges - Cit	ty Council			1,800	0	0
			<u>Descrip</u> Replace	<u>tion</u> ement Computer	<u>Units</u> 1	<u>Amt/Unit</u> 1,800	<u>Total</u> 1,800			
6,375	4,671	1,300	7840-05	M & S Computer Charges - Ac	counting			3,300	0	0
				<u>tion</u> maintenance - Lexmark ement mobile computer	<u>Units</u> 1 1	Amt/Unit 300 3,000	<u>Total</u> 300 3,000			
0	2,429	0	7840-08	M & S Computer Charges - Le	gal			0	0	0
7,488	4,268	7,700	7840-10	M & S Computer Charges - En	ngineering			8,700	0	0
				tion ement Mobile computers maintenance	<u>Units</u> 2 1	Amt/Unit 3,750 1,200	<u>Total</u> 7,500 1,200			
0	4,008	3,500	7840-12	M & S Computer Charges - Hւ	ıman Resource	es		0	0	0
0	3,824	0	7840-14	M & S Computer Charges - Co	mmunity Dev	Econ Develo	pment	0	0	0
0	0	0	7840-15	M & S Computer Charges - Co	ommunity Deve	lopment		0	0	0
0	0	0	7840-16	M & S Computer Charges - Co	mmunity Dev	Administrati	ion	0	0	0
5,941	7,578	6,250	7840-17	M & S Computer Charges - Co	ommunity Dev	Current		0	0	0
0	5,227	3,000	7840-18	M & S Computer Charges - Co	ommunity Dev	Long Range		0	0	0
0	0	6,000	7840-19	M & S Computer Charges - Co	ommunity Dev	Code Comp	liance	0	0	0
12,329	25,207	50,400	7840-20	M & S Computer Charges - Po	olice			48,100	0	0

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : N/A Section : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			Danasia	Program : N/A	l laita	A + /1   :+	Tatal			
			Descript	<u>lion</u> bile Computers	<u>Units</u> 5	<u>Amt/Unit</u> 3,500	<u>Total</u> 17,500			
				ement Desktop Computers	11	1,700	18,700			
			New Mo		1	500	500			
				Replacements	2	1,200	2,400			
				ook + Zebra Printer	1	7,000	7,000			
			MDT Re	epair	1	2,000	2,000			
379	5,431	1,500	7840-25	M & S Computer Charges -	Municipal Court			5,000	0	0
			Descript	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Polycon	n Replacement	1	2,500	2,500			
			Mobile (	Computer replacement	1	2,500	2,500			
12,611	7,766	21,500	7840-30	M & S Computer Charges -	Fire			0	0	0
534	0	0	7840-35	M & S Computer Charges -	Parks & Rec Adm	ninistration		0	0	0
3,430	901	3,000	7840-40	M & S Computer Charges -	Aquatic Center			8,050	0	0
			Descript	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replace	ement Computer	1	1,800	1,800			
			New Mo	bile Computer	1	2,750	2,750			
				naintenance	1	1,000	1,000			
			New Mo		1	1,000	1,000			
				et peripherals	1	1,500	1,500			
3,466	3,584	1,000	7840-45	M & S Computer Charges -	-			0	0	0
0	0		7840-50	M & S Computer Charges -	Kids on the Block	K		0	0	0
0	0	0	7840-55	M & S Computer Charges -	Recreational Spo	rts		3,650	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			New Mo	bile Computer	1	3,650	3,650			
397	5,016	2,500	7840-60	M & S Computer Charges -	Senior Center			2,800	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replace	ment computer	1	1,800	1,800			
			Activene	et peripherals	1	1,000	1,000			
0	0	1,650	7840-63	M & S Computer Charges -	Park Developmer	nt		0	0	0
1,897	5,925	5,600	7840-65	M & S Computer Charges -	Park Maintenance	е		7,000	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replace	ment Mobile Computers 1/2 shared	I with Street 1	5,500	5,500			
			Hansen	Mobile Devices	3	500	1,500			
0	0	3,500	7840-68	M & S Computer Charges -	Affordable Housi	ng		0	0	0
11,716	9,492	7,000	7840-70	M & S Computer Charges -	Library			24,900	0	0
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City of McMinnville Budget Document Report

## **80 - INFORMATION SYSTEMS & SERVICES FUND**

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : <b>N/A</b> Section : <b>N/A</b>				2025 PROPOSED	2025 APPROVED	2025 ADOPTE
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGE
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replace	ement computers	2	1,800	3,600			
			Replace	ement Mobile computers	4	2,500	10,000			
			All In O	ne computers	4	2,000	8,000			
			Spline L	abel Printers	3	500	1,500			
				e Scanner	1	500	500			
			Laserje	Printer	1	1,300	1,300			
171	4,718	600	7840-75	M & S Computer Charges - Street				5,500	0	(
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Comput	er replacements 50% shared with Street	1	5,500	5,500			
0	0	0	7840-77	M & S Computer Charges - Airpor	t			0	0	(
9,961	0	2,500	7840-80	M & S Computer Charges - Buildin	ng			1,000	0	(
			Descrip	tion	Units	Amt/Unit	<u>Total</u>			
			•	peripherals	1	1,000	1,000			
6,173	14,059	8,600	7840-85	M & S Computer Charges - WWS		,	•	13,300	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			New Mo		1	500	500			
			Desktop	Replacements	6	1,800	10,800			
			Laptop	for equipment programming	1	2,000	2,000			
0	0	0	7840-90	M & S Computer Charges - Sewer	Maintenan	ice		0	0	(
2,455	0	21,000	7840-95	M & S Computer Charges - Ambul	lance			0	0	(
0	0	0	7840-97	M & S Computer Charges - ARPA				0	0	C
5,872	5,353	8,000	8280	Data Communications				8,000	0	(
649,764	759,615	1,053,160		TOTAL MATERIALS	S AND SE	RVICES		1,084,313	0	(
				CAPITAL OUTLAY						
33,677	0	0	8730-05	Equipment - Computers - Hardwa	re			0	0	(
0	0	0	8730-10	Equipment - Computers - Software				0	0	(
0	0	120,000		Capital Outlay Computer Charges				60,000	0	(
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
				t Replacement	1	20,000	20,000			
				Switches	1	30,000	30,000			
			Wifi Up		1	10,000	10,000			
0	0	27,500	8750-10	Capital Outlay Computer Charges	- Enginee	ring		0	0	C
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City of McMinnville Budget Document Report

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# **80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
0	0	0	8750-14	Capital Outlay Computer Charges - Community Dev Econ Development	0	0	0
0	0	0	8750-15	Capital Outlay Computer Charges - Community Development	0	0	0
0	0	0	8750-16	Capital Outlay Computer Charges - Community Dev Administration	0	0	0
0	0	0	8750-17	Capital Outlay Computer Charges - Community Dev Current	0	0	0
0	0	0	8750-18	Capital Outlay Computer Charges - Community Dev Long Range	0	0	0
0	0	0	8750-19	Capital Outlay Computer Charges - Community Dev Code Enforcement	0	0	0
0	0	92,000	8750-20	Capital Outlay Computer Charges - Police	114,000	0	0
			<u>Descript</u> RMS Up MDT Co	grade 1 102,000 102,000			
0	0	12,000	8750-30	Capital Outlay Computer Charges - Fire	0	0	0
0	0	14,000	8750-35	Capital Outlay Computer Charges - Parks & Rec Administration	0	0	0
0	0	27,500	8750-65	Capital Outlay Computer Charges - Park Maintenance	0	0	0
0	0	27,500	8750-75	Capital Outlay Computer Charges - Street	0	0	0
0	0	0	8750-77	Capital Outlay Computer Charges - Airport	0	0	0
0	0	0	8750-80	Capital Outlay Computer Charges - Building	0	0	0
0	0	27,500	8750-85	Capital Outlay Computer Charges - Wastewater Services	0	0	0
0	0	10,000	8750-95	Capital Outlay Computer Charges - Ambulance	0	0	0
43,895	99,572	43,500	8750-97	Capital Outlay Computer Charges - ARPA Projects	0	0	0
0	0	0	8750-98	Capital Outlay Computer Charges - ERP	0	0	0
77,572	99,572	401,500		TOTAL CAPITAL OUTLAY	174,000	0	0
				CONTINGENCIES			
0	0	75,000	9800	Contingencies	75,000	0	0
0	0	75,000		TOTAL CONTINGENCIES	75,000	0	0
				ENDING FUND BALANCE			
15,075	15,075	15,075	9980-15	Designated End FB - Info Sys Fd - Financial System Reserve	15,075	0	0
192,232	183,453	86,754	Undesignate	Unappropriated Ending Fd Balance d carryover from proposed budget year to subsequent year, includes the excess venues over (under) expenditures from proposed budget year operations	125,742	0	0

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# **80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
207,307	198,528	101,829	TOTAL ENDING FUND BALANCE	140,817	0	0
1,474,539	1,656,370	2,269,173	TOTAL REQUIREMENTS	2,141,041	0	0

# **80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,474,539	1,656,370	2,269,173	TOTAL RESOURCES	2,141,041	0	0
1,474,539	1,656,370	2,269,173	TOTAL REQUIREMENTS	2,141,041	0	0

# **INSURANCE SERVICES FUND**



# **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. Amounts charged to departments are based on the estimated cost of paying insurance premiums and deductibles and maintaining an adequate but not excessive reserve.
- Property premiums are charged to Departments based on several factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, number of law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers' compensation costs charged to Departments are based on wages and types of work performed by their employees.
- FY2023-24 represented an unusual year due to the transition of the fire services to their independent taxing district established by the voters in May 2023. A clear understanding of the City's new insurance spend will not be fully known until the FY2024-25 renewal process is complete later this spring and the workers compensation audit for FY2023-24 is complete, likely sometime in the spring of 2025.
- offers multiple lines credits for entities that purchase more than one type of insurance from CIS; the city receives this credit because it purchases property and liability insurance as well as most of the work force's health insurance.
- Property & Liability Insurance A budget increase of 10% has been applied to the general liability premium and 20% on property coverage compared to 2023-24 premiums. The City's risk is limited to the deductible for property claims, which

depends on the type of property that has been damaged. The deductible for liability claims is \$50,000.

### Workers' Compensation Insurance:

- FY2023-24 workers compensation insurance is projected to be 10% higher than last year.
- City of McMinnville experience modifier for 2023-24 was 99%, higher than .83% rating for the prior year. An experience modifier rating of 1 is considered average; less than one is better than average claims history. The modifier is based on not only the dollar amount of the City's workers comp claims, but also on the number of workers comp claims. A smaller modifier results in smaller premiums.

Insurance Services Fund Reserve In FY2024-25, the City discontinued funding the Human Resources (HR) Manager position through transfers from the Insurance Services Fund to the General Fund, Administration Department as it had since FY2018-19. This choice is due to fund's reserve reaching a prudent level after six years of funding this support services resource of just under 3 months' worth of operating expense. By removing this support, the General Fund effectively has an increase of .75 position's cost (the balance of HR time is allocated to other departments with personnel.

**Mac-Town 2032 Strategic Plan** This fund serves all departments and helps reduce the City's risk profile is relevant to the Strategic Plan goal:

City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. The reserve accumulated in this fund is more than sufficient to cover the City's property, liability, and workers compensation claim risks.

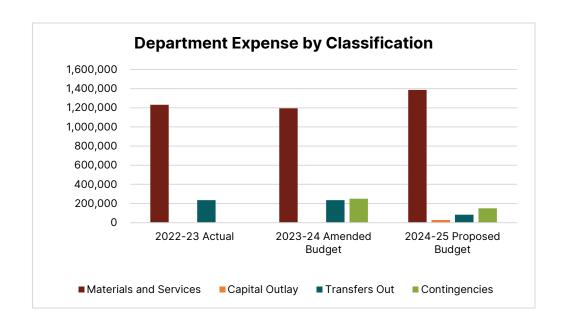
### **Core Services**

- 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
  - Cyber liability insurance
- The entirety of the airport policy is charged to the Airport Maintenance fund.

## **Future Challenges and Opportunities**

- The City will continue to work with CIS, SAIF and our insurance broker to review risk management practices with the goal of limiting exposure related to general liability, workers compensation and cyber liability claims.
- Cyber liability insurance costs are rising significantly. The Information Services department is developing programming and utilizing best practices in the field to help the city mitigate its risk in this area.
- Funding for HR services are absorbed into the General Fund, partially offset by allocations to other funds with personnel costs.

<b>Fund Cost Summary</b>				
		2023-24 Amended	<b>2024-25 Proposed</b>	
_	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	829,517	628,429	467,698	(160,731)
Charges for Services	1,264,804	1,249,739	1,252,714	2,975
Miscellaneous	78,736	95,500	114,000	18,500
Revenue Total	2,173,057	1,973,668	1,834,412	(139,256)
Expenses				
Materials and Services	1,231,727	1,194,320	1,385,945	191,625
Capital Outlay	0	0	30,000	30,000
Transfers Out	234,775	235,581	82,776	(152,805)
Contingencies	0	250,000	150,000	(100,000)
Expenses Total	1,466,502	1,679,901	1,648,721	(31,180)
Ending Fund Balance	706,555	293,767	185,691	(108,076)





# **Insurance Services Fund**

1985	City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County	1997	City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.	2012	Insurance Services Fund surplus allocated to operating departments.  Insurance Services Fund surplus allocated to
1986	Insurance Services (CIS).  City begins purchasing	2000	Fire union members first begin medical insurance	2018	operating departments.  Insurance Services Fund
	workers' compensation insurance coverage from CIS moving coverage from State	2001	cost sharing – 10% of premium.	2010	surplus allocated to fund full-time Human Resources
1000	Accident Insurance Fund.	2001	City begins participating in the CIS Liability Aggregate Deductible Program. City		Manager position in General Fund Administration (until 2024)
1989	City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.		assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.	2018	Insurance Services Fund surplus allocated to fund purchase of new gurney with lift assist in the
1991	Medical insurance cost sharing with City general service employees begins. Employees share medical	2003	Police union members first begin medical insurance cost sharing – 5% of premium.	2019	Ambulance Fund. Insurance Services Fund surplus allocated to operating departments.
	insurance increases with City 50-50.	2006	City re-establishes local agent relationship with	2022	Workers compensation coverage provider change
1995	Insurance Services Fund surplus funds Community		Hagan-Hamilton Insurance Agency.		to SAIF after CIS withdraws this line of
1995	Center seismic retrofit.  Insurance Services Fund	2009	Medical insurance no longer allocated through	2024	service.
	surplus funds significant portion of Library roof repair and seismic retrofit.	olus funds significant Insuranc tion of Library roof repair departm		2024	Voter approval of the fire district measure means transition with insurance coverage policies.

# **85 - INSURANCE SERVICES FUND**

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
966,780	829,517	628,429	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	467,698	0	0
966,780	829,517	628,429	TOTAL BEGINNING FUND BALANCE	467,698	0	0
			CHARGES FOR SERVICES			
449,152	537,912	514,780	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.	552,121	0	0
276,447	311,877	329,640	<b>6050-10 Insurance - Property</b> 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.	379,430	0	0
476,833	415,015	405,319	6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage.	321,163	0	0
1,202,433	1,264,804	1,249,739	TOTAL CHARGES FOR SERVICES	1,252,714	0	0
			MISCELLANEOUS			
2,130	8,159	7,500	6310 Interest	9,000	0	0
13,082	28,218	25,000	6510-05 Insurance Loss Reimbursement - Property	25,000	0	0
3,074	0	5,000	6510-10 Insurance Loss Reimbursement - Parks	5,000	0	0
7,158	3,429	15,000	6510-15 Insurance Loss Reimbursement - Automobile	20,000	0	0
0	0	0	6600 Other Income Includes annual SAIF dividend	25,000	0	0
33,831	38,929	43,000	6600-15 Other Income - City County Insurance Services Revenue from CIS multi-line credit	30,000	0	0
59,275	78,736	95,500	TOTAL MISCELLANEOUS	114,000	0	0
2,228,488	2,173,057	1,973,668	TOTAL RESOURCES	1,834,412	0	0

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### **85 - INSURANCE SERVICES FUND**

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
1,284	0	0	7750	Professional Services	0	0	0
0	1,519		<b>7750-01</b> Costs share	Professional Services - Audit & other city-wide prof svc ed city-wide for audit, Section 125 plan administrative fees, and other ous professional service expenses	3,900	0	0
709,724	837,609	844,420	Insurance p	Property & Liability Ins Premium premiums for the following coverages: general liability, automobile, property, ile equipment, earthquake, employee crime coverage, and boiler and machinery.	961,551	0	0
0	0	0	8330-18	Liability Aggregate Deductible - 2017 - 2018	0	0	0
41,729	0	0	8330-19	Liability Aggregate Deductible - 2018 - 2019	0	0	0
0	0	0	8330-20	Liability Aggregate Deductible - 2019 - 2020	0	0	0
3,877	2,525	0	8330-21	Liability Aggregate Deductible - 2020 - 2021	0	0	0
30,470	-1,996	6,000	8330-22	Liability Aggregate Deductible - 2021 - 2022	0	0	0
0	8,166	6,500	8330-23 Total Liabili	Liability Aggregate Deductible - 2022 - 2023 ty deductible is \$50,000 for the year	0	0	0
0	0	50,000	8330-24 Total Liabili	Liability Aggregate Deductible - 2023 - 2024 ty deductible is \$50,000 for the year	50,000	0	0
0	339,497	240,100	8350	Workers' Compensation	320,494	0	0
0	0	0	8350-16 No open cla	Workers' Compensation - 2015 - 2016 Retro Closed aims for this year	0	0	0
0	0	0	8350-17 No open wo	Workers' Compensation - 2016 - 2017 Retro Closed orkers' compensation claims for this plan year	0	0	0
0	0	0	8350-18 No open wo	Workers' Compensation - 2017 - 2018 Retro Closed orkers' compensation claims for this plan year	0	0	0
0	0	0	8350-19 No open wo	Workers' Compensation - 2018 - 2019 Retro orkers' compensation claims for this plan year	0	0	0
1,443	2,655	2,000	<b>8350-20</b> Open worke	Workers' Compensation - 2019 - 2020 Retro ers' compensation claims for this plan year.	0	0	0
74,477	1,859	4,000	<b>8350-21</b> Open works	Workers' Compensation - 2020 - 2021 Retro ers' compensation claims for this plan year.	0	0	0
314,892	0	0	8350-22	Workers' Compensation - 2021 - 2022	0	0	0
0	0	0	8350-23	Workers' Compensation - 2022 - 2023	0	0	0
150	30,741	·	, ,	Property & Auto Damage Claims - Property Loss & Damage property insurance carries a \$1,000 deductible.	25,000	0	0
3,924	0	5,000	8370-10	Property & Auto Damage Claims - Park Loss & Damage	5,000	0	0

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# **85 - INSURANCE SERVICES FUND**

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/</b> A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
6,468	9,151	10,000	8370-15 Property & Auto Damage Claims - Automobile Damage The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.	20,000	0	O
1,188,438	1,231,727	1,194,320	TOTAL MATERIALS AND SERVICES	1,385,945	0	0
			CAPITAL OUTLAY			
0	0	0	8850-10 Vehicles - Replacement	30,000	0	C
0	0	0	TOTAL CAPITAL OUTLAY	30,000	0	0
			TRANSFERS OUT			
186,470	208,884	205,297	9700-01 Transfers Out - General Fund	82,776	0	(
			<u>Description</u> <u>Units Amt/Unit Tot</u>	<u>al</u>		
			Administration and Finance personnel services 1 82,776 82,776 support.	6		
6,016	6,473	7,225	9700-20 Transfers Out - Street	0	0	(
3,008	3,236	5,007	9700-70 Transfers Out - Building	0	0	(
15,039	16,182	18,052	9700-75 Transfers Out - Wastewater Services	0	0	(
210,533	234,775	235,581	TOTAL TRANSFERS OUT	82,776	0	C
			<u>CONTINGENCIES</u>			
0	0	250,000	9800 Contingencies	150,000	0	C
0	0	250,000	TOTAL CONTINGENCIES	150,000	0	C
			ENDING FUND BALANCE			
829,517	706,555	293,767	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the exces (deficit) of revenues over (under) expenditures from proposed budget year operations	185,691 s	0	(
829,517	706,555	293,767	TOTAL ENDING FUND BALANCE	185,691	0	(
2,228,488	2,173,057	1,973,668	TOTAL REQUIREMENTS	1,834,412	0	(

# **85 - INSURANCE SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,228,488	2,173,057	1,973,668	TOTAL RESOURCES	1,834,412	0	0
2,228,488	2,173,057	1,973,668	TOTAL REQUIREMENTS	1,834,412	0	0

# FIRE DISTRICT TRANSITION FUND

<u> Orç</u>	<u> janization Set – Departments</u>	Organization Set #
•	Fire Administration & Operations	99-70
•	Fire Prevention & Life Safety	99-73
•	Ambulance	99-79
•	Non-Departmental	99-99

May 2023 voter approval of creation for a new fire district.

2022 Actual & 2023 Actual for the McMinnville Fire Department can be found in the General Fund (organization sets: 01-15-070, 01-15-073, & 01-15-079).

# **Fire District Transition Fund**

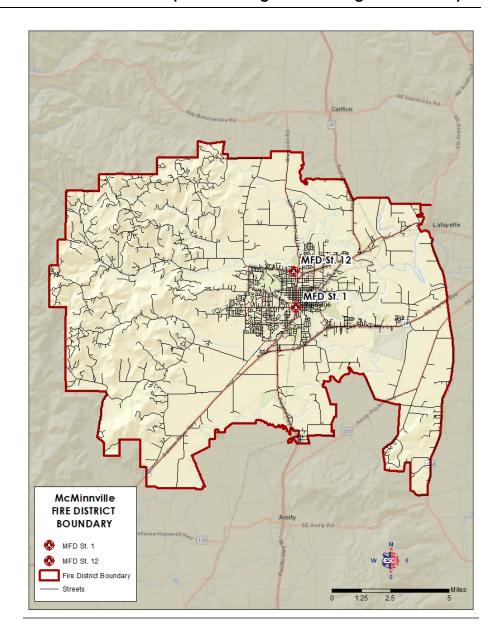
# **Budget Highlights**

**Support the new McMinnville Fire District (MFD)** -- Voters in the City of McMinnville and parts of Yamhill County approved a ballot measure consolidating efforts for a new fire district to provide fire and emergency services that reach staffing and response goals on critical incidents and is sustainable into the future.

While the MFD is operationally independent, revenues that are associated with ambulance transports which took place under the City of McMinnville's license will continue to be remitted to the City. An estimate of \$4 million for those payments in, with an offsetting special payment out to the MFD, is included in the FY2024-25 proposed budget.

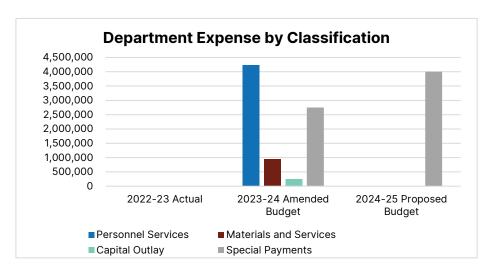
### **Core Services**

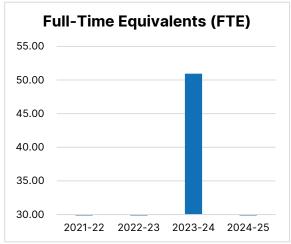
Continuing to support critical fire and emergency medical services by performing the administrative support function of collecting revenues and passing them through to the MFD serves the MacTown 2032 strategic objectives of City Government Capacity and Community Safety and Resiliency.



#### Fire District Transition

runa cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Charges for Services	0	3,024,000	3,000,000	(24,000)
Intergovernmental	0	4,896,542	1,000,000	(3,896,542)
Licenses and Permits	0	4,250	0	(4,250)
Miscellaneous	0	3,333	0	(3,333)
Transfers In	0	252,888	0	(252,888)
Revenue Total	0	8,181,013	4,000,000	(4,181,013)
Expenses				
Personnel Services	0	4,239,045	0	(4,239,045)
Materials and Services	0	939,080	0	(939,080)
Capital Outlay	0	252,888	0	(252,888)
Special Payments	0	2,750,000	4,000,000	1,250,000
Expenses Total	0	8,181,013	4,000,000	(4,181,013)
Ending Fund Balance	0	0	0	0
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	-	-	50.94	-





2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>70 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Section : <b>N/A</b> Program : <b>N</b> /A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				LICENSES AND PERMITS			
0	0	4,250	4490	Licenses & Permits - Misc	0	0	0
0	0	4,250		TOTAL LICENSES AND PERMITS	0	0	0
				INTERGOVERNMENTAL			
0	0	0	4555	Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	0
0	0	0	4840-05	OR Conflagration Reimbursement - Personnel	0	0	0
0	0	0	4840-10	OR Conflagration Reimbursement - Equipment	0	0	0
0	0	0		TOTAL INTERGOVERNMENTAL	0	0	0
				CHARGES FOR SERVICES			
0	0	6,000	5340	Fire Department Service Fees	0	0	0
0	0	0	5400	Property Rentals	0	0	0
0	0	6,000		TOTAL CHARGES FOR SERVICES	0	0	0
				MISCELLANEOUS			
0	0	0	6410	Donations - Fire	0	0	0
0	0	0	6600	Other Income	0	0	0
0	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
0	0	0	6600-22	Other Income - Airshow	0	0	0
0	0	0		TOTAL MISCELLANEOUS	0	0	0
0	0	10,250		TOTAL RESOURCES	0	0	0

# 99 - FIRE DISTRICT TRANSITION FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>70 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	(
0	0	808,210	7000-05	Salaries & Wages - Regular Full Time	0	0	(
0	0	15,600	7000-15	Salaries & Wages - Temporary	0	0	(
0	0	15,000	7000-17	Salaries & Wages - Volunteer Reimbursement	0	0	(
0	0	111,985	7000-20	Salaries & Wages - Overtime	0	0	(
0	0	645	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	(
0	0	0	7300	Fringe Benefits	0	0	(
0	0	56,925	7300-05	Fringe Benefits - FICA - Social Security	0	0	(
0	0	13,642	7300-06	Fringe Benefits - FICA - Medicare	0	0	(
0	0	321,134	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	(
0	0	135,841	7300-20	Fringe Benefits - Medical Insurance	0	0	(
0	0	31,459	7300-22	Fringe Benefits - VEBA Plan	0	0	(
0	0	568	7300-25	Fringe Benefits - Life Insurance	0	0	(
0	0	1,730	7300-30	Fringe Benefits - Long Term Disability	0	0	(
0	0	33,940	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	(
0	0	278	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	(
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	(
0	0	2,405	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	(
0	0	132	7400-05	Fringe Benefits - Volunteers - Life Insurance	0	0	(
0	0	14,018	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	(
0	0	30,000	7400-15	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current	0	0	(
0	0	7,500	7400-25	Fringe Benefits - Volunteers - Volunteer Accident Insurance	0	0	(
0	0	1,601,012		TOTAL PERSONNEL SERVICES	0	0	(
				MATERIALS AND SERVICES			
0	0	2,075	7515	City Services Charge expense	0	0	(
0	0	2,400	7540	Employee Events	0	0	(
0	0	14,250	7550	Travel & Education	0	0	C

City of McMinnville Budget Document Report

# 99 - FIRE DISTRICT TRANSITION FUND

				33 - LINE DISTRICT TRANSFILOR FORD			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>70 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	19,000	7590	Fuel - Vehicle & Equipment	0	0	0
0	0	14,225	7600	Utilities	0	0	0
0	0	37,890	7610-05	Insurance - Liability	0	0	0
0	0	37,730	7610-10	Insurance - Property	0	0	0
0	0	12,500	7620	Telecommunications	0	0	0
0	0	8,000	7630-05	Uniforms - Employee	0	0	0
0	0	35,000	7630-15	Uniforms - Protective Clothing	0	0	0
0	0	6,000	7650	Janitorial	0	0	0
0	0	19,500	7660	Materials & Supplies	0	0	0
0	0	500	7700	Hazardous Materials	0	0	0
0	0	1,250	7720	Repairs & Maintenance	0	0	0
0	0	2,500	7720-06	Repairs & Maintenance - Equipment	0	0	0
0	0	28,000	7720-08	Repairs & Maintenance - Building Repairs	0	0	0
0	0	30,000	7720-14	Repairs & Maintenance - Vehicles	0	0	0
0	0	5,000	7720-16	Repairs & Maintenance - Radio & Pagers	0	0	0
0	0	3,000	7720-22	Repairs & Maintenance - Breathing Apparatus	0	0	0
0	0	27,320	7750	Professional Services	0	0	0
0	0	6,800	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
0	0	20,775	7790	Maintenance & Rental Contracts	0	0	0
0	0	6,000	7800	M & S Equipment	0	0	0
0	0	2,500	7800-09	M & S Equipment - Radios	0	0	0
0	0	2,500	7800-30	M & S Equipment - Breathing Apparatus	0	0	0
0	0	37,500	8090	Hydrant Rental & Maintenance	0	0	0
0	0	7,500	8110	Hoses, Nozzles, & Adapters	0	0	0
0	0	7,000	8120	Hose & Ladder Testing	0	0	0
0	0	29,330	8180-05	YCOM - Other Governmental Services	0	0	0
0	0	426,045		TOTAL MATERIALS AND SERVICES	0	0	0
0	0	2,027,057		TOTAL REQUIREMENTS	0	0	0
0 <b>0</b>	0	29,330 <b>426,045</b>		YCOM - Other Governmental Services  TOTAL MATERIALS AND SERVICES	0	0	

City of McMinnville Budget Document Report

4/12/2024

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>73 - FIRE PREVENTION &amp; LIFE SAFETY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	116,021	7000-05	Salaries & Wages - Regular Full Time	0	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	0	7000-17	Salaries & Wages - Volunteer Reimbursement	0	0	0
0	0	4,997	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	7,321	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
0	0	1,754	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	0	42,191	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	21,840	7300-20	Fringe Benefits - Medical Insurance	0	0	0
0	0	5,250	7300-22	Fringe Benefits - VEBA Plan	0	0	0
0	0	66	7300-25	Fringe Benefits - Life Insurance	0	0	0
0	0	272	7300-30	Fringe Benefits - Long Term Disability	0	0	0
0	0	4,792	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	22	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	340	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	200	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
0	0	205,066		TOTAL PERSONNEL SERVICES	0	0	0
				MATERIALS AND SERVICES			
0	0	4,500	7550	Travel & Education	0	0	0
0	0	500	7750	Professional Services	0	0	0
0	0	100	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
0	0	4,000	8080	Fire Prevention Education	0	0	0
0	0	9,100		TOTAL MATERIALS AND SERVICES	0	0	0
0	0	214,166		TOTAL REQUIREMENTS	0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>79 - AMBULANCE</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	4546	American Rescue Plan	0	0	0
0	0	1,000,000	4555	Ground Emergency Medical Transport (GEMT) Reimbursement	1,000,000	0	0
0	0	0	4555-05	Ground Emergency Medical Transport (GEMT) Reimbursement - Coordinated Care Org (CCO)	0	0	C
0	0	0	4840-05	OR Conflagration Reimbursement - Personnel	0	0	0
0	0	0	4840-10	OR Conflagration Reimbursement - Equipment	0	0	0
0	0	1,000,000		TOTAL INTERGOVERNMENTAL	1,000,000	0	C
				CHARGES FOR SERVICES			
0	0	2,950,000	5700	Transport Fees	3,000,000	0	0
0	0	68,000	5710	FireMed Fees	0	0	0
0	0	3,018,000		TOTAL CHARGES FOR SERVICES	3,000,000	0	0
				MISCELLANEOUS			
0	0	0	6460	Donations - Ambulance	0	0	0
0	0	0	6600	Other Income	0	0	C
0	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
0	0	0	6600-22	Other Income - Airshow	0	0	C
0	0	3,333	6610	Collections - EMS	0	0	C
0	0	3,333		TOTAL MISCELLANEOUS	0	0	0
0	0	4,021,333		TOTAL RESOURCES	4,000,000	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>79 - AMBULANCE</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	0
0	0	1,279,278	7000-05	Salaries & Wages - Regular Full Time	0	0	0
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
0	0	207,518	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	855	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	0	0	7300	Fringe Benefits	0	0	0
0	0	88,829	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
0	0	21,289	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	0	515,558	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	209,973	7300-20	Fringe Benefits - Medical Insurance	0	0	0
0	0	45,050	7300-22	Fringe Benefits - VEBA Plan	0	0	0
0	0	928	7300-25	Fringe Benefits - Life Insurance	0	0	0
0	0	2,708	7300-30	Fringe Benefits - Long Term Disability	0	0	0
0	0	56,831	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	413	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	3,737	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	2,432,967		TOTAL PERSONNEL SERVICES	0	0	0
				MATERIALS AND SERVICES			
0	0	0	7500	Credit Card Fees	0	0	0
0	0	700	7515	City Services Charge expense	0	0	0
0	0	4,300	7540	Employee Events	0	0	0
0	0	15,000	7550	Travel & Education	0	0	0
0	0	37,500	7590	Fuel - Vehicle & Equipment	0	0	0
0	0	4,800	7600	Utilities	0	0	0
0	0	43,580	7610-05	Insurance - Liability	0	0	0
0	0	19,350	7610-10	Insurance - Property	0	0	0
0	0	13,500	7620	Telecommunications	0	0	0

	<u> </u>			33 - I INC DIGITAGO TRANSITION TOND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>79 - AMBULANCE</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	15,000	7630-05	Uniforms - Employee	0	0	0
0	0	250	7640	Laundry	0	0	0
0	0	2,000	7650	Janitorial	0	0	0
0	0	18,000	7660	Materials & Supplies	0	0	0
0	0	0	7660-15	Materials & Supplies - Postage	0	0	0
0	0	68,500	7660-45	Materials & Supplies - Medical Equipment & Supplies	0	0	0
0	0	750	7660-55	Materials & Supplies - Oxygen	0	0	0
0	0	2,500	7720-06	Repairs & Maintenance - Equipment	0	0	0
0	0	9,000	7720-08	Repairs & Maintenance - Building Repairs	0	0	0
0	0	30,000	7720-14	Repairs & Maintenance - Vehicles	0	0	0
0	0	4,500	7720-16	Repairs & Maintenance - Radio & Pagers	0	0	0
0	0	13,000	7735	Rental Property	0	0	0
0	0	122,370	7750	Professional Services	0	0	0
0	0	12,000	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
0	0	5,365	7790	Maintenance & Rental Contracts	0	0	0
0	0	7,000	7800	M & S Equipment	0	0	0
0	0	500	7800-09	M & S Equipment - Radios	0	0	0
0	0	54,470	8180-05	YCOM - Other Governmental Services	0	0	0
0	0	503,935		TOTAL MATERIALS AND SERVICES	0	0	0
				CAPITAL OUTLAY			
0	0	252,888	8850-15	Vehicles - Grants	0	0	0
0	0	252,888		TOTAL CAPITAL OUTLAY	0	0	0
0	0	3,189,790		TOTAL REQUIREMENTS	0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 99 - NON-DEPARTMENTAL Section : N/A	2025 PROPOSED	2025 APPROVED	2025 ADOPTED
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	3,896,542	5029	McMinnville Fire District	0	0	0
0	0	3,896,542		TOTAL INTERGOVERNMENTAL	0	0	0
				TRANSFERS IN			
0	0	252,888	6900-01	Transfers In - General Fund	0	0	0
0	0	252,888		TOTAL TRANSFERS IN	0	0	0
0	0	4,149,430		TOTAL RESOURCES	0	0	0

2022 2023 2024 TUAL ACTUAL AMENDED	Department : 99 - NON-DEPARTMENTAL Section : N/A	2025 PROPOSED	2025 APPROVED	2025 ADOPTED	
	BUDGET		BUDGET	BUDGET	BUDGET
		REQUIREMENTS			
		SPECIAL PAYMENTS			
0	2,750,000 <b>9394</b>	Inter-Agency Payment Out	4,000,000	0	0
0	2,750,000	TOTAL SPECIAL PAYMENTS	4,000,000	0	0
0	2,750,000	TOTAL REQUIREMENTS	4,000,000	0	0
	0 0	ACTUAL AMENDED BUDGET  0 2,750,000 9394  0 2,750,000	ACTUAL   AMENDED   Section : N/A   Program : N/A	ACTUAL   AMENDED   Section : N/A   PROPOSED   BUDGET	ACTUAL   AMENDED   BUDGET   Section : N/A   PROPOSED   BUDGET

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>70 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	8,181,013	TOTAL RESOURCES	4,000,000	0	0
0	0	8,181,013	TOTAL REQUIREMENTS	4,000,000	0	0





**Accrual basis of accounting** – Method of accounting recognizing revenues when earned and expenses when incurred without regard to cash flow timing. [ORS 294.311(1)].

**Adopted budget** – Financial plan itemizing all resources and the use thereof adopted by the governing body. (ORS 294.456). Typically done in McMinnville in last Council meeting of June.

**Ad valorem tax** – Tax based on the assessed valuation of property. Property taxes are an ad valorem tax.

**Allocation** – The methodology with which funds pay for their share of support services including legal, human resources, financial services, payroll, and engineering services.

American Rescue Plan Act (ARPA) – Federal grant award program signed into law in March 2021, guaranteeing direct relief to cities, towns and villages in the United States. McMinnville received \$7.7 million, with funds required to be obligated by December 2024 and fully spent by December 2026. McMinnville closed grant in June 2023 utilizing the Revenue Recovery option for jurisdictions that received less than \$10 million. Projects recommended by Budget Committee and approved by Council will continue to be carried out utilizing committed funds equal to the amount not spent on designated projects on June 30, 2023.

**Appropriation** – Authorization to spend a specific amount of money for a specific purpose during a budget period. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body. [ORS 294.311(3)].

**Approved budget** – The budget approved by the budget committee. The data from the approved budget is published in the Financial Summary in the local newspaper before the budget hearing. (ORS 294.406).

**Assessed valuation (AV)** – the taxable assessed value applied to real estate or other property by the county assessor or the state as a basis for levying taxes. This amount is multiplied by the tax rate to determine the total amount of property taxes to be imposed. It is the lesser of the property's maximum assessed value or real market value.

**Assessment date** – The date the real market value of property is set – January 1.

**Asset** – A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

**Assigned beginning balance** – the category established by GASB 54 to mean funds which are assigned for specific use by the governing body of the organization.



**Audit** – The annual review and appraisal of an entity's accounts and fiscal affairs conducted by an accountant under contract, or the Secretary of State, in accordance with Oregon budget law. (ORS 297.425).

**Audit report** – A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders, and regulations.

**Basis of accounting** – A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

**Beginning net working capital** – Net resources less expenditures carried over to the following fiscal year and available for appropriation.

**Bond** – A written promise to pay a specified sum of money (face value or principal amount) at a specified date or dates in the future [maturity date(s)], together with periodic interest at a specified rate.

**Budget** – A written report showing the local government's comprehensive financial plan. It must include a balanced statement of actual resource and expenditures during each of the last two years, or budget period, and estimated revenues and expenditures for the current and upcoming year or budget period. [ORS 294.311(4)].

**Budget Committee** – Fiscal advisory board of a local government, consisting of the governing body plus an equal number of registered voters appointed from within the boundaries of the local government. (ORS 294.414).

**Budget message** – A written explanation of the budget and the local government's financial priorities. It is prepared and presented by the budget officer. (ORS 294.403).

**Budget Officer** – Person appointed by the governing body to assemble budget material and information and to prepare or supervise the preparation of the proposed budget. (ORS 294.331).

**Budget transfers** – Resources moved from one fund to finance activities in another fund. They are shown as "transfers out" in the originating fund and "transfers in" in the receiving fund.

**Capital budget** – A plan of proposed capital outlays and the means of financing them.



Capital outlay – An expenditure category encompassing all material and property expenditures of \$10,000 or greater, with an expected useful life exceeding one year. This includes, but is not limited to, expenses incurred in the purchase of land; the purchase, improvement, or repair of city facilities; or the acquisition or replacement of city equipment.

Capital improvement plan – An annual, updated plan of capital expenditures covering one or more budget periods for public facilities and infrastructure (buildings, streets, etc.) with estimated costs, sources of funding and timing of work.

**Capital project** – Those activities resulting in the acquisition or improvement of major capital items such as land, buildings, and city facilities.

**Capital fund** – A fund established to account for dedicated funds for a specific future capital expenditure.

**Cash basis** – System of accounting under which revenues are accounted for when received in cash and expenses are accounted for when paid. [ORS 294.311(7)].

**Code** – A systematic collection of laws and regulations.

**Contingency** – An expenditure classification for those resources reserved to fulfill unforeseen demands and expenditures.

**Contractual services** –A formal agreement or contract entered into with another party for services. Services obtained in this category usually include repairs, professional fees or services.

**Committed beginning balance** – the category established by GASB 54 to mean funds which are committed for specific use by the governing body of the organization. McMinnville has committed funds associated with the ARPA grant so that Council-approved projects continue to progress.

**Community Development Department** – the city department that includes public works, engineering, airport and wastewater services.

Community Development Block Grants (CDBG) – Federal program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Within federal agency Housing and Urban Development (HUD).



### Community Emergency Response Team (CERT) –

Educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT operations are based with Yamhill County.

**Cost of Living Adjustment (CoLA)** – an escalator used to increase costs by an established metric to adjust for inflation. The City uses a CoLA for annual salary and wage scale increase as well as with certain fees and contracts.

**Debt** – An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

**Debt service** – Payment of interest and principal on an obligation resulting from the issuance of debt.

**Debt service fund** – A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

**Depreciation** – The allocation of the cost of a capital asset over the estimated service life of the asset.

**Diversity, Equity and Inclusion (DEI)** – work related to diversity, equity, and inclusion, aligned with the City's strategic plan, Mactown 2032, to achieve culturally responsive service delivery, programming, and communication strategies.

**Employee benefits** – Social security; medicare; PERS retirement; group health, dental and life insurance; workers' compensation; section 125 plans; unemployment; and health savings plan.

**Enterprise funds** – Funds established to account for activities financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges.

**Expenditure** – A liability incurred for personnel, materials & services, debt service, capital outlay, or other requirements during a budgetary period.

**Expense** – Outflow or other use of assets or incurrence of liabilities (or combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing, major or central operations.



**Fiscal year (FY)** – A 12-month period to which the annual operating budget applies at the end of which a government determines its financial position and the results of its operation. The City's fiscal year is July 1st through June 30th.

**Full faith and credit obligations (FFCO)** – debt backed by the full faith, credit of the government, including the general fund.

**Full time equivalent (FTE)** – One FTE is the equivalent of one employee who works 40 hours per week on average. A .50 FTE equals one employee who averages 20 hours per week of work. Two people working 20 hours per week equal one FTE.

**Fund** – A fund is a fiscal and accounting entity with a self-balancing set of accounts, recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund balance** – The balance remaining in a fund after expenditures have been subtracted from resources.

**Fund Exchange** – Program run by the Oregon Department of Transportation that provides local agencies a flexible funding option for delivering transportation improvements without being constrained by federal requirements; qualified local agencies exchange their Federal Surface Transportation Block Grant federal apportionment for State Highway Fund dollars.

**Fund type** – One of eleven fund types in general categories including general fund, special revenue, debt service, capital projects, permanent funds, enterprise, internal service, pension trust, investment trust, private purpose trust, and agency funds. [GAAFR 26/27]. Descriptions of all the City's funds and respective fund types are found in the Financial Overview section of the budget document.

**General Fund** – A fund established for the purpose of accounting for all financial resources and liabilities of the governmental entity except those required to be accounted for in other funds by special regulation, restrictions, or limitations.

**General obligation (GO) bonds** – A bond backed by the full faith, credit, and taxing power of the government. GO bonds must be approved by the voters.



### Generally accepted accounting principles (GAAP) -

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines or general application, but also detailed practices and procedures.

**Governmental accounting** – The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of governments.

**Governing body** – County court, board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit.

**Grants** – Contributions or gifts of cash or other assets.

**Indirect service** – Allocated costs of general administrative departments that are required to manage the city and provide support to all funds.

**Infrastructure** – Facilities on which the continuance and growth of a community depend, such as roads, bridges, and drainage system.

Interfund loan – Loans made from one fund to another (ORS 294.468). The City has used interfund borrowing to fund capital needs at a lower interest rate and transactional cost of borrowing.

Internal service funds – Funds established to account for any activity that provides goods or services to other funds, departments or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. (ORS 294.343). The City has two that provide Information Services and Insurance Services to the organization.

**Kids on the Block (KOB)** – An after-school enrichment program formerly managed by the City Parks and Recreation Department. The last budgeted expenses for the program were in FY2021-22.

Length of Service Awards Program (LOSAP) – LOSAP is the City's retirement benefit plan for volunteer firefighters and is included in the General Fund's budgeted beginning balance but is excluded from the calculation of the City's operating reserve level. This asset was transferred to the new McMinnville Fire District in FY2023-24.

**Levy** – The amount of ad valorem tax certified by a local government for the support of governmental activities.



**Lien** – A legal right or claim on someone's property to secure a debt that the property owner owes to another person or entity.

**Liabilities** – Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future.

Local option tax – Taxing authority (voter-approved by a double majority, except in even numbered years) that is in addition to taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless designated for a capital project, in which case they are limited to the useful life of the project or 10 years, whichever is less.

**MacTown 2032** – City's strategic plan which articulates its *vision* – a collaborative and caring city inspiring an exceptional quality of life, *mission* – delivering high-quality services in collaboration with partners for a prosperous, safe and livable community, and *values* – stewardship, equity, courage and accountability. The plan, issued in January 2019 after an interactive process that included over 100 community members, local organizations and 1,000 survey takers, lays out community defined strategic priorities that will ground the work of the City for the next 15 or more years.

Materials and services – An expenditure category encompassing non-capital, non-personnel expenditures. These include expenses for travel and training, operational and program needs, and contracted services.

**Maximum assessed value (MAV)** – The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of three percent per year on existing property. The three percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

**McMinnville Fire District (MFD)** – Created by a voterapproved ballot measure in May 2023 that began on July 1, 2023, as an independent taxing district. The City's expenditure on fire and emergency management services transferred to the MFD in FY2023-24.

Modified accrual basis of accounting – A basis of accounting where revenues are recognized when they are both measurable and available and expenditures are recognized at a time when liability is incurred pursuant to appropriation authority.

**Non-spendable beginning balance** – the category established by GASB 54 to mean funds which are unable to be spent in the fiscal year; City of McMinnville non-spendable items are pre-paid expenses.



**Operating budget** – That portion of an annual budget that applies to non-capital projects, non-capital outlays, transfers, contingency and unappropriated ending fund balance. The combined categories of personnel services and materials and services can be combined to provide the operating budget.

**Ordinance** – A formal legislative enactment by the governing body. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the jurisdiction.

**Oregon revised statues (ORS)** – The set of laws established by a vote of the people or the Oregon State legislature.

**Other Income** – Income that comes from sources and activities not part of a business's core activity or main focus.

**Part time plus employees** – Employees that work 20 hours or more a week, compensated on an hourly basis, with a limited rage of fringe benefits.

**Personnel services** – An expenditure classification encompassing all expenditures relating to employees. This includes union and non-union labor costs, employee benefits, and payroll tax expenses.

Permanent tax rate – The maximum rate of ad valorem property taxes that a local government can impose exclusive of other voter approved levies. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit. The City's permanent rate is \$5.02 per \$1,000 taxable assessed value.

**Professional Services –** A service requiring specialized knowledge and skill usually of a mental or intellectual nature and usually requiring a license, certificate, or registration.

**Program** – A group of related activities performed by one or more organized units for the purpose of accomplishing a function for which the governmental entity is responsible (sub-unit or categories or functional areas).

**Program budget** – A method of budgeting whereby resources are allocated to the functions or activities rather than to specific items of cost. Services are broken down into identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives.

**Public Art –** Art that is visually and physically accessible to the public; installed in both indoor and outdoor spaces.



Public Employee Retirement System (PERS) – State government, public schools, community colleges, and many local governments (cities, counties, and special districts) participate in PERS. Approximately 900 public employers, covering about 95 percent of all public employees in Oregon. The City contributes the employer rate (changes each biennia) and the employee's rate (the 6% pick up).

**Publication** – Public notice given by publication in a newspaper of general circulation within the boundaries of the local government.

**Real market value (RMV)** – The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the value used to test the constitutional limits.

Reserve – The City of McMinnville calculates its reserve as the sum of contingencies and unappropriated, unrestricted ending fund balance. The City Reserve Policy states that all funds (with a few specified exceptions) must budget to achieve an ending fund balance of two month's worth of operating expenses (Personnel Services and Materials and Services). The General Fund has a five-year plan to rebuild its reserve to this target level (by FY2025-26).

**Resolution** – A formal order of a governing body; of lower legal status than an ordinance.

**Resources** – Total amounts available for appropriation including estimated revenues, transfers in and beginning net working capital.

**Restricted beginning balance** – the category established by GASB 54 to mean funds which are committed for specific use by contract, law or grant agreement.

**Revenue** – Receipts for the fiscal year including transfers and excluding beginning net working capital. The major categories of revenue include taxes, intergovernmental revenues, grants, charges for services, interest and rents, fines and forfeitures, other revenues and transfers in.

**Revised budget** – A budget which includes all changes made to the original adopted budget as a result of budget adjustments and the supplemental budget process.

**Special revenue funds** – Funds used to account for receipts from revenue sources that are legally restricted or otherwise designated for special projects.

**Supplemental budget** – A financial plan prepared to meet unexpected needs or to spend resources not anticipated when the original budget was adopted. It cannot be used to authorize a tax.



**System development charge (SDC)** – A fee paid at the time new development permits are issued which is restricted to pay for the impact of the development, redevelopment or intensification of use of the city's infrastructure. The fee is intended to recover a fair share of the costs of existing and planned infrastructure that provide capacity to serve new city growth.

**Tax levy** – The total amount eligible to be raised by general property taxes.

**Tax rate** – The amount of tax levied for each \$1,000 of assessed valuation. The tax rate is multiplied by the assessed valuation to determine the tax imposed.

**Transfers** – Legally authorized interfund transfers of resources from one fund to another fund.

Transient Lodging Tax (TLT) – a tax imposed by a unit of local government on the sale, service or furnishing of transient lodging. ORS 320.300(4). The City's tax rate is 10% of rental income. The law requires a minimum of 70% of revenues to be spent on tourism. Visit McMinnville (VM), a non-profit marketing organization with the sole purpose of marketing McMinnville as a tourist destination, receives 70% of the TLT collected and the remaining 30% is transferred to the General Fund.

**Unappropriated ending fund balance** – A classification for those resource amounts not appropriated for any purpose and reserved for ensuing fiscal years. This may include specific reserves for buildings or equipment or may be generally reserved funds for no specific purpose.

**Urban Renewal District** – a district is activated when the city or county governing body declares by ordinance that a blighted area exists in the city or county and there is a need for an urban renewal agency (URA) to function in the area. The City of McMinnville Urban Renewal Agency is an example of a URA.

**User fees** – The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Voluntary Employees Beneficiary Association plan (VEBA) – An employer-sponsored trust used to help employees pay for qualified medical expenses. All benefits eligible employees have a VEBA plan as part of their benefit package.

# City of McMinnville

### City's Possible Uses of State Revenue Sharing 2024 - 2025 Proposed Budget

#### FY2024-25 Revenue - State Revenue Sharing estimate \$ 508,700

#### FY2024-25 Expenditures - State Revenue Sharing

Support for personnel and basic operating expenses for general fund activities of a full service city.

Administration, Finance, & Municipal Court	68,200
Engineering	9,700
Community Development	42,300
Police	226,600
Parks & Recreation	56,600
Parks Maintenance	55,200
Library	50,100

Total Possible Expenditures \$ 508,700

ENTERED INTO THE RECORD

DATE RECEIVED: 05/07/2024

SUBMITTED BY: Peter Enticknap

SUBJECT: Budget Meeting Public

Comment

From: <u>Jennifer Cuellar</u>
To: <u>Claudia Cisneros</u>

Cc: <u>Jeff Towery</u>; <u>City Recorder Team</u>

**Subject:** FW: Form submission from: Budget Public Comment

**Date:** Tuesday, May 21, 2024 9:12:55 AM

Hey there -

Here's the only budget public comment I've gotten from the website. We did include the basic questions there in the Q&A document but I haven't forwarded this onto the budget committee yet.

Have you gotten any public comments through other means that we should send out and post to website?

Thanks! Jennifer

From: McMinnville Oregon <mcminnville-or@municodeweb.com>

**Sent:** Tuesday, May 7, 2024 1:02 PM

**To:** Jennifer Cuellar < Jennifer. Cuellar @mcminnvilleoregon.gov>

Subject: Form submission from: Budget Public Comment

This message originated outside of the City of McMinnville.

Submitted on Tuesday, May 7, 2024 - 1:01pm

Submitted by anonymous user: 50.39.153.57

Submitted values are:

Email

Name Peter Enticknap

Phone

I live in the City of McMinnville Yes

Address (street + city, state)

McMinnville, OR 97128

Question/Comment 1

How much is the city budgeting for management of the homeless/camping crisis?

What is this costing us - the tax payers - annually in total?

Are there grants to offset this growing expenditure?

I've been asking these same questions for many months with no answer.

Question/Comment 2

The city ownes/operates 58 structures....

YES! Finally a plan to address maintenance and continued operation of city assets - our buildings!

Question/Comment 3

Rapid Flashing Beacon pedestrian crossing. Great idea!

This is effective and we need more at critical crossings.

Especially 99 & 15th.

Question/Comment 4

What is the city doing to reduce carbon pollution? This was once a priority.

Are we buying electric vehicles?

MW&L has an excellent Energy Audit program to inspect buildings and recommend energy efficiencies.

Has the city conducted energy audits of our buildings?

The results of this submission may be viewed at:

https://www.mcminnvilleoregon.gov/node/17561/submission/54000



# City of McMinnville FY2024-25 Proposed Budget Amendments

#### **Report in Brief:**

Every year new information comes up in the period between the time the proposed budget data is balanced for the proposed budget document and the time of the Budget Committee meeting itself. These updates are typically included in the motion made for the approved budget. The following describes the updates made this cycle.

#### **Proposed Budget Amendments for consideration by the Budget Committee:**

This year's updates include:

- Shifting existing contracts from the current year to FY2024-25; these actions have no impact on the bottom line of the fund in question. The beginning FY2024-25 fund balance budget is increased, the fund's budgeted program expenditures are likewise increased and the FY2024-25 ending fund balance remains the same. Wastewater Capital Fund is pushing out \$6.5 million in contracts with General Fund at \$20,000.
- 2. Shifting \$216,250 for five authorized capital projects funded by internal borrowing from FY2023-24 to FY2024-25, affecting General Fund and Wastewater Capital Funds:
  - a. one patrol vehicle
  - b. community center carpeting
  - c. senior center exterior signage
  - d. community development building HVAC replacement
  - e. one park restroom partition

The proposed budget as published already includes two additional capital project timing pushes. In these cases, the loan proceeds in to the General Fund and internal loan out from Wastewater Capital Fund for FY2024-25 increases by the budget amount for each capital investment. The amount of the loan payment itself has a net zero impact on both funds' FY 2024-25 ending fund balance.

Another budgetary consequence of these actions is related to the repayments for these internal loans. When a project is pushed back a year, the corresponding first loan payment for the projects also moves by a year, thus reducing the budget for loan payment out (in the transfer out expenditure category) from General Fund to Wastewater Capital Fund in FY2024-25. The decreased outlay and corresponding revenue totaling \$49,329 for these loan payments do move the ending fund balance for both funds by this amount but at the end of the five-year loan period, the impact of this change on both funds nets to zero.

- 3. A scope change for community development building capital investments allows the City to get more "bang for the buck" from its FY2023-24 entrance way/security budget as well as FY2024-25 proposed budget's capital investments in the building. The net impact of \$2,500 in added program category costs across appropriations in the engineering department and community development department of the General Fund and the Building Fund results in achieving two phases of the HVAC replacement next year.
- 4. A new grant was awarded to the Senior Center, increasing program expense by \$50,000 in the Park and Recreation budget, offset by revenue of the same amount.
- 5. Two clerical corrections affecting the General Fund and Insurance Services Fund (ISF). One is to apply the correct actual cost of living increase to members of the police department's collective bargaining agreement, a net savings of \$99,032 for the General Fund. This correction also impacts the ISF by reducing its budgeted revenue in and equivalent workers compensation expense amount by \$1,777. A clerical error of \$669 was identified during this process as these workers compensation revenue and expense numbers should offset each other. This secondary correction reduced the ISF's ending fund balance.
- 6. After consulting with our certified public accountant, a change in the treatment for ongoing bank deposits received by the City associated with ambulance transports is recommended. For transports made during the time frame of the City's license, payers are required to continue remitting those invoiced amounts to the City, which is then paid to the McMinnville Fire District (MFD). Because we are collecting the funds on MFD's behalf as established in our intergovernmental agreement, the proposed change is to remove these revenues and outlays from the budget. From an accounting perspective, the receipts will be classified as a funds-due-other-organization liability account, which will clear to zero when the dollars are passed over to MFD.

The total impact of these updates on the City's budget appropriation is an increase of \$2.8 million in appropriations and \$128,000 in higher unappropriated ending fund balance across all funds.

A table outlining in three columns the proposed budget document's appropriation totals, the net change in each appropriation category and the updated proposed budget follows.

In addition, a list of the detailed line-item updates is also provided.

# City of McMinnville FY25 Proposed Budget Update

(5/16/2024 update)

Fund, Dept and Budget Category	Proposed Budget Book	Changes	Updated Proposal	
General Fund		Changes	гторозат	_
Administration	2,671,023	2,963	2,673,986	1
Finance	1,012,444	•	1,012,444	
Engineering	1,622,801	950	1,623,751	2
Community Development	2,679,035	20,925	2,699,960	2,3
Police	11,544,176	(32,743)	11,511,433	4,5
Municipal Court	716,572		716,572	
Park and Recreation	3,941,747	154,500	4,096,247	6,7
Park Maintenance	2,871,953	17,500	2,889,453	8
Library	2,936,653		2,936,653	
Non-departmental	164,830		164,830	
Debt	611,508		611,508	
Transfers	2,000,827	(49,329)	1,951,498	2,5,6,8
Special Payments	0		0	
Contingency	1,962,400		1,962,400	
General Fund Total	34,735,969	114,766	34,850,735	
Grant and Special Assessment Fun	d			
Program	314,000		314,000	
Transfers	12,282		12,282	
Contingency	0		0	
<b>Grant and Spec Assess Total</b>	326,282	0	326,282	
Transient Lodging Tax Fund				
Program	1,442,286		1,442,286	
Transfers	660,117		660,117	
Transient Lodging Fund Total	2,102,403	0	2,102,403	
Affordable Housing Fund				
Program	1,774,989		1,774,989	
Transfers	18,000		18,000	
Contingency	6,062		6,062	
Affordable Housing Fund Total	1,799,051	0	1,799,051	

Fund, Dept and Budget Category	Proposed Budget Book	Changes	Updated Proposal
Telecommunications Fund			. тороса.
Program	190,150		190,150
Contingency	1,500		1,500
Telecommunications Fund Total	191,650	0	191,650
Emergency Communications Fund			
Program	591,358		591,358
Debt	37,173		37,173
Transfers	2,397		2,397
Contingency	50,000		50,000
Emergency Comms Fund Total	680,928	0	680,928
Street Fund			
Program	2,829,892		2,829,892
Transfers	817,347		817,347
Contingency	500,000		500,000
Street Fund Total	4,147,239	0	4,147,239
Airport Maintenance Fund			
Program	1,873,298		1,873,298
Transfers	62,260		62,260
Contingency	300,000		300,000
Airport Maint Fund Total	2,235,558	0	2,235,558
Transportation Fund			
Program	1,567,920		1,567,920
Debt	201,249		201,249
Transfers	138,261		138,261
Contingency	500,000		500,000
Transportation Fund Total	2,407,430	0	2,407,430
Park Development Fund			
Program	600,530		600,530
Transfers	71,145		71,145
Contingency	500,000		500,000
Park Development Fund Total	1,171,675	0	1,171,675

Fund, Dept and Budget Category	Proposed Budget Book	Changes	Updated Proposal	_
Debt Service Fund				
Debt	2,997,900		2,997,900	
Debt Service Total	2,997,900	0	2,997,900	
Building Fund				
Program	894,713	625	895,338	2
Transfers	81,645		81,645	
Contingency	200,000		200,000	
Building Fund Total	1,176,358	625	1,176,983	
Wastewater Services Fund				
Program	6,641,817		6,641,817	
Transfers	6,791,347		6,791,347	
Contingency	900,000		900,000	
WW Services Fund Total	14,333,164	0	14,333,164	
Wastewater Capital Fund				
Program	22,746,190	6,500,000	29,246,190	9
Transfers	1,106,120	191,875	1,297,995	2,5,6,8
Special Payments	0		0	
Contingency	2,500,000		2,500,000	
WW Capital Fund Total	26,352,310	6,691,875	33,044,185	
Information Services Fund				
Program	1,925,224		1,925,224	
Contingency	75,000		75,000	
Info Services Fund Total	2,000,224	0	2,000,224	
Insurance Services Fund				
Program	1,415,945	(1,108)	1,414,837	4, 10
Transfers	82,776		82,776	
Contingency	150,000		150,000	
Insurance Services Total	1,648,721	(1,108)	1,647,613	
Fire District Transition Fund				
Program	0		0	
Special Payments	4,000,000	(4,000,000)	0	11
Contingency	0		0	
Fire District Transition Total	4,000,000	(4,000,000)	0	

	Proposed Budget		Updated	
Fund, Dept and Budget Category	Book	Changes	Proposal	_
Total City of McMinnville				
Program	74,969,546	6,663,612	81,633,158	
Debt	3,847,830	0	3,847,830	
Transfers	11,844,524	142,546	11,987,070	
Special Payments	4,000,000	(4,000,000)	0	
Contingency	7,644,962	0	7,644,962	
City of McMinnville	102,306,862	2,806,158	105,113,020	
Unappropriated Ending Fund Balance				
General Fund	2,417,923	121,561	2,539,484	1,2,4,5,6,8
<b>Grant and Assessment Fund</b>	173,952		173,952	
Affordable Housing Fund	922		922	
TLT, Telco, Emerg Comm Funds	121,157		121,157	
Street Fund	1,003,806		1,003,806	
Airport Maintenance Fund	409,084		409,084	
Transportation Fund	5,437,905		5,437,905	
Park Development Fund	2,067,734		2,067,734	
Debt Service Fund	274,250		274,250	
Building Fund	1,582,332	8,125	1,590,457	
Wastewater Services + Capital	15,613,913	(1,116)	15,612,797	2,5,6,8
Internal Service Funds	326,508	(669)	325,839	10
	29,429,486	127,901	29,557,387	
Total City of McMinnville Budget	131,736,348	2,934,059	134,670,407	

<sup>&</sup>lt;sup>1</sup> Increase Yamhill County Transit contribution to \$30,000, reduces ending fund balance

<sup>&</sup>lt;sup>2</sup> Community Development building's capital improvement timing and scope changes

<sup>&</sup>lt;sup>3</sup> Long-term planning: move part of contract from FY24 to FY25, will increase beginning fund bal

<sup>&</sup>lt;sup>4</sup> PD: personnel cost of living adjustment correction, increases Gen Fund ending fund balance

<sup>&</sup>lt;sup>5</sup> PD: vehicle roll-over from FY24\*

<sup>&</sup>lt;sup>6</sup> Park and Rec: move community center carpeting and senior center signage from FY24 to FY25\*

<sup>&</sup>lt;sup>7</sup> Park and Rec: new \$50,000 senior center grant

<sup>&</sup>lt;sup>8</sup> Park Maint: one park bathroom partition capital project move to FY25\*

<sup>&</sup>lt;sup>9</sup> WW Capital: move incomplete contracts from FY24 to FY25; increases beginning fund balance

<sup>&</sup>lt;sup>10</sup> Insurance Services: \$669 correction to balance workers comp rev to expense

<sup>&</sup>lt;sup>11</sup> Fire Transition: treat FY25 funds in and payment out as non-budgetable balance sheet activity

<sup>\*</sup> Moving capital projects funded with interfund loans from FY24 to FY25 increases General Fund's ending fund balance and decreases Wastewater Capital Fund's EFB because first year's payments shift from FY25 to FY26.

# City of McMinnville FY25 Proposed Budget Update Detail

Intergovernmental  01-11-046-574 Police Department Investigations and Support School 5020-05 McMinnville School District #40 - SRO - High School 5020-10 McMinnville School District #40 - SRO - Middle School 01-17-099-501 Park and Recreation Senior Center 4780 Grant Revenue 01-99 Non-departmental Transfers In 6901-77 Transfers In - Interfund Debt Wastewater Capital  General Fund Revenue Total Change  Expenses 01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA 01-05 Engineering 8800 Building Improvements 01-07-001 Community Development - Administration 8800 Building Improvements	501,569 <u>ol Resource</u> 68,760 57,250 0	20,000 (920) (790) 50,000	4,521,569 67,840 56,460	Long term planning contract from FY24 to FY25  Correction of Police Union cost of living is
Beginning Fund Balance  4090 Beginning Fund Balance  4,  Intergovernmental  01-11-046-574 Police Department Investigations and Support School 5020-05 McMinnville School District #40 - SRO - High School 5020-10 McMinnville School District #40 - SRO - Middle School  01-17-099-501 Park and Recreation Senior Center 4780 Grant Revenue  01-99 Non-departmental Transfers In  6901-77 Transfers In - Interfund Debt Wastewater Capital  General Fund Revenue Total Change  Expenses  01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements	68,760 57,250	(920) (790)	67,840	
4,990 Beginning Fund Balance  Intergovernmental  01-11-046-574 Police Department Investigations and Support School 5020-05 McMinnville School District #40 - SRO - High School 5020-10 McMinnville School District #40 - SRO - Middle School 01-17-099-501 Park and Recreation Senior Center 4780 Grant Revenue 01-99 Non-departmental Transfers In 6901-77 Transfers In - Interfund Debt Wastewater Capital  General Fund Revenue Total Change  Expenses 01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA 01-05 Engineering 8800 Building Improvements 01-07-001 Community Development - Administration 8800 Building Improvements	68,760 57,250	(920) (790)	67,840	
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5020-05 McMinnville School District #40 - SRO - High School 5020-10 McMinnville School District #40 - SRO - Middle School  01-17-099-501 Park and Recreation Senior Center 4780 Grant Revenue  01-99 Non-departmental Transfers In  6901-77 Transfers In - Interfund Debt Wastewater Capital  General Fund Revenue Total Change  Expenses  01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements	68,760 57,250	(920) (790)		Correction of Police Union cost of living is
High School  5020-10 McMinnville School District #40 - SRO - Middle School  01-17-099-501 Park and Recreation Senior Center  4780 Grant Revenue  01-99 Non-departmental Transfers In  6901-77 Transfers In - Interfund Debt Wastewater Capital  General Fund Revenue Total Change  Expenses  01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements	57,250	(790)		Correction of Police Union cost of living is
High School  McMinnville School District #40 - SRO - Middle School  01-17-099-501 Park and Recreation Senior Center  4780 Grant Revenue  01-99 Non-departmental Transfers In  6901-77 Transfers In - Interfund Debt Wastewater Capital  General Fund Revenue Total Change  Expenses  01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements	57,250	(790)		
Middle School  01-17-099-501 Park and Recreation Senior Center  4780 Grant Revenue  01-99 Non-departmental Transfers In  6901-77 Transfers In - Interfund Debt Wastewater Capital  General Fund Revenue Total Change  Expenses  01-01-011 Administration - Community Development  8025 Yamhill Co - YCTA  01-05 Engineering  8800 Building Improvements  01-07-001 Community Development - Administration  8800 Building Improvements	·	, ,	56 460	reduction of personnel cost and therefore
01-17-099-501 Park and Recreation Senior Center 4780 Grant Revenue 01-99 Non-departmental Transfers In 6901-77 Transfers In - Interfund Debt Wastewater Capital  General Fund Revenue Total Change  Expenses 01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA 01-05 Engineering 8800 Building Improvements 01-07-001 Community Development - Administration 8800 Building Improvements	0	50,000	55,755	reimbursement for School Resource Officers
4780 Grant Revenue  01-99 Non-departmental Transfers In  6901-77 Transfers In - Interfund Debt Wastewater Capital  General Fund Revenue Total Change  Expenses  01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements	0	50,000		
General Fund Revenue Total Change  Expenses  01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements			50,000	New Vehicle Grant Senior Center
General Fund Revenue Total Change  Expenses  01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements		•	•	
General Fund Revenue Total Change  Expenses  01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements				Delayed FY24 interfund loans to FY25 (PD vehicle,
Expenses  01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements	855,135	191,875	1,047,010	CDC bldg's timing and scope change, Park and Rec building improvements and one FY24 park bathroom partition) increase interfund loan
01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements		260,165		transfers
01-01-011 Administration - Community Development 8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements				
8025 Yamhill Co - YCTA  01-05 Engineering 8800 Building Improvements  01-07-001 Community Development - Administration 8800 Building Improvements				
01-05 Engineering 8800 Building Improvements 01-07-001 Community Development - Administration 8800 Building Improvements	27,037	2,963	30,000	Increase YCTA contribution
8800 Building Improvements  01-07-001 Community Development - Administration  8800 Building Improvements	27,007	2,000	30,000	moreuse 1017/ contribution
8800 Building Improvements	19,000	950	19,950	CDC bldg's timing and scope change
8800 Building Improvements	,			
04 07 000 Community Development Loren Berne Blancia	18,500	925	19,425	CDC bldg's timing and scope change
01-07-028 Community Development - Long Range Planning				
7750 Professional Services	524,000	20,000	544,000	FY24 contract will be moved to FY25
01-11-040-580 Police Chief's Office Records		/a .==:		
7000-05 Salaries & Wages Regular Full Time	211,153	(3,472)	207,681	
7300-05 Fringe Benefits FICA - Social Security	12,836	(211)	12,625	
7300-06 Fringe Benefits FICA - Medicare	3,076	(50)	3,026	Correct Cost of Living adjustment to reflect
7300-15 Fringe Benefits PERS - OPSRP - IAP	64,497	(1,056)	63,441	McMinnville Police Association contract
7300-35 Fringe Benefits Workers' Compensation Insura	259	(4)	255	
7300-45 Fringe Benefits Paid Family Leave City Share	166	(3)	163	
01-11-043-553 Police Department Field Operations Patrol	070 000	(40,007)	2 021 100	
3 3	978,023	(46,827)	2,931,196	
7000-15 Salaries & Wages Temporary	59,784	(1,015)	58,769	
	214,035	(2,894)	211,141	Correct Cost of Living adjustment to reflect
7300-06 Fringe Benefits FICA - Medicare	51,296	(691)	50,605	McMinnville Police Association contract
	156,954	(15,806)	1,141,148	
7300-35 Fringe Benefits Workers' Compensation Insura	94,103	(1,270)	92,833	
7300-45 Fringe Benefits Paid Family Leave City Share	2,755	(33)	2,722	
	163,635	68,000	231,635	Delayed FY24 PD vehicle outlay
01-11-046-501 Police Department Investigations and Support Admir 7000-05 Salaries & Wages Regular Full Time	<u>1</u> 281,777	(1,968)	279,809	
7300-05 Salahes & Wages Regular Full Fille 7300-05 Fringe Benefits FICA - Social Security	18,430	(1,908)	18,311	
7300-03 Fringe Benefits FICA - Medicare				Onward Ones of Living and Control of Control
7300-06 Fringe Benefits FICA - Medicare 7300-15 Fringe Benefits PERS - OPSRP - IAP	4,418 102,091	(29) (728)	4,389 101,363	Correct Cost of Living adjustment to reflect McMinnville Police Association contract
9				Welvilli Tiville Tollee 76300141011 Contract
7300-35 Fringe Benefits Workers' Compensation Insura 7300-45 Fringe Benefits Paid Family Leave City Share	8,103 238	(52) (2)	8,051 236	
01-11-046-559 Police Department Investigations and Support Parkir			200	
7000-05 Salaries & Wages Regular Full Time		nent		
7300-05 Fringe Benefits FICA - Social Security	64,609		63,501	
7300-06 Fringe Benefits FICA - Medicare	64,609	(1,108)	•	
7300-15 Fringe Benefits PERS - OPSRP - IAP	64,609 3,928	(1,108) (67)	3,861	Correct Cost of Living adjustment to reflect
7300-35 Fringe Benefits Workers' Compensation Insura	64,609	(1,108)	•	Correct Cost of Living adjustment to reflect McMinnville Police Association contract

ne Item Detail	Proposed Budget Book	Changes	Updated Proposal	Notes
01-11-046-568 Police Department Investigations and Suppor	t Investigations			
7000-05 Salaries & Wages Regular Full Time	750,111	(11,382)	738,729	
7300-05 Fringe Benefits FICA - Social Security	53,322	(688)	52,634	
7300-06 Fringe Benefits FICA - Medicare	12,780	(164)	12,616	Correct Cost of Living adjustment to reflect
7300-15 Fringe Benefits PERS - OPSRP - IAP	306,580	(4,043)	302,537	McMinnville Police Association contract
7300-35 Fringe Benefits Workers' Compensation Insura		(303)	23,049	
7300-45 Fringe Benefits Paid Family Leave City Share	688	(9)	679	
01-11-046-574 Police Department Investigations and Suppor	t School Resource			
7000-05 Salaries & Wages Regular Full Time	203,051	(3,147)	199,904	
7300-05 Fringe Benefits FICA - Social Security	12,678	(192)	12,486	
7300-06 Fringe Benefits FICA - Medicare	3,039	(46)	2,993	Correct Cost of Living adjustment to reflect
7300-15 Fringe Benefits PERS - OPSRP - IAP	73,389	(1,108)	72,281	McMinnville Police Association contract
7300-35 Fringe Benefits Workers' Compensation Insura	•	(84)	5,490	
7300-45 Fringe Benefits Paid Family Leave City Share	164	(2)	162	
01-11-046-583 Police Department Investigations and Suppor	t Evidence			
7000-05 Salaries & Wages Regular Full Time	77,585	(1,270)	76,315	
7300-05 Fringe Benefits FICA - Social Security	6,250	(77)	6,173	
7300-06 Fringe Benefits FICA - Medicare	1,498	(18)	1,480	Correct Cost of Living adjustment to reflect
7300-15 Fringe Benefits PERS - OPSRP - IAP	31,400	(386)	31,014	McMinnville Police Association contract
7300-35 Fringe Benefits Workers' Compensation Insura		(34)	2,714	
7300-45 Fringe Benefits Paid Family Leave City Share	81	(1)	80	
01-17-090-501 Park and Recreation Community Center				
8800 Building Improvements	10,000	92,000	102,000	Cmty Center carpet project delayed from FY24 FY25
01-17-099-501 Park and Recreation Senior Center				
8800 Building Improvements	266,400	12,500	278,900	Senior Center outdoor sign project delayed from FY24 to FY25
8850-15 Vehicles Grants	0	50,000	50,000	Senior Center new vehicle grant
01-19 Park Maintenance				
9300-05 Park Improvements	15,000	17,500	32,500	One FY24 park bathroom partition moved to FY
01-99 Non-departmental Transfers Out				
9701-77 Transfers Out - Interfund Debt Wastewater Capital	442,284	(49,329)	392,955	Delayed FY24 PD vehicle outlay, CDC bldg's tin and scope change, Park and Rec capital buildin improvement delays and one FY24 park bathro partition moved to FY25
01-99 Non-departmental Ending Fund Balances				
9999 Unappropriated Ending Fd Balance	343,620	145,399	489,019	PD's CoLA adjustment and lower loan payments FY25 due to delayed capital loan internal funde activity (PD vehicle, CDC bldg's timing and scop change, Park and Rec building improvements at one park bathroom partition) increases EFB; the higher YCTA contribution lowers EFB
eneral Fund Expense Total Change		260,165		

Line Item Detail	Proposed Budget Book	Changes	Updated Proposal	Notes
Fund 70 - Building Revenue				
Beginning Fund Balance				
4090 Beginning Fund Balance	2,025,096	8,750	2,033,846	Delayed HVAC project
Building Revenue Total Change	2,023,030	8,750	2,000,040	Belayed Tivito project
EXPENSE				
Program Expenses				
8800 Building Improvements	12,500	625	13,125	
Ending Fund Balance				CDC bldg's timing and scope change capital project program expense and ending fund balance
9999 Unappropriated Ending Fd Balance	1,582,332	8,125	1,590,457	project program expense and chang rand balance
Building Fund Expense Total Change		8,750		
Fund 77 - Wastewater Capital Revenue				
Beginning Fund Balance				
4090 Beginning Fund Balance	31,720,978	6,716,250	38,437,228	Increase due to WW capital contracts being moved to FY25 from FY24 as well as noted FY24 interfund loans for capital purposes delayed until FY25
<u>Transfers In</u>				
6901-01 Transfers In - Interfund Debt General Fund	442,284	(49,329)	392,955	Delayed FY24 interfund loans mean first year repayment is pushed from FY25 to FY26
Wastewater Capital Revenue Total Change		6,666,921		
EXPENSE				
Program Expenses				
7770-05 Professional Services - Projects Master Plan Update	600,000	400,000	1,000,000	
7770-41 Professional Services - Projects Solids Treatment Capacity Improv	1,200,000	250,000	1,450,000	
7770-57 Professional Services - Projects I&I Reduction Design	500,000	200,000	700,000	Delayed FY24 contract activity moved to FY25
9120-25 Sewer Construction I&I Reduction Projects	2,500,000	1,750,000	4,250,000	
9120-41 Sewer Construction Solids Treatment Capacity Improv	0	3,900,000	3,900,000	
Transfers Out				
9701-01 Transfers Out - Interfund Debt General Fund	855,135	191,875	1,047,010	Delayed internal loans for capital activity from FY24 to FY25 (PD vehicle, CDC bldg's timing and scope change, Park and Rec building improvements and one park bathroom partition)
Ending Fund Balance				
9999 Unappropriated Ending Fd Balance	14,175,374	(24,954)	14,150,420	CDC bldg's timing and scope change increased EFB, delayed first year repayments in FY26, not FY25, for FY24 projects pushed to FY25 that are funded by internal borrowing reduced reduce EFB
Wastewater Capital Fund Expense Total Change		6,666,921		

Line Item Detail	Proposed Budget Book	Changes	Updated Proposal	Notes
Fund 85 - Insurance Services Revenue				
Program Revenue				
6070 Workers' Compensation Insurance	321,163	(1,777)	319,386	Correction of Police Union cost of living creates reduction for workers' compensation insurance
Insurance Services Total Change		(1,777)		
EXPENSE				
Program Expenses				
8350 Unappropriated Ending Fd Balance	320,494	(1,108)	319,386	Correction of Police Union + \$669 error as revenue and expense should be the same
Ending Fund Balance				
9999 Unappropriated Ending Fd Balance	185,691	(669)	185,022	\$669 error as WC revenue and expense should be the same
Insurance Services Fund Expense Total Change		(1,777)		
Fund 99 - Fire District Transition Revenue				
Intergovernmental				
99-79 Ambulance Intergovernmental				
4555 Ground Emergency Medical Transport (GEMT) Reimbursement	1,000,000	(1,000,000)	0	
99-79 Ambulance Charges for Services				Treat FY25 funds in and payment out as non-
5700 Transport Fees	3,000,000	(3,000,000)	0	budgetable balance sheet activity. Funds collected on behalf of McMinnville Fire District (MFD) will be
Fire District Transition Revenue Total Change		(4,000,000)		a liability to the City of McMinnville and passing the funds through to MFD will clear the liability to
EXPENSE				zero
99-99 Non Departmental Special Payments				
9394 Inter-Agency Payment Out	4,000,000	(4,000,000)	0	
Fire District Transition Fund Expense Total Change		(4,000,000)		
Total additional propose	d appropriations	2,934,059		

#### FY2024-25 Proposed McMinnville Budget Q&A #2

Questions from Budget Committee received between 5/17/2024 and 5/21/2024 with answers from staff – prepared 5/21/2024

1. When I add property tax revenue plus fees plus city services fee for 2024 using the final budget on the website the total dollars are \$18,174,830 when I add the same 3 numbers for the proposed 2025 budget it totals \$20,421,000 that's a difference of \$2.3 million yet when I read your packet you're expressing that we are having a major shortfall. I don't understand. Please explain.

Unfortunately, I'm not able to recreate the numbers you mention. Perhaps you are including the property tax for debt service and/or for Urban Renewal in your totals? But that may not be consequential because the revenue increase you mention is reflected in the numbers below:

	FY24	FY25
Property tax current 01-99-4100-05	11,325,000	13,550,000 pg 340
Property tax prior 01-99-4100-10	250,000	200,000 pg 340
City Services Charge 01-99-5305	2,203,000	2,240,000 pg 342
	13,778,000	15,990,000
	difference	2,212,000

The increase in funding from these sources year over year is \$2.2 million. Focusing in on current property tax year to year change, here is the math isolating the increase associated with adding 50 cents of additional tax levy for FY2024-25:

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FY24 estimated current property tax 11,425,000
3.85% increase on $3.52 underlevy 11,860,000
increase attributable to new 50 cents 1,690,000
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The trending on FY2023-24 actuals suggests the City will see slightly more property tax this year than projected in the budget. Applying an annual property tax increase of 3.85%, the city will see almost \$1.7 million in new property tax for the 50 cents in its proposed levy.

On pages 25 and 26 of the proposed budget document, information on the shortfall in the General Fund is summarized. The 50 cents was sufficient to cover the steady state inflationary personnel increase year to year plus the annual payment on FY2023-24's capital investments we utilized internal borrowing for. Without borrowing, critical capital replacements and deferred capital maintenance projects in the General Fund would not have been possible to pay for. The reserve shortfall – which factors in the additional incremental General Fund revenue increases we anticipate in City Services Charge and other sources, offset by small declines in some franchise revenue and anticipated interest – is driven by \$1.3 million in one-time fire district costs, \$513,000 in new carrying cost

(details described on pg. 26) and the \$339,000 one-time cost to support the Council goal of continuing to move forward on a Park and Recreation/Library facilities project.

2. There was some discussion about having every department be revenue neutral yet when I look at fiscal year 2023-2024, the Aquatic Center it cost us \$676,138, the Community Center cost us \$683,072, and the Senior Center cost us \$528,697. When I drill down further it would appear that the Aquatic Centers main users are really not paying for the use of the pool. I understand there's probably no way to bring costs in line with revenues for the Senior Center. What would it take to do so for the other two? and is this something that director Muir is currently working on?

Staff across the organization are continuing to pay attention to cost recovery in their departments as a component of the work to address financial sustainability included in Resolution 2021-55. In terms of the City's value on equity, McMinnville's Parks and Recreation Department offers a Financial Assistance Program, where we strive to remove barriers to participation and ensure that more community members have access to our recreation activities.

What would it take to bring the aquatic center and community center costs in line with the senior center? Simply put, it would take replacing those 2 outdated facilities with one new, modern, efficient rec center that can increase our opportunities for additional revenue while allowing us to operate more efficiently. Operating costs in the 2 aging, outdated buildings will continue to increase and make them more expensive to operate and maintain, without a clear path to improved cost recovery footing in the existing facilities. And due to the aging nature of the buildings (for example, a broken elevator, old, stained carpet, or having to close an amenity due to roof leaks), it is becoming harder to find ways to just maintain revenue levels.

The 2020 feasibility study for a combined facility (new rec center) studied just this question you've asked, and did indicate there is an opportunity to increase our revenue and bump our cost recovery % up quite a bit (25% above pre-pandemic levels). The add package in the proposed FY 24/25 proposed budget funds an updated operating budget model for the new rec center that will come before City Council later this year.

Is this something that director Muir is currently working on? Yes, the pursuit of a new, more efficient building with potential for additional revenue, as well as the recent proposed parks System Development Charge methodology, which facilitates new growth paying (100%) for growth impacts to our parks, is pointing us towards a modern parks and recreation system with sustainable revenue.

3. When I total administration, finance, engineering, community development, police, municipal court, parks and rec, park maintenance, and library from the budget documents on the website for 2023-2024 it totals to \$26,671,353 when I total the same accounts based on the numbers provided in the 2024-2025 budget proposal for 2023-24 the total comes to \$30,694,296. That is a rather startling difference. The discrepancy seems to be in the capital outlay numbers in

the administrative department for 2023-2024 as shown in this year's budget. Why is there such a huge difference?

Unfortunately, I'm not able to validate your total for FY2023-24 but the FY2024-25 total you mention is close to the \$30,590,601 total of General Fund Departments in the table on page 30 of the document. In the proposed budget document, the FY2023-24 data is the amended budget number so it includes the supplemental budgets for this year that have been approved through the time the budget was balanced in April 2024. I updated the table on page 30 to include the adopted budget information in case that's helpful.

Requirements	Adopted Budget 2023-2024	Amended Budget 2023-2024	Proposed Budget 2024-2025	\$\$ Change 2023-2024 versus 2024-2025	% Change 2023-2024 versus 2024-2025
Administration	2,235,513	6,585,513	2,671,023	(3,914,490)	-59.44%
Finance	1,153,296	1,153,296	1,012,444	(140,852)	-12.21%
Engineering	1,898,359	2,058,083	1,622,801	(435,282)	-21.15%
Community Development	2,696,554	2,911,554	2,679,035	(232,519)	-7.99%
Police	11,055,374	11,088,455	12,138,373	1,049,918	9.47%
Municipal Court	681,556	681,556	716,572	35,016	5.14%
Fire	-	-	-	-	0.00%
Parks & Recreation	3,517,171	3,517,171	3,941,747	424,576	12.07%
Park Maintenance	3,903,863	3,903,863	2,871,953	(1,031,910)	-26.43%
Library	2,679,298	2,679,298	2,936,653	257,355	9.61%
otal Department Expenditures	29,820,984	34,578,789	30,590,601	(3,988,188)	-11.53%
Non-Departmental	19,602,590	19,471,785	6,563,291	(12,908,494)	-66.29%
Total Outlays	49 423 574	54 050 574	37 153 892	(16.896.682)	-31 26%

The primary driver of the difference with administration is that additional budget appropriation to purchase the \$4.3 million NW Rubber property was included as a supplemental budget this year. That, of course, is a one-time cost that will not recur. Year to year differences throughout this period will be difficult given the need to remember to exclude fire from prior periods. One-time costs associated with American Rescue Plan Act (ARPA) and other one-time grants is another factor which muddies the waters. Non-departmental levels are also different in FY24 because of the costs associated with the fire district transition and the general fund holding the operations loan to cover the new fire districts operating costs for the first six months of the year that will also be unique to this year.

4. For fiscal year 2024-2025 I get a total of \$28,015,278 for the above departments which represents a net 4.8% increase year over year. Yet when I read the packet it seems like there is a massive decrease in spending from last year. I assume that it's predominantly being caused by including pass through dollars and ARPA dollars and does not actually represent true spending of year over year services for the city of McMinnville. Is this accurate?

The decreases seen in the change from FY24 to FY25 column are significant. But, hopefully the reasons noted above help bridge the gap and make it understandable. Just to let you know, it has been the city's practice to use the amended budget as the reference point for the year-to-year analysis instead of the originally approved budget for

the year. And you are right to understand that ARPA dollars are a factor here but this grant is not the biggest driver of the budgetary change.

5. The proposed budget packet on page 24 states that the 2023-2024 total requirements were more than double the 2022-2023 requirements. It states that the 2024-2025 requirements are half again as large as the 2022-2023 requirements. On first glance it appears the 2023-2024 increases can be pinned down predominantly to the general fund which spiked by \$15 million that year and wastewater capital which spiked by \$33 million that year. What happened in 2023-2024 and 2024-2025 to cause such spikes?

Yes – year to year budget comparisons often swing significantly. General Fund one-time issues are as noted in above questions. When looking at FY23 actuals, we also have to remember that the fire department is fully included. The significant wastewater change is due to the new contracts that the fund has spent years saving up for (as reflected by lower actual spending in FY2023-22 and FY2022-23) as well as factors that affect the General Fund. On page 514 of the document, the list of big projects is noted and includes \$11 million for the construction of the Solids Treatment Capacity Improvements project. FY24 included transfers out for internal loans of over \$10 million, down to \$855,000 in FY25. Two internal loans were made for over \$4 million each for the NW Rubber property acquisition loan and the fire district operations transition loan.

6. On page 67 of the proposed budget packet you saved me a bunch of time of having to question each department head about FTEs, thank you. However I found the difference that you highlighted between 2023-2024 and 2024-2025 to be a bit misleading. How many FTEs in the 2023-2024 cycle were specifically funded by ARPA and are no longer being used? I guesstimated it right around 4 to 5 FTEs. How close was I? I know we still have one FTE that is funded by ARPA, although it somewhat funded by the "Noble Grant"?

The following page in the document (pg 64 as printed) gives the year-to-year changes in budgeted FTE. Finance had a grant manager funded by ARPA that is no longer on staff. The decrease in court clerk I is due to the 2 days a week supplement funded by ARPA running out during the FY2024-25 year. In Engineering, the half time, ARPA-funded emergency manager is a new budgeted FTE in the department for the next year. His position was authorized mid-year in FY24 as part of a supplemental budget action. Finally, there is one staffer who is largely funded by a number of grant sources including the City's ARPA projects in the 10-20% range. I believe that's the extent of ARPA-funded staffers.

The FY2023-24 budget envisioned short duration fire district transition staffing needs with a position budgeted in finance and administration for the year. As the iterative process of the transition unfolded, the scenario of adding staff in support services that would potentially transition over to the new fire district organization no longer made sense so those positions were never filled and, of course, are not included in the FY2024-25 budget.

7. Following up on hybrid working -I suppose this is another one of these situations where it depends on which study you cite. I have read multiple studies that actually show a loss in productivity. I have also read multiple studies showing many employers are requiring their employees to come back to the office. Further I think it sends the wrong message when members of our community show up and those that they're paying to work on their behalf are not present. It also sends a bad message to those who are required to show up every day because of their job requirements when their managers and superiors are not. I would urge reconsideration on this point. I have personally found it to cause delays in getting things done I needed to get done because the person who did the job happened to be working from home that day.

This question was answered by Jeff Towery, City Manager, in an email to Councilor Chris Chenoweth. Here is that response.

#### Chris,

Thank you for the question. As you mentioned, there are studies that suggest remote work is better for the workplace and studies that suggest the opposite, so it's hard to speak in absolutes about a topic that is somewhat subjective. This <u>SHRM article</u> describes the current dilemma pretty well:

"The arguments for and against hybrid work arrangements have been fast and furious. The people who support a combination of onsite and remote work defend it passionately; while some support hybrid work arrangements with caveats. Others make clear their preference for completely in-person work.

From hybrid supporters: If anything positive came from the COVID-19 pandemic, it's the hybrid work schedule. From hybrid detractors: Now that the pandemic seems to be more or less behind us, let's return to the prior normal."

Ultimately, we have decided to move forward with a hybrid model, because it allows us to sustain the benefits of remote work and in-person work.

Before diving into the rationale for hybrid work, I feel like it is important to understand what positions are working remotely. Currently there is only one position (part-time) that is working a fully remote schedule, and that position requires in-person attendance at meetings when necessary.

Positions that need to provide direct services to our community members are fully inperson. With the exception of a few positions that occasionally work remotely, the following departments are fully in-person:

- Parks and Recreation
- Police
- Public Works
- Library
- Municipal Court
- IS

Positions that do not have regular interactions with community members and that can complete work tasks remotely have been given the opportunity to work a hybrid schedule. With the exception of a few positions that need to be in-person to do their work, employees in these groups generally have the option to work a fraction of their time remotely:

- Community Development
- Administration
- Finance
- Human Resources

When deciding how to move forward with remote work, the City considered the following when deciding to move forward with hybrid work options.

- Community Impact The impact on the community was most important in how this decision, which is why only some positions are eligible for hybrid work.
- Productivity While sometimes it feels like employees are more productive at work, there are studies that suggest the opposite. Here is an excerpt from <u>Entrepreneur.com</u> which sites many reputable studies demonstrating an increase in productivity due to remote work:
  - "... Not surprisingly, according to the U.S. Bureau of Labor Statistics, productivity decreased significantly in the first quarter of 2022 when workers returned to in-person work environments with a drop of 7.5%; that fall marks the largest reduction in productivity since 1947. The second quarter also saw a large productivity decrease at 4.6%. By contrast, productivity increased sharply in the first two years of the pandemic, and that boost occurred specifically in the industries where much of the work can be done remotely such as IT and finance, as found by a recent National Bureau of Economic Research (NBER) study; while industries that require more in-person work fell behind in productivity measures."
- Recruitment and Retention Given the high cost of transportation, the limited
  housing supply in McMinnville, and the cost of housing in the area, it is difficult to
  attract employees to a job that requires a fully on-site presence. We have had
  many conversations with applicants that tell us they are considering the cost of
  gas and the ability to have a hybrid work option when making the decision whether
  or not to accept the position. A <u>SHRM article</u> published in September 2023 shows
  the ability to work remotely drastically decreases the quit rate.
  - "The study found that the ability to work from home reduced quit rates by a staggering 35%. Moreover, the power of hybrid work to improve retention is not limited to a particular age group. While younger employees have shown a preference for more in-office time, older employees are more likely to favor home-based work. A hybrid model caters to both preferences, making it a universal retention tool."
- Employee Engagement Studies show that employees with the ability to work remotely are more engaged in their work.

Gallup.com, which is a very reputable source, wrote <u>a fantastic article</u> on hybrid work and how it affects employees. It is worth a read if you get a chance, but a couple things that stood out to me:

- "Eight in 10 chief human resources officers (CHROs) from Fortune 500 companies surveyed by Gallup report that they have no plans of decreasing remote work flexibility in the next 12 months."
- "When employees work from their desired location, they tend to be: more engaged at work, less burned out, less likely to quit"

I do know that a number of recent and current incumbent employees accepted their positions here with the understanding that there would be the opportunity for flexible work schedules. On a more personal note, it has been very helpful for me to have dedicated time in the office and dedicated time working remotely. The time in the office allows me the ability to build relationships with employees, to be available to engage with community members and other partners, and the time at home allows me the opportunity to get some work done without interruption.

Since this is a follow up to another question from a Budget Committee member, we'll be sharing this thread with the full committee as well as the answers to your other questions. Thank you.

Jeff

8. Are there any legal limitations on the amount of interfund loans? I don't see any impairment potential, so my question is largely a curiosity inquiry.

The state statute ORS 294.468 permitting interfund loans does not have financial limit. Operating loans must be paid back within one year and capital loans may be extended for as long as 10 years. Governing bodies must establish the debt authority by formal action.

9. Is the Transient Lodging Tax applicable to VRBO and AirBnB? (p. 362)

Yes, vacation home aggregators remit TLT collected. The ordinance's length of stay parameter states that it's for stays of less than 30 days.

10. Note 4090 in Park Development Fund (p. 450) - Not sure I understand the significance of this note.

Thanks for noticing this! It is no longer an accurate statement as the park improvement bond proceeds have been fully spent at this stage and now the fund's beginning fund balance in this line item is unspent system development charges (SDCs). The comments found throughout the financial software system's line-item budget output are generated from the prior year's document; this comment has been recurring for a number of years and we did not notice the need for an update. I went back to FY2015-16's budget as a point in time and identical language is there though it was slightly different back in FY2008-09.

General comments from Councilor Chris Chenoweth that he requested be added to the public record and circulated to Budget Committee members:

1. I would really appreciate it if we could get a profit and loss statement. It is frustrating to not have those numbers as it would answer a lot of these questions with clarity. The Council has been asking for at least four years for this it and it

- really should be part of this package. It is mind boggling to me that the Council is requesting something and our City Manager consistently seems unwilling to provide it. Why?
- 2. I would also really appreciate it if we could get a consistent approach to budgeting. It makes it very difficult for this City Councilor to compare year over year when each year the layout is slightly different. That being said I was able to get to the same basic statements and make comparisons that way and I am very grateful for that. Maybe there was just too much editorializing throughout the packet and in reality it was laid out the same way but regardless it made my job as a City Councilor more difficult than I think it needed to be.
- 3. I would like to express a huge thank you for the movement in the police department regarding hiring. It is noticed and greatly appreciated.
- 4. I would like to express my personal priorities. The police will always be a top priority to me, administration will always be a low priority to me in the vein that I don't want the city to get top heavy. I think we have more money going into the library than really needs to be going there. I don't know if this has to do with propping up care for our houseless community or not, but it would seem to me those dollars will be better served in park and rec. 17 to 18 FTEs seems way more than is needed to run that department.
- 5. I think we need to have our HR department perform another pay equity analysis. When I've gone back through it it appears to me that we are paying the same for a executives with the same tenures. The responsibilities, roles, potential liabilities, and stress loads of a Chief of
- 6. Police or even the Community Director is entirely different and should not be measured as equal to some of the other execs. That is not to slight anyone but it is to say that true equity pays a person based upon the load they're required to carry. It would appear that our previous HR director thought equity meant a person at the same level in a hierarchy should be paid the same regardless of whether the roles, number of employees, responsibilities, and potential loss of life are entirely different. That's not equitable at all. Something went wrong in that process and I think we need to reevaluate it.

#### FY2024-25 Proposed McMinnville Budget Q&A

Questions from Budget Committee and community members received on or before 5/15/2024 with answers from staff – prepared 5/17/2024

1. Could you tell me what the new \$90K lobbying expense is on the Administration (Mayor) budget is?

In the past year the City recognized that there was an opportunity to access state and federal funds for needed city projects if it invested in a more proactive state and federal lobbying effort. This effort resulted in the following funding grants:

- \$850,000 for the Third Street Improvement Project
- \$2,000,000 for water infrastructure to support workforce housing
- \$195,000 to support infrastructure to build housing for seniors and people with disabilities.

Without the aid of a dedicated lobbyist these efforts would not have been as successful. FY 24 funding for a lobbyist was paid out of the Community Development Department utilizing vacancy savings.

The City would like to build on last year's successes to continue to lobby for federal and state funds in FY 25 to support needed transportation and wastewater projects to support housing in McMinnville as well as to start advocating for funds for park improvements. The \$90,000 will pay for the contracts and associated expenses of a state and federal lobbyist.

2. Why are we anticipating a decrease from 5.47% in 2024 to 3.97% in 2025 [in property tax assessed value]?

Each year the City works with the Yamhill County Assessor's office to project likely new levels of assessed value in the upcoming year for the McMinnville taxing district area. The estimates for next year are based on the average by property class for the last four years and manual adjustments reflecting known differences in actual project completion timing or development trends. This is the best "crystal ball" we have into what the change will be when actual taxes for next year are calculated in a few month's time.

3. P17 why the green spike in the amended 2023-24 transfers in. What was it?

In FY2023-24, the City had a couple of one-time, unique transactions, which required interfund loans, so the loan proceeds and a repayment are contained within the Transfer In categories for the General Fund and Wastewater Capital Fund.

- Purchase of the Alpine Property (formerly RB Rubber) \$4,350,000
- Loan to McM Fire District to cover their operating costs at start-up until they collected property tax revenue. \$4,287,320
- Interfund borrowing from Wastewater Capital fund to finance General Fund capital projects \$1,403,121

Repayment of interfund loan for McM Fire District start-up \$4,378,426

#### 4. P35 unmet needs – can you explain the PERS lump sum to me?

Employers in the public employee's retirement system (PERS) can make "lump sum" additional payments to the system. While there is a range of set up options, typically the lump sum will be tracked independently in a "side account" and, over the course of 20 years, this pot of money is utilized to buy down the biennial employer rate paid by the jurisdiction.

These funds are invested with the rest of the PERS contributions so, as such, can have poor years which affects the actual savings achieved each biennium on employer PERS rates. Information pulled from their website, last updated for the 2021 calendar year, shows actual returns for these kinds of accounts in the system.

Total PERS Side Account investment returns, less fees

Calendar year	Average earnings/losses
2007	10.22%
2008	-27.83%
2009	19.52%
2010	13.13%
2011	2.96%
2012	15.39%
2013	16.67%
2014	7.79%

Calendar year	Average earnings/losses
2015	2.25%
2016	7.65%
2017	16.71%
2018	0.56%
2019	13.92%
2020	7.18%
2021	20.76%

PERS assets are invested for the long term, which makes sense because the purpose of the assets is to cover a long-term liability. Local governments are highly restricted in making long term investments on their own so creating an independent investment strategy as an employer to prudently contain these costs is virtually impossible. Investing available cash in a PERS side account is the available financial planning tool that matches a long-term investment approach to the long-term need and establishing one would return twenty years' worth of retirement cost savings to the City.

The particular opportunity coming up is a second chance to participate in the Employer Incentive Fund. Under current law, jurisdictions that participate in the EIF receive a 25% match from the state for its side account, an investment return in and of itself that exceeds normal market expectations. Creating a reserve of cash that all city funds with staffing costs would contribute proportionately to is among the most impactful tools available to create a more sustainable financial footprint for the City of McMinnville.

5. P37 court system needs an upgrade – can/should this be moved up in priorities?

All of the unmet core services proposed add packages have merit and would contribute to providing a higher level of service to the community in different ways. The top 10 are presented as the Budget Officer's priority recommendation (with the rest presented in no particular order) and certainly there are arguments for moving items up or down on the list. If the budget committee has interest in looking at ways to shift spending and/or secure resources to fund particular items on the unmet needs list, that is certainly discussion and direction that can take place during the budget committee meetings.

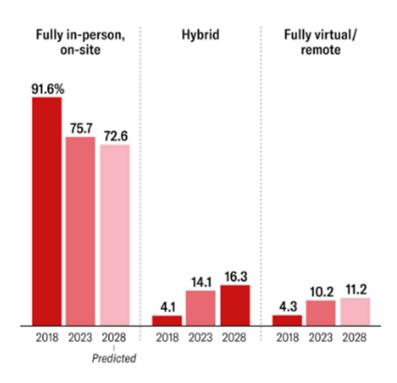
- P62 Parks & Rec the FTE # is missing from graph
   The graphic is cutting off the FTE #. The Parks & Rec FTE # is 25.9
- 7. P79 Administration why are we still working hybrid vs. in-person? What are the pros to that? Why not go back to in-person?

The City takes a department by department approach to staff scheduling given the different nature of the service delivery mission of each. For desk-based personnel, the ability exists to take advantage of the upsides of flexible scheduling and hybrid work

arrangements. Obviously there are many City services which are best served by in-person interactions but the pandemic taught us that there are alternative ways to doing things and we're continuing to lean into those lessons learned where it makes sense.

A Harvard Business Review study looked at workplace trends. Included in their findings is the technology has improved, making remote work productivity increase. They end by concluding that remote work will likely grow in the future because "employees like it." The research available at the time of the Aug 2023 article indicates that productivity difference between hybrid and on-site only work seems to be either none or that productivity may actually be increased. The trends and upsides the City has experienced are similar to those noted in the article.

# What share of your firm's full-time employees are in each category?



Source: Survey of Business Uncertainty

⊽HBR

8. P90 line 7610-05 went from \$1,200 to \$5,161 – why?, also line 7610-10 went from \$15,460 to \$23, 694. Seems a big difference. Why?

Starting in FY2023-24, the annual property and general liability insurance invoice is being processed in a different way so that actual costs for insured items are reflected. Previously the approach was to use allocation percentages across the organization without trueing it up to the assets held by or risks specific to each department and/or fund. The FY2024-25 budget for insurance across the city calculates the anticipated increases on FY2023-24 actual costs as opposed to the budget for the current year. The FY2023-24 actual costs for these line items is \$4,666 and \$19,765 respectively.

9. Does everyone write their own section? Seems like there is a lot of redundancy! And we mention the underlevying about 50 times.

Upwards of 20 staffers contribute to the narrative information presented in the document. Redundancy can be an issue as users of the budget document include those who read it cover to cover and those who search for specific sections of interest. Striking the balance for providing adequate context in specific sections and avoiding repetition across the document as a whole can be challenging.

10. P160 how many of our police officers are bilingual?

Current staffing includes two bilingual credentialed sworn officers. During a previous negotiation session with the MPA, the collective idea was approved to add the 10% "court-certified" bilingual incentive (higher than just the previous "street-level fluency" 5%) to try and attract more bilingual officers.

For a more complete view across the city's workforce, the table reflects bilingual capacity currently on staff.

Department	Bilingual Credential Employees
Administration	2
Municipal Court	2
Library	5
Aquatic Center	3
Community Center	2
Police – Sworn Officers	2

11. P161 transfers out went to \$594,197 from a previous \$0.

Beginning in FY2024-25, police support for YCOM dispatching services is reporting within the Police Dept org set, rather than General Fund, Non-Departmental. This change allows

us to better reflect the city's investment in public safety by including this over half-million dollar expenditure in the police department's budget.

12. P179 indicates a big increase in police reserve salaries.

In about October 2023, the PD started paying our only "solo" Reserve Officer an hourly rate when he comes out and works Patrol because he helps to supplement our limited officers on Patrol. So, largely, this is an accounting change for where this \$17,100 in temporary wages will be categorized next year.

13. P237 clearly states ADD PACKAGE – does that mean it is something we are able to include because we brought the .50 back online?

We used the term "add package" to describe scopes of new work, particularly in the General Fund that are proposed for the year. The unmet needs list (starting pg 35) are examples of add packages. We hoped that the additional 50 cents would allow us to fund multiple add packages but the normal inflationary increase on steady-state staffing level cost as well as the commitments associated with repaying internal borrowing loans from prior years on capital investments effectively utilized those funds in full.

14. P297 states the inmate crew is no longer available for projects. Why not?

The County cancelled our inmate work crew contract during the pandemic since they did not have the capacity to service it (i.e. not enough people in jail).

15. P308 park rentals anticipated to decrease by 50%. Why?

We don't have a good sense of why these revenues have decreased. We clearly saw a decline during the pandemic and, to some extent, those revenues have not recovered. Because FY2023-24's actuals were trending lower than its \$10,000 budget, a \$5,000 projection for FY2024-25 seemed reasonable. YTD as of mid-May has actual revenues coming in at less than \$2,500.

16. How much is the city budgeting for management of the homeless/camping crisis? What is this costing us - the tax payers - annually in total? Are there grants to offset this growing expenditure?

The effects of homelessness are widespread and touch multiple departments. It is very difficult to quantify a dollar amount that would accurately reflect the time and resources McMinnville spends addressing it. In addition, the direct spending varies significantly year to year as one-time capital grant dollars are utilized.

On grants specifically, over \$3 million has been received over the last three years to support the building of AnyDoor Place, a new low-barrier shelter for people experiencing homelessness with on-site support services that will open this summer. The City also provided \$300,000 of its American Rescue Plan Act (ARPA) funding to support Stratus Village, a 175 unit apartment complex supporting households making 60% AMI or less.

A community learning work session was held on 2/21/2024 discussing these impacts. The recording of the public meeting is available as well as staff presentation documents on the City's website.

https://www.mcminnvilleoregon.gov/citycouncil/page/city-council-work-session-600-pm-2

17. What is the city doing to reduce carbon pollution? This was once a priority. Are we buying electric vehicles? Has the city conducted energy audits of our buildings?

As stewards of McMinnville's future, we prioritize environmental sustainability. Examples include:

- Our Haskins and McGuire Reservoirs provide 3.5 billion gallons of drinking water capacity, with the ability to treat 22 million gallons per day.
- Our Wastewater Treatment Plant removed 1,691,225 pounds of Carbonaceous Biochemical Oxygen Demand and 2,273,422 pounds of Total Suspended Solids in the past twelve months. To put this into perspective, that's equivalent to 1,880 wine barrels and about 9 Spruce Gooses' of pollutants respectively!
- City teams are developing the Total Maximum Daily Load (TMDL) Plan to identify and reduce mercury levels in our waterways, supporting the restoration of beneficial fish consumption and protecting aquatic species and wildlife.
- McMinnville Water and Light has replaced approximately 75 transmission and distribution poles and rebuilt 1 mile of 115v transmission line, enhancing the safety and resilience of our electric system.
- The Mayor's office, in collaboration with McMinnville Economic Development Partnership and other key stakeholders, is working on creating a Mayor's Sustainability Summit to highlight and support environmental sustainability initiatives across our economic sector.

In addition, McMinnville is exploring how to leverage new resources available for clean energy projects available through the Inflation Reduction Act for electric vehicles, energy efficiency projects and other similar investments put into service starting in 2023.

One electric vehicle for the library delivery service was purchased in 2022. Hybrid police patrol vehicles were planned for the current year but acquiring them in a timely manner has proved difficult; balancing the desire to replenish our fleet with more energy efficient units while getting caught up with years of being unable to fund replacement vehicles has been challenging as a practical matter.

18. What is the professional project 7770-59 Projects - Admin Building. Design Services for Admin Building Project? Are we looking at a possible new Admin building or a redesign of an old building? Will any timeframe be discussed? \$1.2Million is a lot of design??

The account 77.7770-59 is for the design of an upgrade to our existing Wastewater Administration building and needed replacement facilities for operations and park maintenance that will place our Public Works teams at a single location. This next year we will begin Phase 2 of the design work that includes preliminary design of our preferred alternative. Once a decision about the preferred alternative is confirmed we will be

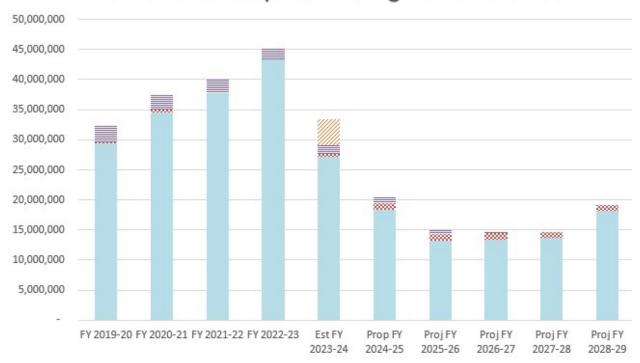
working on a contract with our design consultant to begin this work. A final construction schedule has not yet been determined. Preliminary estimates indicate a project cost range of \$17M - \$36M which would require \$1M to \$3M in design costs assuming the industry standard for design fees at 10% of construction costs.

19. Could you schedule out the loans from Wastewater to the general fund since 2020 and show the payments made with balances still due? Also let us know how much if any we can still internally borrow from the wastewater fund?

Looking at the latest Wastewater Capital Fund financial projections updated in March of 2024, ending fund balance through FY2028-29 has a low water mark of \$13.25 million in FY2025-26. The graph below shows the net impact of internal borrowing through the proposed FY2024-25 budget and a scenario projecting \$1 million in internal capital borrowing in each future year with 5-year repayment terms.

In this scenario, the largest percentage of capital borrowing relative ending fund balance is also in FY2025-26 of 7%. The proportional range is from 1.5% in FY2023-24 with all future years between 5.2% and 7.0%.

# Wastewater Capital Ending Fund Balance



■ Available Ending Fund Balance ※ Internal capital borrowing 

PERS loan reserve 

Alpine UR land acquisition

Given this data, a regular program of internal borrowing is a low-risk activity to that fund's financial health. In fact, it contributes to its fiscal health because the earnings on the loan payments exceed what this available cash would otherwise receive in interest.

# Internal Loan Schedule

Dept	Police Pu	Holice A	Police Pu	Fine D	Fire (p	Police H	Police H	Police M	P&R-Community Re	P&R-Community Re Center	P&R-Senior E) Center m	P&R-Senior Ba	Admin-City Hall Co	CDC Se	CDC R	Library S4	Info Sys SI	info Sys A	Park Maintenance Pa	
Description	Pursuit Vehicles (3 Ford Explorer)	Audio Visual Equipment	Pursuit Vehicles (3)	Defibrilators (pyints thru FY26)	Veh + Air Compressor (pymts thru FY28)	Hyurid Vehicle (replace 2014 Dodge #834)	Hyorid Vehicle (replace 2014 Dodge#837)	MDT equipment in cars	P&R-Community Resurface playing courts Center	Replace carpeting	Exterior lit event signage at main entrance	Bathroomremocel	CH insulation & window restoration	Secure building entry way	Replace ETU #1-HVAC unit	Security system cameras	Shared VM Servers, Domain, Storage	Asset Mgnt system	Replace various restroom partitions w/o Thompson	Replace various restroom
Rudget Year	FY19-20	FYZ0-21	FY20-27	FY20-21	FY20-21	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	EV32_3/
Res.	2020-22	2020-22	2020-34	2020-34	2020-34	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	FY23-24 2023-39	2023-39	FY23-24 2023-39	FY23-24 2023-39
744,661 Actual	174,600	26,748	1/8,/28	252,440	112,146															
8,635,466 Loan Amount FY24 Est						68,000	delayed FY 25	50,000	50,000	delayed FY 25	delayed FY 25	delayed PY 25 (In proposed)	delayed FY 25 (in proposed)	45,000	delayed PYZ5	20,000	91,871	55,000	43,000	delayed FY 25
							68,000			92,000	12,500	200,000	24,000		26,250					
1,047,010 4,151,528 FY25Est FY24Est	37,312	5,/16	37,689	53,247	23,655															
469,855 FY25Est	37,312	5,/16	37,699	53,247	23,655	15,511		11,405	11,405	31	£	£	20	10,265	32	4,562	20,957	12,546	9,809	
675,837 P FY26Est		5/16	37,599	53,247	23,555	15,511	15,511	11,405	11,405	20,386	2,851	45,522	5,475	10,265	5,388	4,562	20,957	12,546	9,309	3,992
7 555,521 Payment Amounts t FY27 Est F						15,511	15,511	11,405	11,405	20,986	2,851	45,622	5,475	10,265	5,988	4,562	20,957	12,546	9,809	3,992
555,521 nts FY28Est						15,511	15,511	11,405	11,405	20,986	2,851	45,622	5,475	10,265	5,988	4,562	20,957	12,546	9,809	3,992
4,828,116 FY29Est						15,511	15,511	11,406	11,405	20,986	2,851	45,622	5,475	10,265	5,988	4,562	20,957	12,546	9,809	3,992
243,294 FY30 Est							15,511			20,936	2,851	45,622	5,475		5,938					3,992

	4,488,361	215,766	215,766	215,766	215,766			4,272,595	00	2023-5	FY23-24 2023-58	Alpine Dist property	Admin / Urban
						3,993,900		3,940,000	0	2023-40	FY23-24	Fire / BMS Operating Costs	Fire District
2,826	2,826	2,826	2,826	2,826			12,000				FY24-25 proposed	MDT's for replacement patrol vehicles (PD)	Info Sys
12,150	12,150	12,150	12,150	12,150			51,600				FY24-25 proposed	Network Switches, Host Servers, WiFi upgrade	Info Sys - 71.48% gen fund est
5,887	5,887	5,887	5,887	5,887			25,000				FY24-25 proposed	Sprinklar/Riser Deficiency Repairs	Library
3,532	3,532	3,532	3,532	3,532			15,000				FY24-25 proposed	Thompson Park ADA ramp with tactile warning	Park Maintenance
21,192	21,192	21,192	21,192	21,192			90,000				- FY24-25 proposed	11' Rotary large area mower - FY24-25 replace 2013 proposed	Park Maintenance
12,880	12,880	12,880	12,880	12,880			54,700				FY24-25 proposed	SC - Carpet replacement	P&R-Senior Center
2,755	2,755	2,755	2,755	2,755			11,700				FY24-25 proposed	SC - Replace vinyl flooring	P&R-Serior Center
2,355	2,355	2,355	2,355	2,355			10,000				FY24-25 proposed	CC - Fire Panel Replacement	P&R-Community Center
18,672	18,672	18,672	18,672	18,672			79,300				FY24-25 proposed	Replace 2017 Dodge 801 (Move to SUV-Tahoe)	Palee
19,858	19,858	19,858	19,858	19,858			84,335				FY24-25 proposed	Replace 2017 Ford 839 (but keep as spare K9)	Police
3,090	3,090	3,090	3,090	3,090			13125				FY24-25 proposed	CDC Capital - HVAC II	CDC
							ecure entry yay	moves to FY24 aspart of easting 45k secure entiry way	oves to FY24 at		FY24-25 proposed	Repair Wood Rot around CDC windows	OC.
5,887	5,887	5,887	5,887	5,887			25,000				FY24-25 proposed	Planning Inspections Vehicle	Community Dev
10,596	10,596	10,596	10,596	10,596			45,000				FY24-25 proposed	Sedan replaces 2007 unit w/ compact 4x4 truck	Engineering
14,128	14,128	14,128	14,128	14,128			60,000				FY24-25 proposed	Replace frontage sidewak	Admin-Nelson House
7,064	7,064	7,064	7,064	7,064			30,000				FY24-25 proposed	Replace fire alaim panel & annunciator	Admin-City Hall
FY30 Est	FYZ9Est	FYZ8Est	FYZ/Est FYZ8Est	-Y26 Est	FY25Est	HY24 Est	FYZ5Est	FY24 Est	Actual	Res.	Year	Description	Dept