



**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. [www.mcminnvilleoregon.gov/finance/webform/budget-public-comment](http://www.mcminnvilleoregon.gov/finance/webform/budget-public-comment)*

*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 [CityRecorderTeam@mcminnvilleoregon.gov](mailto:CityRecorderTeam@mcminnvilleoregon.gov)*
- *If appearing via telephone only please sign up prior by **noon on Tuesday, May 21st** by emailing the City Recorder at [CityRecorderTeam@mcminnvilleoregon.gov](mailto:CityRecorderTeam@mcminnvilleoregon.gov) 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.***

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**BUDGET COMMITTEE MEETINGS:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/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.
5. PRESENTATION OF BUDGET MESSAGE BY CITY MANAGER
  6. 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

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702. For TTY services, please dial 711.



# City of McMinnville

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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: Present \_\_\_\_\_ Absent

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

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 6:25 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.*
4. CONSENT AGENDA
  - 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.*
5. 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

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.

6. PUBLIC TESTIMONY ON PROPOSED 2023-24 BUDGET

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.

7. 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.

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, de-escalation 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 low-risk, 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.

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

This item was postponed.

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

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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: Present Absent

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

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 on-demand 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 Police Department budget for a market-based 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.

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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:	<u>Present</u>	<u>Absent</u>
	Remy Drabkin, Mayor Adam Garvin, Council President (via Zoom) Zack Geary (via Zoom) Kellie Menke (via Zoom) Jessica Payne (via phone)	Chris Chenoweth Sal Peralta
Budget Committee:	Jerry Hart, Chair Meredith Maxfield Jerry Mason Victoria Ernst (via Zoom) Debbie Harmon Ferry Lonny Watne	Scott Cunningham

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 Statute (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.

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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:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President (via Zoom)	Jessica Payne
	Kellie Menke	
	Zack Geary	
	Chris Chenoweth	
	Sal Peralta (via Zoom)	

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

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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:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin, Council President	Chris Chenoweth
	Zack Geary	Jessica Payne
	Kellie Menke	
	Sal Peralta	

Budget Committee:	Jerry Hart, Chair	Debbie Harmon Ferry
	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.

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Claudia Cisneros, City Recorder

DRAFT



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:	<u>Present</u>	<u>Excused Absence</u>
	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.

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Claudia Cisneros, City Recorder

DRAFT

EST.  1856

# 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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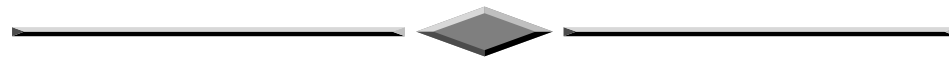
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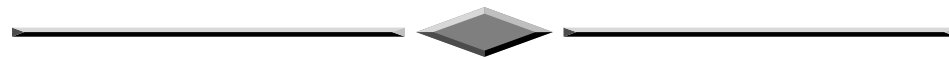
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# BUDGET MESSAGE



# City of McMinnville

## 2024 – 2025

### 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.



# City of McMinnville

## 2024 – 2025

### 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.

<u>Year</u>	<u>Taxable Assessed Value (in millions)</u>	<u>Percent Change</u>
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

# City of McMinnville

## 2024 – 2025

### 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 non-designated 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

**City of McMinnville**  
**2024 – 2025**  
**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

# City of McMinnville

## 2024 – 2025

### 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.

#### Values

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

**Equity** – 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 responsibly 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, responsibly, 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.

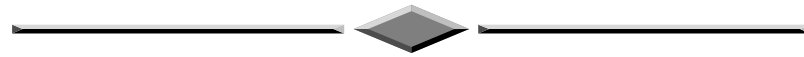
The preparation of the proposed 2024 – 2025 budget once again highlighted the strength and commitment of the entire team. Finance Director Jennifer Cuellar, Financial Services Analyst Crystal Wooldridge and the entire Finance Staff should once again be commended for their tireless commitment. I am grateful 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.

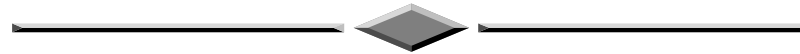
Respectfully submitted,



Jeffrey R. Towery  
Budget Officer  
City Manager



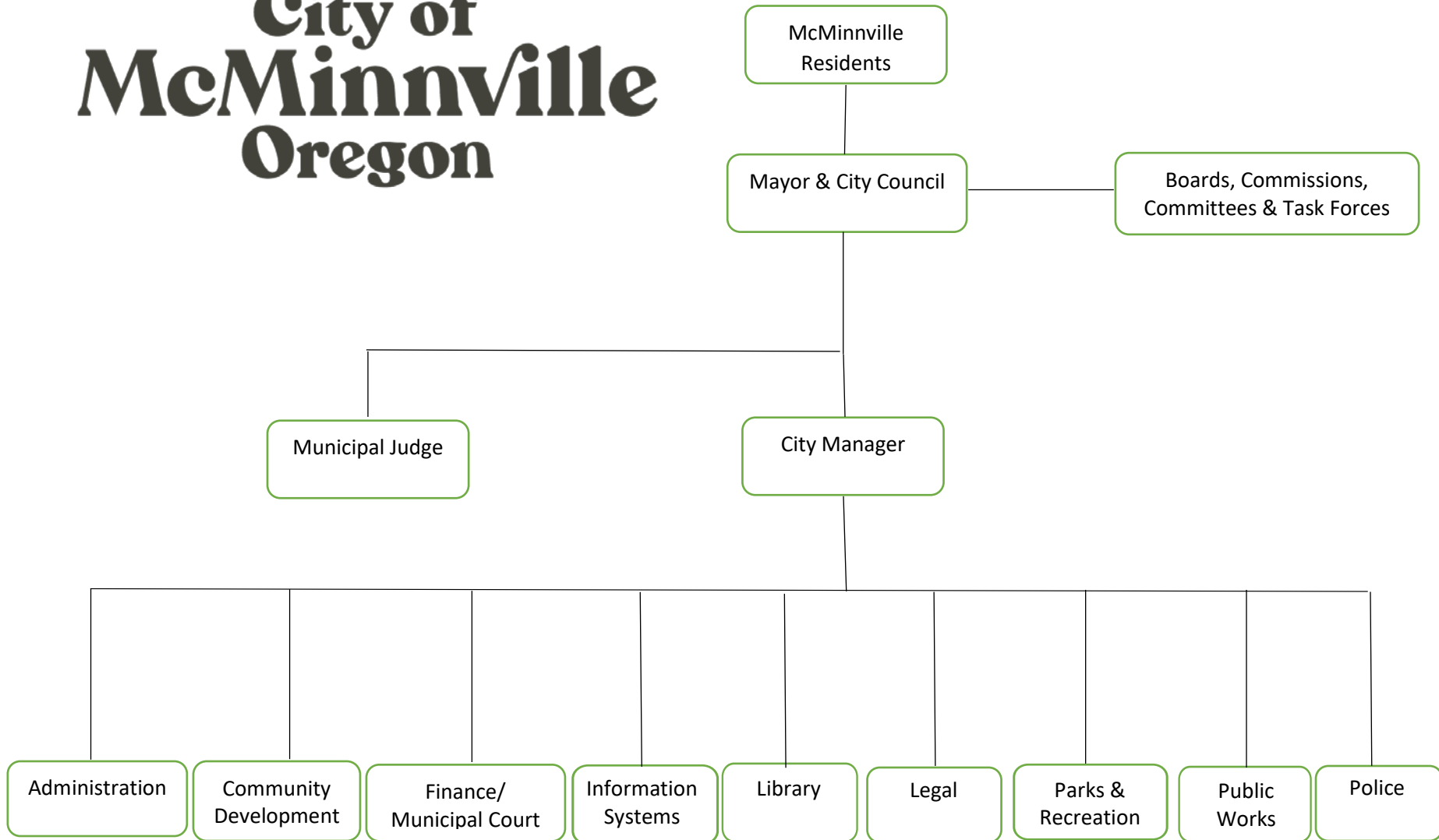
# CITY OVERVIEW



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

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# City of McMinnville Oregon





# 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
 <p><b>CITY GOVERNMENT CAPACITY</b></p> <p>– Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus</p>	<ul style="list-style-type: none"> <li>❖ <b>Evaluate and implement Core Human Resources Functions.</b></li> </ul>
 <p><b>COMMUNITY SAFETY &amp; RESILIENCY</b></p> <p>– Proactively plan for and responsively maintain a safe and resilient community</p>	<ul style="list-style-type: none"> <li>❖ <b>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?).</b></li> </ul>
 <p><b>ECONOMIC PROSPERITY</b></p> <p>– Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors</p>	<ul style="list-style-type: none"> <li>❖ <b>Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.</b></li> </ul>
 <p><b>GROWTH &amp; DEVELOPMENT CHARACTER</b></p> <p>– Guide growth and development strategically, responsively, and responsibly to enhance our unique character</p>	<ul style="list-style-type: none"> <li>❖ <b>Build the new pool/community center.</b></li> <li>❖ <b>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.</b></li> </ul>



# 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

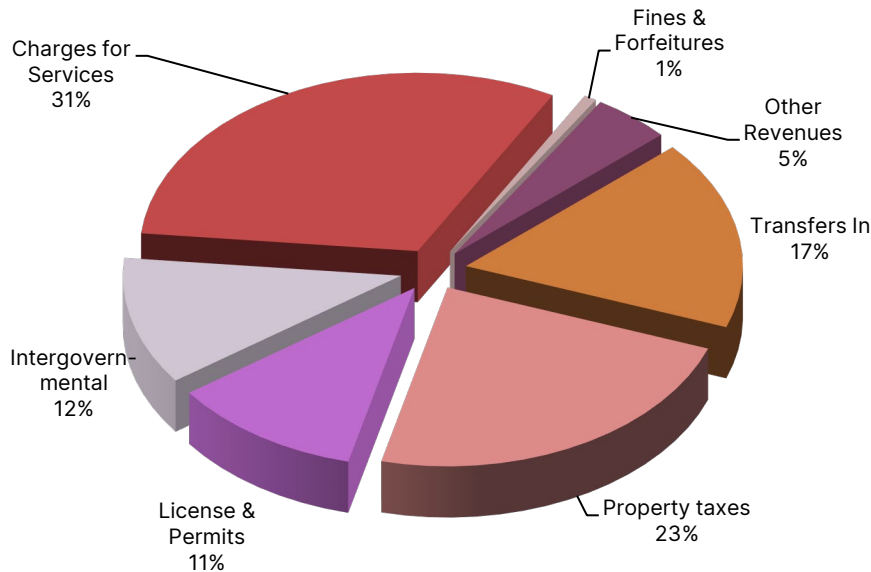
Beginning Balance	\$ 59,994,008
Property Taxes	16,694,600
License & Permits	8,035,403
Intergovernmental	8,298,506
Charges for Services	22,582,092
Fines & Forfeitures	533,040
Other Revenues	3,289,323
Transfers In	12,309,376
<b>Total Resources</b>	<b>\$ 131,736,348</b>

### 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
Contingency	7,644,962
Ending Balance	29,429,486
<b>Total Requirements</b>	<b>\$ 131,736,348</b>

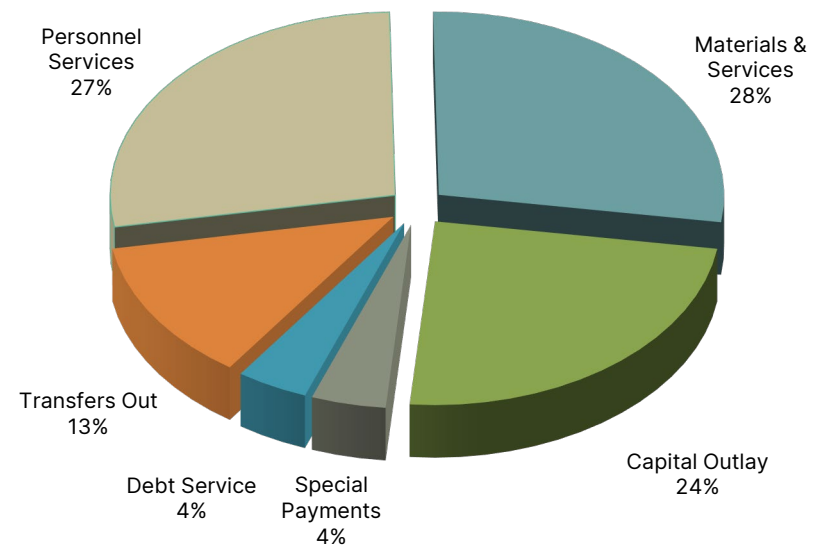
### Revenues- All City Funds

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.

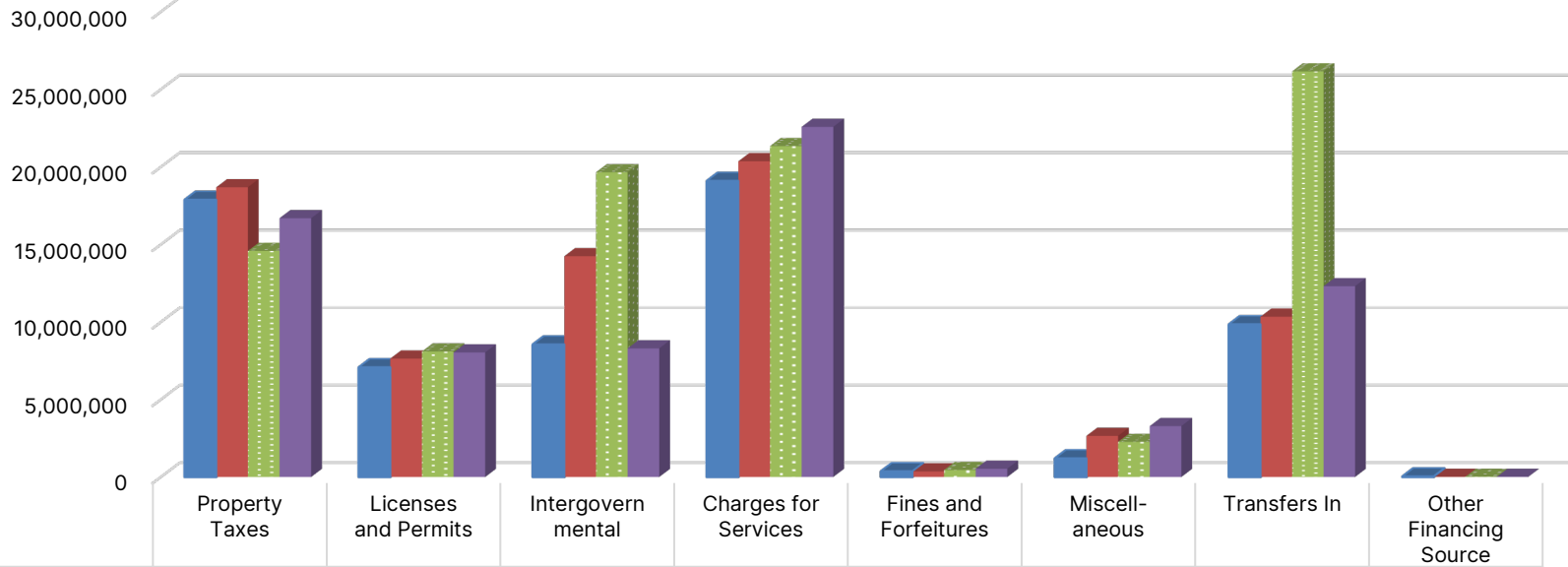
**Capital Outlay** -- \$22.7 million or 24% of total expenditures. This number is \$8.8 million smaller than the prior year, though higher than a more typical year. A FY2023-24 property purchase and Wastewater Capital projects going from \$5 million in FY2022-23 to \$18 million last year and \$19.2 million 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.

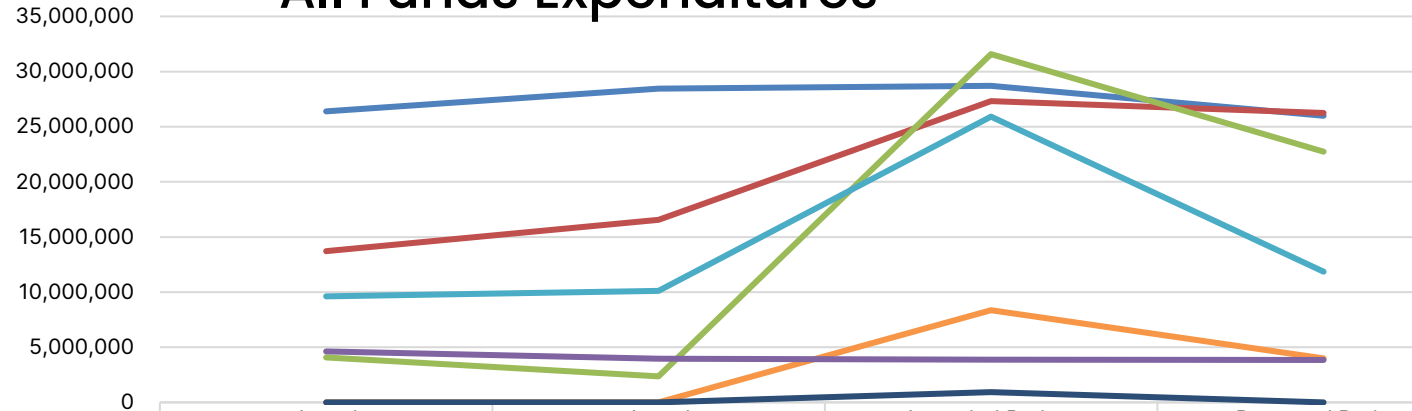
## All Funds Revenues



Actual 2021-2022	17,879,538	7,073,169	8,545,876	19,094,851	359,948	1,196,027	9,847,969	30,267
Actual 2022-2023	18,689,657	7,642,006	14,245,748	20,364,364	358,554	2,654,978	10,342,950	5,605
Amended Budget 2023-2024	14,584,200	8,097,080	19,654,094	21,340,915	449,600	2,264,251	26,156,932	6,000
Proposed Budget 2024-2025	16,694,600	8,035,403	8,298,506	22,582,092	533,040	3,283,323	12,309,376	6,000

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.

## All Funds Expenditures



	Actual 2021-2022	Actual 2022-2023	Amended Budget 2023-2024	Proposed Budget 2024-2025
Personnel Services	26,402,976	28,459,479	28,703,604	25,989,484
Materials and Services	13,713,236	16,547,356	27,317,794	26,232,849
Capital Outlay	4,070,606	2,360,682	31,581,400	22,747,213
Special Payments	0	0	8,359,340	4,000,000
Debt Service	4,621,994	3,972,010	3,876,061	3,847,830
Transfers Out	9,614,559	10,103,165	25,911,937	11,844,524
Other Financing Uses	0	0	930,615	0

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

<b>Resources</b>	<b>Actual 2021-2022</b>	<b>Actual 2022-2023</b>	<b>Amended Budget 2023-2024</b>	<b>Proposed Budget 2024-2025</b>	<b>SS Change 2023-2024 versus 2024-2025</b>	<b>% Change 2023-2024 versus 2024-2025</b>
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	-	-	8,181,013	4,000,000	(4,181,013)	-51.11%
<b>Total Resources</b>	<b>64,027,646</b>	<b>74,303,862</b>	<b>92,553,072</b>	<b>71,742,340</b>	<b>(20,810,732)</b>	<b>-22.49%</b>

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	SS 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%
<b>Total Requirements</b>	<b>58,423,370</b>	<b>61,442,691</b>	<b>126,680,751</b>	<b>94,661,900</b>	<b>(32,018,851)</b>	<b>-25.28%</b>

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 Zply 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.

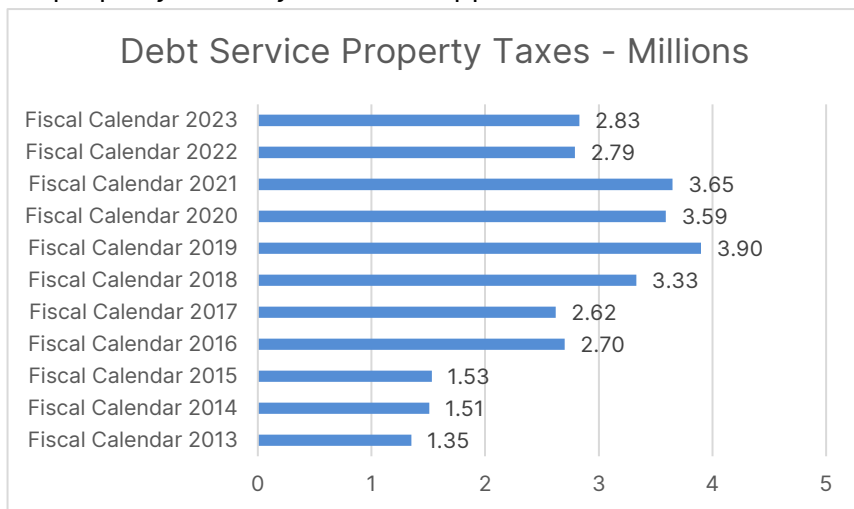
**Debt Service Fund** – Accounts for property taxes that are levied for debt service payments on general obligation (GO) bonds. Currently, the City has \$15.2 million in GO bonded debt outstanding issued for construction of the Police Station and Civic Hall, and major street improvements. The bonded 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.

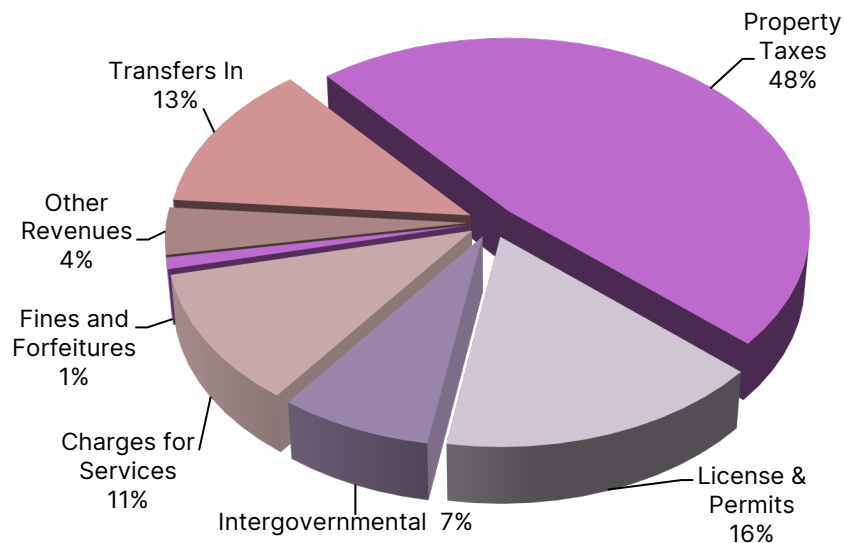
# GENERAL FUND

## 2024-2025

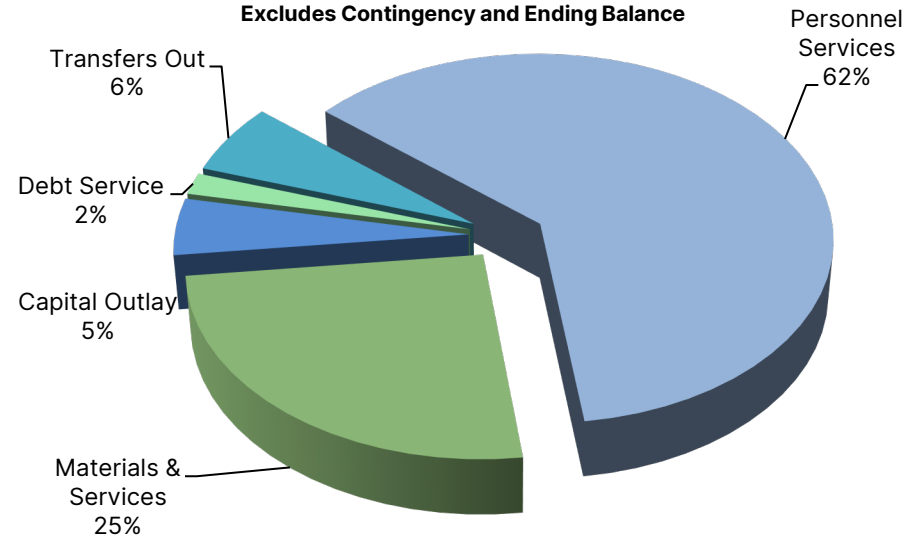
<b>RESOURCES by Type</b>	
Beginning Balance	\$ 8,293,117
Property Taxes	13,750,000
License & Permits	4,646,000
Intergovernmental	2,172,187
Charges for Services	3,234,569
Fines and Forfeitures	283,040
Other Revenues	1,146,948
Transfers In	3,628,031
<b>Total Resources</b>	<b>\$ 37,153,892</b>

<b>REQUIREMENTS by Classification</b>	
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
<b>Total Requirements</b>	<b>\$ 37,153,892</b>

**General Fund Revenues - By Type**  
Excludes Beginning Balance



**General Fund Expenditures - By Classification**  
Excludes Contingency and Ending Balance



# General Fund FY2024-25 Proposed Budget

## Current net revenue and reserve target focus

### Current Revenues - General Fund

PT - Property Taxes	13,750,000
LP - Licenses and Permits	4,646,000
IG - Intergovernmental	2,172,187
CS - Charges for Services	3,234,569
FF - Fines and Forfeitures	283,040
Misc - Miscellaneous	1,140,948
TR - Transfers In	3,628,031
OFS - Other Financing Source	6,000
<b>Total Revenues</b>	<b>28,860,775</b>

Unrestricted Beginning Balance	4,501,569
Committed Beginning Balance (ARPA)	3,682,008
Restricted Beginning Balance (grants)	109,540
<b>Total Resources Available</b>	<b>37,153,892</b>

Reserves* (1.75 mos operating**)	4,163,386
Reserve Adj (ARPA, grants)	(152,163)
<b>FY2024-25 Reserve Target</b>	<b>4,011,223</b>

### Current Expenses - General Fund

PS - Personnel Services	20,255,439
MS - Materials and Services	8,293,492
CO - Capital Outlay	1,612,303
SP - Special Payments	0
DS - Debt Service	611,508
TR - Transfers Out	2,000,827
<b>Total Expenses</b>	<b>32,773,569</b>

### Current Net Revenue General Fund (3,912,794)

Contingency	1,962,400
Unrestricted Ending Fund Balance	343,620
Committed Ending Fund Balance (ARPA)	2,074,303
<b>Total Requirements and Uses</b>	<b>37,153,892</b>

### FY2024-25 Reserves 2,306,020

### Reserves Above/(Below) Target (1,705,203)

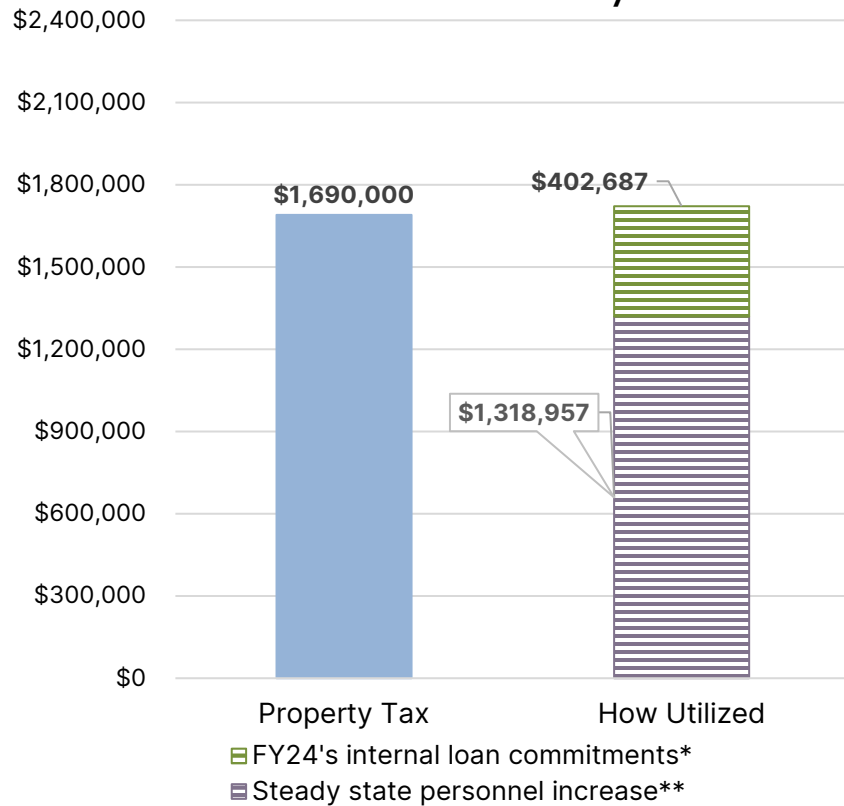
Current net revenue is equal to the difference between annual income and expenditure. A negative current net revenue means that more will be spent in the year than there is revenue coming in to pay for, requiring use of prior period reserves (beginning balance).

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

\*\* Operating expense is defined as personnel services + materials and services categories

# General Fund Analysis FY2024-25 Proposed Budget

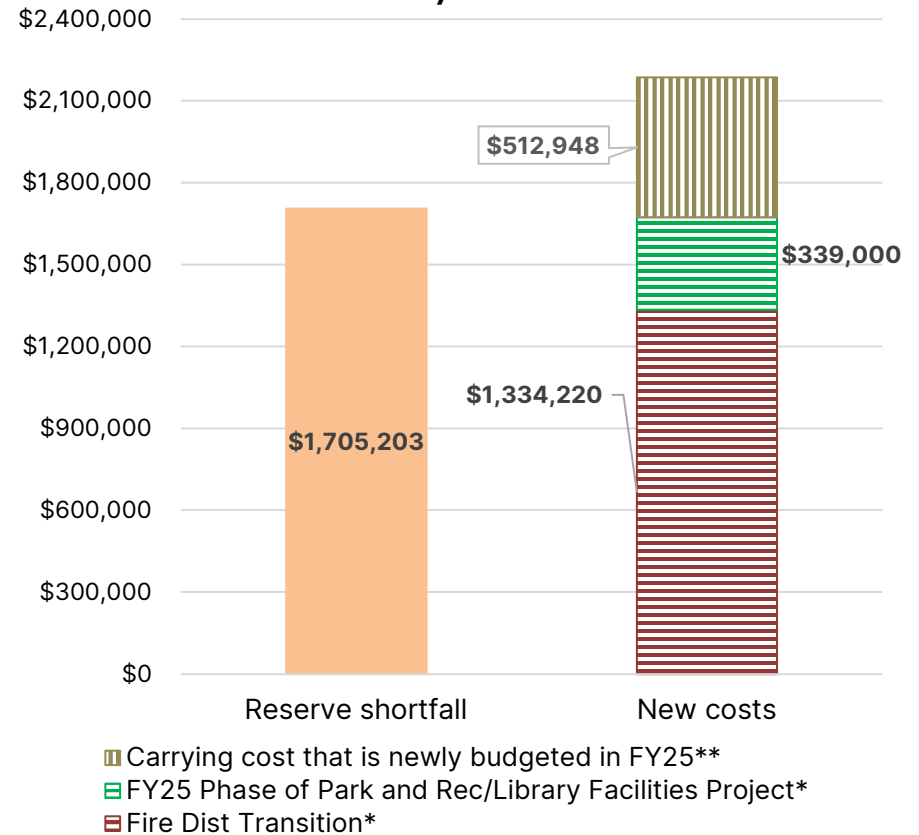
## Use of 50 cents Added Back from FY2023-24 Underlevy



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

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

## FY2024-25 Reserve Shortfall and its Primary Drivers



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)

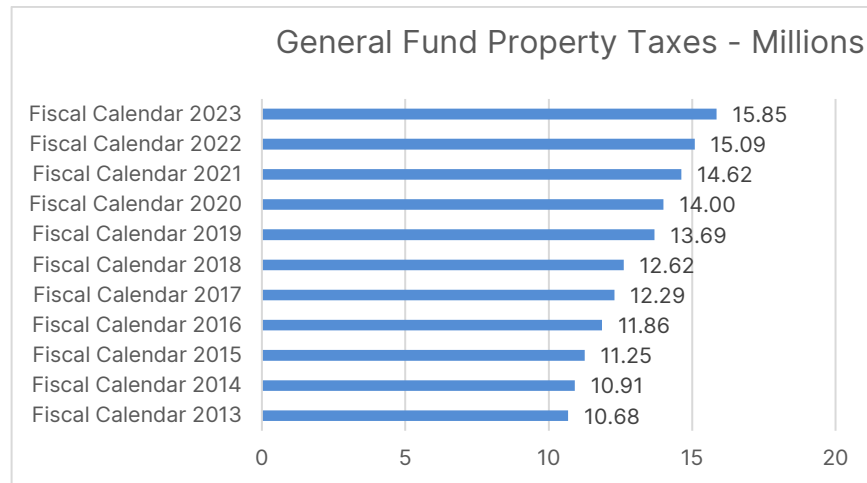


**General Fund Sustainability:**

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 overwhelmingly 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

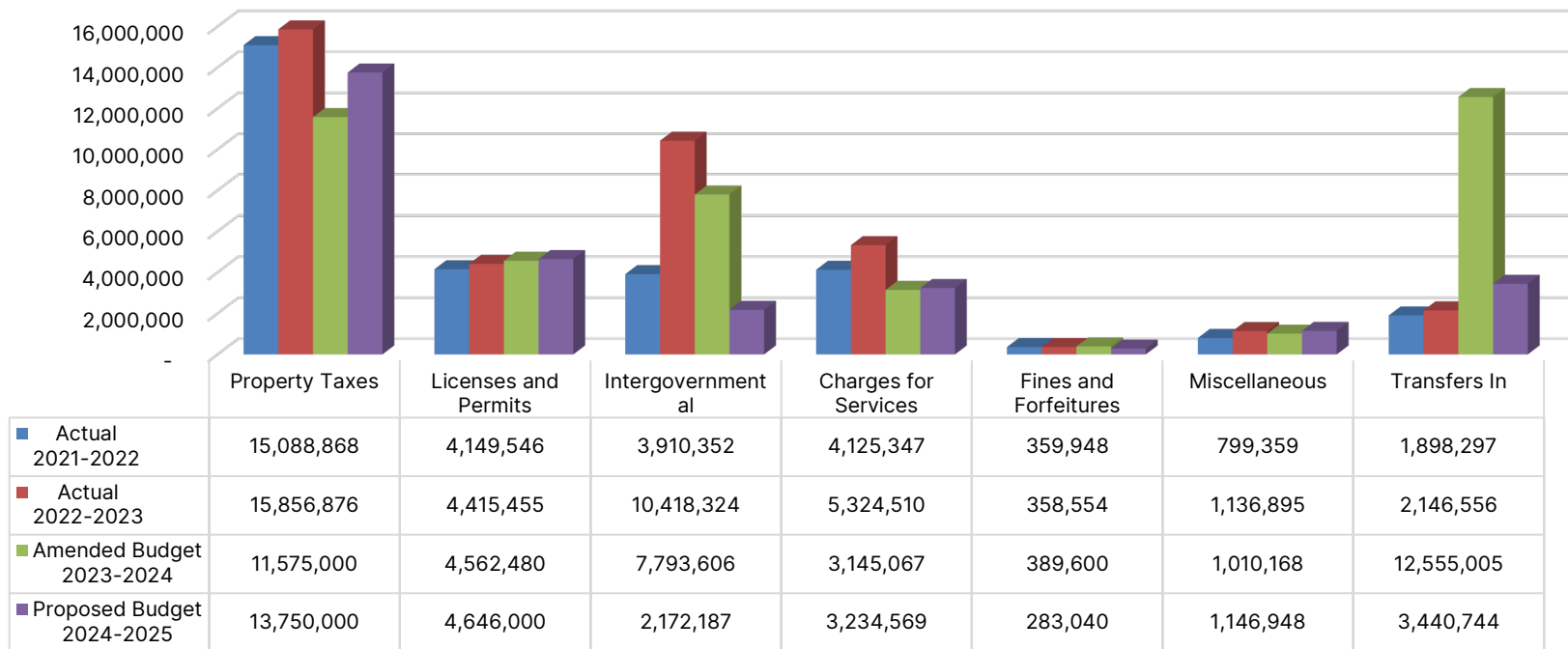
up the rest. Materials and Service expenditures include building utilities, vehicle maintenance, equipment, computer costs, program costs, professional services, contracted services, supplies, insurance, etc.

**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 be 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 Council-approved 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.

## General Fund Revenues



The chart above shows historical trends for **General Fund Resources** from 2021-22 through the 2024-25 proposed budget. **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 Fund Expenditures - By Department

Requirements	Actual 2021-2022	Actual 2022-2023	Amended Budget 2023-2024	Proposed Budget 2024-2025	\$S 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%
<b>Total Department Expenditures</b>	<b>27,732,705</b>	<b>31,182,630</b>	<b>34,578,789</b>	<b>30,590,601</b>	<b>(3,988,188)</b>	<b>-11.53%</b>
Non-Departmental	2,023,195	2,056,187	19,471,785	6,563,291	(12,908,494)	-66.29%
<b>Total Outlays</b>	<b>29,755,900</b>	<b>33,238,817</b>	<b>54,050,574</b>	<b>37,153,892</b>	<b>(16,896,682)</b>	<b>-31.26%</b>
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)

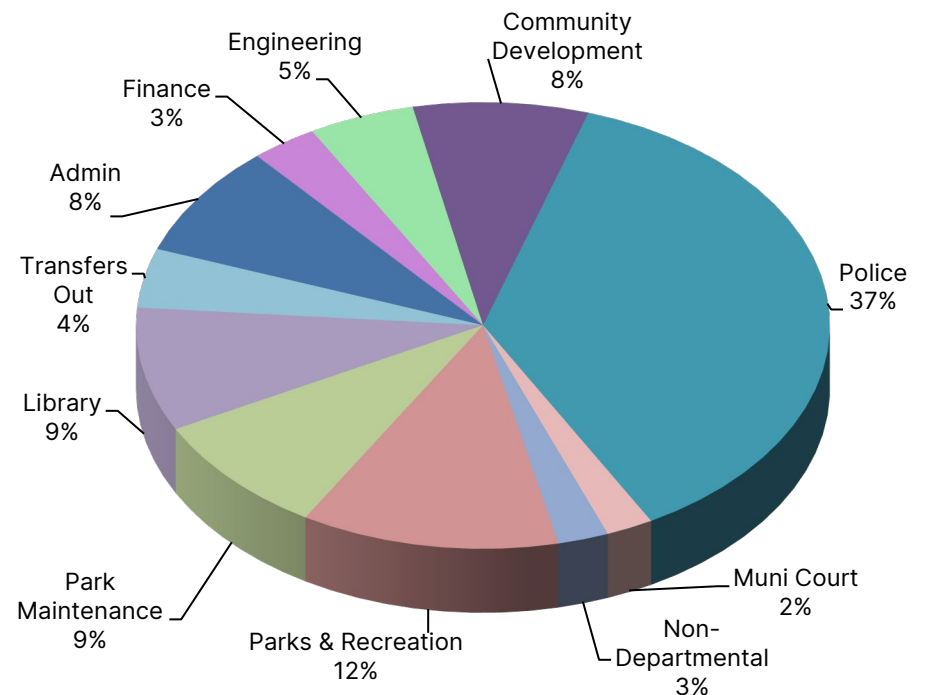
Engineering and Community Development totals \$4.3 million, accounting for 13% of General Fund outlays in FY2024-25.

\$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**  
Excludes Contingency and Ending Balance



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:**

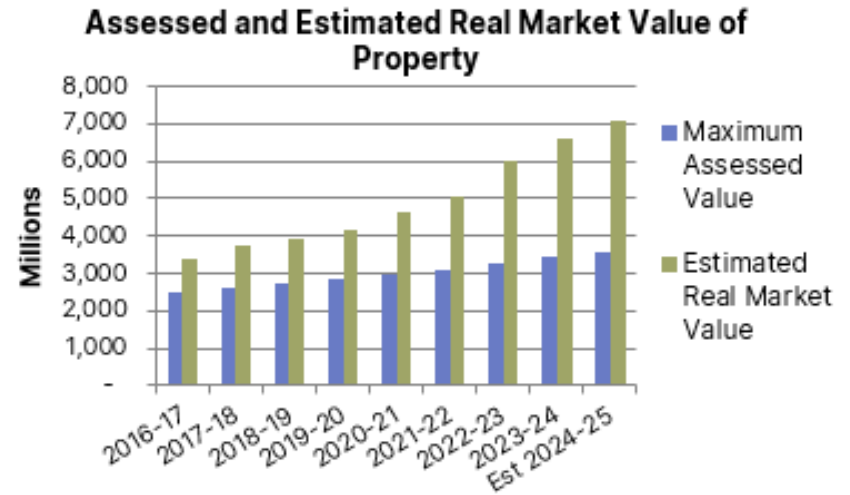
Local, regional, and national economic trends can all affect the City of McMinnville’s budget. For example, interest rates have an impact on the construction industry, which in turn affects the City’s assessed values and property tax revenue. Oregon PERS invests a substantial portion of its portfolio 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.

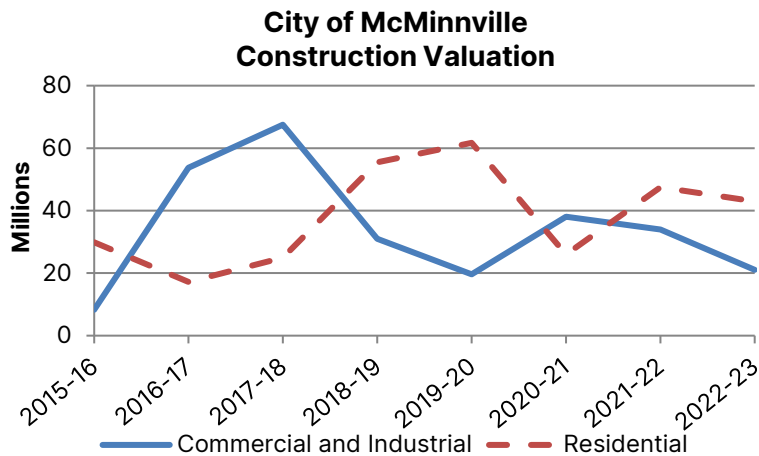


The graph above shows trends for the City’s AV and real market value from 2016-17 through 2024-25 projections. Numbers for 2016-17 through 2023-24 are actual numbers obtained from the Yamhill County Assessor at the time the tax rolls are calculated and tax bills are sent out in late October each year; 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](mailto: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

### Highest priority proposed add packages discussed in the Budget Message

	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.

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

**Highest priority proposed add packages discussed in the Budget Message**

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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.

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

**Highest priority proposed add packages discussed in the Budget Message**

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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 levels. 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.

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

**Highest priority proposed add packages discussed in the Budget Message**

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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.
	<b>Sub Total</b>	<b>2,024,586</b>	<b>349,779</b>	<b>88,146</b>	<b>Highest priority unmet needs described in the Budget Message</b>

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

**Group 2 Unmet Needs in General Fund (not listed in any particular priority order)**

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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 responsibly 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.

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

**Group 2 Unmet Needs in General Fund (not listed in any particular priority order)**

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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.

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

**Group 2 Unmet Needs in General Fund (not listed in any particular priority order)**

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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.

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

**Group 2 Unmet Needs in General Fund (not listed in any particular priority order)**

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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.
<b>Sub Total</b>		<b>1,274,274</b>	<b>234,514</b>	<b>198,382</b>	<b>Group 2 Unfunded Needs</b>



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

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

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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	23,624	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.

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

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

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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	Communications 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.

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

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

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
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.

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

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

	<b>Request</b>	<b>General Fund</b>	<b>Other Fund</b>	<b>Reserve Impact</b>	<b>Description</b>
36	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.
	<b>Subtotal</b>	<b>1,417,762</b>	<b>187,295</b>	<b>70,435</b>	<b>Group 3 Unmet Needs</b>

**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.

Dept	Project	General Fund Est	ARPA* /Grants	Other Fund	Internal Borrowing	Notes
<b>Deferred maintenance/capital investment in General Fund included in balanced budget</b>						
Admin	Replace fire alarm panel & annunciator				30,000	In City Hall
Admin	Replace frontage sidewalk (includes tree removals)				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 truck				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)
	<b>Total</b>	<b>0</b>	<b>478,000</b>	<b>20,900</b>	<b>855,135</b>	

Dept	Project	General Fund Est	ARPA* /Grants	Other Fund	Internal Borrowing	Notes
<b>Deferred maintenance/capital investment for FY2024-25 not included in General Fund budget</b>						
Admin	Nelson House items removed pending building status (124,000 for prior year)					
Admin	Parking structure items removed pending building status (300,000 for prior year)					
CDC	Roof replace membrane flat roof	67,500		22,500		Shared with Building Fund
Plng	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 improvement items removed					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				
	<b>Total</b>	<b>528,900</b>	<b>0</b>	<b>22,500</b>	<b>0</b>	

\* 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 Activities: 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.

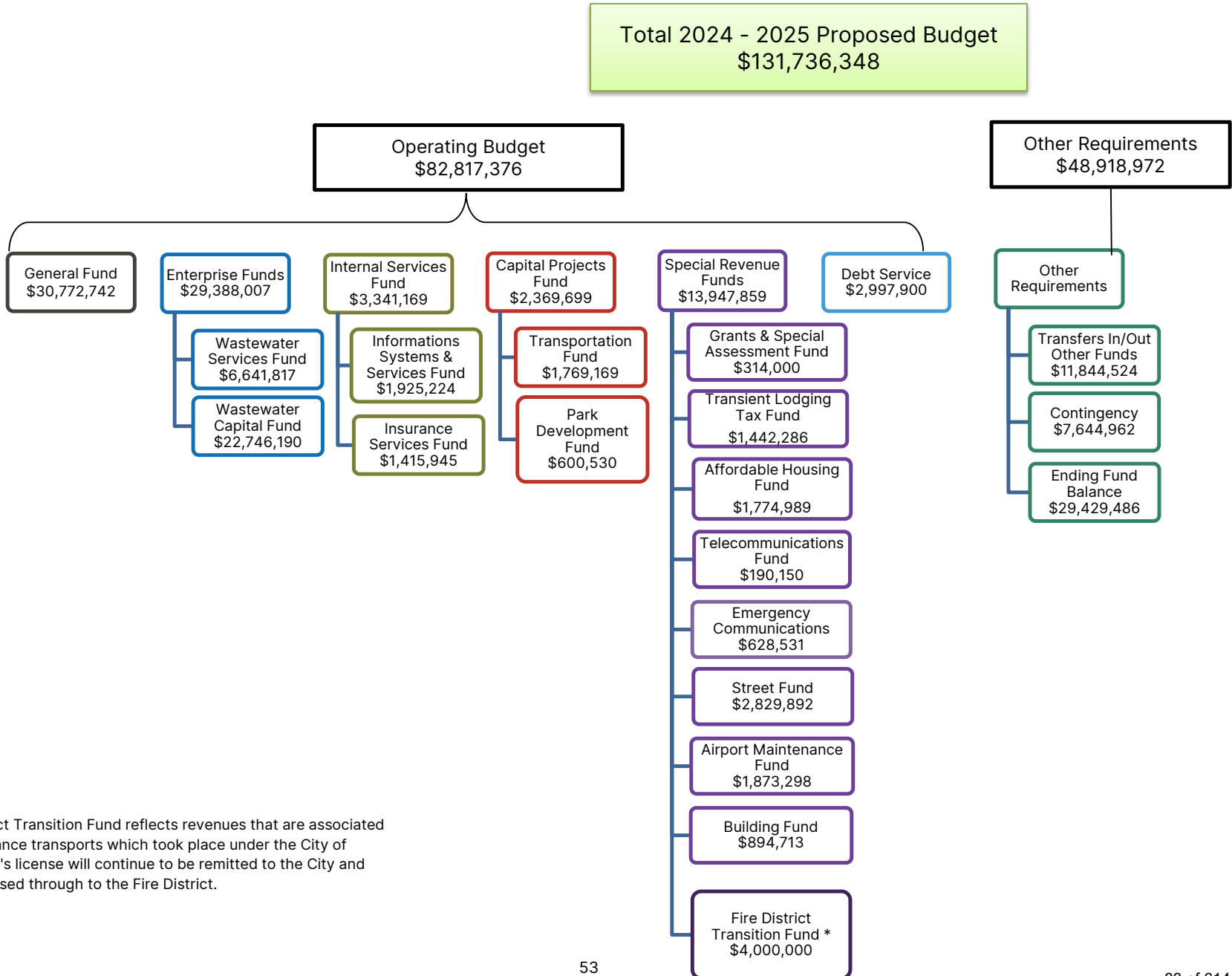
#### Insurance Services Fund

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.

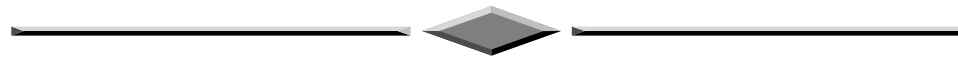
**Budget Organization Chart:** The chart on the following page separates the components of the "Operating Budget" from "Other Requirements." The total "Operating Budget" (\$88.1 million) includes Personnel Services, Materials and Services, Capital Outlay, and Debt Service expenditures. "Other Requirements" 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

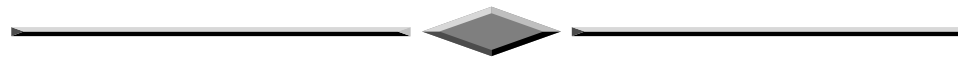
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board. Therefore, the Urban Renewal Fund and Urban Renewal Debt Service Fund are not included 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.



\* Fire District Transition Fund reflects 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 and then be passed through to the Fire District.



# 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%).

<b>FY25 Capital Investments Supported by Internal Borrowing</b>	<b>Cost Estimate</b>
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
<b>Total FY 2024-25 Internal Borrowing</b>	<b>855,135</b>

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.

<b>FY25 Internal Borrowing Payments</b>	
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
<b>Total FY 2024-25 Payments</b>	<b>442,284</b>

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

## Statement of Bonds and Loans Outstanding

	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Amount of Issue</u>	<u>Rate of Interest</u>	<u>Outstanding 6/30/2024</u>	<u>Maturing 2024 - 2025 Principal</u>	<u>Maturing 2024 - 2025 Interest</u>
<b><u>General Obligation Bonds</u></b>							
Debt Service Fund:							
2015 Public Safety Civic Building Refunding Bonds	4/16/2015	2/1/2027	\$ 7,235,000	2.50 - 5.00%	\$ 2,375,000	\$ 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		\$ 15,175,000	\$ 2,390,000	\$ 607,900
<b><u>Full Faith and Credit Obligations</u></b>							
General Fund - Non-Departmental:							
2016 PERS Refinancing Loan	10/31/2016	8/1/2027	\$ 3,525,860	2.73%	\$ 1,468,740	\$ 386,720	\$ 37,500
2016 Urban Renewal Agency Loan	10/31/2016	8/1/2031	\$ 2,192,300	2.04%	\$ 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%	\$ 2,008,252	\$ 155,862	\$ 45,387
2023 ODOT Dundee Bypass Loan Addition*	12/27/2022	1/25/2066	\$ 3,622,000	2.88%	\$ 3,622,000		
TOTAL - Full Faith and Credit Obligations			\$ 11,670,610		\$ 8,395,402	\$ 704,242	\$ 108,513
<b><u>Capital Leases (Lease-purchase Agreements)</u></b>							
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
<b>TOTAL - Debt</b>			<b>\$ 43,134,059</b>		<b>\$ 23,640,361</b>	<b>\$ 3,128,510</b>	<b>\$ 719,316</b>

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



# PERSONNEL SERVICES SUPPLEMENTAL INFORMATION

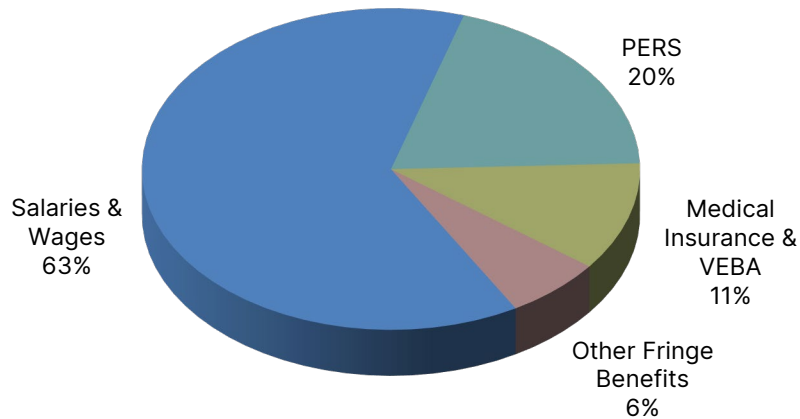


- Personnel Services Overview
  - Full-Time Equivalent Trend & Change
  - Personnel Service and Volunteer Comparisons
- Salary Schedules
  - General Service Employees – Semi-Monthly
  - Police Union – Semi-Monthly



## 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.
- Seasonal/Temporary 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

## Personnel Services Overview

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):

	<u>Employer Contribution</u>	
	<u>2021-23</u>	<u>2023-25</u>
• 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 members)	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

## Personnel Services Overview

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:

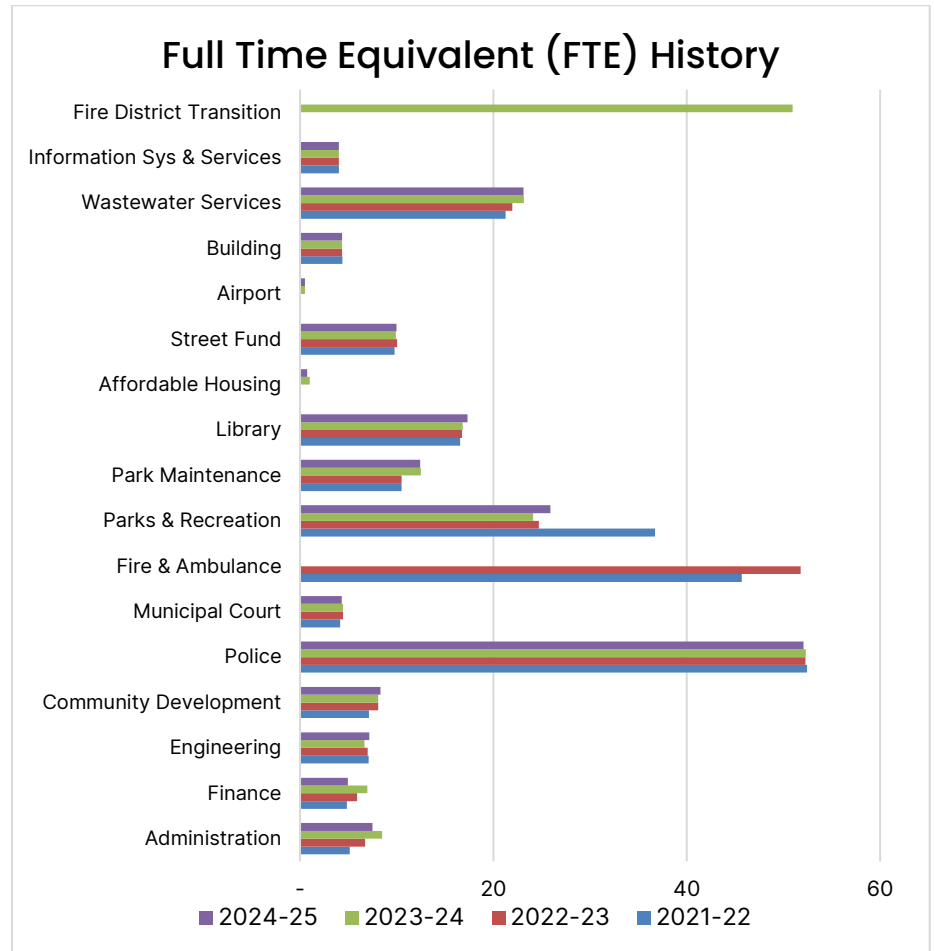
Table #1 Five-year trend of FTE, including FTE in the Proposed 2024-25 budget by department

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

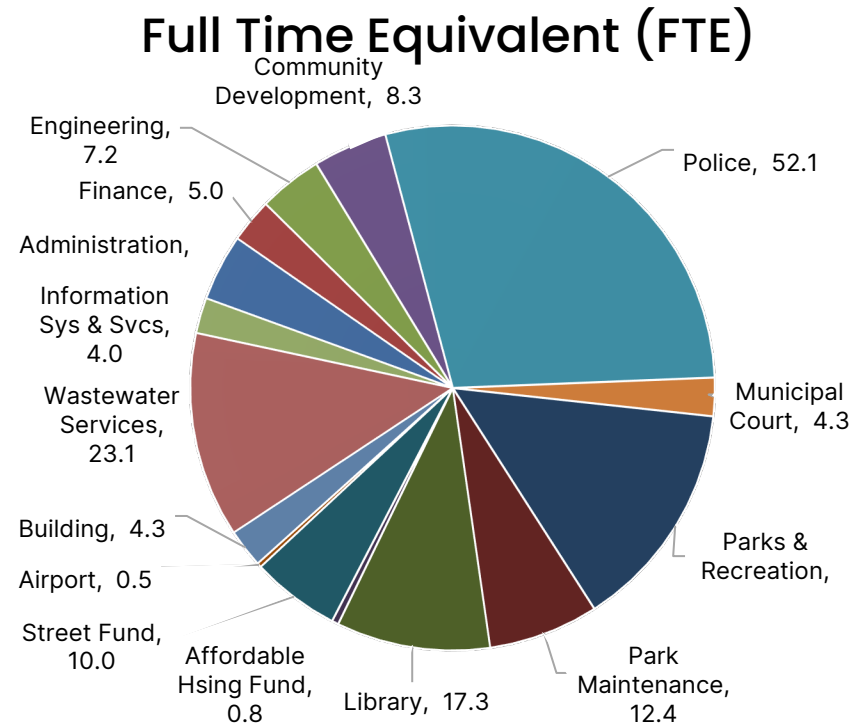
## Personnel Services Overview

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.



## 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.

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

**Table #1**

<b>Department</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
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	17.31
<b>General Fund - Total</b>	<b>193.06</b>	<b>190.23</b>	<b>188.19</b>	<b>140.39</b>	<b>139.95</b>
<b>Affordable Housing Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>0.75</b>
<b>Street Fund</b>	<b>9.93</b>	<b>9.79</b>	<b>10.04</b>	<b>9.90</b>	<b>9.97</b>
<b>Airport Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>
<b>Building Fund</b>	<b>4.40</b>	<b>4.38</b>	<b>4.34</b>	<b>4.34</b>	<b>4.34</b>
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
<b>Wastewater Services - Total</b>	<b>21.85</b>	<b>21.27</b>	<b>21.96</b>	<b>23.15</b>	<b>23.10</b>
<b>Information Systems &amp; Services</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Subtotal City Employees - FTE's</b>	<b>233.24</b>	<b>229.67</b>	<b>228.53</b>	<b>183.28</b>	<b>182.61</b>
<b>Difference from prior year (removing FD transition)</b>				<b>-0.67</b>	
<b>*Fire District (FD) Transition</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50.94</b>	<b>-</b>

**City of McMinnville**  
**Change in Full Time Equivalent (FTE)**  
**2024 Adopted to 2025 Proposed Budget**

**Table #2**

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

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

**Table #3**

<b>Department</b>	<b>Employees</b>		<b>Volunteers</b>	<b>Grand Total</b>
	<b>Full Time</b>	<b>Part Time</b>	See Volunteer Roster	
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
<b>General Fund - Total</b>	<b>98</b>	<b>103</b>	<b>774</b>	<b>975</b>
<b>Affordable Housing</b>	<b>1</b>	<b>-</b>	<b>15</b>	<b>16</b>
<b>Street</b>	<b>9</b>	<b>-</b>	<b>122</b>	<b>131</b>
<b>Airport Maintenance</b>	<b>1</b>	<b>-</b>	<b>6</b>	<b>7</b>
<b>Building</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>5</b>
Wastewater Services				
Administration	2	-	-	2
Plant	10	-	-	10
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
<b>Wastewater Services - Total</b>	<b>22</b>	<b>-</b>	<b>-</b>	<b>22</b>
<b>Information Systems &amp; Services</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>
<b>Total City Employees &amp; Volunteers</b>	<b>139</b>	<b>104</b>	<b>917</b>	<b>1,144</b>

## City of McMinnville Volunteer Roster - 2023

**Table #4**

Department	# of Volunteers	Notes
<b>Administration</b>		
City Council	7	
Budget Committee	7	
Diversity & Equity Inclusion Advisory Committee	<u>8</u>	
	<u><b>22</b></u>	
<b>Police</b>		
Police Reserves (a)	2	(a) <b>Police Reserves</b> 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.
Other Police Volunteers (b)	<u>3</u>	
	<u><b>5</b></u>	(b) <b>Other Police Volunteers</b> include the police auxiliary and police parking patrol.
<b>Library</b>		
Volunteers	<u><b>162</b></u>	
<b>Planning</b>		
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	9	
McMinnville Urban Renewal Advisory Committee	12	
Third Street Improvement Project	<u>22</u>	(c) <b>The McMinnville Swim Club and High School</b> 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.
	<u><b>134</b></u>	
<b>Parks &amp; Recreation</b>		
Aquatic Center (c) (d)	1	(d) <b>The Survival Swimming Program</b> 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
Community Center	19	
Recreational Sports (e)	192	(e) <b>Recreational Sports Volunteers</b> 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.
Senior Center Volunteers	<u>37</u>	
	<u><b>249</b></u>	
<b>Park Maintenance</b>		
Park Project Volunteers	<u><b>202</b></u>	
<b>Affordable Housing</b>		
McMinnville Affordable Housing Committee	<u><b>15</b></u>	
<b>Street</b>		
Volunteers	<u><b>122</b></u>	
<b>Airport</b>		
Airport Commission	<u><b>6</b></u>	
<b>Total Volunteers</b>	<u><u><b>917</b></u></u>	



Semi-Monthly Salary Schedule - General Service

July 1, 2024

3.2% Projected COLA Increase

Range	Classification	Steps														
		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
	City Manager	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
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
	City Attorney Community Development Director Finance Director Human Resources Director Information Systems Director Library Director Parks and Recreation Director Police Chief Public Works Director	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
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
	Airport Administrator City Engineer Community Development Special Projects Manager Maintenance and Operations Superintendent Police Captain Wastewater Services Manager	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
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
	City Recorder Library Manager	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
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 Court Supervisor Information Services Administrator Library Supervisor Maintenance and Operations Supervisor Project Manager - Engineering Recreation Manager Senior Planner Support Services Manager Wastewater Services Supervisor	37.67	39.02	40.36	41.70	43.04	44.40	45.74	47.10	48.44	49.78	51.13	52.48	53.83	55.17	56.52

Semi-Monthly Salary Schedule - General Service

July 1, 2024

3.2% Projected COLA Increase

Range	Classification	Steps														
		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 Coordinator															
	Financial Services Administrator															
	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, Senior															
	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															
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

Range	Classification	Steps														
		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 - Lead															
	Environmental Compliance Specialist															
	Laboratory Technician															
	Mechanic - Maintenance and Operations															
	Plant Mechanic															
	Recreation Program Coordinator															
	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 Technician															
	Library Specialist															
	Management Support Specialist, Senior															
	Utility Worker II															
B22		1,934	2,011	2,090	2,167	2,244	2,322	2,398	2,476	2,554	2,631	2,708				
		22.32	23.22	24.11	25.01	25.90	26.79	27.68	28.57	29.47	30.36	31.25				
	Code Compliance Officer															
	Financial Services Specialist															
	Management Support Specialist															
	Property and Evidence Specialist															
	Recreation Program Instructor 3															
	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, Senior															
	Management Support Technician															
	Recreation Program Instructor 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

Range	Classification	Steps														
		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)

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
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	130	2,379	2,497	2,624	2,753	2,891	3,033
Police Evidence & Property Tech							
Police Records Specialist	120	2,212	2,323	2,439	2,560	2,689	2,823

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

<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
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			

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**Extra Help - Police Employees**

<b>Title</b>	<b>Amount</b>	<b>Step</b>
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 – 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.



- o 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 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	750,000	0	<b>4001-01 Designated Begin FB-General Fd - Grants</b> State of Oregon Business Resiliency grant balance	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 (LOSAP), the City's retirement benefit program for volunteer firefighters.	0	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 on projects as approved by Council in FY25 and beyond.	3,682,008	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
<b>5,761,758</b>	<b>6,524,871</b>	<b>12,832,353</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>8,293,117</b>	<b>0</b>	<b>0</b>
<b>5,761,758</b>	<b>6,524,871</b>	<b>12,832,353</b>	<b>TOTAL RESOURCES</b>	<b>8,293,117</b>	<b>0</b>	<b>0</b>

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# ADMINISTRATION DEPARTMENT

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## Organization Set – Sections

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

## Organization Set #

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

### **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 remote-service 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?).

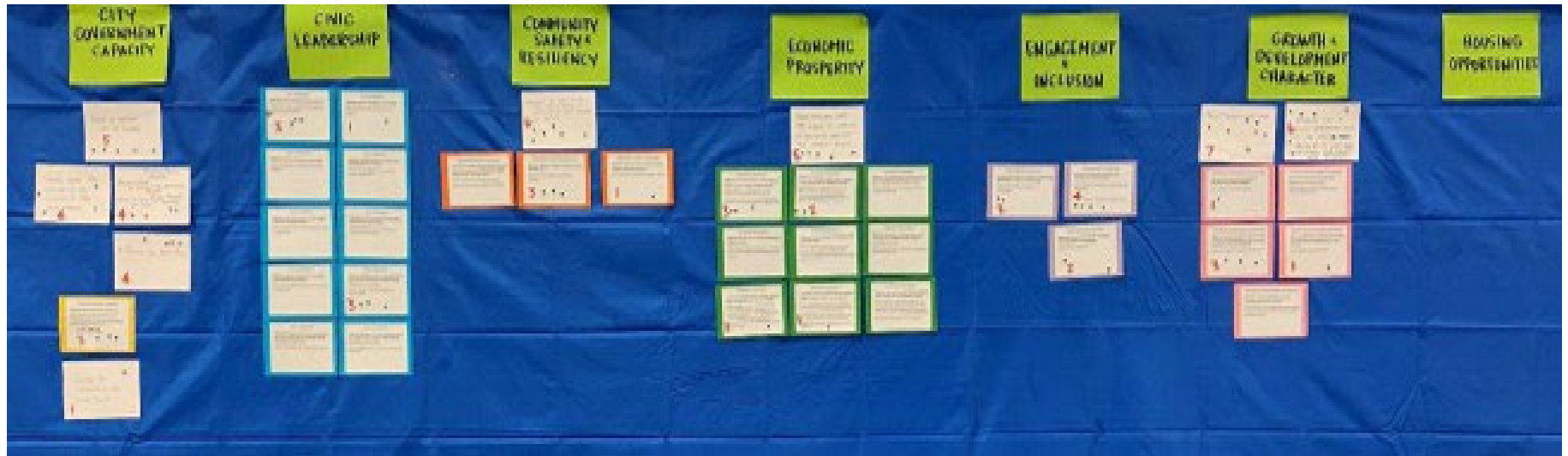
#### Economic Prosperity

- 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.





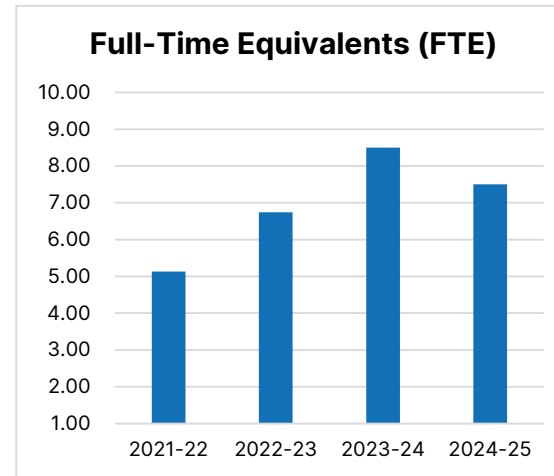
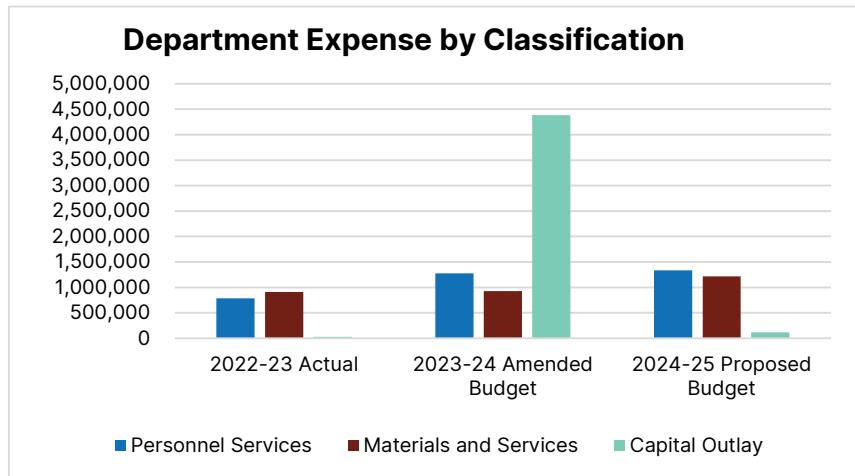


General Fund - Administration

**Department Cost Summary**

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

	Adopted 2021-22	Adopted 2022-23	Adopted 2023-24	Proposed 2024-25
<b>Full-Time Equivalentents (FTE)</b>	5.13	6.74	8.50	7.50





- 1876** McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees
- 1882** McMinnville incorporates as a city with a Mayor and City Council
- 1916** Voters establish original operating property tax base
- 1965** Joe Dancer appointed City Administrator
- 1971** City Attorney position established
- 1984** Edward J. Gormley elected Mayor
- 1986** May 1986, Kent Taylor appointed City Manager
- 1992** Downtown Historic Street Light Project implemented in City-owned parking lots

- 1995** Civic Center Master Plan developed



- 1995** City purchases Home Laundry site at NE corner of Second and Cowsls
- 2006** City establishes new “one stop” Community Development Center to house the Engineering, Building, and Planning Departments
- 2007** City Hall is remodeled
- 2008** City Council establishes Downtown Public Art Program
- 2009** Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed
- 2009** Rick Olson elected Mayor

- 2013** Northeast Gateway Urban Renewal District is established

- 2013** Transient Lodging Tax is implemented

- 2014** December 2014, Retired Brigadier General Martha Meeker appointed City Manager

- 2015** Third Street named as one of Five Great Streets in America



- 2017** Scott Hill elected Mayor

- 2017** February 2017, Jeff Towery appointed City Manager

- 2020** March 2020, Declaration of McMinnville State of Emergency and closure of city facilities to the public due to Covid-19 begins

- 2022** Remy Drabkin elected first female Mayor

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-2,378	4,410	0	<b>7000</b> Salaries & Wages	0	0	0
277,558	276,358	368,780	<b>7000-05</b> Salaries & Wages - Regular Full Time City Manager - 1.00 FTE City Recorder - 0.20 FTE Communications & Engagement Manager - 1.00 FTE Deputy City Recorder/Executive Assistant - 0.80 FTE	360,172	0	0
0	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
1,467	3,433	500	<b>7000-20</b> Salaries & Wages - Overtime	3,020	0	0
0	0	0	<b>7000-25</b> Salaries & Wages - City Employee Recognition	0	0	0
6,000	6,000	6,000	<b>7000-30</b> Salaries & Wages - Auto Allowance City Manager's \$500 per month automobile allowance.	6,000	0	0
0	0	480	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	960	0	0
-1,157	2,251	0	<b>7300</b> Fringe Benefits	0	0	0
14,808	15,016	20,319	<b>7300-05</b> Fringe Benefits - FICA - Social Security	19,813	0	0
4,211	4,247	5,673	<b>7300-06</b> Fringe Benefits - FICA - Medicare	5,605	0	0
91,230	88,804	114,918	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	113,770	0	0
13,178	14,542	15,527	<b>7300-18</b> Fringe Benefits - Retirement Benefit City Manager's deferred compensation contributions - 8% of salary.	16,421	0	0
41,284	46,213	69,078	<b>7300-20</b> Fringe Benefits - Medical Insurance	48,312	0	0
6,400	6,200	9,200	<b>7300-22</b> Fringe Benefits - VEBA Plan	6,200	0	0
170	137	204	<b>7300-25</b> Fringe Benefits - Life Insurance	180	0	0
780	593	752	<b>7300-30</b> Fringe Benefits - Long Term Disability	728	0	0
224	293	414	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	661	0	0
45	48	79	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	63	0	0
0	0	1,378	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	288	0	0
<b>453,820</b>	<b>468,544</b>	<b>613,302</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>582,193</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

319	289	2,000	<b>7520</b> Public Notices & Printing	1,500	0	0
146	254	500	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	500	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
6,484	5,848	6,000	<b>7550</b>	<b>Travel &amp; Education</b>		8,000	0	0
				Professional association conferences, seminars, travel and meal costs, professional memberships, dues and subscriptions. Includes allowance for leadership training and development for City staff.				
1,590	3,336	3,740	<b>7610-05</b>	<b>Insurance - Liability</b>		5,507	0	0
917	5,031	3,000	<b>7620</b>	<b>Telecommunications</b>		4,860	0	0
824	917	2,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		2,000	0	0
1,518	1,569	1,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,500	0	0
0	6	300	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		300	0	0
2,208	950	1,400	<b>7750</b>	<b>Professional Services</b>		31,400	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Fellow/Internship	1	30,000	30,000	
				Other professional services	1	1,400	1,400	
0	4,958	2,600	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		5,540	0	0
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
4,466	5,169	6,812	<b>7840</b>	<b>M &amp; S Computer Charges</b>		6,894	0	0
				I.S. Fund materials & supplies costs shared city-wide				
0	3,941	3,500	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>		3,680	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	1,100	1,100	
				Adobe Pro renewals	1	1,700	1,700	
				Docking Station	1	400	400	
				Mailchimp software	1	480	480	
50,965	50,629	55,517	<b>8000</b>	<b>City Memberships</b>		56,032	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mid-Willamette Valley of Council of Govs	1	21,000	21,000	
				League of Oregon Cities	1	30,473	30,473	
				International City/County Management Association	1	1,200	1,200	
				International Institute of Municipal Clerks	2	235	470	
				McMinnville Area Chamber of Commerce	1	721	721	
				Rotary Club of McMinnville	1	293	293	
				Oregon City/County Management Association	1	455	455	
				Oregon Assoc of Municipal Clerks	2	85	170	
				Professional Associations	1	1,000	1,000	
				Oregon Latinos in Local Government	1	250	250	
<b>69,437</b>	<b>82,896</b>	<b>88,869</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>127,713</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

0	676	1,390	<b>7515</b>	<b>City Services Charge expense</b>	1,390	0	0
13,791	13,721	18,000	<b>7600</b>	<b>Utilities</b>	18,900	0	0
				For City Hall, Civic Hall and rental building			
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0	0
923	1,092	1,200	<b>7610-05</b>	<b>Insurance - Liability</b>	5,161	0	0
11,706	12,465	15,460	<b>7610-10</b>	<b>Insurance - Property</b>	23,694	0	0
4,969	5,854	7,000	<b>7620</b>	<b>Telecommunications</b>	7,350	0	0
10,736	11,104	11,500	<b>7650-10</b>	<b>Janitorial - Services</b>	26,300	0	0
3,486	485	2,500	<b>7650-15</b>	<b>Janitorial - Supplies</b>	1,050	0	0
18	-54	150	<b>7660</b>	<b>Materials &amp; Supplies</b>	150	0	0
0	0	500	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>	500	0	0
3,015	8,210	26,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>	46,500	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Civic Hall dimming panel (in FY24 budget, delay til FY25)	1	10,000	10,000	
			Civic Hall door security (in FY24 budget, delay til FY25)	1	17,500	17,500	
			General City Hall and Civic Center needs	1	7,000	7,000	
			Refinish dais in Civic Center	1	12,000	12,000	
4,816	6,388	5,500	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>	5,000	0	0
1,604	68	5,000	<b>7720-12</b>	<b>Repairs &amp; Maintenance - Grounds</b>	5,000	0	0
21,791	23,787	24,010	<b>7720-34</b>	<b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>	18,250	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Misc Repairs	1	5,000	5,000	
			Flower Baskets	1	6,750	6,750	
			Lighting	1	5,500	5,500	
			Telephone	1	1,000	1,000	
0	0	0	<b>7725</b>	<b>Pollution Remediation</b>	0	0	0
5,262	5,959	7,290	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>	6,300	0	0
				Rental property upkeep expenses including utilities			



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
680	1,002	1,000	<b>7750</b>	<b>Professional Services</b>		1,260	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Document Shredding Services	1	1,260	1,260	
8,303	8,239	12,500	<b>7780-17</b>	<b>Contract Services - Parking Structure &amp; Lots</b>		8,500	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial	1	2,000	2,000	
				Street sweeping	1	6,500	6,500	
24,840	30,132	28,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		34,650	0	0
				Security system, floor mat cleaning, heating system maintenance, pest control, copier lease, postage machine lease				
5,400	5,400	6,000	<b>7790-05</b>	<b>Maintenance &amp; Rental Contracts - Water &amp; Light Fiber Net</b>		6,000	0	0
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>121,341</b>	<b>134,526</b>	<b>173,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>215,955</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
14,413	10,925	24,000	<b>8800</b>	<b>Building Improvements</b>		114,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				City Hall cap improvement (approved for FY24, delayed to FY25)	1	24,000	24,000	
				City Hall replace fire alarm panel & annunciator	1	30,000	30,000	
				Nelson House replace frontage sidewalk (includes tree removals)	1	60,000	60,000	
0	0	4,350,000	<b>8900</b>	<b>Land Acquisition</b>		0	0	0
0	0	0	<b>8925</b>	<b>Capital Pollution Remediation</b>		0	0	0
<b>14,413</b>	<b>10,925</b>	<b>4,374,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>114,000</b>	<b>0</b>	<b>0</b>
<b>135,754</b>	<b>145,451</b>	<b>4,547,000</b>	<b>TOTAL REQUIREMENTS</b>			<b>329,955</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

42,399	62,146	73,762	<b>7000-05</b> Salaries & Wages - Regular Full Time City Recorder - 0.80 FTE Deputy City Recorder / Executive Assistant - 0.20 FTE	99,032	0	0
0	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
1,830	2,712	2,000	<b>7000-20</b> Salaries & Wages - Overtime	1,188	0	0
0	0	0	<b>7000-30</b> Salaries & Wages - Auto Allowance	0	0	0
0	0	0	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	240	0	0
2,645	3,906	4,584	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,078	0	0
618	914	1,099	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,457	0	0
12,359	18,116	22,935	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	30,541	0	0
0	0	0	<b>7300-18</b> Fringe Benefits - Retirement Benefit	0	0	0
4,454	5,501	6,244	<b>7300-20</b> Fringe Benefits - Medical Insurance	6,486	0	0
600	800	800	<b>7300-22</b> Fringe Benefits - VEBA Plan	800	0	0
48	43	48	<b>7300-25</b> Fringe Benefits - Life Insurance	60	0	0
163	147	156	<b>7300-30</b> Fringe Benefits - Long Term Disability	218	0	0
38	67	83	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	110	0	0
12	15	18	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	21	0	0
0	0	270	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	78	0	0
0	291	500	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	452	0	0
<b>65,166</b>	<b>94,658</b>	<b>112,499</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>146,761</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	1,386	2,000	<b>7520</b> Public Notices & Printing	3,000	0	0
432	435	5,000	<b>7620</b> Telecommunications	5,000	0	0
28	151	500	<b>7660</b> Materials & Supplies	1,000	0	0
1,565	4,849	800	<b>7660-05</b> Materials & Supplies - Office Supplies	800	0	0
0	384	150	<b>7660-15</b> Materials & Supplies - Postage	150	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
5,027	10,705	30,000	<b>7750</b>	<b>Professional Services</b>		140,500	0	0
					Budget Note: Increased due to Lobbyist/Intergovernmental Contracts, placeholder for participation incentives, contract services for goal setting and other services.			
					<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
					Participation Incentive	1	15,000	15,000
					Lobbyist/Intergovernmental Contracts	1	90,000	90,000
					Other Professional Services	1	35,500	35,500
0	32	100	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
					Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses			
0	0	40,000	<b>7750-06</b>	<b>Professional Services - Community Outreach</b>		25,000	0	0
					City Council's public communication efforts			
15,528	18,460	18,423	<b>7840</b>	<b>M &amp; S Computer Charges</b>		29,114	0	0
					I.S. Fund materials & supplies costs shared city-wide			
2,749	2,789	4,800	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>		4,300	0	0
					<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
					Replacement Computer	1	1,800	1,800
					Leased Copier (shared with Municipal Court, Planning)	1	500	500
					Office 365 licensing	1	2,000	2,000
14,474	22,693	25,000	<b>8005</b>	<b>Mayor/City Council Expenses</b>		30,000	0	0
					Including Mayor/City Council events like State of the City, Community Fair, etc. Increase is consistent with pre-Covid expenses.			
0	0	0	<b>8016</b>	<b>Affordable Housing Programs</b>		0	0	0
<b>39,803</b>	<b>61,884</b>	<b>126,773</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>238,864</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
1,448	0	4,939	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		3,074	0	0
					I.S. Fund capital outlay costs shared city-wide			
<b>1,448</b>	<b>0</b>	<b>4,939</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>3,074</b>	<b>0</b>	<b>0</b>
<b>106,417</b>	<b>156,542</b>	<b>244,211</b>	<b>TOTAL REQUIREMENTS</b>			<b>388,699</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

132,282	0	122,803	<b>7000-05</b> Salaries & Wages - Regular Full Time City Attorney - 1.00 FTE	150,680	0	0
32,472	0	17,191	<b>7000-10</b> Salaries & Wages - Regular Part Time Management Support Specialist - Senior - Legal - 0.50 FTE	29,402	0	0
3,840	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	0	0	<b>7000-32</b> Salaries & Wages - Moving Allowance	0	0	0
0	0	0	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	0	0	0
10,323	0	8,470	<b>7300-05</b> Fringe Benefits - FICA - Social Security	10,895	0	0
2,414	0	2,030	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,611	0	0
43,740	0	42,375	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	54,744	0	0
18,895	0	20,800	<b>7300-20</b> Fringe Benefits - Medical Insurance	31,404	0	0
1,500	0	4,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	4,000	0	0
135	0	75	<b>7300-25</b> Fringe Benefits - Life Insurance	120	0	0
568	0	370	<b>7300-30</b> Fringe Benefits - Long Term Disability	428	0	0
197	0	154	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	198	0	0
29	0	23	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	32	0	0
0	0	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
0	0	616	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	141	0	0
<b>246,395</b>	<b>0</b>	<b>218,907</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>284,655</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

202	339	300	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	300	0	0
6,428	948	1,500	<b>7545</b> Subscriptions Legal research subscriptions (Casetext); as well as necessary organization dues.	2,095	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			CaseText Subscription	12	110	1,320
			Oregon City Attorneys Association (OCAA) Membership	1	85	85
			Oregon State Bar Dues	1	690	690

Budget Document Report

**01 - GENERAL FUND**

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
660	800	1,000	<b>7550</b>	<b>Travel &amp; Education</b>		2,957	0	0
				Professional association conferences, seminars, and workshops including travel and meal costs, supplemental professional memberships, professional reference materials for the City Attorney.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				OCAA Spring Conference	1	800	800	
				Oregon City Attorneys Association ("OCAA") Fall Conference	1	800	800	
				International Municipal Lawyers Association ("IMLA") Membership	1	657	657	
				IMLA Annual Conference	1	400	400	
				Other Continuing Legal Education ("CLE")	5	60	300	
2,348	4,448	4,990	<b>7610-05</b>	<b>Insurance - Liability</b>		882	0	0
1,795	997	1,300	<b>7620</b>	<b>Telecommunications</b>		1,100	0	0
500	160	500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		500	0	0
112	0	150	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		50	0	0
32,176	5,848	20,000	<b>7750</b>	<b>Professional Services</b>		0	0	0
				Provide City Attorney with non-legal, professional assistance.				
0	263	500	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
141,533	358,478	86,000	<b>7750-09</b>	<b>Professional Services - Legal</b>		185,000	0	0
				Provide City Attorney with legal assistance on projects other than city prosecutorial services.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Various Other Legal	1	60,000	60,000	
				Land Use Legal	1	100,000	100,000	
				Planning Appeals Legal	1	25,000	25,000	
0	0	104,000	<b>7750-18</b>	<b>Professional Services - Contract Prosecutor</b>		111,370	0	0
				Contract city prosecutor services to provide City Attorney with assistance.				
3,828	4,430	3,028	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,596	0	0
				I.S. Fund materials & supplies costs shared city-wide				
0	2,429	530	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		600	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	600	600	
<b>189,583</b>	<b>379,141</b>	<b>223,798</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>309,450</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
357	0	812	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		485	0	0
				I.S. Fund capital outlay costs shared city-wide				
<b>357</b>	<b>0</b>	<b>812</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>485</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 011 - COMMUNITY SERVICES Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	40,095	0	<b>4546 American Rescue Plan</b>	0	0	0
<b>0</b>	<b>40,095</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6405 Donations - Administration</b>	0	0	0
0	750	0	<b>6490 Donations - Public Art</b> Public donations for the Public Art Program	2,000	0	0
0	30,000	16,500	<b>6490-10 Donations - Public Art - Dedicated</b> Public donations for specific pieces of artwork for the Public Art Program	5,000	0	0
<b>0</b>	<b>30,750</b>	<b>16,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>7,000</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>70,845</b>	<b>16,500</b>	<b><u>TOTAL RESOURCES</u></b>	<b>7,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 011 - COMMUNITY SERVICES Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	18,505	0	<b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
0	600	0	<b>7000-37</b>	Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	1,184	0	<b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
0	277	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	21	0	<b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	9	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
<b>0</b>	<b>20,596</b>	<b>0</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	6,609	20,000	<b>7710</b>	Materials & Supplies - Grants	37,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				ARPA: DEI Implementation / Assessment	1	27,000	27,000
				ARPA: Culturally Competent Communication	1	10,000	10,000
0	1,099	2,000	<b>7720-03</b>	Repairs & Maintenance - Public Art	2,000	0	0
0	0	2,000	<b>7750</b>	Professional Services	2,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				City Website / Photos	1	1,000	1,000
				Community Fair Photography	1	1,000	1,000
0	14,300	37,000	<b>7750-04</b>	Professional Services - Grants	37,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				ARPA: DEI Implementation / Employee Training	1	15,000	15,000
				ARPA: Translation of key documents / live translation services	1	22,000	22,000



Budget Document Report

**01 - 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 ADOPTED BUDGET
37,716	29,169	38,600	<b>8010</b>	<b>Holiday Lighting</b>		43,600	0	0
				City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd Street kiosks.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Sequoia Tree	1	20,000	20,000	
				3rd Street Kiosks	12	300	3,600	
				City Banners	5	4,000	20,000	
5,885	10,310	10,000	<b>8012</b>	<b>M&amp;S Downtown Public Art Program</b>		10,000	0	0
				City's annual support of Downtown Public Art Program includes pedestal construction and artist honorariums.				
0	750	0	<b>8012-05</b>	<b>M&amp;S Downtown Public Art Program - Donations - Public Art</b>		2,000	0	0
				Public art purchases funded through revenue account 6490, Donations-Public Art.				
0	12,000	16,500	<b>8012-10</b>	<b>M&amp;S Downtown Public Art Program - Donations - Dedicated</b>		5,000	0	0
				Public donations for purchase of specific pieces of artwork for the Downtown Public Art Program; funded through revenue account 6490-10, Donations-Public Art-Dedicated.				
0	0	12,000	<b>8015</b>	<b>Community Services</b>		12,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				General Printing / Mailers	1	7,000	7,000	
				Community Engagement / Event Needs	1	5,000	5,000	
14,000	14,000	14,000	<b>8020</b>	<b>McMinnville Downtown Association</b>		14,000	0	0
				City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.				
22,500	25,000	26,250	<b>8025</b>	<b>Yamhill Co - YCTA</b>		27,037	0	0
				Support for public transportation program with 3% increase				
92,208	88,427	93,000	<b>8060</b>	<b>Economic Development</b>		93,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				McMinnville Economic Development Partnership	1	75,000	75,000	
				Bypass Lobbying	1	18,000	18,000	
<b>172,308</b>	<b>201,665</b>	<b>271,350</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>284,637</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
0	18,000	0	<b>8712-10</b>	<b>Capital Outlay Downtown Public Art Program - Donations - Dedicated</b>		0	0	0
<b>0</b>	<b>18,000</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>172,308</b>	<b>240,261</b>	<b>271,350</b>	<b>TOTAL REQUIREMENTS</b>			<b>284,637</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	55,726	5029 McMinnville Fire District	0	0	0
<b>0</b>	<b>0</b>	<b>55,726</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>55,726</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

98,401	131,765	212,924	<b>7000-05</b> Salaries & Wages - Regular Full Time Human Resources Director - 1.00 FTE Human Resources Analyst - 1.00 FTE	212,762	0	0
0	0	0	<b>7000-10</b> Salaries & Wages - Regular Part Time	0	0	0
0	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	743	0	0
0	0	0	<b>7000-25</b> Salaries & Wages - City Employee Recognition	0	0	0
0	0	0	<b>7000-30</b> Salaries & Wages - Auto Allowance	0	0	0
0	2,200	1,920	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	2,400	0	0
5,865	8,167	12,998	<b>7300-05</b> Fringe Benefits - FICA - Social Security	13,062	0	0
1,372	1,910	3,115	<b>7300-06</b> Fringe Benefits - FICA - Medicare	3,131	0	0
27,222	38,917	65,035	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	65,635	0	0
0	0	0	<b>7300-18</b> Fringe Benefits - Retirement Benefit	0	0	0
15,140	17,516	34,066	<b>7300-20</b> Fringe Benefits - Medical Insurance	24,285	0	0
500	1,500	750	<b>7300-22</b> Fringe Benefits - VEBA Plan	750	0	0
75	105	138	<b>7300-25</b> Fringe Benefits - Life Insurance	120	0	0
338	367	496	<b>7300-30</b> Fringe Benefits - Long Term Disability	500	0	0
78	143	236	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	237	0	0
19	31	52	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	42	0	0
0	0	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
0	0	819	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	169	0	0
<b>149,010</b>	<b>202,620</b>	<b>332,549</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>323,836</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	0	6,200	<b>7520</b> Public Notices & Printing Recruitment advertising	2,500	0	0
0	90	500	<b>7530</b> Training Local trainings and webinars	500	0	0
0	0	400	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	500	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
219	5,135	10,000	<b>7550</b>	<b>Travel &amp; Education</b>	Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials.	12,000	0	0
271	10	2,500	<b>7579</b>	<b>Employee Recognition</b>		0	0	0
444	831	800	<b>7620</b>	<b>Telecommunications</b>		1,000	0	0
960	1,066	1,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		1,000	0	0
235	437	1,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		500	0	0
0	7	200	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		50	0	0
6,271	20,217	10,000	<b>7750</b>	<b>Professional Services</b>		12,000	0	0
0	417	100	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>	Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	0	0	0
1,914	4,430	4,541	<b>7840</b>	<b>M &amp; S Computer Charges</b>	I.S. Fund materials & supplies costs shared city-wide	6,894	0	0
0	14,035	4,430	<b>7840-12</b>	<b>M &amp; S Computer Charges - Human Resources</b>		1,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 licensing	1	600	600		
			Adobe Pro renewals	2	200	400		
<b>10,314</b>	<b>46,675</b>	<b>41,671</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>37,944</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
178	0	1,218	<b>8750</b>	<b>Capital Outlay Computer Charges</b>	I.S. Fund capital outlay costs shared city-wide	728	0	0
<b>178</b>	<b>0</b>	<b>1,218</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>728</b>	<b>0</b>	<b>0</b>
<b>159,502</b>	<b>249,294</b>	<b>375,438</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>362,508</b>	<b>0</b>	<b>0</b>



# **FINANCE DEPARTMENT**



### **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
- 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:

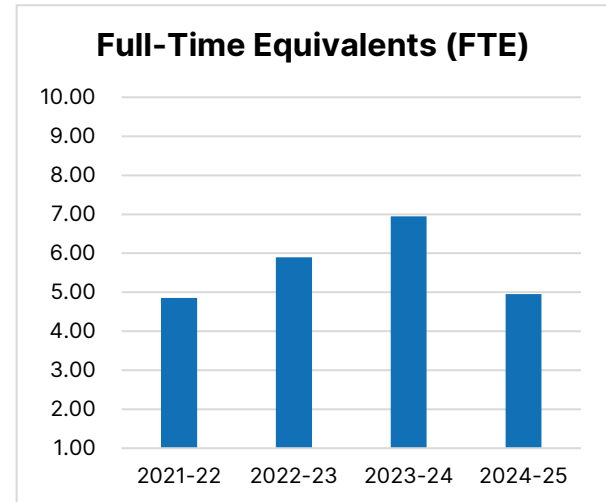
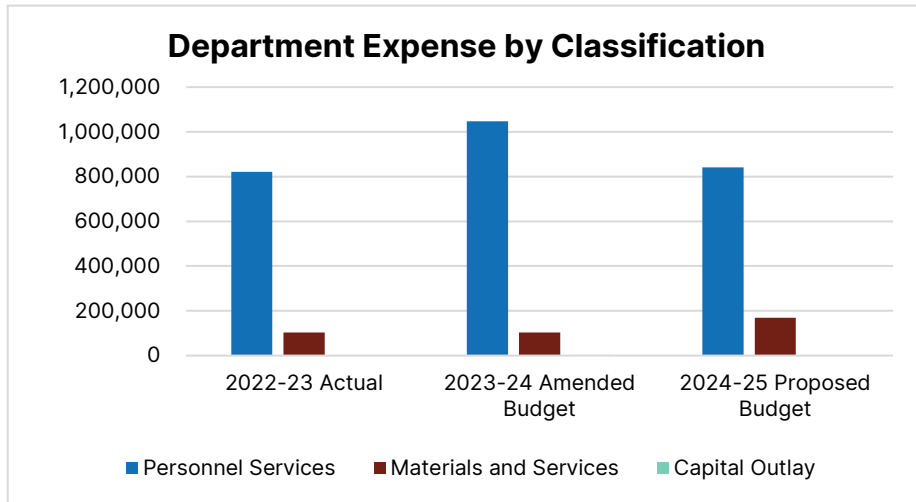
McMinnville MAC-2032 Strategic Priority		Finance Contribution
 <b>CITY GOVERNMENT CAPACITY</b>	Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus	Prepare the Fiscal forecast Manage the budget process Play lead role with all fiscal compliance issues
 <b>COMMUNITY SAFETY &amp; RESILIENCY</b>	Proactively plan for and responsibly maintain a safe and resilient community	Support risk management and assure insurance coverage for municipality and workforce
 <b>ECONOMIC PROSPERITY</b>	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
 <b>ENGAGEMENT &amp; INCLUSION</b>	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
 <b>GROWTH &amp; DEVELOPMENT CHARACTER</b>	Guide growth and development strategically, responsibly, and responsibly to enhance our unique character	Provide financial services for Urban Renewal District Assist with debt issuance and management



General Fund - Finance

**Department Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>161,814</b>	<b>182,846</b>	<b>23,000</b>	<b>(159,846)</b>
<b>Expenses</b>				
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)
<b>Expenses Total</b>	<b>923,988</b>	<b>1,153,296</b>	<b>1,012,444</b>	<b>(140,852)</b>
Unrestricted Resources Required	762,174	970,450	989,444	18,994
	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
<b>Full-Time Equivalentents (FTE)</b>	4.85	5.90	6.95	4.95



- |             |   |             |   |             |  |
|-------------|---|-------------|---|-------------|--|
| <b>1983</b> | Finance Department transitions City accounting system to mainframe computer using Group 4 software  | <b>2008</b> | ERP implementation Phase 2: payroll processing and position budgeting, annual budget preparation                              | <b>2023</b> | Add financial forecasting application to the department's tools        |
| <b>1988</b> | Finance Department purchases first PC which is shared and primarily used for budget preparation   | <b>2014</b> | Affordable Care Act reporting requirements implemented  | <b>2024</b> | Support smooth transition for voter-approved McMinnville Fire District |
| <b>1989</b> | First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting                                | <b>2015</b> | Merina & Co, LLP appointed City financial auditor   |             |  |
| <b>2003</b> | Governmental Accounting Standard Board Statement No. 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP) | <b>2016</b> | Oregon sick leave law implemented   |             |  |
| <b>2003</b> | Property lien searches available via Internet   | <b>2019</b> | Ambulance billing outsourced to third party provider  |             |  |
| <b>2007</b> | Implementation new Enterprise Resource System (ERP) Phase 1: general ledger, procurement, revenue collections, and miscellaneous billing  | <b>2019</b> | Financial system functionality additions with implementation of e-Suite and HR Portal   |             |  |
|             |   | <b>2020</b> | Draft an updated reserve policy for the city as a whole as critical component of drive towards a sustainable financial future |             |  |
|             |   | <b>2021</b> | Add application to track debt, lease and other long-term obligations  |             |  |

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
21,584	143,116	0	<b>4546 American Rescue Plan</b>	0	0	0
0	0	159,746	<b>5029 McMinnville Fire District</b> Finance services provided to support new fire district	11,000	0	0
<b>21,584</b>	<b>143,116</b>	<b>159,746</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>11,000</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
26,932	18,218	23,100	<b>5310 On-Line Lien Search Fees</b> 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.	12,000	0	0
<b>26,932</b>	<b>18,218</b>	<b>23,100</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>12,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
46	480	0	<b>6600-94 Other Income - Finance</b> Miscellaneous Finance Department collections.	0	0	0
<b>46</b>	<b>480</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>48,562</b>	<b>161,814</b>	<b>182,846</b>	<b>TOTAL RESOURCES</b>	<b>23,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

4,364	-1,386	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
392,401	531,464	659,114	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Finance Director - 0.95 FTE Financial Services Administrator - 1.00 FTE Financial Services Analyst - 1.00 FTE Financial Services Analyst - Payroll - 1.00 FTE Financial Services Specialist - 1.00 FTE	514,395	0	0
0	0	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
3,953	710	3,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	5,000	0	0
900	1,800	2,400	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	500	0	0
1,551	-203	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
23,931	32,416	40,202	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	31,454	0	0
5,597	7,581	9,636	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	7,538	0	0
115,277	156,621	213,348	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	171,618	0	0
82,691	81,840	103,776	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	97,863	0	0
9,138	7,675	10,712	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	10,712	0	0
384	343	417	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	297	0	0
1,351	1,324	1,524	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,154	0	0
328	542	730	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	573	0	0
88	113	160	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	104	0	0
0	0	2,430	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	407	0	0
<b>641,952</b>	<b>820,842</b>	<b>1,047,449</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>841,615</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	0	0	<b>7500</b>	<b>Credit Card Fees</b>	0	0	0
0	460	0	<b>7514</b>	<b>Fines &amp; Penalties</b>	0	0	0
2,219	7,411	8,000	<b>7520</b>	<b>Public Notices &amp; Printing</b>	7,000	0	0
354	502	900	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,000	0	0
12,896	20,712	25,500	<b>7550</b>	<b>Travel &amp; Education</b> Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	27,700	0	0

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,539	6,562	7,360	<b>7610-05</b>	<b>Insurance - Liability</b>		7,906	0	0
3,128	3,597	4,450	<b>7620</b>	<b>Telecommunications</b>		3,780	0	0
7,011	5,095	6,650	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		6,300	0	0
-659	0	500	<b>7660-10</b>	<b>Materials &amp; Supplies - Office Supplies Inventory</b>		500	0	0
4,821	7,092	8,000	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		8,000	0	0
194	780	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	0	0	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		0	0	0
37,327	10,406	5,000	<b>7750</b>	<b>Professional Services</b>		65,100	0	0
Two ARPA repurpose projects included \$35,000 for business process updates and \$70,000 for implementation of budget application to improve process and support biennial budget. Balance is CPA support and general needs.								
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ARPA budg app: Proj mgr for impl, biz proc, train'g mats	1	20,000	20,000		
			ARPA biz process: eval tool, set up 3-5 projects	1	10,000	10,000		
			CPA support	1	12,600	12,600		
			Various	1	2,500	2,500		
			ARPA biz process pp: Proj mgr for impl, biz proc, train'g mats	1	20,000	20,000		
0	9,773	2,900	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		3,000	0	0
Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses								
1,677	0	0	<b>7750-24</b>	<b>Professional Services - Audit</b>		0	0	0
10,860	7,917	10,500	<b>7750-27</b>	<b>Professional Services - Net Assets</b>		10,000	0	0
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; revenue recorded in account 5310, On-Line Lien Search Fees. City pays Net Assets \$15 per lien search.								
2,500	0	0	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		0	0	0
2,403	2,831	3,100	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		3,000	0	0
Printer / scanner / copier lease and per page cost.								
0	0	0	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>		0	0	0
10,207	10,338	10,596	<b>7840</b>	<b>M &amp; S Computer Charges</b>		13,787	0	0
I.S. Fund materials & supplies costs shared city-wide								
12,875	9,671	9,550	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>		12,300	0	0

Budget Document Report

**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 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<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		
<b>112,351</b>	<b>103,146</b>	<b>103,006</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>169,373</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
952	0	2,841	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,456	0	0
			I.S. Fund capital outlay costs shared city-wide					
<b>952</b>	<b>0</b>	<b>2,841</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>1,456</b>	<b>0</b>	<b>0</b>
<b>755,255</b>	<b>923,988</b>	<b>1,153,296</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,012,444</b>	<b>0</b>	<b>0</b>



# **ENGINEERING DEPARTMENT**



## **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.
- 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.



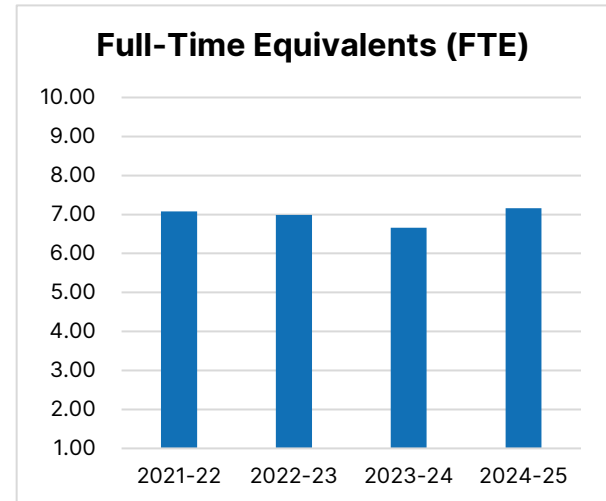
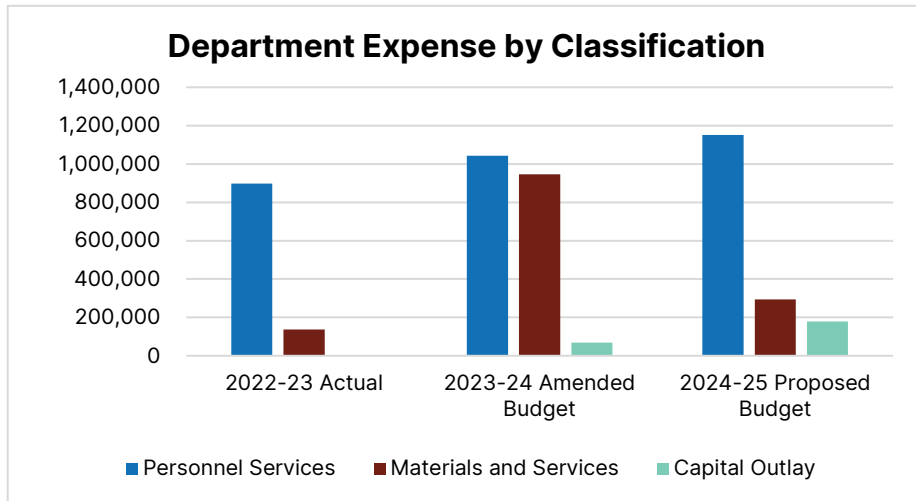
**Rapid Flashing Beacon Pedestrian Crossing at NW Baker Creek Rd and NW Meadows Dr.**  
Designed and constructed under budget using in-house expertise and local contractors.

General Fund - Engineering

**Department Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
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
<b>Revenue Total</b>	<b>5,172</b>	<b>51,000</b>	<b>100,000</b>	<b>49,000</b>
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
<b>Expenses Total</b>	<b>1,034,560</b>	<b>2,058,083</b>	<b>1,622,801</b>	<b>(435,282)</b>
Unrestricted Resources Required	1,029,388	2,007,083	1,522,801	(484,282)

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



**1967** City Manager appoints City's first Public Works Director.

**1992** City adds Assistant City Engineer position.

**1996** City creates a Geographic Information System (GIS).

**1997** City Council adopts private lateral sewer ordinance defining the responsibilities for property owners to repair defective sewer laterals. Engineering Department assumes administration of ordinance.

**1997** Community Development Department reorganized related to Measure 47/50, but with the ultimate goal of a one-stop development center --- includes Engineering, Building, Planning, Airport, Wastewater Services, Park Maintenance and Public Works.

**2005** City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and Planning Departments.

**2007** Engineering, Building, and Planning Departments complete move to the Community Development Center.

**2008** The Engineering Department issues and tracks 46 right-of-way permits for Verizon Northwest's FIOS fiber optic network installation throughout the City.

**2015** A second Project Manager position was added.

**2017** Administrative Assistant II – Public Affairs position was added.

**2021** Community Development Department reorganized and created "Public Works Department" with Engineering as a Division within the department.

**2022** The City filled its City Engineer position.

**2023** The City filled its Emergency Operations Manager position.



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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4545 Federal FEMA Grant</b> \$54,474 total grant dollars. anticipate spending \$44k from 7-1-24 thru 6-30-25.	44,000	0	0
0	0	0	<b>4546 American Rescue Plan</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>44,000</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
180,440	3,762	50,000	<b>5320 Engineering Fees</b> Developer charges for City inspection and plan review of development projects at the rate of 5% for first \$100,000 and 3% over \$100,000 of project costs.	55,000	0	0
<b>180,440</b>	<b>3,762</b>	<b>50,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>55,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
2,402	1,410	1,000	<b>6600-96 Other Income - Engineering</b>	1,000	0	0
<b>2,402</b>	<b>1,410</b>	<b>1,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS IN</b>						
0	0	0	<b>6900-58 Transfers In - Urban Renewal</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS IN</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>182,842</b>	<b>5,172</b>	<b>51,000</b>	<b>TOTAL RESOURCES</b>	<b>100,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,811	3,881	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
424,844	573,104	624,852	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Public Works Director - 1.00 FTE City Engineer - 1.00 FTE Project Manager - Engineering - 1.00 FTE GIS/CAD Specialist - 1.00 FTE Engineering Technician - 2.00 FTE Development Customer Service Technician - Combined Depts - 0.33 FTE	659,897	0	0
0	0	30,309	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> ARPA-Emergency Management Coordinator - 0.50 FTE	53,629	0	0
4,358	5,932	14,124	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Engineering - 0.33 FTE	15,155	0	0
1,220	5,100	5,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	5,200	0	0
0	0	0	<b>7000-30</b>	<b>Salaries &amp; Wages - Auto Allowance</b>	0	0	0
1,850	1,200	1,200	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,200	0	0
-86	2,311	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
26,312	35,629	40,910	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	44,473	0	0
6,154	8,333	9,793	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	10,658	0	0
123,440	153,176	201,346	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	220,563	0	0
59,110	86,545	92,381	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	113,798	0	0
9,330	13,830	11,580	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	13,580	0	0
391	375	380	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	380	0	0
1,474	1,390	1,444	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,805	0	0
7,163	7,178	7,970	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	10,027	0	0
101	133	153	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	151	0	0
0	0	2,351	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	574	0	0
<b>667,471</b>	<b>898,115</b>	<b>1,043,793</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>1,151,090</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	49	100	<b>7515</b>	<b>City Services Charge expense</b>	100	0	0
657	891	1,000	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,100	0	0

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,635	5,200	11,000	<b>7550</b>	<b>Travel &amp; Education</b>	Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	12,000	0	0
1,869	1,829	3,500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		3,500	0	0
3,970	4,482	5,000	<b>7600</b>	<b>Utilities</b>	Department's share of Community Development Center's electricity expense, ~38%.	5,500	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		0	0	0
8,175	9,424	10,530	<b>7610-05</b>	<b>Insurance - Liability</b>		8,091	0	0
1,986	2,271	2,820	<b>7610-10</b>	<b>Insurance - Property</b>		783	0	0
7,836	7,917	10,021	<b>7620</b>	<b>Telecommunications</b>		10,000	0	0
1,020	4,758	5,800	<b>7650</b>	<b>Janitorial</b>	Department's share of Community Development Center janitorial service and supply costs, ~38%.	4,000	0	0
9,644	8,712	12,163	<b>7660</b>	<b>Materials &amp; Supplies</b>	Uniforms, safety equipment, office, engineering, and surveying materials and supplies. The City's 1200CA Erosion Control Permit.	15,000	0	0
1,630	780	1,780	<b>7720</b>	<b>Repairs &amp; Maintenance</b>	Vehicle and equipment repairs and maintenance.	2,000	0	0
1,970	3,664	2,100	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>	Department's share of Community Development Center's repairs and improvements, ~38%.	21,300	0	0
2,564	2,472	4,300	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>	Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~38%.	5,600	0	0
55,235	49,712	120,000	<b>7750</b>	<b>Professional Services</b>		135,000	0	0
				<u>Description</u>				
				Environmental Services for Civic Hall	1	25,000	25,000	
				Environmental Services for Underground Storage Tanks	1	50,000	50,000	
				City Engineering Services Support	1	60,000	60,000	
0	2,486	2,000	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>	Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	3,360	0	0
0	0	711,174	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
0	0	0	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		0	0	0
2,764	3,835	4,500	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>	Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.	6,100	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>05 - ENGINEERING</b> Section : <i>N/A</i> Program : <i>N/A</i>			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
10,629	14,768	17,666	<b>7840</b>	<b>M &amp; S Computer Charges</b>		31,389	0	0
				I.S. Fund materials & supplies costs shared city-wide				
15,732	13,196	20,500	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>		28,400	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	3,000	3,000	
				Bluebeam licensing	1	1,600	1,600	
				Adobe Pro licensing	3	200	600	
				Hansen Development	1	5,000	5,000	
				Hansen renewal-25%, shared with Street, Park Maint, WWS	1	4,000	4,000	
				AutoCAD maintenance - 66%, shared with Comm Dvlpmnt	1	3,000	3,000	
				ESRI-17% shared with Bldg, Comm Dvlpmnt, Eng, Street, WWS	1	2,500	2,500	
				Replacement Mobile computers	2	3,750	7,500	
				Plotter maintenance	1	1,200	1,200	
<b>127,316</b>	<b>136,444</b>	<b>945,954</b>		<b>TOTAL MATERIALS AND SERVICES</b>		<b>293,223</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>				
991	0	4,736	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		3,314	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	27,500	<b>8750-10</b>	<b>Capital Outlay Computer Charges - Engineering</b>		0	0	0
0	0	36,100	<b>8800</b>	<b>Building Improvements</b>		19,000	0	0
				Department's share of Community Development Center's building improvements, ~38%.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Repair wood rot around CDC windows	1	19,000	19,000	
0	0	0	<b>8850</b>	<b>Vehicles</b>		45,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replace 2007 unit w/ compact 4x4 truck	1	45,000	45,000	
0	0	0	<b>8930-80</b>	<b>Urban Renewal Projects - 3rd Street Improvements</b>		111,174	0	0
				ARPA funded 3rd Street 30% Design (started in FY24)				
<b>991</b>	<b>0</b>	<b>68,336</b>		<b>TOTAL CAPITAL OUTLAY</b>		<b>178,488</b>	<b>0</b>	<b>0</b>
<b>795,778</b>	<b>1,034,560</b>	<b>2,058,083</b>		<b>TOTAL REQUIREMENTS</b>		<b>1,622,801</b>	<b>0</b>	<b>0</b>



# **COMMUNITY DEVELOPMENT DEPARTMENT**



## **Organization Set – Sections**

- **Administration**
- **Current Planning**
- **Long Range Planning**
- **Code Compliance**
- **Economic Development**

## **Organization Set #**

**01-07-001**  
**01-07-025**  
**01-07-028**  
**01-07-031**  
**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.

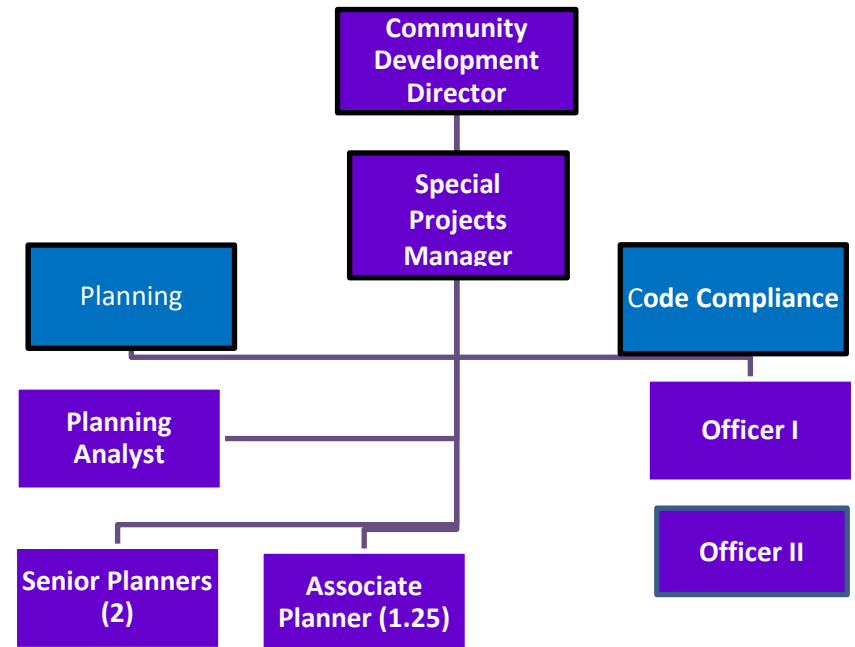
The Building, Urban Renewal and Affordable Housing programs each have their own dedicated budget funds, as their expenses and revenues are captured independently in each fund. The Building Program is 100% fee supported and the Urban Renewal program is operated under a separate agency, supported by the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

<b>LAND-USE DECISIONS</b>	
<b>138</b> Land-Use Decisions Issued	<b>5</b> 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.

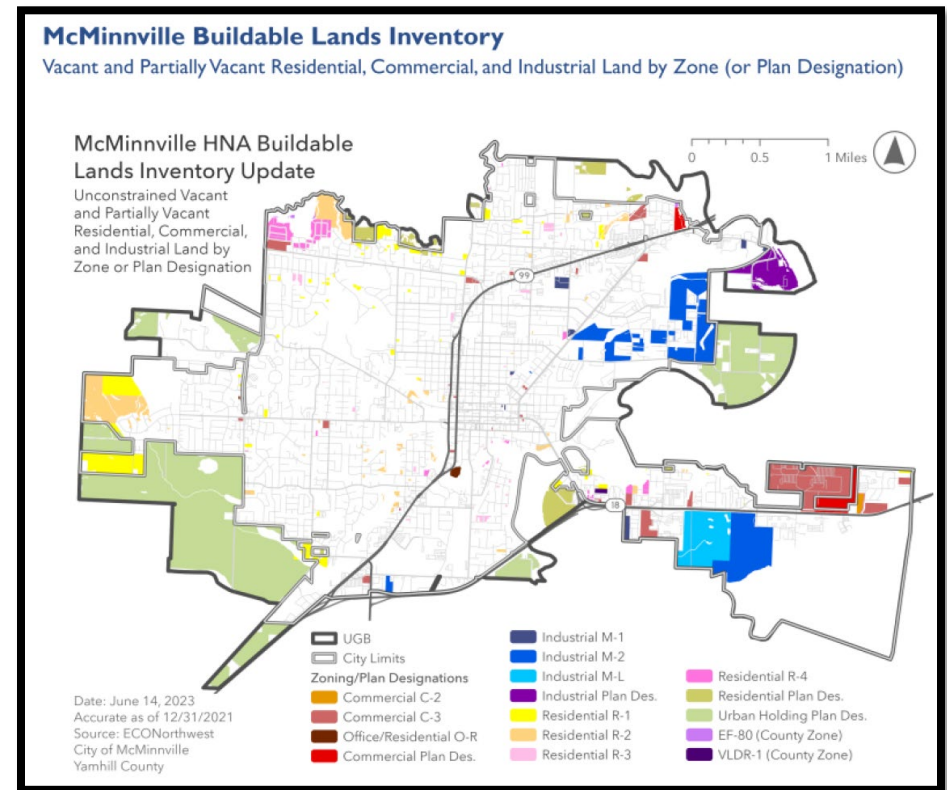
The Planning team worked on several long-range planning initiatives to expedite opportunities within the urban growth boundary for future development, including:

- 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*

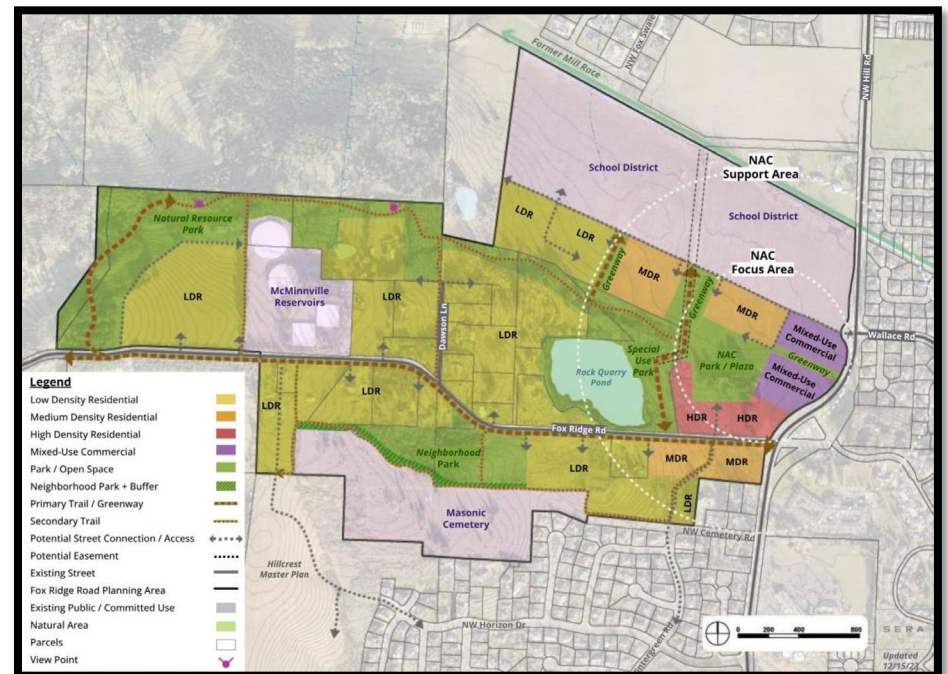
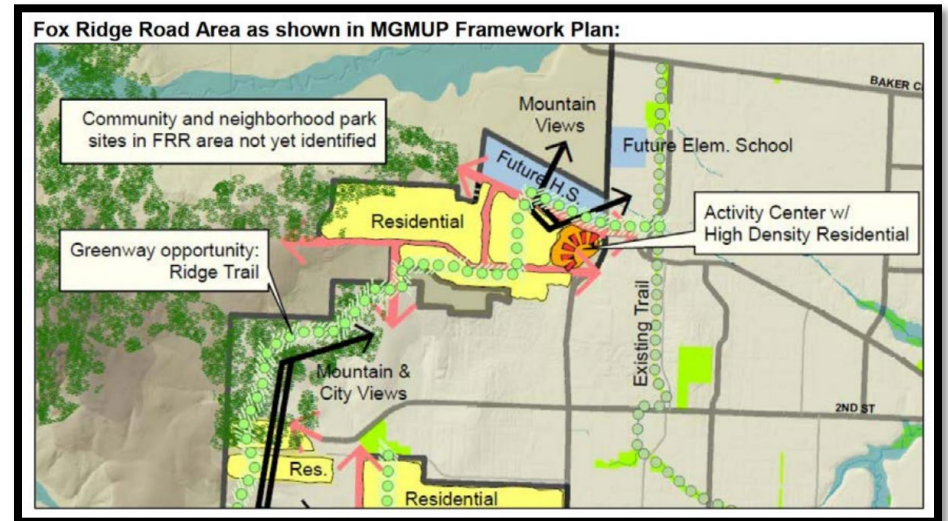
*Housing Needs Analysis and Economic Opportunity Analysis* – In February 2024, the McMinnville City Council adopted a Housing Needs Analysis and Economic Opportunity Analysis, for the planning horizon of 2021 – 2041. This needs analysis identified the need for an additional 422 buildable acres in addition 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 Led by Planning Staff												
Task	2024				2025				2026			
	Jan - Mar	April - June	July - Sep	Oct - Dec	Jan - Mar	April - June	July - Sep	Oct - Dec	Jan - Mar	April - June	July - Sep	Oct - Dec
Land Use Efficiencies / UGB (Task 2 Sequential Work Plan)	0.4 FTE											
Housing Production Strategy	0.15 FTE											
Southwest Area Plan					0.2 FTE							
Transportation System Plan					0.3 FTE							
Natural Hazards Planning (Goal 7)	0.05 FTE											
Natural Resources Planning (Goal 5)		0.25 FTE										
Innovation Center Public Feasibility Analysis		0.25 FTE										
Downtown Master Plan – UR Plan Amendment			0.3 FTE									
SODAN Intensive Level Survey	0.15 FTE											
ADA Transition Plan					0.25 FTE							

**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.



*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.

<b>ENGAGED CITIZEN INVOLVEMENT</b>	
<b>VOLUNTEER STANDING COMMITTEES</b>	
<ul style="list-style-type: none"> <li>• Planning Commission</li> <li>• Historic Landmarks Committee</li> <li>• Landscape Review Committee</li> <li>• Affordable Housing Committee</li> <li>• Economic Vitality Leadership Council</li> <li>• Urban Renewal Advisory Committee</li> </ul>	<p><b>6</b> Standing Committees</p> <p><b>62</b> Volunteers Meeting Monthly</p> <p><b>74</b> Public Meetings</p> <p><b>2132</b> Volunteer Hours</p> <p><b>\$72,250</b> Volunteer Value</p>
<b>PROJECT ADVISORY COMMITTEES</b>	
<ul style="list-style-type: none"> <li>• Fox Ridge Road Area Plan</li> <li>• Housing Needs Analysis / Economic Opportunity Analysis</li> <li>• Third Street Improvement Project</li> </ul>	<p><b>47</b> Volunteers</p> <p><b>14</b> Public Meetings</p> <p><b>1316</b> Volunteer Hours</p> <p><b>\$42,599</b> Volunteer Value</p>

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

# General Fund – Community Development 2024 – 2025 Proposed Budget --- Budget Summary

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.

<b>DEVELOPMENT REVIEW FEES:</b>	
<b>New Fee Schedule – Effective January 28, 2019</b>	
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

\* 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.

<b>GRANTS:</b>	
<b>PLANNING</b>	
• DLCD TA – Housing Production Strategy (2024/2025)	\$35,000
• DLCD TA – UGB Land Use Efficiencies and Alternatives Analysis (2024/2025)	\$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
• DLCD TA Grant – Housing Needs Analysis, Economic Opportunity Analysis (2018/2019)	\$30,000
• Certified Local Government (2018/2019)	\$12,000
<b>TOTAL (2018 – 2025)</b>	<b>\$624,000</b>



*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.

<b>CASELOAD</b>	
<b>453</b> Cases	<b>96%</b> 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.

<b>GRANTS:</b>	
<b>ECONOMIC DEVELOPMENT:</b>	
• 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
<b>TOTAL:</b>	<b>\$1,585,000</b>

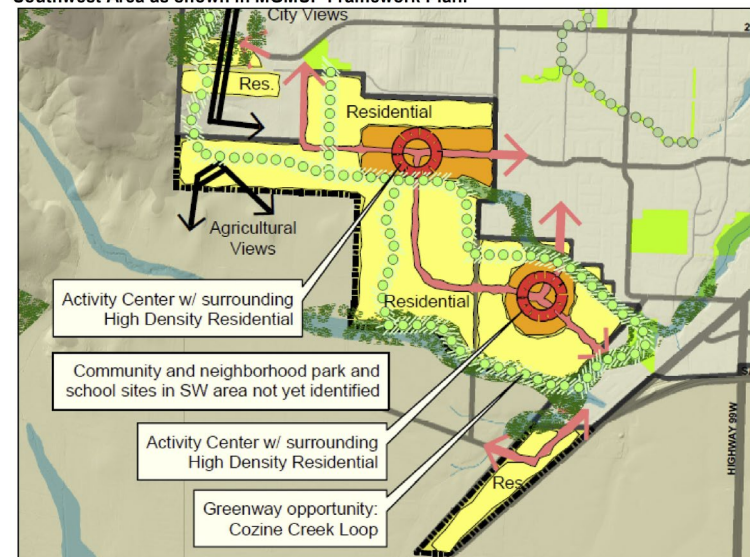


*Innovation Campus Site*

### 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 land-use 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.

Southwest Area as shown in MGMUP Framework Plan:





- **Public Outreach and Engagement:** Identify and utilize the tools available to expand community engagement in long-range planning discussions that is broad in scope and engages a demographic profile representative of the community.
- **Citizen Involvement:** Continue to support citizen engagement and participation in the Planning Commission, Historic Landmarks Committee, Landscape Review Committee, McMinnville Affordable Housing 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.

**Mac-Town 2032 Strategic Plan Community Development Department Focus**

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.**

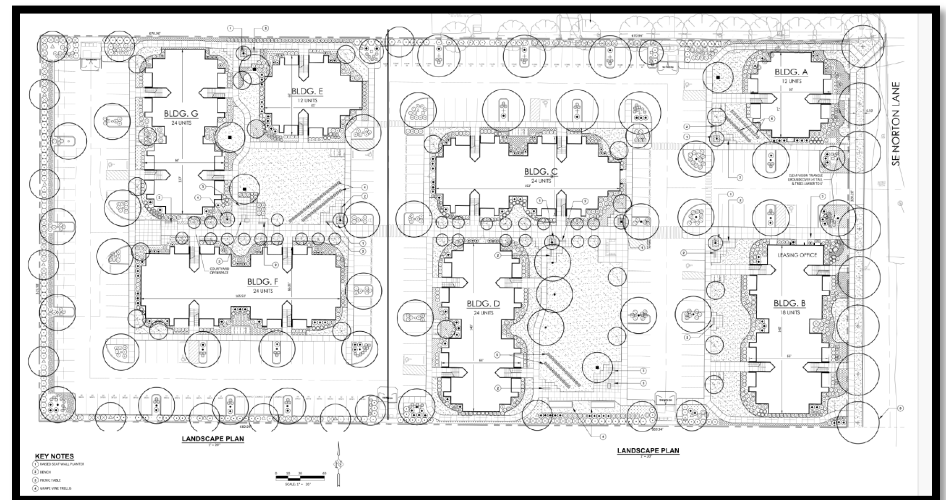
**Strategy:** Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks and land supply align with market – driven housing needs.

- 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.

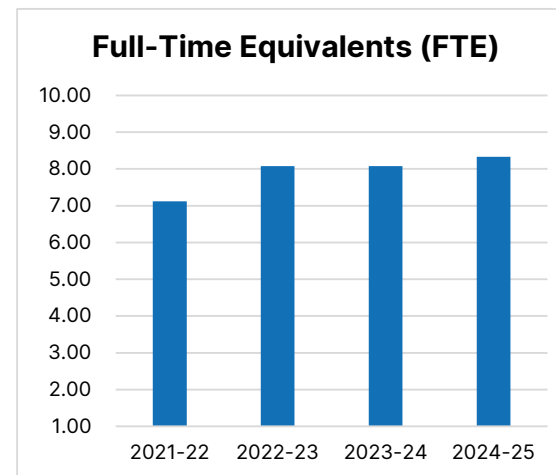
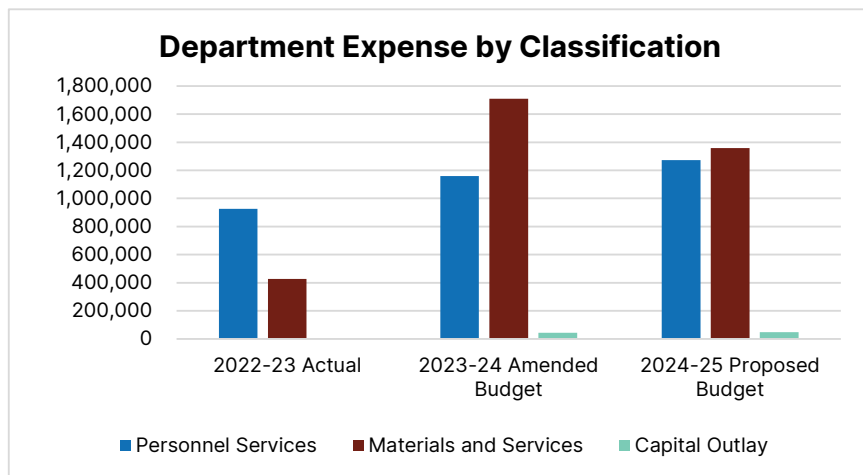
Base Level	Mid Level	Optimal Level
6.0 FTEs \$325,000 Professional Services	7.0 FTEs \$325,000 Professional Services	8.0 FTEs \$400,000 Professional Services
Add 1.0 FTE <i>Planning Manager</i>	Add 2.0 FTE <i>Planning Manager</i> <i>GIS Planner</i>	Add 3.0 FTEs plus \$50,000 professional services. <i>Planning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

General Fund - Community Development

**Department Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>277,249</b>	<b>851,843</b>	<b>423,000</b>	<b>(428,843)</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>1,352,518</b>	<b>2,911,554</b>	<b>2,679,035</b>	<b>(232,519)</b>
Unrestricted Resources Required	1,075,269	2,059,711	2,256,035	196,324

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



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



William T. Newby

**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).



# General Fund – Community Development

## Historical Highlights

**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.

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



**2013** Principal Planner Ron Pomeroy elected MDA Board President.

**2014** The Council holds public hearings and adopts the Northeast Gateway Planned Development Overlay.

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



**2014** The Council adopts an updated Economic Opportunities Analysis.

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

# General Fund – Community Development

## Historical Highlights

**2015** Department begins managing a Community Development Block Grant to assist low-income 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 co-locate development services.

**2018** Code Enforcement moves to the Planning Department.

**2020** City Council and Yamhill County Board of County Commissioners adopt the McMinnville Growth Management Urbanization Plan Remand Update expanding the urban growth boundary by 662.40 acres.



**2024** 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.

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 001 - ADMINISTRATION Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

2,412	4,813	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
21,467	20,975	21,232	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Community Development Director - 0.10 FTE Planning Analyst - 0.15 FTE	26,051	0	0
-2	308	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	160	0	0
735	2,311	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
1,302	1,297	1,284	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	1,586	0	0
305	303	308	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	380	0	0
6,662	4,648	6,424	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	7,968	0	0
3,623	2,731	2,666	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	3,236	0	0
450	300	400	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	450	0	0
19	13	12	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	15	0	0
78	51	50	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	60	0	0
349	258	270	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	366	0	0
4	4	7	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	5	0	0
0	0	78	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	20	0	0
<b>37,403</b>	<b>38,013</b>	<b>32,731</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>40,297</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	0	0	<b>7500</b>	<b>Credit Card Fees</b>	0	0	0
0	48	100	<b>7515</b>	<b>City Services Charge expense</b>	100	0	0
89	845	1,000	<b>7520</b>	<b>Public Notices &amp; Printing</b>	1,000	0	0
644	776	100	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	0	0
0	230	0	<b>7550</b>	<b>Travel &amp; Education</b>	0	0	0
0	0	0	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	0	0	0
3,865	4,364	4,800	<b>7600</b>	<b>Utilities</b> Department's share of Community Development Center electricity expense.	5,400	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0	0
7,292	10,071	11,270	<b>7610-05</b>	<b>Insurance - Liability</b>	7,538	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 001 - ADMINISTRATION Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,814	2,096	2,600	<b>7610-10</b>	<b>Insurance - Property</b>		6,957	0	0
4,906	3,883	4,000	<b>7620</b>	<b>Telecommunications</b>		4,400	0	0
1,013	4,632	5,600	<b>7650</b>	<b>Janitorial</b>		3,900	0	0
				Department's share of Community Development Center janitorial service and supply costs.				
6,683	6,964	3,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		5,000	0	0
				Office supplies and work station support.				
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	0	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		0	0	0
1,900	2,792	2,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		2,200	0	0
				Department's share of Community Development Center's repairs and improvements.				
2,638	3,564	4,200	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		5,400	0	0
3,669	0	0	<b>7750</b>	<b>Professional Services</b>		0	0	0
0	2,794	1,900	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		4,520	0	0
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
5,161	6,115	9,400	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		11,400	0	0
				Copier Lease, HVAC, Fire/Security Alarm, Parking Lot Sweeping, Orkin, Holiday Lights, Misc (Community Development's share of CDC Building)				
1,595	1,846	1,892	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,872	0	0
				I.S. Fund materials & supplies costs shared city-wide				
0	0	460	<b>7840-16</b>	<b>M &amp; S Computer Charges - Community Dev Administration</b>		500	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Adobe Pro renewal	1	200	200	
				Office 365 licensing	1	300	300	
<b>41,270</b>	<b>51,021</b>	<b>52,322</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>61,587</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
149	0	507	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		303	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	<b>8750-16</b>	<b>Capital Outlay Computer Charges - Community Dev Administration</b>		0	0	0
0	0	35,150	<b>8800</b>	<b>Building Improvements</b>		18,500	0	0
				Department's share of Community Development Center's building improvements. 37%				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Repair Wood Rot around CDC windows	1	18,500	18,500	
<b>149</b>	<b>0</b>	<b>35,657</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>18,803</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 025 - CURRENT PLANNING Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
167,699	143,483	105,000	<b>4250-03 Planning Fees - Land Use Fees</b> Fees for processing land use applications (e.g. variances, conditional use permits, zone changes and plan amendments).	140,000	0	0
36,944	73,125	35,000	<b>4250-25 Planning Fees - Building Permit Review Fees</b> Fees to cover Planning Division costs associated with the review of building permit applications.	50,000	0	0
<b>204,643</b>	<b>216,607</b>	<b>140,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>190,000</b>	<b>0</b>	<b>0</b>
<b>204,643</b>	<b>216,607</b>	<b>140,000</b>	<b>TOTAL RESOURCES</b>	<b>190,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 025 - CURRENT PLANNING Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
167,156	194,676	228,044	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Community Development Director - 0.25 FTE Senior Planner - 1.00 FTE Associate Planner - 0.50 FTE Planning Analyst - 0.55 FTE Development Customer Service Technician - Combined Depts - 0.25 FTE	243,785	0	0
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
0	6,093	0	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
-7	4,075	3,000	<b>7000-20 Salaries &amp; Wages - Overtime</b>	1,119	0	0
500	600	600	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
0	0	0	<b>7300 Fringe Benefits</b>	0	0	0
10,225	12,590	14,015	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	14,817	0	0
2,391	2,945	3,359	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	3,551	0	0
42,418	56,670	73,737	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	78,280	0	0
23,262	20,167	25,240	<b>7300-20 Fringe Benefits - Medical Insurance</b>	39,002	0	0
5,050	3,500	3,450	<b>7300-22 Fringe Benefits - VEBA Plan</b>	5,050	0	0
161	135	147	<b>7300-25 Fringe Benefits - Life Insurance</b>	153	0	0
591	476	524	<b>7300-30 Fringe Benefits - Long Term Disability</b>	576	0	0
2,860	2,285	2,772	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	3,228	0	0
39	48	78	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	51	0	0
0	0	841	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	190	0	0
<b>254,646</b>	<b>304,259</b>	<b>355,807</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>389,802</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

1,367	1,585	2,000	<b>7500 Credit Card Fees</b> Fees paid to offer credit card payment services - monthly and percentage of overall credit card transactions.	2,000	0	0
3,756	6,772	7,000	<b>7520 Public Notices &amp; Printing</b> Legal notices for public hearings, public open houses, printing brochures, forms and surveys.	7,000	0	0
385	119	400	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 025 - CURRENT PLANNING Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,873	3,946	5,000	<b>7550</b>	<b>Travel &amp; Education</b>		6,000	0	0
				Memberships in professional organizations (APA, ORAPA, ULI, ICMA); staff training, Planning Commissioner training.				
256	224	200	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		250	0	0
0	1,528	2,500	<b>7620</b>	<b>Telecommunications</b>		2,500	0	0
				Cell phones for planners (split 50/50 between current and long range planning)				
2,882	3,491	2,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		3,500	0	0
				Office supplies and work station support.				
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
36,111	13,122	60,000	<b>7750</b>	<b>Professional Services</b>		32,500	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transcriptionist - PC, LRC, HLC	1	7,500	7,500	
				Contract Transportation Planning	1	25,000	25,000	
0	11	300	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
6,788	5,169	13,624	<b>7840</b>	<b>M &amp; S Computer Charges</b>		20,681	0	0
				I.S. Fund materials & supplies costs shared city-wide				
7,566	9,602	9,380	<b>7840-17</b>	<b>M &amp; S Computer Charges - Community Dev Current</b>		5,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI Software - 12.5%	1	1,250	1,250	
				Adobe InDesign	1	400	400	
				AutoCAD maintenance	1	750	750	
				Office 365 licensing	1	600	600	
				Civic Hall Shared Copier	1	500	500	
				Bluebeam Licensing	3	300	900	
				Adobe Pro Licensing	3	200	600	
<b>61,985</b>	<b>45,570</b>	<b>102,904</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>79,831</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
633	0	3,653	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		2,183	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	<b>8750-17</b>	<b>Capital Outlay Computer Charges - Community Dev Current</b>		0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>		25,000	0	0
<b>633</b>	<b>0</b>	<b>3,653</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>27,183</b>	<b>0</b>	<b>0</b>
<b>317,263</b>	<b>349,829</b>	<b>462,364</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>496,816</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 028 - LONG RANGE PLANNING Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
2,512	9,488	15,000	<b>4535 Federal NPS CLG Grant</b> Federal National Park Service Certified Local Government grant for historic preservation program.	15,000	0	0
0	25,000	85,000	<b>4778 OR Dept of Land Conservation &amp; Dev (DLCD)</b> Technical Assistance and Planning grants.	150,000	0	0
<b>2,512</b>	<b>34,488</b>	<b>100,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>165,000</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
0	34	0	<b>5410 Sales</b>	0	0	0
<b>0</b>	<b>34</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
0	0	0	<b>6407 Donations-Community Development</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2,512</b>	<b>34,522</b>	<b>100,000</b>	<b>TOTAL RESOURCES</b>	<b>165,000</b>	<b>0</b>	<b>0</b>



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 028 - LONG RANGE PLANNING Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
149,923	173,778	217,172	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Community Development Director - 0.30 FTE Senior Planner - 1.00 FTE Associate Planner - 0.50 FTE Associate Planner - Housing - 0.25 FTE Planning Analyst - 0.20 FTE Development Customer Service Technician - Combined Depts - 0.05 FTE	238,999	0	0
0	0	0	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
0	6,093	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
-2	1,085	3,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	853	0	0
500	600	600	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
0	0	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
9,180	11,123	13,356	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	14,510	0	0
2,147	2,601	3,201	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,477	0	0
36,418	53,312	70,444	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	76,740	0	0
19,550	17,675	23,924	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	41,390	0	0
4,650	3,450	3,300	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	5,400	0	0
137	110	132	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	138	0	0
528	424	498	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	564	0	0
2,649	2,118	2,769	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	3,317	0	0
33	38	69	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	46	0	0
0	0	801	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	186	0	0
<b>225,713</b>	<b>272,407</b>	<b>339,266</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>385,620</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

7,445	20,831	10,000	<b>7520</b>	<b>Public Notices &amp; Printing</b> Legal notices for public hearings, public open houses, printing brochures, forms and surveys for long range planning projects	10,000	0	0
341	328	300	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	500	0	0
2,508	3,358	4,500	<b>7550</b>	<b>Travel &amp; Education</b> Memberships in professional organizations. Staff training. Planning Commissioner training.	7,000	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>028 - LONG RANGE PLANNING</b> Program : <i>N/A</i>			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	1,528	2,500	<b>7620</b>	<b>Telecommunications</b>		3,000	0	0
				Cell phones for planners (split 50/50 between current and long range planning)				
1,020	3,868	5,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		7,000	0	0
				Office supplies and work station support. GIS Staff - Work station and office supplies				
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
104,874	192,323	581,500	<b>7750</b>	<b>Professional Services</b>		524,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Southwest Area Plan (FY 2024 carryver)	1	275,000	275,000	
				HB 2003 HPS (FY 2024 carryover)	1	25,000	25,000	
				UGB Amendment - Land Use Efficiencies and Study Area Evaluation	1	100,000	100,000	
				CLG HP Grant Match (FY 2024 carryover)	1	22,000	22,000	
				TMLAP Design and Development Standards (FY 2024 carryover)	1	25,000	25,000	
				Transcriptionist	1	7,000	7,000	
				Consultant Services	1	20,000	20,000	
				Goal 5 ESEE Analysis	1	50,000	50,000	
0	14	300	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
5,512	26,094	100,000	<b>7750-04</b>	<b>Professional Services - Grants</b>		165,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				CLG HP Grant	1	15,000	15,000	
				DLCD UGB Amendment Grant	1	150,000	150,000	
3,381	2,954	9,840	<b>7840</b>	<b>M &amp; S Computer Charges</b>		13,213	0	0
				I.S. Fund materials & supplies costs shared city-wide				
1,626	6,859	5,730	<b>7840-18</b>	<b>M &amp; S Computer Charges - Community Dev Long Range</b>		3,600	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI Software - 12.5%	1	1,250	1,250	
				AutoCAD Maintenance	1	750	750	
				Adobe Pro renewal	2	200	400	
				Office 365 licensing	1	600	600	
				Bluebeam Licensing	2	300	600	
<b>126,707</b>	<b>258,157</b>	<b>719,670</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>733,313</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
315	0	2,638	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,395	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	<b>8750-18</b>	<b>Capital Outlay Computer Charges - Community Dev Long Range</b>		0	0	0

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 031 - CODE COMPLIANCE Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>INTERGOVERNMENTAL</u></b>							
0	1,200	0	4546	American Rescue Plan	0	0	0
<b>0</b>	<b>1,200</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FINES AND FORFEITURES</u></b>							
14,362	6,181	7,500	6115	Code Enforcement Fines for non-compliance with City ordinances and reimbursement to City for costs for involuntary abatement.	7,500	0	0
<b>14,362</b>	<b>6,181</b>	<b>7,500</b>	<b>TOTAL FINES AND FORFEITURES</b>		<b>7,500</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
0	2	50	6310	Interest	50	0	0
0	0	250	6407-31	Donations-Community Development - Code Compliance	250	0	0
0	0	0	6600-99	Other Income - Community Development	0	0	0
<b>0</b>	<b>2</b>	<b>300</b>	<b>TOTAL MISCELLANEOUS</b>		<b>300</b>	<b>0</b>	<b>0</b>
<b>14,362</b>	<b>7,383</b>	<b>7,800</b>	<b>TOTAL RESOURCES</b>		<b>7,800</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 031 - CODE COMPLIANCE Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
124,415	113,222	158,584	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Community Development Director - 0.10 FTE Code Compliance Officer - Lead - 1.00 FTE Code Compliance Officer - 1.00 FTE Planning Analyst - 0.10 FTE Development Customer Service Technician - Combined Depts - 0.03 FTE	167,635	0	0
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
649	1,330	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	170	0	0
0	0	0	<b>7300 Fringe Benefits</b>	0	0	0
7,515	6,867	9,597	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	10,153	0	0
1,757	1,606	2,299	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,432	0	0
36,532	25,843	48,009	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	51,019	0	0
28,814	26,020	32,262	<b>7300-20 Fringe Benefits - Medical Insurance</b>	33,592	0	0
5,430	4,330	4,431	<b>7300-22 Fringe Benefits - VEBA Plan</b>	4,430	0	0
160	107	134	<b>7300-25 Fringe Benefits - Life Insurance</b>	134	0	0
482	303	366	<b>7300-30 Fringe Benefits - Long Term Disability</b>	382	0	0
2,174	1,413	1,995	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2,325	0	0
36	31	99	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	47	0	0
0	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
0	0	582	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	131	0	0
<b>207,964</b>	<b>181,070</b>	<b>258,358</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>272,450</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	0	100	<b>7500 Credit Card Fees</b> Transactional fees for paying code enforcement fines with credit card.	100	0	0
752	665	2,500	<b>7520 Public Notices &amp; Printing</b> Print materials for door hangers, property notices, certified mailings.	3,000	0	0
166	58	400	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	600	0	0
3,611	2,266	3,500	<b>7550 Travel &amp; Education</b> Memberships in Oregon Code Enforcement Association, staff training.	5,000	0	0
568	1,368	1,250	<b>7590 Fuel - Vehicle &amp; Equipment</b>	1,500	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 031 - CODE COMPLIANCE Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,766	2,816	3,200	<b>7620</b>	<b>Telecommunications</b>		3,400	0	0
0	630	600	<b>7630</b>	<b>Uniforms</b>		600	0	0
1,644	2,633	3,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		4,000	0	0
				Office supplies, work station support, neighborhood clean-up supplies.				
0	0	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	0	250	<b>7680-31</b>	<b>Materials &amp; Supplies - Donations - Code Compliance</b>		250	0	0
8,862	1,590	15,500	<b>7750</b>	<b>Professional Services</b>		18,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hearings Officer	1	3,000	3,000	
				Abatement	1	15,000	15,000	
0	50	300	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
2,552	2,954	3,028	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,596	0	0
				I.S. Fund materials & supplies costs shared city-wide				
395	0	6,530	<b>7840-19</b>	<b>M &amp; S Computer Charges - Community Dev Code Compliance</b>		1,400	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	600	600	
				Adobe Licensing	1	800	800	
<b>21,316</b>	<b>15,029</b>	<b>40,158</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>42,446</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
238	0	812	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		485	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	<b>8750-19</b>	<b>Capital Outlay Computer Charges - Community Dev Code Enforcement</b>		0	0	0
<b>238</b>	<b>0</b>	<b>812</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>485</b>	<b>0</b>	<b>0</b>
<b>229,518</b>	<b>196,099</b>	<b>299,328</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>315,381</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 035 - ECONOMIC DEVELOPMENT Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>INTERGOVERNMENTAL</u></b>							
0	17,410	0	<b>4546</b>	<b>American Rescue Plan</b>	0	0	0
750,000	0	462,043	<b>4546-05</b>	<b>American Rescue Plan - SFRF Bus Recovery &amp; Resiliency</b>	0	0	0
0	0	142,000	<b>4771</b>	<b>Business Oregon (State)</b> Business Oregon Grants - Innovation Campus master planning, infrastructure analysis and marketing	60,000	0	0
<b>750,000</b>	<b>17,410</b>	<b>604,043</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>60,000</b>	<b>0</b>	<b>0</b>
<b>750,000</b>	<b>17,410</b>	<b>604,043</b>	<b><i>TOTAL RESOURCES</i></b>		<b>60,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 035 - ECONOMIC DEVELOPMENT Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	93,177	122,441	<b>7000-05</b> Salaries & Wages - Regular Full Time Community Development Special Projects Manager - 1.00 FTE	131,388	0	0
0	1,000	1,200	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	1,200	0	0
0	5,839	7,480	<b>7300-05</b> Fringe Benefits - FICA - Social Security	8,022	0	0
0	1,366	1,793	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,923	0	0
0	27,358	37,426	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	40,306	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	50	60	<b>7300-25</b> Fringe Benefits - Life Insurance	60	0	0
0	249	284	<b>7300-30</b> Fringe Benefits - Long Term Disability	303	0	0
0	1,100	1,570	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,856	0	0
0	16	46	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	21	0	0
0	0	455	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	103	0	0
<b>0</b>	<b>130,153</b>	<b>172,755</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>185,182</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	0	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	0	0
0	20,000	0	<b>7595-10</b> Business Assistance Grant - Business Resiliency	0	0	0
0	1,601	0	<b>7660-25</b> Materials & Supplies - Grants	0	0	0
0	0	200	<b>7750-01</b> Professional Services - Audit & other city-wide prof svc	0	0	0
0	31,414	792,043	<b>7750-04</b> Professional Services - Grants	437,400	0	0

Description	Units	Amt/Unit	Total
8212 Grant (Business Resiliency - DAS State)	1	99,400	99,400
Innovation Campus - Biz Oregon	1	54,000	54,000
Innovation Campus - City ARPA	1	209,000	209,000
ADA Transition Plan - City ARPA, Phase 1	1	75,000	75,000


0	0	1,514	<b>7840</b> M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide	2,298	0	0
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Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 035 - ECONOMIC DEVELOPMENT Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	3,824	460	<b>7840-14</b>	<b>M &amp; S Computer Charges - Community Dev Econ Development</b>		500	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 licensing	1	300	300		
			Adobe Pro renewal	1	200	200		
<b>0</b>	<b>56,839</b>	<b>794,417</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>440,398</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	406	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		243	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	0	<b>8750-14</b>	<b>Capital Outlay Computer Charges - Community Dev Econ Development</b>		0	0	0
<b>0</b>	<b>0</b>	<b>406</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>243</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>186,992</b>	<b>967,578</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>625,823</b>	<b>0</b>	<b>0</b>



# **POLICE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

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

### **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-of-the-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
- 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 Chief of Police	1 Support Services Manager
2 Captain	3 Support Service Specialists
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 Detective Sergeant	1 Facilities Maintenance (P/T)
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.

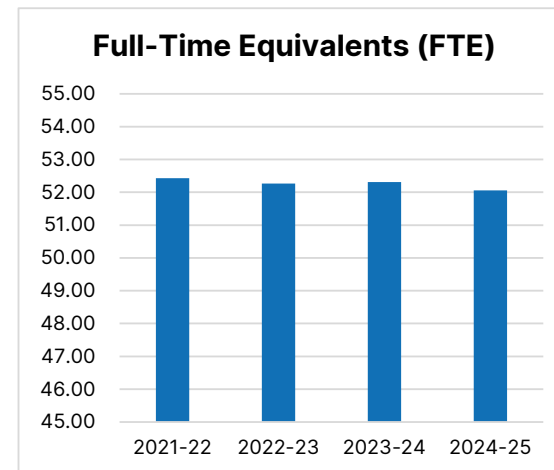
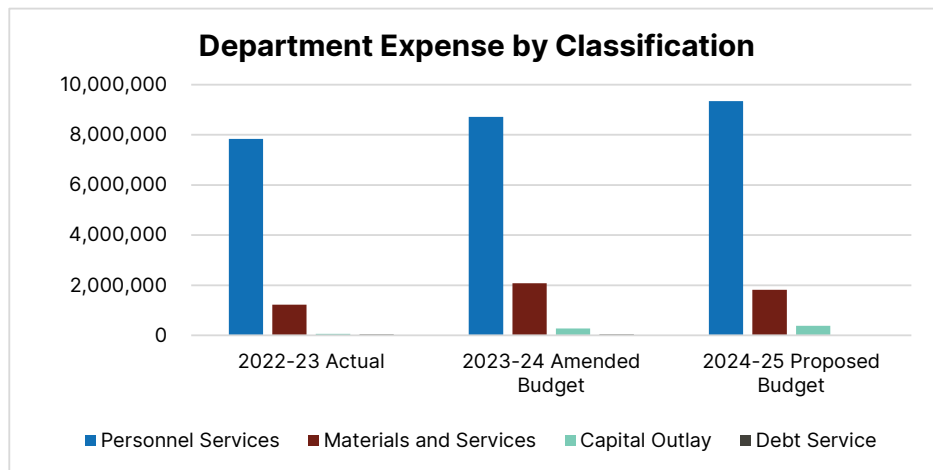
## Economic Prosperity

- 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

**Department Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</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
<b>Revenue Total</b>	<b>222,605</b>	<b>922,939</b>	<b>438,628</b>	<b>(484,311)</b>
<b>Expenses</b>				
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>	<b>9,149,326</b>	<b>11,088,455</b>	<b>12,138,373</b>	<b>1,049,918</b>
Unrestricted Resources Required	8,926,721	10,165,516	11,699,745	1,534,229
	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
<b>Full-Time Equivalents (FTE)</b>	52.43	52.27	52.31	52.06



<b>2019</b>	<p>MPD begins reinforcing employee wellness by beginning to stand up a formal Peer Support Team, and updating our gym through donations.</p> <p>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.</p> <p>MPD receives its 3<sup>rd</sup> reaccreditation award from the Oregon Accreditation Alliance.</p>		<p>MDP canine Axell retires due to an aggressive medical issue. He later passes away.</p> <p>MPD launches updated radio system, moving from an analog to digital platform with encryption.</p>		<p>types of operations. This is seen as a force multiplier.</p> <p>MPD was reaccredited through the OAA in the winter of 2022.</p> <p>Filling vacant sworn positions continues to be a challenge as we have seen as many as 7 vacancies at one time.</p>
<b>2020</b>	<p>MPD and the City recognize the importance of officer wellness and enter into an agreement with the MPA to begin officer wellness checkups.</p>	<b>2021</b>	<p>Budget shortfalls cause the PD to hold vacant one full time police officer position and one part time front office position.</p> <p>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.</p> <p>MPD seeks federal funds to cover the purchase of body worn cameras for our officers.</p>	<b>2023</b>	<p>MPD obtains a federal grant to fund the first year of Body Worn Camera program and acquires Axon Body Cameras.</p> <p>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.</p> <p>MPD command staff contracts with All Star Talent, a law enforcement specific recruitment firm to assist in deepening our hiring pool.</p>
<b>2020</b>	<p>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.</p>	<b>2022</b>	<p>MPD added back one part time front office position.</p> <p>MPD purchased two K9s to replace K9s who had retired and/or passed away. MPD also purchased our first drone to assist in multiple</p>		<p>In February of 2024 Chief Scales announced his retirement effective the end of 2024 after 10 years as Chief and 31 with the City.</p>



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**POLICE DEPARTMENT  
Chief's Office**

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**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**

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
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**RESOURCES**

**LICENSES AND PERMITS**

25,997	19,702	25,650	<b>4490</b>	<b>Licenses &amp; Permits - Misc</b> Permit fee for second hand merchants and pawnbrokers. K9 licensing fee received quarterly from Yamhill County.		25,000	0	0
<b>25,997</b>	<b>19,702</b>	<b>25,650</b>	<b>TOTAL LICENSES AND PERMITS</b>			<b>25,000</b>	<b>0</b>	<b>0</b>

**INTERGOVERNMENTAL**

0	0	0	<b>4545</b>	<b>Federal FEMA Grant</b>		90,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Deployable surveillance trailer funding	1	90,000	90,000	
0	4,267	0	<b>4546</b>	<b>American Rescue Plan</b>		0	0	0
3,108	5,125	6,000	<b>4560</b>	<b>BVP Grant</b> Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.		7,200	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Bulletproof vest grant reimbursement	12	600	7,200	
4,465	353	0	<b>4596-16</b>	<b>OR Criminal Justice Commission - CESF Grant</b>		0	0	0
0	0	600,000	<b>4597-05</b>	<b>US Department of Justice - SRT Body Worn/In Car Cameras</b> Grant application to be submitted for body worn and in-car video cameras		0	0	0
0	21,548	0	<b>4597-10</b>	<b>US Department of Justice - BJS NCHIP Grant-Fingerprinting</b>		0	0	0
0	552	7,000	<b>4600</b>	<b>Traffic Safety Grant-DUII</b>		7,000	0	0
0	1,875	5,000	<b>4605</b>	<b>Traffic Safety Grant-Speed</b>		5,000	0	0
0	490	5,000	<b>4609</b>	<b>Distracted Driving Enforcement Grant</b>		5,000	0	0
0	2,334	5,000	<b>4610</b>	<b>Traffic Safety Grant-Safety Belt</b>		5,000	0	0
<b>7,574</b>	<b>36,545</b>	<b>628,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>			<b>119,200</b>	<b>0</b>	<b>0</b>

**CHARGES FOR SERVICES**

8,817	12,885	10,000	<b>5330</b>	<b>Police Fees</b> Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 20 Photocopy per police report		15,000	0	0
0	0	0	<b>5350</b>	<b>Registration Fees</b> Fees received for department hosted trainings		0	0	0

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
31,370	31,997	32,637	<b>5400-30</b>	<b>Property Rentals - YCOM</b> Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	33,289	0	0
<b>40,187</b>	<b>44,882</b>	<b>42,637</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>48,289</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
0	0	0	<b>6360-20</b>	<b>Grants - City County Insurance Services</b>	0	0	0
6,446	5,214	12,767	<b>6400</b>	<b>Donations - Police</b>	9,812	0	0
15,594	4,678	10,000	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b> Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages up to a cap.	0	0	0
28,930	16,000	20,000	<b>6600-22</b>	<b>Other Income - Airshow</b>	38,000	0	0
0	0	250	<b>6600-25</b>	<b>Other Income - PD Reserves</b> Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	250	0	0
0	0	0	<b>6600-26</b>	<b>Other Income - Park Rangers</b> McMinnville Downtown Association support to help fund Downtown Park Ranger Program.	0	0	0
25,299	19,329	20,000	<b>6600-95</b>	<b>Other Income - Police</b> Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage	50,000	0	0
<b>76,269</b>	<b>45,222</b>	<b>63,017</b>	<b>TOTAL MISCELLANEOUS</b>		<b>98,062</b>	<b>0</b>	<b>0</b>
<b><u>OTHER FINANCING SOURCE</u></b>							
11,467	5,605	6,000	<b>6845</b>	<b>Proceeds from asset sale</b> Sales of assets such as police vehicles	6,000	0	0
<b>11,467</b>	<b>5,605</b>	<b>6,000</b>	<b>TOTAL OTHER FINANCING SOURCE</b>		<b>6,000</b>	<b>0</b>	<b>0</b>
<b>161,493</b>	<b>151,956</b>	<b>765,304</b>	<b>TOTAL RESOURCES</b>		<b>296,551</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-5,460	11,989	0	<b>7000</b> Salaries & Wages	0	0	0
215,135	225,370	262,433	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Chief - 1.00 FTE (Includes vac payout due to 12/31/2024 retirement. No overlap with replacement hire.)	296,208	0	0
0	21,522	26,547	Support Services Manager - 1.00 FTE <b>7000-10</b> Salaries & Wages - Regular Part Time Management Support Technician - 0.60 FTE	29,468	0	0
4,200	4,200	4,200	<b>7000-30</b> Salaries & Wages - Auto Allowance Police Chief's \$350 per month automobile allowance.	4,200	0	0
0	600	720	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	720	0	0
-5,680	4,403	0	<b>7300</b> Fringe Benefits	0	0	0
12,801	14,886	17,204	<b>7300-05</b> Fringe Benefits - FICA - Social Security	18,295	0	0
3,100	3,571	4,261	<b>7300-06</b> Fringe Benefits - FICA - Medicare	4,794	0	0
65,255	69,378	91,271	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	101,190	0	0
39,238	37,641	44,960	<b>7300-20</b> Fringe Benefits - Medical Insurance	46,592	0	0
5,000	6,000	6,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	6,000	0	0
164	161	186	<b>7300-25</b> Fringe Benefits - Life Insurance	186	0	0
803	580	648	<b>7300-30</b> Fringe Benefits - Long Term Disability	658	0	0
5,426	4,444	4,890	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,789	0	0
37	46	60	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	54	0	0
0	0	1,078	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	257	0	0
0	0	50	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	45	0	0
<b>340,019</b>	<b>404,791</b>	<b>464,508</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>513,456</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

1,268	753	1,260	<b>7500</b> Credit Card Fees	1,260	0	0
99	2,037	2,000	<b>7520</b> Public Notices & Printing Advertising for employment positions, community events, and newspaper subscriptions.	12,000	0	0
2,939	1,824	2,850	Budget Note: Additional \$10,000 added for recruitment of Police Chief. <b>7530</b> Training Fire extinguisher service	2,850	0	0

Budget Document Report

01 - GENERAL FUND

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 ADOPTED BUDGET
3,771	4,362	7,200	<b>7540</b>	<b>Employee Events</b>		8,100	0	0
				Costs shared city-wide for employee training, materials, and events.				
3,219	13,148	8,000	<b>7550</b>	<b>Travel &amp; Education</b>		10,000	0	0
				Memberships and training for Chief, Support Services Manager				
1,060	1,099	2,000	<b>7570</b>	<b>Dept Employee Recognition</b>		9,000	0	0
				Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.				
300	697	1,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		1,000	0	0
147,406	171,740	190,130	<b>7610-05</b>	<b>Insurance - Liability</b>		248,494	0	0
25,467	24,754	30,690	<b>7610-10</b>	<b>Insurance - Property</b>		31,384	0	0
10,262	9,592	11,084	<b>7620</b>	<b>Telecommunications</b>		11,084	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Cell phones - chief, records volunteers	12	135	1,620	
				Telecom - landlines	12	650	7,800	
				Annual fee for emergency operation center lines	1	500	500	
				Landlines for alarm panels	12	97	1,164	
1,230	1,126	1,000	<b>7630-05</b>	<b>Uniforms - Employee</b>		1,000	0	0
				Uniforms for Chief				
9,650	13,891	12,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		12,000	0	0
0	0	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
6,446	5,214	12,767	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		9,812	0	0
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.				
1,306	42	0	<b>7710-16</b>	<b>Materials &amp; Supplies - Grants - CESF Grant</b>		0	0	0
322	951	1,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		1,000	0	0
63,787	64,485	50,000	<b>7750</b>	<b>Professional Services</b>		78,010	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Homeward Bound Pets - kennel fees	12	3,650	43,800	
				Homeward Bound Pets - contract to lease dogs	1	7,210	7,210	
				Peer support program responder life fee	1	5,500	5,500	
				Annual employee wellness checks	1	1,000	1,000	
				Labor law attorney services	1	10,000	10,000	
				Misc services (flash alert / language line)	1	1,500	1,500	
				Pre-employment screenings (medical and psychological screenings)	1	5,000	5,000	
				Public safety chaplaincy fee	1	4,000	4,000	
0	15,764	17,700	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		30,240	0	0
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
0	0	25,000	<b>7750-04</b>	<b>Professional Services - Grants</b>		25,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ARPA Mental Health Crisis Response	1	25,000	25,000		
0	0	0	<b>7750-10</b>	<b>Professional Services - Training</b>		0	0	0
43,912	67,983	70,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		70,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Lease payments (copier etc)	1	40,000	40,000		
			Storage lot lease	1	30,000	30,000		
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
1,025	13,147	12,000	<b>7820</b>	<b>M &amp; S Equipment - Grants</b>		14,400	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Bulletproof vest purchases	12	1,200	14,400		
0	0	600,000	<b>7820-10</b>	<b>M &amp; S Equipment - Grants - SRT Body Worn/In Car Cameras</b>		0	0	0
			Anticipated grant funding to purchase body worn and in-car cameras					
311	0	0	<b>7820-16</b>	<b>M &amp; S Equipment - Grants - CESF Grant</b>		0	0	0
<b>323,780</b>	<b>412,609</b>	<b>1,057,681</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>576,634</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
0	24,242	0	<b>8720</b>	<b>Equipment - Grants</b>		90,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Deployable surveillance trailer	1	90,000	90,000		
<b>0</b>	<b>24,242</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>90,000</b>	<b>0</b>	<b>0</b>
			<b>TRANSFERS OUT</b>					
0	0	0	<b>9700-15</b>	<b>Transfers Out - Emergency Communications</b>		594,197	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			General Fund support for Emergency Comm equipment debt pymt	1	37,173	37,173		
			General Fund support for YCOM dispatching service	1	557,024	557,024		
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS OUT</b>			<b>594,197</b>	<b>0</b>	<b>0</b>
<b>663,799</b>	<b>841,642</b>	<b>1,522,189</b>	<b>TOTAL REQUIREMENTS</b>			<b>1,774,287</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 580 - RECORDS		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
173,036	185,961	199,393	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Police Records Specialist - 3.00 FTE	211,153	0	0
0	0	586	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	1,008	0	0
10,321	11,207	12,099	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	12,836	0	0
2,414	2,621	2,899	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,076	0	0
50,267	54,022	60,534	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	64,497	0	0
53,172	53,172	55,656	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	60,609	0	0
1,350	1,350	1,350	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	1,350	0	0
240	180	180	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	180	0	0
632	448	452	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	478	0	0
146	193	268	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	259	0	0
58	58	69	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	63	0	0
0	0	728	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	166	0	0
<b>291,634</b>	<b>309,213</b>	<b>334,214</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>355,675</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>							
0	1,193	2,000	<b>7550</b>	<b>Travel &amp; Education</b>	3,500	0	0
0	771	750	<b>7630-05</b>	<b>Uniforms - Employee</b>	750	0	0
1,419	5,281	6,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	6,000	0	0
95	0	0	<b>7750</b>	<b>Professional Services</b>	0	0	0
0	68	100	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>	0	0	0
0	207	5,000	<b>7800</b>	<b>M &amp; S Equipment</b>	5,000	0	0
6,196	6,828	5,600	<b>8040</b>	<b>Regional Automated Info Network</b>	5,600	0	0
<b>7,711</b>	<b>14,347</b>	<b>19,450</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>20,850</b>	<b>0</b>	<b>0</b>
<b>299,346</b>	<b>323,560</b>	<b>353,664</b>	<b>TOTAL REQUIREMENTS</b>		<b>376,525</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 589 - IS - TECHNOLOGY			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>MATERIALS AND SERVICES</b>								
79,108	93,038	93,855	<b>7840</b>	<b>M &amp; S Computer Charges</b>		149,361	0	0
				I.S. Fund materials & supplies costs shared city-wide				
69,782	83,456	144,400	<b>7840-20</b>	<b>M &amp; S Computer Charges - Police</b>		127,800	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Power DMS software	1	5,000	5,000		
			Central Square maintenance	1	29,000	29,000		
			Netmotion 50% shared with MFD	1	3,800	3,800		
			Guardian Tracking software	1	5,000	5,000		
			Office 365 licensing	1	15,500	15,500		
			InTime software renewal	1	5,000	5,000		
			OnQ Maintenance	1	16,000	16,000		
			New Mobile Computers	5	3,500	17,500		
			Replacement Desktop Computers	11	1,700	18,700		
			New Monitors	1	500	500		
			Printer Replacements	2	1,200	2,400		
			Toughbook + Zebra Printer	1	7,000	7,000		
			MDT Repair	1	2,000	2,000		
			Adobe Licensing	1	400	400		
<b>148,890</b>	<b>176,494</b>	<b>238,255</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>277,161</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
7,375	0	25,163	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		15,769	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	92,000	<b>8750-20</b>	<b>Capital Outlay Computer Charges - Police</b>		114,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			RMS Replacement - Software Licensing and Hosting Charges	1	102,000	102,000		
			MDT Computers	2	6,000	12,000		
<b>7,375</b>	<b>0</b>	<b>117,163</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>129,769</b>	<b>0</b>	<b>0</b>
<b>156,265</b>	<b>176,494</b>	<b>355,418</b>	<b>TOTAL REQUIREMENTS</b>			<b>406,930</b>	<b>0</b>	<b>0</b>



Budget Document Report

**01 - GENERAL FUND**

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
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	500	<b>7520</b>	Public Notices & Printing	0	0
3,136	3,945	3,200	<b>7660</b>	Materials & Supplies	3,700	0
<b>3,136</b>	<b>3,945</b>	<b>3,700</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>3,700</b>	<b>0</b>
<b>3,136</b>	<b>3,945</b>	<b>3,700</b>		<b><i>TOTAL REQUIREMENTS</i></b>	<b>3,700</b>	<b>0</b>

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# **POLICE DEPARTMENT Field Operations**

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## **Organization Set – Programs**

- **Administration**
- **Patrol**
- **Reserves**
- **Canine**

## **Organization Set #**

**01-11-043-501**  
**01-11-043-553**  
**01-11-043-562**  
**01-11-043-565**

Budget Document Report

01 - GENERAL FUND

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
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**REQUIREMENTS**

**PERSONNEL SERVICES**

122,086	153,638	150,939	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	152,224	0	0
1,920	0	0	<b>7000-30</b> Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	0	0	0
7,573	9,336	9,132	<b>7300-05</b> Fringe Benefits - FICA - Social Security	9,210	0	0
1,771	2,205	2,189	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,207	0	0
39,859	53,326	46,580	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	47,174	0	0
19,734	17,425	16,320	<b>7300-20</b> Fringe Benefits - Medical Insurance	16,950	0	0
3,000	4,000	2,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	2,000	0	0
83	65	66	<b>7300-25</b> Fringe Benefits - Life Insurance	66	0	0
431	282	314	<b>7300-30</b> Fringe Benefits - Long Term Disability	334	0	0
4,642	3,972	4,226	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,049	0	0
17	20	23	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	21	0	0
0	0	555	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	119	0	0
<b>201,116</b>	<b>244,269</b>	<b>232,344</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>234,354</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	360	1,500	<b>7530</b> Training	1,500	0	0
745	1,953	2,000	<b>7550</b> Travel & Education Membership and training	2,000	0	0
25,289	22,727	27,204	<b>7620</b> Telecommunications Includes telecommunications for entire Field Operations Division.	27,204	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom landlines	1	6,720	6,720
			Cell phones for field operatinos	1	19,484	19,484
			Repair-replace damaged cell phones	1	1,000	1,000
178	780	900	<b>7630-05</b> Uniforms - Employee	900	0	0
532	476	1,000	<b>7660</b> Materials & Supplies	1,000	0	0
45	0	0	<b>7750</b> Professional Services	0	0	0
0	23	50	<b>7750-01</b> Professional Services - Audit & other city-wide prof svc	0	0	0
0	0	0	<b>7800</b> M & S Equipment	0	0	0

Budget Document Report

**01 - GENERAL FUND**

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	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	32,604	0	0
227,904	270,588	264,998	<b><i>TOTAL REQUIREMENTS</i></b>	266,958	0	0

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 553 - PATROL	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

2,461,673	2,605,996	2,790,497	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Police Sergeant - 4.00 FTE Police Corporal - 4.00 FTE Police Officer - 22.00 FTE	2,978,023	0	0
*Anticipating three Police patrol position vacancies. The FTE count was not adjusted for these vacancies.						
0	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Police Officer - 0.60 FTE	59,784	0	0
420,620	531,885	400,005	<b>7000-20 Salaries &amp; Wages - Overtime</b>	499,954	0	0
175,722	192,622	193,024	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	214,035	0	0
41,359	45,049	46,259	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	51,296	0	0
941,283	947,027	1,102,964	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,156,954	0	0
488,537	475,679	500,904	<b>7300-20 Fringe Benefits - Medical Insurance</b>	545,481	0	0
9,588	10,050	9,450	<b>7300-22 Fringe Benefits - VEBA Plan</b>	10,200	0	0
2,313	1,765	1,782	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,782	0	0
8,593	5,811	5,916	<b>7300-30 Fringe Benefits - Long Term Disability</b>	6,340	0	0
104,254	79,485	89,334	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	94,103	0	0
623	634	644	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	603	0	0
0	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
0	0	10,204	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	2,755	0	0
<b>4,654,563</b>	<b>4,896,004</b>	<b>5,150,983</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>5,621,310</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

4,379	6,114	10,000	<b>7550 Travel &amp; Education</b>	13,000	0	0																
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Membership and training for patrol division</td> <td>1</td> <td>7,000</td> <td>7,000</td> </tr> <tr> <td>Leadership training for Sergeants</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> <tr> <td>Leadership training for Corporals</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> </tbody> </table>							Description	Units	Amt/Unit	Total	Membership and training for patrol division	1	7,000	7,000	Leadership training for Sergeants	1	3,000	3,000	Leadership training for Corporals	1	3,000	3,000
Description	Units	Amt/Unit	Total																			
Membership and training for patrol division	1	7,000	7,000																			
Leadership training for Sergeants	1	3,000	3,000																			
Leadership training for Corporals	1	3,000	3,000																			
66,961	70,182	90,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	90,000	0	0																
16,823	21,496	27,000	<b>7630-05 Uniforms - Employee</b> Equipment for new hires, rain jacket and pants replacements, uniform updates for patrol	32,000	0	0																

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 553 - PATROL				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
7,919	11,896	12,375	<b>7660</b>	<b>Materials &amp; Supplies</b>			14,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Batteries, USBs/CDs, forms and equipment for patrol	1	11,000	11,000		
				Trauma kit supplies	1	3,000	3,000		
0	0	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>			2,700	0	0
				Radar calibrations every other year					
42,543	34,736	50,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>			70,000	0	0
0	0	2,500	<b>7720-20</b>	<b>Repairs &amp; Maintenance - Vehicle Electronics</b>			2,500	0	0
				Video's, DVD's, mobile radios					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Mobile data computer repairs	1	2,500	2,500		
366	224	0	<b>7750</b>	<b>Professional Services</b>			0	0	0
0	304	400	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>			0	0	0
1,555	40,538	50,405	<b>7800</b>	<b>M &amp; S Equipment</b>			33,500	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Motorola APX4000 extended life batteries	40	125	5,000		
				Patrol car radars (replace two older models)	2	3,200	6,400		
				Collapsible batons (replacements)	10	150	1,500		
				Rechargeable duty flashlights (replacements)	10	150	1,500		
				Additional ballistic helmets (for full staffing)	7	800	5,600		
				Additional rifle plates (for full staffing)	7	700	4,900		
				Ballistic shields (replace two expired shields)	2	2,500	5,000		
				Additional rifle mag bandoleers for patrol cars	4	400	1,600		
				Miscellaneous patrol items	1	2,000	2,000		
<b>140,546</b>	<b>185,489</b>	<b>242,680</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>257,700</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>									
4,600	0	136,000	<b>8850</b>	<b>Vehicles</b>			163,635	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replace 2017 Ford Explorer 839 (but keep as spare K9)	1	84,335	84,335		
				Replace 2017 Dodge Charger 801 (Move to SUV-Tahoe)	1	79,300	79,300		
<b>4,600</b>	<b>0</b>	<b>136,000</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>163,635</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**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 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
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
<b>4,732</b>	<b>2,191</b>	<b>14,468</b>	<b>TOTAL MISCELLANEOUS</b>	<b>2,500</b>	<b>0</b>	<b>0</b>
<b>4,732</b>	<b>2,191</b>	<b>14,468</b>	<b>TOTAL RESOURCES</b>	<b>2,500</b>	<b>0</b>	<b>0</b>



Budget Document Report

**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 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
159	214	500	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>		14,590	0	0
				Extra Help - Police Reserves - 0.20 FTE				
10	13	30	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		883	0	0
2	3	7	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		212	0	0
0	0	0	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		0	0	0
6	7	14	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		388	0	0
0	0	0	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		4	0	0
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>		0	0	0
0	0	2	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>		11	0	0
168	18	20	<b>7400-05</b>	<b>Fringe Benefits - Volunteers - Life Insurance</b>		20	0	0
577	889	1,098	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>		995	0	0
<b>923</b>	<b>1,145</b>	<b>1,671</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>17,103</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>								
0	800	500	<b>7550</b>	<b>Travel &amp; Education</b>		1,300	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Other training (seminars, advanced training)	1	500	500	
				Mid Valley Reserve Training tuition	2	400	800	
201	1,686	1,000	<b>7630-10</b>	<b>Uniforms - Volunteer</b>		4,600	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Uniforms for new reserves	2	1,800	3,600	
				Other equipment/uniform needs	1	1,000	1,000	
0	186	200	<b>7660</b>	<b>Materials &amp; Supplies</b>		3,200	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Miscellaneous materials and supplies	1	200	200	
				Ballistic helmets for two current Reserves	2	800	1,600	
				Rifle plates for two current Reserves	2	700	1,400	
4,732	2,191	14,468	<b>7660-31</b>	<b>Materials &amp; Supplies - Mid Valley Reserve Training</b>		2,500	0	0
				This expenditure account is tied directly to the MVRT revenue account 01-11-043-562.6331				
<b>4,933</b>	<b>4,864</b>	<b>16,168</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>11,600</b>	<b>0</b>	<b>0</b>
<b>5,856</b>	<b>6,008</b>	<b>17,839</b>	<b>TOTAL REQUIREMENTS</b>			<b>28,703</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 565 - CANINE			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
4,205	8,937	7,100	<b>7550</b>	<b>Travel &amp; Education</b>		13,445	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				OPCA conference (one)	1	3,000	3,000	
				OPCA/CNCA yearly dues	1	145	145	
				Other training	1	1,000	1,000	
				Specialized trainer assistance	1	2,000	2,000	
				HITS conference (New Orleans)	1	7,300	7,300	
5,015	7,830	10,815	<b>7660</b>	<b>Materials &amp; Supplies</b>		11,430	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Medical and professional	1	4,500	4,500	
				Dog food	1	2,500	2,500	
				Leashes, harnesses, kennel supplies, misc. equipment	1	1,000	1,000	
				Boarding	1	1,500	1,500	
				PackTrack K9 record keeping software (2 subscriptions)	2	140	280	
				Uniform Jumpsuits (one for each handler)	3	450	1,350	
				K9 specific uniform patches	1	300	300	
0	0	3,567	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		3,567	0	0
				Matches with Donation revenue account 01-11-043-565.6400				
<b>9,220</b>	<b>16,767</b>	<b>21,482</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>28,442</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	18,190	0	<b>8710-15</b>	<b>Equipment - Canine</b>		0	0	0
<b>0</b>	<b>18,190</b>	<b>0</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>9,220</b>	<b>34,957</b>	<b>21,482</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>28,442</b>	<b>0</b>	<b>0</b>



# **POLICE DEPARTMENT**

## **Investigations & Support Division**



### **Organization Set – Programs**

- **Administration**
- **Building Maintenance**
- **Parking Enforcement**
- **Investigations**
- **School Resource**
- **Unmanned Aircraft System**
- **In-Service Training**
- **Evidence**
- **Professional Standards**

### **Organization Set #**

**01-11-046-501**  
**01-11-046-550**  
**01-11-046-559**  
**01-11-046-568**  
**01-11-046-574**  
**01-11-046-575**  
**01-11-046-577**  
**01-11-046-583**  
**01-11-046-586**

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

258,423	214,785	269,833	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE Police Sergeant - Administration - 1.00 FTE	281,777	0	0
11,847	23,476	41,600	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
5,520	20,373	5,026	<b>7000-20</b> Salaries & Wages - Overtime	19,981	0	0
2,880	2,880	2,880	<b>7000-30</b> Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	2,880	0	0
16,862	13,648	19,319	<b>7300-05</b> Fringe Benefits - FICA - Social Security	18,430	0	0
3,944	3,711	4,630	<b>7300-06</b> Fringe Benefits - FICA - Medicare	4,418	0	0
86,222	76,564	97,669	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	102,091	0	0
39,076	32,164	40,990	<b>7300-20</b> Fringe Benefits - Medical Insurance	43,499	0	0
3,450	3,450	3,450	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,450	0	0
168	106	132	<b>7300-25</b> Fringe Benefits - Life Insurance	132	0	0
793	423	566	<b>7300-30</b> Fringe Benefits - Long Term Disability	604	0	0
9,546	6,466	9,021	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	8,103	0	0
49	44	75	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	42	0	0
0	0	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
0	0	1,151	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	238	0	0
291	0	0	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
<b>439,070</b>	<b>398,089</b>	<b>496,342</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>485,645</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

2,404	1,947	2,600	<b>7550</b> Travel & Education	3,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships	1	600	600
			Trainings	1	2,400	2,400
17,123	14,665	15,720	<b>7620</b> Telecommunications	15,720	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			16 Telecom - landlines	12	650	7,800
			15 Cell phones	12	615	7,380
			Evidence facility landline	12	45	540

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
509	700	600	<b>7630-05</b>	<b>Uniforms - Employee</b>		600	0	0
				Uniforms for Captain and Park Rangers				
528	832	700	<b>7660</b>	<b>Materials &amp; Supplies</b>		800	0	0
149	285	1,000	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		1,000	0	0
15,035	19,950	20,000	<b>7750</b>	<b>Professional Services</b>		179,448	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Computer forensics (Newberg-Dundee Police)	1	20,000	20,000	
				Axon auto tagging	1	6,955	6,955	
				Axon body worn cameras	42	1,927	80,934	
				Axon in-car video system	16	3,081	49,296	
				Axon Taser 7 plan	1	22,263	22,263	
0	0	100	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
				Costs rolled under Police - Chief's Office - Admin, #01-11-040-501.7750-01.				
0	1,343	6,699	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
0	7,625	5,272	<b>7800-06</b>	<b>M &amp; S Equipment - Weapons</b>		0	0	0
<b>35,748</b>	<b>47,346</b>	<b>52,691</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>200,568</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	16,032	0	<b>8710</b>	<b>Equipment</b>		0	0	0
<b>0</b>	<b>16,032</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>474,818</b>	<b>461,467</b>	<b>549,033</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>686,213</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
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**REQUIREMENTS**

**PERSONNEL SERVICES**

44,479	47,329	48,599	<b>7000-10</b> Salaries & Wages - Regular Part Time Maintenance Technician - Senior - 0.80 FTE	48,225	0	0
0	28	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
2,758	2,936	2,940	<b>7300-05</b> Fringe Benefits - FICA - Social Security	2,918	0	0
645	687	705	<b>7300-06</b> Fringe Benefits - FICA - Medicare	699	0	0
10,252	10,916	11,795	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	11,767	0	0
55	60	60	<b>7300-25</b> Fringe Benefits - Life Insurance	60	0	0
177	119	120	<b>7300-30</b> Fringe Benefits - Long Term Disability	120	0	0
1,646	1,441	1,453	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,423	0	0
17	18	18	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	17	0	0
0	0	178	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	38	0	0
<b>60,029</b>	<b>63,533</b>	<b>65,868</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>65,267</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	546	1,130	<b>7515</b> City Services Charge expense	1,130	0	0
43,177	46,335	45,000	<b>7600</b> Utilities	45,000	0	0
2,600	2,957	3,250	<b>7610-05</b> Insurance - Liability	3,022	0	0
11,048	12,917	16,020	<b>7610-10</b> Insurance - Property	18,114	0	0
0	0	100	<b>7630-05</b> Uniforms - Employee	100	0	0
32,822	38,948	35,000	<b>7650-10</b> Janitorial - Services	40,600	0	0
1,833	2,312	3,300	<b>7650-15</b> Janitorial - Supplies	3,380	0	0
62,977	82,761	73,000	<b>7720-10</b> Repairs & Maintenance - Building Maintenance	77,412	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Carpet cleaning	1	5,000	5,000
			Maintenance contracts	1	46,487	46,487
			Materials and stock	1	11,250	11,250
			Projects and maintenance	1	14,675	14,675
<b>154,458</b>	<b>186,776</b>	<b>176,800</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>188,758</b>	<b>0</b>	<b>0</b>

**CAPITAL OUTLAY**

0	0	0	<b>8710</b> Equipment	0	0	0
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Budget Document Report

**01 - GENERAL FUND**

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	<b>TOTAL CAPITAL OUTLAY</b>	0	0	0
214,487	250,309	242,668	<b>TOTAL REQUIREMENTS</b>	254,025	0	0



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 559 - PARKING ENFORCEMENT	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
39,365	53,051	58,577	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Parking Enforcement Specialist - 1.00 FTE	64,609	0	0
189	0	293	<b>7000-20 Salaries &amp; Wages - Overtime</b>	315	0	0
2,398	3,231	3,562	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	3,928	0	0
561	756	853	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	942	0	0
8,267	10,314	17,821	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	19,738	0	0
11,816	17,724	18,552	<b>7300-20 Fringe Benefits - Medical Insurance</b>	20,203	0	0
300	450	450	<b>7300-22 Fringe Benefits - VEBA Plan</b>	450	0	0
51	60	60	<b>7300-25 Fringe Benefits - Life Insurance</b>	60	0	0
150	134	134	<b>7300-30 Fringe Benefits - Long Term Disability</b>	146	0	0
1,400	1,504	1,648	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,727	0	0
12	21	23	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	21	0	0
0	0	215	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	50	0	0
472	358	1,098	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	995	0	0
<b>64,980</b>	<b>87,602</b>	<b>103,286</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>113,184</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
0	0	1,300	<b>7550 Travel &amp; Education</b> Memberships and training	1,300	0	0
1,280	1,926	3,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	2,000	0	0
478	947	750	<b>7630-05 Uniforms - Employee</b>	750	0	0
6,955	2,462	3,000	<b>7660 Materials &amp; Supplies</b> Tow charges, postal charges, tow stickers, parking permits	3,000	0	0
154	178	500	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b>	500	0	0
15,085	56,338	52,500	<b>7750 Professional Services</b> Abandoned RV tows for dismantling	80,000	0	0
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b>	0	0	0
<b>23,951</b>	<b>61,851</b>	<b>61,050</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>87,550</b>	<b>0</b>	<b>0</b>
<b>88,932</b>	<b>149,453</b>	<b>164,336</b>	<b>TOTAL REQUIREMENTS</b>	<b>200,734</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
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**REQUIREMENTS**

**PERSONNEL SERVICES**

604,470	563,981	759,968	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Sergeant - 1.00 FTE Police Officer - 6.00 FTE	750,111	0	0
10,076	13,275	8,500	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Investigations - 0.38 FTE	27,705	0	0
68,595	145,066	72,994	<b>7000-20</b> Salaries & Wages - Overtime	100,029	0	0
3,750	3,579	3,500	<b>7000-35</b> Salaries & Wages - Clothing Allowance Detectives' \$500 annual clothing allowance.	3,508	0	0
42,100	42,176	51,119	<b>7300-05</b> Fringe Benefits - FICA - Social Security	53,322	0	0
9,846	10,431	12,251	<b>7300-06</b> Fringe Benefits - FICA - Medicare	12,780	0	0
222,521	248,347	296,714	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	306,580	0	0
113,645	97,381	129,864	<b>7300-20</b> Fringe Benefits - Medical Insurance	141,421	0	0
2,100	2,400	2,400	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,000	0	0
515	365	462	<b>7300-25</b> Fringe Benefits - Life Insurance	462	0	0
1,880	1,208	1,522	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,562	0	0
23,716	18,058	23,560	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	23,352	0	0
135	130	164	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	155	0	0
0	0	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
0	0	2,815	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	688	0	0
<b>1,103,347</b>	<b>1,146,396</b>	<b>1,365,833</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,424,675</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

6,163	10,140	12,850	<b>7550</b> Travel & Education	12,850	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Supervisor training	1	500	500
			Miscellaneous training	1	3,500	3,500
			Homicide conference	1	3,850	3,850
			Child abuse summit	1	4,000	4,000
			New detective training	1	1,000	1,000
9,215	7,207	7,500	<b>7590</b> Fuel - Vehicle & Equipment			6,000
3,606	2,786	1,500	<b>7630-05</b> Uniforms - Employee			1,500

Budget Document Report

**01 - GENERAL FUND**

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	<b>7660</b>	<b>Materials &amp; Supplies</b>			4,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Investigative funds	1	2,000	2,000		
				Materials and supplies	1	2,000	2,000		
3,228	6,187	3,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>			3,000	0	0
7,629	8,494	11,380	<b>7750</b>	<b>Professional Services</b>			11,380	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Comcast internet line	1	480	480		
				The last one (TLO)	1	900	900		
				Transcription services	1	10,000	10,000		
0	45	50	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>			0	0	0
				Costs rolled under Police - Chief's Office - Admin, #01-11-040-501.7750-01.					
0	0	500	<b>7800</b>	<b>M &amp; S Equipment</b>			650	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Metal detector	1	650	650		
<b>30,854</b>	<b>35,936</b>	<b>40,780</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>				<b>39,380</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>									
0	0	0	<b>8850</b>	<b>Vehicles</b>			0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>1,134,201</b>	<b>1,182,331</b>	<b>1,406,613</b>	<b><u>TOTAL REQUIREMENTS</u></b>				<b>1,464,055</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
54,229	58,958	64,800	<b>5020-05 McMinnville School Dist #40 - SRO - High School</b> McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	68,760	0	0
40,650	0	62,800	<b>5020-10 McMinnville School Dist #40 - SRO - Middle School</b> McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	57,250	0	0
<b>94,879</b>	<b>58,958</b>	<b>127,600</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>126,010</b>	<b>0</b>	<b>0</b>
<b>94,879</b>	<b>58,958</b>	<b>127,600</b>	<b>TOTAL RESOURCES</b>	<b>126,010</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 575 - UNMANNED AIRCRAFT SYSTEM			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	6,000	<b>7550</b>	<b>Travel &amp; Education</b>		6,400	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Drone conference (registration, hotel, per diem)	1	4,000	4,000	
				Pilot Part107 initial online training and FAA test	4	400	1,600	
				Membership in LEDA (drone association)	1	800	800	
0	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>		3,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Drone batteries (M30T and Avata/headset)	1	2,500	2,500	
				Misc supplies (propellers, cords, Avata parts, misc)	1	500	500	
0	0	8,300	<b>7800</b>	<b>M &amp; S Equipment</b>		9,500	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Flight management software (for two M30Ts)	1	7,000	7,000	
				Misc repairs	1	2,500	2,500	
<b>0</b>	<b>0</b>	<b>14,300</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>18,900</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	16,100	<b>8710</b>	<b>Equipment</b>		0	0	0
<b>0</b>	<b>0</b>	<b>16,100</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>30,400</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>18,900</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
12,000	9,500	12,000	<b>5380-02 Facility Rentals - Training Facility</b> Revenue received from neighboring agencies for use of the Firearms Facility.	10,000	0	0
<b>12,000</b>	<b>9,500</b>	<b>12,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
<b>12,000</b>	<b>9,500</b>	<b>12,000</b>	<b>TOTAL RESOURCES</b>	<b>10,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>MATERIALS AND SERVICES</b>								
750	0	1,500	<b>7550-05</b>	<b>Travel &amp; Education - Defensive Tactics</b>		0	0	0
677	439	1,000	<b>7550-10</b>	<b>Travel &amp; Education - Driving Training</b>		1,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Instructor training	1	1,000	1,000	
1,578	-15	3,000	<b>7550-20</b>	<b>Travel &amp; Education - Firearms Training</b>		4,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				New instructor training	1	2,000	2,000	
				Existing instructor training	1	2,000	2,000	
11,317	23,047	42,300	<b>7660</b>	<b>Materials &amp; Supplies</b>		41,344	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Firearms ammunition (handgun, rifle, shotgun) duty and training	1	23,920	23,920	
				Firearms supplies and maintenance	1	3,674	3,674	
				40mm munitions	1	900	900	
				Confrontation simulation training equipment	1	6,600	6,600	
				Confrontation simulation instructor training	1	1,000	1,000	
				Tactical first aid equipment	1	3,250	3,250	
				Tactical first aid instructor training	1	2,000	2,000	
299	3,911	4,100	<b>7720-18</b>	<b>Repairs &amp; Maintenance - Training Facility</b>		4,100	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Gravel	1	3,000	3,000	
				Chem can rental	1	500	500	
				Range construction	1	600	600	
5,632	5,632	20,850	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>20,253</b>	<b>33,013</b>	<b>72,750</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>50,444</b>	<b>0</b>	<b>0</b>
<b>20,253</b>	<b>33,013</b>	<b>72,750</b>	<b>TOTAL REQUIREMENTS</b>			<b>50,444</b>	<b>0</b>	<b>0</b>



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 583 - EVIDENCE	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

65,158	68,458	72,136	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Evidence & Property Technician - 1.00 FTE	77,585	0	0
15,201	17,437	22,459	<b>7000-10</b> Salaries & Wages - Regular Part Time Management Support Specialist - 0.48 FTE	23,183	0	0
1,385	1,294	2,537	<b>7000-20</b> Salaries & Wages - Overtime	2,521	0	0
4,984	5,285	5,879	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,250	0	0
1,166	1,236	1,410	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,498	0	0
23,747	25,329	29,417	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	31,400	0	0
17,724	17,724	18,552	<b>7300-20</b> Fringe Benefits - Medical Insurance	20,203	0	0
450	450	450	<b>7300-22</b> Fringe Benefits - VEBA Plan	450	0	0
80	60	60	<b>7300-25</b> Fringe Benefits - Life Insurance	60	0	0
241	188	168	<b>7300-30</b> Fringe Benefits - Long Term Disability	176	0	0
69	-9	186	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	2,748	0	0
27	29	34	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	31	0	0
0	0	345	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	81	0	0
<b>130,232</b>	<b>137,480</b>	<b>153,633</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>166,186</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

80	856	2,000	<b>7550</b> Travel & Education	2,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Training for evidence personnel	1	2,000	2,000
473	117	500	<b>7590</b> Fuel - Vehicle & Equipment	500	0	0
679	876	1,000	<b>7630-05</b> Uniforms - Employee	1,000	0	0
9,660	6,344	2,500	<b>7660</b> Materials & Supplies	5,500	0	0
223	189	300	<b>7720-14</b> Repairs & Maintenance - Vehicles	300	0	0
26	7,955	8,000	<b>7750</b> Professional Services	8,000	0	0
			Vehicle tows (evidence, maintenance, RV tows)			
0	45	100	<b>7750-01</b> Professional Services - Audit & other city-wide prof svc Costs rolled under Police - Chief's Office - Admin, #01-11-040-501.7750-01.	0	0	0
251	0	250	<b>7790</b> Maintenance & Rental Contracts Evidence storage building alarm contract	250	0	0
0	529	1,000	<b>7800</b> M & S Equipment	0	0	0

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	7550	Travel & Education	0	0
1,727	2,975	2,975	7660	Materials & Supplies	2,975	0
<b>1,727</b>	<b>2,975</b>	<b>2,975</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>2,975</b>	<b>0</b>
<b>1,727</b>	<b>2,975</b>	<b>2,975</b>		<b>TOTAL REQUIREMENTS</b>	<b>2,975</b>	<b>0</b>



# MUNICIPAL COURT



## Organization Set – Sections

- Court
- Parking Tickets

## Organization Set #

01-13-060  
01-13-063

### **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.

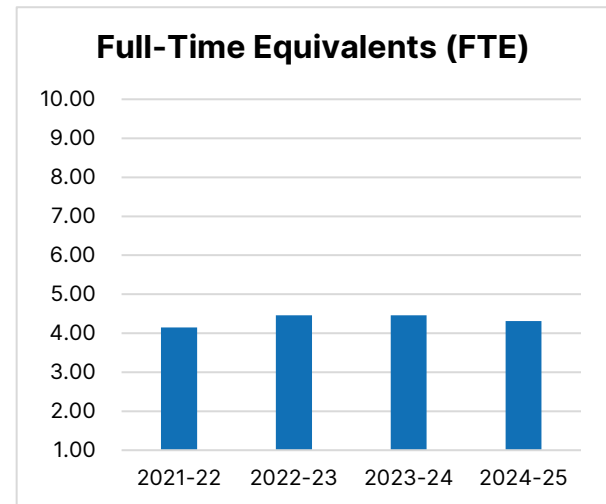
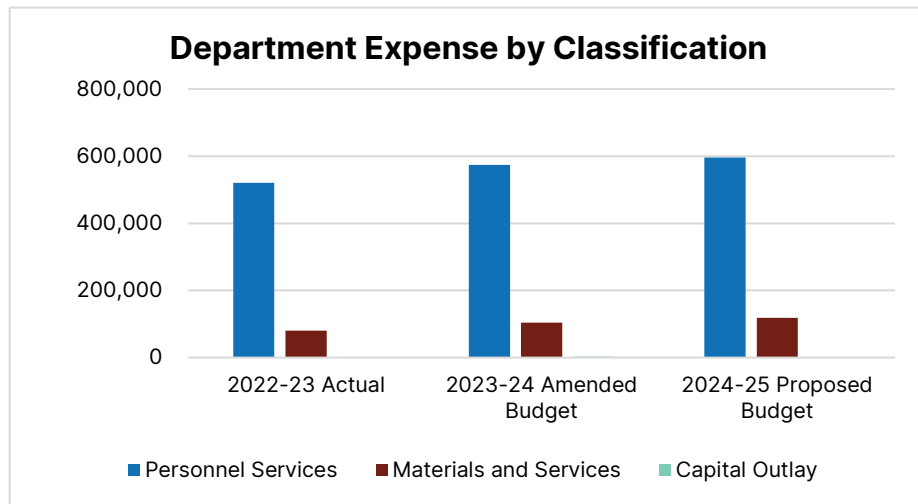
The opening of Any Door Place in the summer of 2024, an emergency shelter and hub for services to support those transitioning into more stable housing opportunities, may have an impact on the number of prohibited camping citations, a growing proportion of cases heard in Court.

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
<b>Revenue</b>				
Fines and Forfeitures	340,916	377,100	270,540	(106,560)
Intergovernmental	12,870	0	0	0
Miscellaneous	413	500	200	(300)
<b>Revenue Total</b>	<b>354,198</b>	<b>377,600</b>	<b>270,740</b>	<b>(106,860)</b>
<b>Expenses</b>				
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)
<b>Expenses Total</b>	<b>601,076</b>	<b>681,556</b>	<b>716,572</b>	<b>35,016</b>
Unrestricted Resources Required	246,878	303,956	445,832	141,876
	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
<b>Full-Time Equivalentents (FTE)</b>	4.15	4.46	4.46	4.31



**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.

**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



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>INTERGOVERNMENTAL</u></b>							
13,673	12,870	0	4546	American Rescue Plan	0	0	0
<b>13,673</b>	<b>12,870</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FINES AND FORFEITURES</u></b>							
330,495	326,752	360,000	6120	<b>Fines &amp; Bail Forfeitures</b> The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court.	252,000	0	0
50	20	100	6140	<b>Peer Court Assessment</b> Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. The Court will continue to collect assessments on citations issued prior to 2012.	40	0	0
1,396	3,234	5,000	6150	<b>Court Appointed Attorney Fees</b> Municipal Court defendants charged with misdemeanors must be provided an attorney at City expense if the defendants allege they can not afford to hire counsel. Whenever possible, defendants are required to reimburse the City for court-appointed attorney costs.	3,500	0	0
<b>331,941</b>	<b>330,007</b>	<b>365,100</b>		<b>TOTAL FINES AND FORFEITURES</b>	<b>255,540</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
256	413	500	6600-93	Other Income - Municipal Court	200	0	0
<b>256</b>	<b>413</b>	<b>500</b>		<b>TOTAL MISCELLANEOUS</b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>345,870</b>	<b>343,289</b>	<b>365,600</b>		<b>TOTAL RESOURCES</b>	<b>255,740</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

590	1,933	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
208,742	227,027	215,900	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Finance Director - 0.05 FTE Court Supervisor - 1.00 FTE Senior Court Clerk - 0.95 FTE Court Clerk I - 1.00 FTE	250,856	0	0
48,636	83,925	132,398	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Judge - 0.38 FTE Court Clerk I - 0.60 FTE - (ARPA: 4 mths full-time; 8 mths part-time 24 hrs/wk)  Municipal Court - Interpreter - 0.08 FTE Municipal Court Security Officer - 0.20 FTE	111,760	0	0
2,189	0	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
1	16	5,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	5,000	0	0
224	78	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
15,609	18,761	21,375	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	22,242	0	0
3,650	4,388	5,122	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	5,331	0	0
74,844	94,682	107,055	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	111,789	0	0
61,167	64,514	69,536	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	73,476	0	0
9,113	9,925	8,888	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,138	0	0
303	224	240	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	240	0	0
746	599	616	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	645	0	0
339	334	387	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	406	0	0
74	82	106	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	92	0	0
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
0	0	1,279	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	287	0	0
<b>426,227</b>	<b>506,488</b>	<b>567,902</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>590,262</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

3,929	0	0	<b>7500</b>	<b>Credit Card Fees</b>	0	0	0
2,325	0	0	<b>7510</b>	<b>Service Fees</b>	0	0	0
840	0	0	<b>7520</b>	<b>Public Notices &amp; Printing</b>	0	0	0

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
413	468	700	<b>7540</b>	<b>Employee Events</b>		700	0	0
				Costs shared city-wide for employee training, materials, and events.				
635	4,281	7,000	<b>7550</b>	<b>Travel &amp; Education</b>		7,000	0	0
				Professional memberships, dues, subscriptions, reference materials, and attendance at legal seminars for the City Judge, City Prosecutor, and Municipal Court staff; also includes travel and meal costs.				
4,473	4,960	5,560	<b>7610-05</b>	<b>Insurance - Liability</b>		2,666	0	0
5,581	5,000	5,700	<b>7620</b>	<b>Telecommunications</b>		6,000	0	0
0	990	1,500	<b>7630</b>	<b>Uniforms</b>		2,000	0	0
2,319	5,681	16,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		17,000	0	0
2,892	4,911	6,500	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		5,000	0	0
1,792	1,313	800	<b>7750</b>	<b>Professional Services</b>		1,600	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				DMV, other general prof services	1	1,600	1,600	
0	1,755	1,300	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		1,960	0	0
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
5,025	600	1,500	<b>7750-12</b>	<b>Professional Services - Contract Judge</b>		1,500	0	0
				Back-up Judge if necessary to cover Judge's absences. FY22 had extraordinary cost during new Judge recruitment process.				
16,675	20,250	22,000	<b>7750-15</b>	<b>Professional Services - Court Appointed Attorney</b>		25,000	0	0
				Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account 6150, Court Appointed Attorney Fees.				
0	0	0	<b>7750-18</b>	<b>Professional Services - Contract Prosecutor</b>		0	0	0
				Back-up prosecutor if necessary to cover City Prosecutor's absences and legal conflicts.				
31	83	200	<b>7750-21</b>	<b>Professional Services - Security</b>		200	0	0
				Security contract to provide panic button monitoring.				
50	20	100	<b>7750-22</b>	<b>Professional Services - Peer Court Assessment</b>		40	0	0
				Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.				
870	1,245	1,200	<b>7800</b>	<b>M &amp; S Equipment</b>		1,200	0	0
11,483	11,814	12,110	<b>7840</b>	<b>M &amp; S Computer Charges</b>		18,383	0	0
				I.S. Fund materials & supplies costs shared city-wide				
11,155	16,636	20,450	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>		25,900	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Polycom Replacement	1	2,500	2,500		
			Mobile Computer replacement	1	2,500	2,500		
			Shared Copier (CC, PL)	1	500	500		
			Adobe Pro licensing	1	200	200		
			Office 365 licensing	1	1,700	1,700		
			Caselle Utils/Integration	1	5,000	5,000		
			Caselle Maintenance	1	7,800	7,800		
			E-ticketing Maintenance	1	5,700	5,700		
314	205	500	<b>8050 Trial Expense</b>				2,000	0
			Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.					0
<b>70,803</b>	<b>80,213</b>	<b>103,620</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>118,149</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
1,070	0	3,247	<b>8750 Capital Outlay Computer Charges</b>			1,941	0	0
			I.S. Fund capital outlay costs shared city-wide					
<b>1,070</b>	<b>0</b>	<b>3,247</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>1,941</b>	<b>0</b>	<b>0</b>
<b>498,100</b>	<b>586,700</b>	<b>674,769</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>710,352</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
9,843	8,214	3,336	<b>7000-05</b> Salaries & Wages - Regular Full Time Senior Court Clerk - 0.05 FTE	3,542	0	0
0	0	0	<b>7000-10</b> Salaries & Wages - Regular Part Time	0	0	0
0	0	501	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
578	479	232	<b>7300-05</b> Fringe Benefits - FICA - Social Security	214	0	0
135	112	55	<b>7300-06</b> Fringe Benefits - FICA - Medicare	51	0	0
2,859	2,386	1,162	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	1,078	0	0
3,527	2,913	1,122	<b>7300-20</b> Fringe Benefits - Medical Insurance	1,166	0	0
0	150	150	<b>7300-22</b> Fringe Benefits - VEBA Plan	150	0	0
15	8	3	<b>7300-25</b> Fringe Benefits - Life Insurance	3	0	0
42	21	8	<b>7300-30</b> Fringe Benefits - Long Term Disability	8	0	0
14	9	5	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4	0	0
3	2	1	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	1	0	0
0	0	12	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	3	0	0
<b>17,015</b>	<b>14,294</b>	<b>6,587</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>6,220</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
8	81	100	<b>7510</b> Service Fees	0	0	0
0	0	100	<b>7750-01</b> 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	0
<b>8</b>	<b>81</b>	<b>200</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>17,024</b>	<b>14,376</b>	<b>6,787</b>	<b>TOTAL REQUIREMENTS</b>	<b>6,220</b>	<b>0</b>	<b>0</b>



## **FIRE DEPARTMENT**



**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.**



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>LICENSES AND PERMITS</u></b>						
0	0	0	4213-15 Specialty Business License - Care Homes	0	0	0
8,660	8,140	0	4490 Licenses & Permits - Misc	0	0	0
<b>8,660</b>	<b>8,140</b>	<b>0</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	4545 Federal FEMA Grant	0	0	0
35,424	52,651	0	4555 Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	0
0	1,500	0	4773-05 OR Dept of Public Safety Standards & Training (DPSST) - Wildland Training Grant	0	0	0
0	25,063	0	4774-05 OR State Fire Marshall - 2022 Wildfire Season Staff Grant	0	0	0
27,072	15,690	0	4840-05 OR Conflagration Reimbursement - Personnel	0	0	0
17,474	6,619	0	4840-10 OR Conflagration Reimbursement - Equipment	0	0	0
0	0	0	5030 McMinnville Rural Fire District	0	0	0
410,447	573,016	0	5030-05 McMinnville Rural Fire District - Contract Fire Protection	0	0	0
64,229	0	0	5035-10 Amity Fire District - Admin/Training Svcs Contract	0	0	0
0	0	0	5036 City of Dundee	0	0	0
<b>554,646</b>	<b>674,539</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
1,684	5,281	0	5340 Fire Department Service Fees	0	0	0
28,512	29,082	0	5400 Property Rentals	0	0	0
<b>30,196</b>	<b>34,363</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FINES AND FORFEITURES</u></b>						
0	0	0	6115 Code Enforcement	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
24,481	25,963	0	6310-07 Interest - LOSAP	0	0	0
6,381	4,029	0	6410 Donations - Fire	0	0	0
2,302	5,984	0	6600 Other Income	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
19,609	3,844	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
0	0	0	6600-07	Other Income - LOSAP	0	0	0
24,778	29,743	0	6600-22	Other Income - Airshow	0	0	0
<b>77,551</b>	<b>69,563</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>OTHER FINANCING SOURCE</u></b>							
11,700	0	0	6845	Proceeds from asset sale	0	0	0
<b>11,700</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL OTHER FINANCING SOURCE</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>682,753</b>	<b>786,606</b>	<b>0</b>	<b><u>TOTAL RESOURCES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
45,134	46,968	0	<b>7840-30</b>	<b>M &amp; S Computer Charges - Fire</b>	0	0	0
72,060	72,939	0	<b>8090</b>	<b>Hydrant Rental &amp; Maintenance</b>	0	0	0
3,846	12,918	0	<b>8110</b>	<b>Hoses, Nozzles, &amp; Adapters</b>	0	0	0
5,321	5,606	0	<b>8120</b>	<b>Hose &amp; Ladder Testing</b>	0	0	0
<b>776,114</b>	<b>907,776</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	0	0	<b>8710</b>	<b>Equipment</b>	0	0	0
0	0	0	<b>8720</b>	<b>Equipment - Grants</b>	0	0	0
3,330	0	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>	0	0	0
0	0	0	<b>8750-30</b>	<b>Capital Outlay Computer Charges - Fire</b>	0	0	0
16,128	0	0	<b>8800</b>	<b>Building Improvements</b>	0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>	0	0	0
				Replace 2003 Command Vehicle . Currently Fire Chief is using private vehicle.			
<b>19,459</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>							
90,839	93,677	0	<b>9442-05</b>	<b>2014 Fire Vehicle Financing - Principal</b>	0	0	0
24,453	21,615	0	<b>9442-10</b>	<b>2014 Fire Vehicle Financing - Interest</b>	0	0	0
<b>115,291</b>	<b>115,291</b>	<b>0</b>	<b><u>TOTAL DEBT SERVICE</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>3,723,801</b>	<b>3,854,763</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
210,517	226,584	0	<b>7000-05</b> Salaries & Wages - Regular Full Time	0	0	0
0	2,519	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
185	3,066	0	<b>7000-17</b> Salaries & Wages - Volunteer Reimbursement	0	0	0
8,267	10,713	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
13,254	14,754	0	<b>7300-05</b> Fringe Benefits - FICA - Social Security	0	0	0
3,100	3,451	0	<b>7300-06</b> Fringe Benefits - FICA - Medicare	0	0	0
69,142	77,504	0	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	0	0	0
36,026	38,830	0	<b>7300-20</b> Fringe Benefits - Medical Insurance	0	0	0
6,500	7,500	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	0	0	0
168	127	0	<b>7300-25</b> Fringe Benefits - Life Insurance	0	0	0
771	521	0	<b>7300-30</b> Fringe Benefits - Long Term Disability	0	0	0
8,004	8,482	0	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	0	0	0
40	39	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
97	167	0	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
<b>356,071</b>	<b>394,258</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
101	6	0	<b>7540</b> Employee Events	0	0	0
5,024	5,661	0	<b>7550</b> Travel & Education	0	0	0
0	0	0	<b>7680</b> Materials & Supplies - Donations	0	0	0
0	0	0	<b>7710</b> Materials & Supplies - Grants	0	0	0
1,540	100	0	<b>7750</b> Professional Services	0	0	0
0	23	0	<b>7750-01</b> Professional Services - Audit & other city-wide prof svc	0	0	0
4,136	4,970	0	<b>8080</b> Fire Prevention Education	0	0	0
<b>10,801</b>	<b>10,759</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>366,871</b>	<b>405,017</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

			<b>PERSONNEL SERVICES</b>				
4,190	7,587	0	7000	Salaries & Wages	0	0	0
2,008,601	2,236,516	0	7000-05	Salaries & Wages - Regular Full Time	0	0	0
25,883	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
584,845	451,590	0	7000-20	Salaries & Wages - Overtime	0	0	0
175	1,600	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
-797	6,789	0	7300	Fringe Benefits	0	0	0
159,335	163,008	0	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
37,280	38,246	0	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
850,365	808,167	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
352,100	385,346	0	7300-20	Fringe Benefits - Medical Insurance	0	0	0
73,644	77,656	0	7300-22	Fringe Benefits - VEBA Plan	0	0	0
1,899	1,733	0	7300-25	Fringe Benefits - Life Insurance	0	0	0
6,672	5,116	0	7300-30	Fringe Benefits - Long Term Disability	0	0	0
77,741	89,521	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
665	757	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	0	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
<b>4,182,598</b>	<b>4,273,633</b>	<b>0</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>

			<b>MATERIALS AND SERVICES</b>				
1,951	1,966	0	7500	Credit Card Fees	0	0	0
0	121	0	7515	City Services Charge expense	0	0	0
1,340	75	0	7540	Employee Events	0	0	0
17,044	24,569	0	7550	Travel & Education	0	0	0
57,085	61,516	0	7590	Fuel - Vehicle & Equipment	0	0	0
5,320	3,307	0	7600	Utilities	0	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
31,222	38,983	0	7610-05	Insurance - Liability	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
16,873	15,604	0	<b>7610-10 Insurance - Property</b>	0	0	0
27,817	26,051	0	<b>7620 Telecommunications</b>	0	0	0
18,208	24,072	0	<b>7630-05 Uniforms - Employee</b>	0	0	0
88	208	0	<b>7640 Laundry</b>	0	0	0
249	3,374	0	<b>7650 Janitorial</b>	0	0	0
21,138	29,451	0	<b>7660 Materials &amp; Supplies</b>	0	0	0
0	164	0	<b>7660-15 Materials &amp; Supplies - Postage</b>	0	0	0
120,964	131,354	0	<b>7660-45 Materials &amp; Supplies - Medical Equipment &amp; Supplies</b>	0	0	0
1,600	1,765	0	<b>7660-55 Materials &amp; Supplies - Oxygen</b>	0	0	0
0	0	0	<b>7680 Materials &amp; Supplies - Donations</b>	0	0	0
6,797	4,576	0	<b>7720-06 Repairs &amp; Maintenance - Equipment</b>	0	0	0
18,397	12,159	0	<b>7720-08 Repairs &amp; Maintenance - Building Repairs</b>	0	0	0
72,040	104,359	0	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b>	0	0	0
2,493	712	0	<b>7720-16 Repairs &amp; Maintenance - Radio &amp; Pagers</b>	0	0	0
19,624	20,048	0	<b>7735 Rental Property</b>	0	0	0
264,640	261,583	0	<b>7750 Professional Services</b>	0	0	0
0	6,259	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b>	0	0	0
13,407	15,473	0	<b>7790 Maintenance &amp; Rental Contracts</b>	0	0	0
2,146	140	0	<b>7800 M &amp; S Equipment</b>	0	0	0
1,034	1,659	0	<b>7800-09 M &amp; S Equipment - Radios</b>	0	0	0
29,346	32,490	0	<b>7840 M &amp; S Computer Charges</b>	0	0	0
32,984	19,605	0	<b>7840-95 M &amp; S Computer Charges - Ambulance</b>	0	0	0
0	0	0	<b>8070 FireMed Promotion</b>	0	0	0
<b>783,808</b>	<b>841,644</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	19,901	0	<b>8710 Equipment</b> Hands-free CPR device	0	0	0
0	0	0	<b>8710-22 Equipment - EMS Defibrillators</b>	0	0	0
2,736	0	0	<b>8750 Capital Outlay Computer Charges</b>	0	0	0
0	0	0	<b>8750-95 Capital Outlay Computer Charges - Ambulance</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

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



# **PARKS & RECREATION**



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

### 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

## 2024 – 2025 Proposed Budget --- Budget Summary

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 strengthen and build external partnerships across the spectrum. Strong partnerships exist between the McMinnville School District, Friends of the Senior Center, 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

## 2024 – 2025 Proposed Budget --- Budget Summary

- 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

- Developing updated fee and scholarship program

Be a leader in hospitality and place-based tourism

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

- 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.



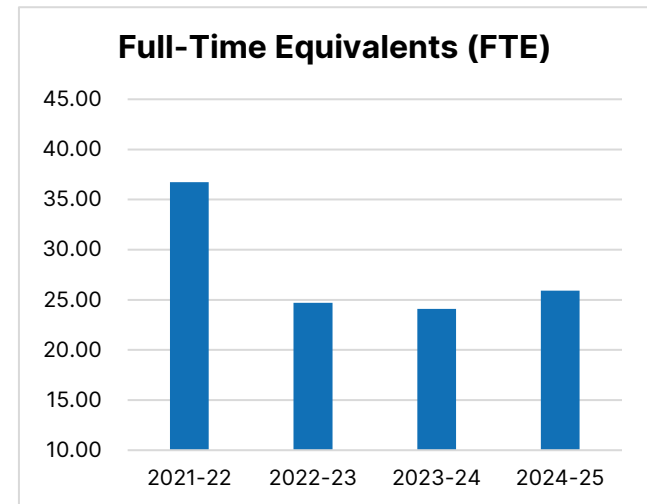
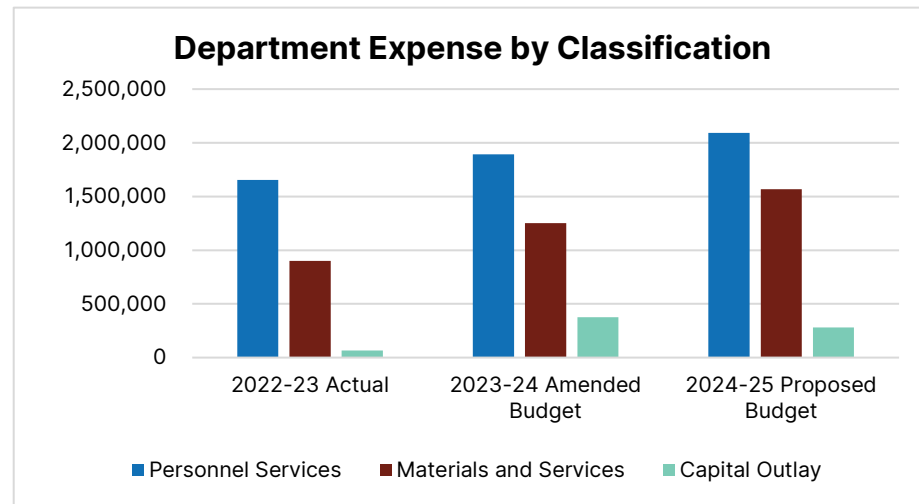
## Core Services

- 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 long-term 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

**Department Cost Summary**

	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)
<b>Revenue Total</b>	<b>858,050</b>	<b>1,000,894</b>	<b>958,625</b>	<b>(42,269)</b>
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)
<b>Expenses Total</b>	<b>2,622,265</b>	<b>3,517,171</b>	<b>3,941,747</b>	<b>424,576</b>
Unrestricted Resources Required	1,764,215	2,516,277	2,983,122	466,845
	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
<b>Full-Time Equivalent (FTE)</b>	36.72	24.71	24.11	25.91



**1906** Funds are raised to purchase City Park.

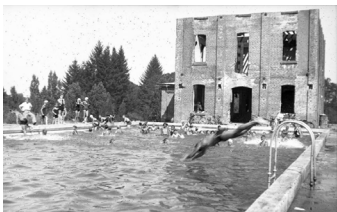
**1908** McMinnville's first community Pavilion was constructed on the site of the current Aquatic Center – it was demolished in 1922.



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.



1<sup>st</sup> 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.

**1978** 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.

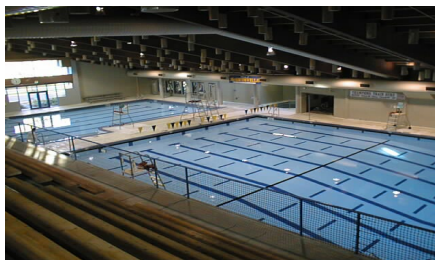
**1982** Parks and Recreation creates Youth Soccer Program.

**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**





Budget Document Report

**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 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>INTERGOVERNMENTAL</u></b>							
0	53,967	0	4546	American Rescue Plan	0	0	0
<b>0</b>	<b>53,967</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
0	0	0	6420	Donations - Parks & Recreation	0	0	0
820	-215	5,000	6420-02	Donations - Parks & Recreation - Community Events Account #8140 Community Events is the expenditure line but they are not matching accounts. #6420-02 only funds a portion of the expenditures in #8140.	2,000	0	0
0	5,552	10,000	6420-05	Donations - Parks & Recreation - Scholarships Scholarship revenue that is disbursed to Parks & Recreation programs	10,000	0	0
0	6,381	23,315	6420-06	Donations - Parks & Recreation - Sponsorships Sponsorships to support Parks & Recreation programs.	27,000	0	0
2,260	1,485	3,000	6600	Other Income Miscellaneous Income including large event permits or revenue from food carts as part of community events	3,000	0	0
<b>3,080</b>	<b>13,203</b>	<b>41,315</b>		<b>TOTAL MISCELLANEOUS</b>	<b>42,000</b>	<b>0</b>	<b>0</b>
<b>3,080</b>	<b>67,170</b>	<b>41,315</b>		<b>TOTAL RESOURCES</b>	<b>42,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**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 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

792	187	0	<b>7000</b> Salaries & Wages	0	0	0
114,972	129,377	138,836	<b>7000-05</b> Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE	147,535	0	0
500	0	0	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	0	0	0
679	97	0	<b>7300</b> Fringe Benefits	0	0	0
7,081	7,881	8,400	<b>7300-05</b> Fringe Benefits - FICA - Social Security	8,926	0	0
1,656	1,843	2,013	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,139	0	0
41,697	46,805	51,174	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	54,574	0	0
9,211	16,017	16,320	<b>7300-20</b> Fringe Benefits - Medical Insurance	16,950	0	0
2,000	2,000	2,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	2,000	0	0
80	60	60	<b>7300-25</b> Fringe Benefits - Life Insurance	60	0	0
434	319	318	<b>7300-30</b> Fringe Benefits - Long Term Disability	342	0	0
2,030	1,566	1,763	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	2,066	0	0
18	19	23	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	21	0	0
0	0	510	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	115	0	0
506	554	698	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	632	0	0
<b>181,658</b>	<b>206,725</b>	<b>222,115</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>235,360</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	453	0	<b>7500</b> Credit Card Fees	100	0	0
0	0	0	<b>7520</b> Public Notices & Printing Moved to 7520-15, Public Notice & Printing - Brochure	0	0	0
49,811	54,651	55,000	<b>7520-15</b> Public Notices & Printing - Brochure Outreach and inclusion efforts for Parks and Recreation activities and planning.	62,000	0	0
73	88	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	0	0
2,884	7,683	10,000	<b>7550</b> Travel & Education Professional development conferences and workshop fees including membership fees for State and National Park and Recreation Association.	10,000	0	0
936	1,111	1,250	<b>7610-05</b> Insurance - Liability	2,129	0	0
0	0	0	<b>7610-10</b> Insurance - Property	446	0	0
472	459	700	<b>7620</b> Telecommunications	700	0	0

Budget Document Report

**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 ADOPTED BUDGET
467	734	1,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		1,000	0	0
0	0	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		0	0	0
				Matching line for admin donations - 6420				
3,310	114	32,000	<b>7750</b>	<b>Professional Services</b>		359,000	0	0
				ADD PACKAGE to support council goal for a new recreation center. Annual funds for minor consulting projects geared towards supporting council and department initiatives.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Minor consulting geared towards supporting dept initiatives	1	20,000	20,000	
				ADD PACKAGE: general consulting for capital bond	1	339,000	339,000	
0	1,165	3,300	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		8,620	0	0
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	100,000	<b>7750-04</b>	<b>Professional Services - Grants</b>		100,000	0	0
				ARPA project funding to support City Council priority for a new recreation center and pool				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Polling and communications	1	60,000	60,000	
				Engineering support	1	40,000	40,000	
1,283	1,477	1,514	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,298	0	0
				I.S. Fund materials & supplies costs shared city-wide				
1,735	1,440	2,300	<b>7840-35</b>	<b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>		2,340	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				WhenToWork renewal	1	600	600	
				Activenet renewal	1	1,440	1,440	
				Office 365 licensing	1	300	300	
0	5,552	10,000	<b>8137</b>	<b>Scholarships Utilized</b>		10,000	0	0
				Parks & Recreation Scholarships matched with revenue account #6420-05 Donations - Parks & Recreation Scholarships				
0	6,381	23,315	<b>8138</b>	<b>Sponsorships Utilized</b>		27,000	0	0
				Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships				
21,282	24,729	27,000	<b>8140</b>	<b>Community Events</b>		27,000	0	0
				Core Services: Removing barriers to participation. This is for special, free, community wide events, Parks and Rec month, concerts, movies (Summer Fun, etc.). Admin donation line item 6420-02 funds some of this.				
<b>82,253</b>	<b>106,037</b>	<b>267,579</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>612,833</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
119	0	406	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		243	0	0
				I.S. Fund capital outlay costs shared city-wide				

Budget Document Report

**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 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
<b>119</b>	<b>53,967</b>	<b>14,406</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>243</b>	<b>0</b>	<b>0</b>
<b>264,030</b>	<b>366,729</b>	<b>504,100</b>		<b>TOTAL REQUIREMENTS</b>	<b>848,436</b>	<b>0</b>	<b>0</b>



**PARKS & RECREATION**  
**Aquatic Center**



**Organization Set – Programs**

- **Administration**
- **Swim Lessons**
- **Fitness Classes**
- **Pro Shop**
- **Classes & Programs**

**Organization Set #**

**01-17-087-501**  
**01-17-087-621**  
**01-17-087-626**  
**01-17-087-632**  
**01-17-087-635**

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 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
17,389	24,520	36,000	<b>5360-05 Admissions - Child/Student</b> Aquatic Center daily child/student admission fees.	35,000	0	0
31,882	46,461	51,000	<b>5360-10 Admissions - Adult/Seniors</b> Aquatic Center daily adult/senior admission fees.	56,000	0	0
39,152	61,850	61,000	<b>5370-05 Memberships - Family</b> Aquatic Center family memberships.	66,000	0	0
66,475	104,935	96,000	<b>5370-10 Memberships - Individual</b> Aquatic Center individual memberships.	100,000	0	0
255	5,595	11,000	<b>5380-05 Facility Rentals - Pool &amp; Facility</b> 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 Facility Rentals - McM Swim Club &amp; McM High School</b> Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices.	17,500	0	0
Budget Note: In addition, the MSC families purchase approximately \$27,000 in family and single memberships.						
1,820	2,315	3,500	<b>5380-15 Facility Rentals - Lockers &amp; Equipment</b>	3,500	0	0
<b>168,984</b>	<b>264,913</b>	<b>275,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>290,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6420 Donations - Parks &amp; Recreation</b>	0	0	0
308	420	0	<b>6420-05 Donations - Parks &amp; Recreation - Scholarships</b>	0	0	0
0	0	4,500	<b>6420-06 Donations - Parks &amp; Recreation - Sponsorships</b> Parks & Recreation Sponsorships for Aquatic Center programs.	2,500	0	0
0	460	0	<b>6420-10 Donations - Parks &amp; Recreation - Equipment</b> Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. Donations used to purchase Aquatic Center equipment.	0	0	0
129	238	0	<b>6600 Other Income</b>	100	0	0
<b>437</b>	<b>1,117</b>	<b>4,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>2,600</b>	<b>0</b>	<b>0</b>
<b>169,421</b>	<b>266,030</b>	<b>279,500</b>	<b><u>TOTAL RESOURCES</u></b>	<b>292,600</b>	<b>0</b>	<b>0</b>

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 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

2,731	1,545	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
199,713	223,307	239,090	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Recreation Manager - 1.00 FTE Recreation Supervisor - 1.00 FTE Management Support Specialist - 1.00 FTE	260,437	0	0
32,552	35,401	38,110	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Recreation Program Coordinator - 0.60 FTE Head Guard - Shift Supervisor - 0.39 FTE Head Guard - 1.06 FTE Lifeguard / Swim Instructor - 3.56 FTE Customer Service Assistant - 0.79 FTE	233,443	0	0
112,974	154,642	174,007	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
94	407	525	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	500	0	0
946	670	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
21,008	25,270	27,330	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	29,909	0	0
4,913	5,910	6,551	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	7,168	0	0
93,995	110,749	117,077	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	133,251	0	0
51,705	53,376	54,370	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	64,598	0	0
7,000	7,000	7,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,000	0	0
320	240	240	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	300	0	0
830	646	636	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	754	0	0
12,858	12,887	13,507	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	14,586	0	0
163	190	210	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	198	0	0
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
0	0	1,657	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	386	0	0
6	93	50	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	45	0	0
<b>541,808</b>	<b>632,332</b>	<b>680,360</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>753,575</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

5,119	8,054	7,500	<b>7500</b>	<b>Credit Card Fees</b>	8,500	0	0
0	832	1,700	<b>7515</b>	<b>City Services Charge expense</b>	1,700	0	0

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 ADOPTED BUDGET
51	0	100	<b>7530</b>	<b>Training</b>	State and federal law mandates lifeguard and first aid providers must be provided training and inoculations against hepatitis B viruses; additional training is required due to changing OSHA rules and regulations.	150	0	0
261	309	600	<b>7540</b>	<b>Employee Events</b>	Costs shared city-wide for employee training, materials, and events.	1,600	0	0
1,170	945	2,000	<b>7550</b>	<b>Travel &amp; Education</b>	Primarily re-certification training for Aquatic Center lifeguards. May also include limited registration fees and other expenses associated with professional development workshops.	2,250	0	0
87,083	106,778	90,000	<b>7600</b>	<b>Utilities</b>		100,000	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		0	0	0
6,023	5,817	6,480	<b>7610-05</b>	<b>Insurance - Liability</b>		6,451	0	0
9,180	10,639	13,190	<b>7610-10</b>	<b>Insurance - Property</b>		14,986	0	0
3,723	3,718	5,250	<b>7620</b>	<b>Telecommunications</b>	General facility phone line usage expense including manager, supervisor, and business office cell phones.	5,500	0	0
27,617	45,291	50,250	<b>7650-10</b>	<b>Janitorial - Services</b>		50,250	0	0
1,476	2,142	5,000	<b>7650-15</b>	<b>Janitorial - Supplies</b>		5,000	0	0
832	1,862	1,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,500	0	0
0	0	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		0	0	0
7,735	13,857	15,000	<b>7690</b>	<b>Chemicals</b>	Chemicals used to sanitize, oxidize, and test pool water as prescribed by state code; i.e., chlorine, carbon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium thiosulfate.	16,000	0	0
75,657	58,486	75,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>	General day to day repairs and maintenance of the AC building including hvac, electrical, plumbing and mechanical systems. Budget Note: minimum anticipated given current condition of the building.	75,000	0	0
1,050	0	0	<b>7750</b>	<b>Professional Services</b>		0	0	0
0	1,917	500	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
6,267	13,044	17,500	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>	Annual chlorinator service, hvac preventative maintenance visits, annual fire prevention system testing, fire alarm monitoring, copy machine contract, garbage service, etc. Budget Note: chlorinator service costs have significantly increased.	19,000	0	0
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		4,854	0	0
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Fire Alarm Control Panel, Multiplex, Replace		1	4,854	4,854
250	180	300	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>	Miscellaneous office equipment such as tables and chairs.	300	0	0



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 ADOPTED BUDGET
0	0	0	<b>7800-36</b>	<b>M &amp; S Equipment - Weight Room</b>		0	0	0
0	460	0	<b>7810</b>	<b>M &amp; S Equipment - Donations</b> Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.		0	0	0
6,380	7,384	7,569	<b>7840</b>	<b>M &amp; S Computer Charges</b> I.S. Fund materials & supplies costs shared city-wide		13,787	0	0
4,630	2,341	5,760	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>		11,090	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement Computer	1	1,800	1,800		
			New Mobile Computer	1	2,750	2,750		
			Printer maintenance	1	1,000	1,000		
			New Monitors	1	1,000	1,000		
			Activenet peripherals	1	1,500	1,500		
			Activenet Renewal	1	1,440	1,440		
			Office 365 licensing	1	1,600	1,600		
3,776	5,471	7,000	<b>8130</b>	<b>Recreation Program Expenses</b> Purchase of general recreation program supplies.		7,000	0	0
0	0	2,000	<b>8138</b>	<b>Sponsorships Utilized</b> Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships and some Survival Swim lifeguard personnel expense.		2,500	0	0
<b>248,280</b>	<b>289,527</b>	<b>314,199</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>347,418</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
26,700	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
595	0	2,029	<b>8750</b>	<b>Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide		1,456	0	0
<b>27,295</b>	<b>0</b>	<b>2,029</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>1,456</b>	<b>0</b>	<b>0</b>
<b>817,382</b>	<b>921,860</b>	<b>996,588</b>	<b>TOTAL REQUIREMENTS</b>			<b>1,102,449</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
35,101	67,842	85,000	<b>5350</b> Registration Fees Aquatic Center - Swim Lessons	100,000	0	0
<b>35,101</b>	<b>67,842</b>	<b>85,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
<b>35,101</b>	<b>67,842</b>	<b>85,000</b>	<b>TOTAL RESOURCES</b>	<b>100,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	0	<b>7000-10</b> Salaries & Wages - Regular Part Time Lifeguard / Swim Instructor - 0.84 FTE	25,814	0	0
10,092	18,418	20,797	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
626	1,142	1,258	<b>7300-05</b> Fringe Benefits - FICA - Social Security	1,563	0	0
146	267	302	<b>7300-06</b> Fringe Benefits - FICA - Medicare	375	0	0
1,208	836	2,301	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	2,904	0	0
0	0	622	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	761	0	0
9	15	15	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	18	0	0
0	0	76	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	20	0	0
<b>12,080</b>	<b>20,678</b>	<b>25,371</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>31,455</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
275	647	750	<b>8130</b> Recreation Program Expenses Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).	750	0	0
<b>275</b>	<b>647</b>	<b>750</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>750</b>	<b>0</b>	<b>0</b>
<b>12,355</b>	<b>21,325</b>	<b>26,121</b>	<b>TOTAL REQUIREMENTS</b>	<b>32,205</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 626 - FITNESS CLASSES	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Rec Program Instructor 1, 2, & 3 - 0.21 FTE	8,923	0	0
838	70	15,302	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
52	4	926	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	540	0	0
12	1	222	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	129	0	0
150	9	1,692	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,004	0	0
0	0	457	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	263	0	0
1	0	9	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	5	0	0
0	0	56	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	7	0	0
<b>1,053</b>	<b>84</b>	<b>18,664</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>10,871</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
497	636	1,000	<b>8130 Recreation Program Expenses</b> Fitness program supplies (i.e. exercise belts & hand weights).	1,000	0	0
<b>497</b>	<b>636</b>	<b>1,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>1,550</b>	<b>721</b>	<b>19,664</b>	<b>TOTAL REQUIREMENTS</b>	<b>11,871</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,038	5,078	6,000	<b>5410 Sales</b> Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	6,000	0	0
<b>5,038</b>	<b>5,078</b>	<b>6,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>6,000</b>	<b>0</b>	<b>0</b>
<b>5,038</b>	<b>5,078</b>	<b>6,000</b>	<b>TOTAL RESOURCES</b>	<b>6,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
3,284	2,862	3,500	<b>7660 Materials &amp; Supplies</b> Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,500	0	0
<b>3,284</b>	<b>2,862</b>	<b>3,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>3,500</b>	<b>0</b>	<b>0</b>
<b>3,284</b>	<b>2,862</b>	<b>3,500</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>3,500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
105	302	250	<b>5350 Registration Fees</b> 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
<b>105</b>	<b>302</b>	<b>250</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>350</b>	<b>0</b>	<b>0</b>
<b>105</b>	<b>302</b>	<b>250</b>	<b><i>TOTAL RESOURCES</i></b>	<b>350</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Lifeguard / Swim Instructor - 0.01 FTE	312	0	0
0	0	300	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
0	0	18	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	18	0	0
0	0	4	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4	0	0
0	0	33	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	36	0	0
0	0	9	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	10	0	0
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
0	0	1	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	0	0	0
<b>0</b>	<b>0</b>	<b>365</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>380</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
560	883	650	<b>8130 Recreation Program Expenses</b> Lifeguard Training Class materials.	1,200	0	0
<b>560</b>	<b>883</b>	<b>650</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,200</b>	<b>0</b>	<b>0</b>
<b>560</b>	<b>883</b>	<b>1,015</b>	<b>TOTAL REQUIREMENTS</b>	<b>1,580</b>	<b>0</b>	<b>0</b>



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# **PARKS & RECREATION**

## **Community Center & Rec Programs**

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### Organization Set – Programs

- Administration
- Classes and Programs
- Tiny Tots
- Special Events
- Summer Stars

### Organization Set #

01-17-090-501  
01-17-090-635  
01-17-090-638  
01-17-090-641  
01-17-090-644

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4772 Oregon Alliance of YMCA</b>	0	0	0
0	44,876	0	<b>5061 Clackamas Education Services District</b>	0	0	0
<b>0</b>	<b>44,876</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
3,732	21,418	20,000	<b>5380-20 Facility Rentals - Meeting Rooms</b> Community Center general meeting room rentals.	15,000	0	0
7,565	10,760	10,000	<b>5380-25 Facility Rentals - Auditorium</b> Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	10,000	0	0
0	2,320	1,500	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Community Center flat-fee kitchen use fees generated from rental groups and revenue from contracted vendors.	2,500	0	0
6,064	9,691	11,000	<b>5380-35 Facility Rentals - Athletic Facilities</b> Community Center athletic membership fees for track, racquetball, basketball, pickleball, and various recreation drop-in programs.	10,000	0	0
1,770	5,940	3,000	<b>5380-40 Facility Rentals - Staff Fees</b> Staff fees charged to user groups when the Community Center is rented beyond normal operating hours.	3,500	0	0
0	0	200	<b>5380-42 Facility Rentals - Contract Event Security</b> Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	200	0	0
<b>19,131</b>	<b>50,128</b>	<b>45,700</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>41,200</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
0	0	0	<b>6360-17 Grants - Oregon Community Foundation</b>	0	0	0
0	0	0	<b>6420 Donations - Parks &amp; Recreation</b>	0	0	0
0	0	2,000	<b>6420-06 Donations - Parks &amp; Recreation - Sponsorships</b> Parks & Recreation Sponsorships for Community Center programs.	2,000	0	0
259	803	700	<b>6600 Other Income</b> Incidental revenue received at Community Center from copy machine, av equipment user fees, etc .	700	0	0
<b>259</b>	<b>803</b>	<b>2,700</b>	<b>TOTAL MISCELLANEOUS</b>	<b>2,700</b>	<b>0</b>	<b>0</b>
<b>19,390</b>	<b>95,808</b>	<b>48,400</b>	<b>TOTAL RESOURCES</b>	<b>43,900</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-1,660	1,851	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
110,199	172,740	184,597	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Manager - 1.00 FTE Recreation Program Coordinator - 1.00 FTE Management Support Technician - 1.00 FTE	203,568	0	0
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Customer Service Assistant - 2.31 FTE	68,797	0	0
58,099	59,180	74,894	<b>7000-15 Salaries &amp; Wages - Temporary</b> Customer Service Assistant - 0.24 FTE	7,940	0	0
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
242	537	0	<b>7300 Fringe Benefits</b>	0	0	0
10,334	14,221	15,700	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	16,957	0	0
2,417	3,326	3,763	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4,065	0	0
38,222	59,596	64,160	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	74,039	0	0
14,981	22,989	23,418	<b>7300-20 Fringe Benefits - Medical Insurance</b>	47,648	0	0
3,000	3,000	3,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	4,000	0	0
140	180	180	<b>7300-25 Fringe Benefits - Life Insurance</b>	240	0	0
366	439	428	<b>7300-30 Fringe Benefits - Long Term Disability</b>	557	0	0
2,070	1,714	1,777	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,941	0	0
90	109	124	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	136	0	0
0	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
0	0	953	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	218	0	0
137	219	101	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	92	0	0
<b>238,636</b>	<b>340,102</b>	<b>373,095</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>430,198</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

4,520	6,119	5,000	<b>7500 Credit Card Fees</b>	5,000	0	0
0	832	1,700	<b>7515 City Services Charge expense</b>	1,700	0	0
179	255	500	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,100	0	0

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
0	15	300	<b>7550</b>	<b>Travel &amp; Education</b>		300	0	0
				Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association.				
80,427	76,423	80,000	<b>7600</b>	<b>Utilities</b>		85,000	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		0	0	0
5,651	7,584	8,410	<b>7610-05</b>	<b>Insurance - Liability</b>		7,641	0	0
21,555	24,894	30,870	<b>7610-10</b>	<b>Insurance - Property</b>		35,418	0	0
4,426	4,457	5,500	<b>7620</b>	<b>Telecommunications</b>		6,500	0	0
43,391	56,840	60,000	<b>7650-10</b>	<b>Janitorial - Services</b>		64,000	0	0
1,884	6,534	4,500	<b>7650-15</b>	<b>Janitorial - Supplies</b>		6,000	0	0
2,779	617	3,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		3,500	0	0
0	17,120	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	0	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		0	0	0
26,258	28,912	40,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		40,000	0	0
				Routine annual maintenance and special projects.				
809	0	500	<b>7750</b>	<b>Professional Services</b>		500	0	0
0	1,611	400	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
17,323	13,584	18,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		18,000	0	0
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
				Misc. equipment replacement				
5,104	7,384	9,083	<b>7840</b>	<b>M &amp; S Computer Charges</b>		13,787	0	0
				I.S. Fund materials & supplies costs shared city-wide				
4,666	5,024	3,760	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>		3,240	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet renewal	1	1,440	1,440	
				Office 365 licensing	1	1,600	1,600	
				Adobe Licensing	1	200	200	
0	0	0	<b>8130-50</b>	<b>Recreation Program Expenses - Contract Event Security</b>		0	0	0
0	0	2,000	<b>8138</b>	<b>Sponsorships Utilized</b>		2,000	0	0
				Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships				
<b>218,971</b>	<b>258,206</b>	<b>273,523</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>293,686</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
0	0	142,000	<b>8710</b>	<b>Equipment</b>		0	0	0

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
476	0	2,435	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,456	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	<b>8800</b>	<b>Building Improvements</b>		10,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Fire panel replacement	1	10,000	10,000		
<b>476</b>	<b>0</b>	<b>144,435</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>11,456</b>	<b>0</b>	<b>0</b>
<b>458,083</b>	<b>598,308</b>	<b>791,053</b>	<b>TOTAL REQUIREMENTS</b>			<b>735,340</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	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 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
105,744	114,395	170,000	<b>5350</b> <b>Registration Fees</b> Community Center special interest programs and classes serving children and adults.	190,000	0	0
0	0	0	<b>5350-12</b> <b>Registration Fees - Piano</b>	0	0	0
<b>105,744</b>	<b>114,395</b>	<b>170,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>190,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6420-27</b> <b>Donations - Parks &amp; Recreation - Piano</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>105,744</b>	<b>114,395</b>	<b>170,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>190,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	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 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	0	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b>	0	0	0
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	63,981	0	0
			Recreation Program Instructors 1, 2, & 3 - 1.52 FTE			
29,985	49,906	63,555	<b>7000-15 Salaries &amp; Wages - Temporary</b>	22,360	0	0
			Recreation Program Instructor 1, 2, & 3 - 0.06 FTE			
			Recreation Assistant - 0.51 FTE			
			Program Assistant - 0.12 FTE			
4	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
1,857	3,094	3,845	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	5,223	0	0
434	724	922	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,252	0	0
6,502	7,509	7,030	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	9,714	0	0
1,283	1,068	1,900	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	734	0	0
18	32	34	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	44	0	0
0	0	233	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	68	0	0
<b>40,083</b>	<b>62,333</b>	<b>77,519</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>103,376</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
44,439	37,183	40,000	<b>8130 Recreation Program Expenses</b>	45,000	0	0
			Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors/camps.			
<b>44,439</b>	<b>37,183</b>	<b>40,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>45,000</b>	<b>0</b>	<b>0</b>
<b>84,522</b>	<b>99,517</b>	<b>117,519</b>	<b>TOTAL REQUIREMENTS</b>	<b>148,376</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
2,252	6,006	5,000	<b>5350 Registration Fees</b> Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	6,500	0	0
<b>2,252</b>	<b>6,006</b>	<b>5,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>6,500</b>	<b>0</b>	<b>0</b>
<b>2,252</b>	<b>6,006</b>	<b>5,000</b>	<b>TOTAL RESOURCES</b>	<b>6,500</b>	<b>0</b>	<b>0</b>



Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	216	400	<b>8130 Recreation Program Expenses</b> Materials and supplies needed to support Tiny Tots Indoor Playpark.	400	0	0
<b>0</b>	<b>216</b>	<b>400</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>400</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>216</b>	<b>400</b>	<b>TOTAL REQUIREMENTS</b>	<b>400</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
2,575	4,450	5,000	<b>5350 Registration Fees</b> 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
<b>2,575</b>	<b>4,450</b>	<b>5,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>5,500</b>	<b>0</b>	<b>0</b>
<b>2,575</b>	<b>4,450</b>	<b>5,000</b>	<b>TOTAL RESOURCES</b>	<b>5,500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
1,135	2,316	2,500	<b>8130 Recreation Program Expenses</b> Expenses for major community events or department-sponsored special events including Alien Abduction Dash.	2,700	0	0
<b>1,135</b>	<b>2,316</b>	<b>2,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>2,700</b>	<b>0</b>	<b>0</b>
<b>1,135</b>	<b>2,316</b>	<b>2,500</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>2,700</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
47,510	0	0	5350 Registration Fees	0	0	0
<b>47,510</b>	<b>0</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	6420-50 Donations - Parks & Recreation - STARS	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>47,510</b>	<b>0</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	0	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
32,759	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
3	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
2,031	0	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
475	0	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
0	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	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	0	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
0	0	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
1,546	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
27	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	7300-40 Fringe Benefits - Unemployment	0	0	0
0	0	0	7300-45 Fringe Benefits - Paid Family Leave City Share	0	0	0
<b>36,842</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	7680 Materials & Supplies - Donations	0	0	0
5,323	0	0	8130 Recreation Program Expenses	0	0	0
<b>5,323</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>42,165</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>



**PARKS & RECREATION**  
**Kids on the Block**



Budget Document Report

**01 - GENERAL FUND**

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
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	5020-17 McMinnville School Dist #40 - 21st Century Grant	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
70	0	0	5350-05 Registration Fees - KOB - Elementary	0	0	0
<b>70</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	6420 Donations - Parks & Recreation	0	0	0
0	0	0	6420-05 Donations - Parks & Recreation - Scholarships	0	0	0
0	0	0	6420-15 Donations - Parks & Recreation - KOB, Inc. - Elementary	0	0	0
0	0	0	6420-20 Donations - Parks & Recreation - KOB, Inc. - Enrichment	0	0	0
0	0	0	6420-25 Donations - Parks & Recreation - KOB, Inc. - Misc	0	0	0
0	0	0	6600 Other Income	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>70</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL RESOURCES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
-337	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
0	0	0	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b>	0	0	0
1,989	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
11	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
-128	0	0	<b>7300 Fringe Benefits</b>	0	0	0
124	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	0	0	0
29	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	0	0	0
581	0	0	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	0	0	0
0	0	0	<b>7300-20 Fringe Benefits - Medical Insurance</b>	0	0	0
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	0	0	0
0	0	0	<b>7300-25 Fringe Benefits - Life Insurance</b>	0	0	0
0	0	0	<b>7300-30 Fringe Benefits - Long Term Disability</b>	0	0	0
25	0	0	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	0	0	0
1	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
0	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
0	0	0	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	0	0	0
<b>2,296</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
30	0	0	<b>7500 Credit Card Fees</b>	0	0	0
38	0	0	<b>7540 Employee Events</b>	0	0	0
877	0	0	<b>7610-05 Insurance - Liability</b>	0	0	0
650	0	0	<b>7620 Telecommunications</b>	0	0	0
136	0	0	<b>7660-05 Materials &amp; Supplies - Office Supplies</b>	0	0	0
0	0	0	<b>7680 Materials &amp; Supplies - Donations</b>	0	0	0
1,450	0	0	<b>7750 Professional Services</b>	0	0	0
2,544	0	0	<b>7840 M &amp; S Computer Charges</b>	0	0	0
1,200	0	0	<b>7840-50 M &amp; S Computer Charges - Kids on the Block</b>	0	0	0



Budget Document Report

**01 - GENERAL FUND**

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
<b>47,125</b>	<b>0</b>	<b>0</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b><u>CAPITAL OUTLAY</u></b>			
238	0	0	8750	Capital Outlay Computer Charges	0	0	0
<b>238</b>	<b>0</b>	<b>0</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>49,660</b>	<b>0</b>	<b>0</b>		<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

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# **PARKS & RECREATION**

## **Recreational Sports**

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### **Organization Set – Programs**

- **Administration**
- **Adult Sports**
- **Youth Soccer**
- **Youth Basketball**
- **Youth Baseball/Softball**
- **Youth Sports Camps**

### **Organization Set #**

**01-17-096-501**  
**01-17-096-647**  
**01-17-096-650**  
**01-17-096-653**  
**01-17-096-656**  
**01-17-096-659**

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
315	665	500	<b>5380-60 Facility Rentals - Field Rentals</b> 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 independent of Park and Recreation sponsored programs.	1,500	0	0
<b>315</b>	<b>665</b>	<b>500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,500</b>	<b>0</b>	<b>0</b>
<b>315</b>	<b>665</b>	<b>500</b>	<b>TOTAL RESOURCES</b>	<b>1,500</b>	<b>0</b>	<b>0</b>

**01 - GENERAL FUND**

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 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

618	1,141	0	<b>7000</b> Salaries & Wages	0	0	0
92,350	98,786	105,518	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Supervisor - 1.00 FTE	65,128	0	0
0	0	0	<b>7000-10</b> Salaries & Wages - Regular Part Time Recreation Manager - 0.50 FTE	53,178	0	0
474	361	13,149	<b>7000-15</b> Salaries & Wages - Temporary Program Assistant - 0.34 FTE	13,149	0	0
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	0	0	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	600	0	0
177	166	0	<b>7300</b> Fringe Benefits	0	0	0
5,574	5,981	7,179	<b>7300-05</b> Fringe Benefits - FICA - Social Security	7,990	0	0
1,304	1,399	1,721	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,915	0	0
33,365	35,705	40,347	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	37,944	0	0
15,505	16,017	16,320	<b>7300-20</b> Fringe Benefits - Medical Insurance	8,108	0	0
2,000	2,000	2,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,000	0	0
80	60	60	<b>7300-25</b> Fringe Benefits - Life Insurance	120	0	0
287	237	232	<b>7300-30</b> Fringe Benefits - Long Term Disability	286	0	0
1,975	1,676	842	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	977	0	0
20	20	31	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	39	0	0
0	0	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
0	0	435	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	103	0	0
2,686	3,972	3,393	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,073	0	0
<b>156,415</b>	<b>167,521</b>	<b>191,227</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>193,610</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

4,095	5,052	4,200	<b>7500</b> Credit Card Fees	5,300	0	0
73	86	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	500	0	0
0	25	300	<b>7550</b> Travel & Education Professional memberships and miscellaneous workshops.	300	0	0
178	535	1,000	<b>7590</b> Fuel - Vehicle & Equipment Rec Van & Truck	1,000	0	0

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
1,261	1,469	1,640	<b>7610-05</b>	<b>Insurance - Liability</b>		1,913	0	0
142	141	170	<b>7610-10</b>	<b>Insurance - Property</b>		196	0	0
1,699	1,539	1,800	<b>7620</b>	<b>Telecommunications</b>		2,600	0	0
21	43	50	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		50	0	0
369	0	650	<b>7750</b>	<b>Professional Services</b>		650	0	0
0	1,157	200	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
2,552	1,477	1,514	<b>7840</b>	<b>M &amp; S Computer Charges</b> I.S. Fund materials & supplies costs shared city-wide		4,596	0	0
1,200	1,440	1,700	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>		6,090	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Adobe Pro renewal	1	400	400		
			Office 365 licensing	1	600	600		
			Activenet renewal	1	1,440	1,440		
			Mobile Computer	1	3,650	3,650		
0	0	0	<b>8130-15</b>	<b>Recreation Program Expenses - Concessions</b>		0	0	0
<b>11,588</b>	<b>12,963</b>	<b>13,424</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>23,195</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
238	0	406	<b>8750</b>	<b>Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide		485	0	0
<b>238</b>	<b>0</b>	<b>406</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>485</b>	<b>0</b>	<b>0</b>
<b>168,241</b>	<b>180,485</b>	<b>205,057</b>	<b>TOTAL REQUIREMENTS</b>			<b>217,290</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
12,278	17,784	17,000	<b>5350 Registration Fees</b> Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	19,000	0	0
<b>12,278</b>	<b>17,784</b>	<b>17,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>19,000</b>	<b>0</b>	<b>0</b>
<b>12,278</b>	<b>17,784</b>	<b>17,000</b>	<b>TOTAL RESOURCES</b>	<b>19,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
4,874	6,818	15,752	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Program Assistant - 0.23 FTE Recreation Assistant - 0.28 FTE	18,922	0	0
302	423	953	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	1,144	0	0
71	99	228	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	275	0	0
0	0	1,743	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	2,130	0	0
0	0	287	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	382	0	0
4	5	10	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	11	0	0
0	0	58	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	15	0	0
<b>5,250</b>	<b>7,345</b>	<b>19,031</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>22,879</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>							
5,902	10,814	9,500	<b>8130</b>	<b>Recreation Program Expenses</b> Portable toilet rentals, field paint/chalk, balls, and other expenses/supplies related to the Adult Sports Program.	9,500	0	0
<b>5,902</b>	<b>10,814</b>	<b>9,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>9,500</b>	<b>0</b>	<b>0</b>
<b>11,152</b>	<b>18,159</b>	<b>28,531</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>32,379</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
81,661	97,249	95,000	<b>5350 Registration Fees</b> Recreational Sports registration fees for fall and spring Youth Soccer seasons. \$7,000 goes to needed soccer field maintenance improvements (matched by park maintenance).	98,000	0	0
0	0	0	<b>5380-55 Facility Rentals - Concessions</b>	200	0	0
<b>81,661</b>	<b>97,249</b>	<b>95,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>98,200</b>	<b>0</b>	<b>0</b>
<b>81,661</b>	<b>97,249</b>	<b>95,000</b>	<b>TOTAL RESOURCES</b>	<b>98,200</b>	<b>0</b>	<b>0</b>



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
15,131	20,569	23,192	<b>7000-15</b> Salaries & Wages - Temporary Program Assistant - 0.18 FTE Recreation Assistant - 0.52 FTE	25,872	0	0
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
938	1,275	1,403	<b>7300-05</b> Fringe Benefits - FICA - Social Security	1,565	0	0
219	298	336	<b>7300-06</b> Fringe Benefits - FICA - Medicare	375	0	0
234	0	2,565	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	2,910	0	0
0	0	519	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	649	0	0
13	17	16	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	15	0	0
0	0	85	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	21	0	0
<b>16,535</b>	<b>22,160</b>	<b>28,116</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>31,407</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
24,456	34,025	30,000	<b>8130</b> Recreation Program Expenses Soccer equipment, team t-shirts, field supplies, and printing, etc. \$7,000 to cover additional field maintenance.	30,000	0	0
<b>24,456</b>	<b>34,025</b>	<b>30,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>40,991</b>	<b>56,185</b>	<b>58,116</b>	<b>TOTAL REQUIREMENTS</b>	<b>61,407</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
11,059	15,205	17,000	<b>5350 Registration Fees</b> Recreational Sports registration fees or Youth Basketball.	17,000	0	0
<b>11,059</b>	<b>15,205</b>	<b>17,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>17,000</b>	<b>0</b>	<b>0</b>
<b>11,059</b>	<b>15,205</b>	<b>17,000</b>	<b>TOTAL RESOURCES</b>	<b>17,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
6,694	9,746	11,002	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.08 FTE Recreation Assistant - 0.25 FTE	12,549	0	0
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
415	604	665	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	759	0	0
97	141	159	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	182	0	0
112	151	1,217	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,413	0	0
0	0	246	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	318	0	0
6	8	7	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	7	0	0
0	0	40	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	10	0	0
<b>7,324</b>	<b>10,651</b>	<b>13,336</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>15,238</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
3,131	2,735	3,200	<b>8130 Recreation Program Expenses</b> T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program.	3,200	0	0
<b>3,131</b>	<b>2,735</b>	<b>3,200</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>3,200</b>	<b>0</b>	<b>0</b>
<b>10,455</b>	<b>13,386</b>	<b>16,536</b>	<b>TOTAL REQUIREMENTS</b>	<b>18,438</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
45,205	50,650	42,000	<b>5350 Registration Fees</b> Recreational Sports registration fees for Youth Baseball and Softball Programs.	47,000	0	0
0	260	500	<b>5380-55 Facility Rentals - Concessions</b> Baseball/Softball concessionaire profit sharing with City.	500	0	0
<b>45,205</b>	<b>50,910</b>	<b>42,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>47,500</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
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	<b>6420-40 Donations - Parks &amp; Recreation - Base/Softball Fundraisers</b>	0	0	0
<b>12,224</b>	<b>7,069</b>	<b>15,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>15,500</b>	<b>0</b>	<b>0</b>
<b>57,429</b>	<b>57,980</b>	<b>58,000</b>	<b>TOTAL RESOURCES</b>	<b>63,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
5,859	10,348	13,990	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.14 FTE Recreation Assistant - 0.26 FTE	15,002	0	0
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
363	642	846	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	908	0	0
85	150	203	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	218	0	0
162	71	1,547	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,687	0	0
0	0	285	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	338	0	0
5	8	10	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	8	0	0
0	0	51	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	12	0	0
<b>6,474</b>	<b>11,218</b>	<b>16,932</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>18,173</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
12,224	8,434	0	<b>7680 Materials &amp; Supplies - Donations</b> Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships.	0	0	0
13,515	21,836	19,000	<b>8130 Recreation Program Expenses</b> Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	20,000	0	0
0	0	15,500	<b>8138 Sponsorships Utilized</b> Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships	15,500	0	0
<b>25,739</b>	<b>30,270</b>	<b>34,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>35,500</b>	<b>0</b>	<b>0</b>
<b>32,212</b>	<b>41,488</b>	<b>51,432</b>	<b>TOTAL REQUIREMENTS</b>	<b>53,673</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
1,060	990	1,200	<b>5350 Registration Fees</b> Recreational Sports registration fees for several summer skill development youth sports camps and classes. Long-time provider, Skyhawks Sports Academy, has pulled the area of service back to Portland Metro. We have no replacement at this time.	50	0	0
<b>1,060</b>	<b>990</b>	<b>1,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>50</b>	<b>0</b>	<b>0</b>
<b>1,060</b>	<b>990</b>	<b>1,200</b>	<b>TOTAL RESOURCES</b>	<b>50</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	0	50	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Assistant - 0.01 FTE	52	0	0
0	0	4	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	4	0	0
0	0	1	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1	0	0
0	0	6	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	7	0	0
0	0	2	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1	0	0
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
0	0	0	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	0	0	0
<b>0</b>	<b>0</b>	<b>63</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>65</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	50	<b>8130 Recreation Program Expenses</b> Incidental equipment or supplies to support youth sports camps and classes as needed.	50	0	0
<b>0</b>	<b>0</b>	<b>50</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>50</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>113</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>115</b>	<b>0</b>	<b>0</b>



# **PARKS & RECREATION Senior Center**



## **Organization Set – Programs**

- **Administration**
- **Classes and Programs**
- **Special Events**
- **Day Tours**
- **Overnight Tours**
- **Wortman Park Café**

## **Organization Set #**

**01-17-099-501**  
**01-17-099-635**  
**01-17-099-641**  
**01-17-099-665**  
**01-17-099-668**  
**01-17-099-670**



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
1,715	3,894	3,200	<b>5380-20 Facility Rentals - Meeting Rooms</b>	3,200	0	0
0	0	0	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Senior Center kitchen facility rentals.	0	0	0
56	533	500	<b>5380-40 Facility Rentals - Staff Fees</b>	300	0	0
220	1,595	1,800	<b>5380-45 Facility Rentals - Reception Facilities</b>	500	0	0
0	0	0	<b>5380-50 Facility Rentals - Meal Site</b> Northwest Senior & Disabled Services moved to a new location March 28, 2019	0	0	0
0	0	0	<b>5420 Newsletter</b> Eliminated newsletter and subscriptions as part of transition effort to P&R guide.	0	0	0
<b>1,991</b>	<b>6,021</b>	<b>5,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
0	0	2,000	<b>6420-06 Donations - Parks &amp; Recreation - Sponsorships</b> Parks & Recreation Sponsorships for Senior Center programs.	500	0	0
-5	2,701	129,279	<b>6420-45 Donations - Parks &amp; Recreation - Seniors</b> 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.	30,000	0	0
5	0	0	<b>6420-60 Donations - Parks &amp; Recreation - Building Improvements</b>	0	0	0
63	269	250	<b>6600 Other Income</b> Senior Center equipment rental fees and other incidental revenues.	25	0	0
410	1,387	1,500	<b>6600-35 Other Income - Wortman Gallery</b> Income received from the sale of art work displayed in the Wortman Gallery at the Senior Center. Senior Center receives a small percentage of art sales proceeds. Payments to artists are reflected in expense account # 8135. Contributions which support incidental expenses related to Gallery programs are also recorded in this revenue account.	1,500	0	0
<b>473</b>	<b>4,356</b>	<b>133,029</b>	<b>TOTAL MISCELLANEOUS</b>	<b>32,025</b>	<b>0</b>	<b>0</b>
<b>2,464</b>	<b>10,377</b>	<b>138,529</b>	<b>TOTAL RESOURCES</b>	<b>36,025</b>	<b>0</b>	<b>0</b>

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

607	181	0	<b>7000</b> Salaries & Wages	0	0	0
60,493	64,981	67,164	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Manager - 1.00 FTE	80,698	0	0
14,119	30,501	34,009	<b>7000-10</b> Salaries & Wages - Regular Part Time Management Support Technician - 0.80 FTE Customer Service Assistant - 0.40 FTE	48,230	0	0
3,835	3,594	15,772	<b>7000-15</b> Salaries & Wages - Temporary Customer Service Assistant - 0.32 FTE	9,564	0	0
0	17	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	0	0	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	0	0	0
383	68	0	<b>7300</b> Fringe Benefits	0	0	0
4,516	5,817	7,075	<b>7300-05</b> Fringe Benefits - FICA - Social Security	8,379	0	0
1,056	1,360	1,696	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,009	0	0
17,658	27,738	32,369	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	37,989	0	0
25,747	29,688	30,268	<b>7300-20</b> Fringe Benefits - Medical Insurance	31,404	0	0
4,000	4,000	4,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	4,000	0	0
115	120	120	<b>7300-25</b> Fringe Benefits - Life Insurance	120	0	0
267	249	244	<b>7300-30</b> Fringe Benefits - Long Term Disability	278	0	0
1,610	804	916	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,495	0	0
31	39	53	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	52	0	0
0	0	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
0	0	430	<b>7300-45</b> Fringe Benefits - Paid Family Leave City Share	107	0	0
299	700	997	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	902	0	0
<b>134,736</b>	<b>169,857</b>	<b>195,113</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>225,227</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

503	1,042	1,250	<b>7500</b> Credit Card Fees	1,800	0	0
0	416	860	<b>7515</b> City Services Charge expense	860	0	0
131	153	300	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	500	0	0

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
417	1,462	1,000	<b>7550</b>	<b>Travel &amp; Education</b>		1,000	0	0
				Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.				
9,112	10,057	12,500	<b>7600</b>	<b>Utilities</b>		14,000	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		0	0	0
2,210	2,624	2,930	<b>7610-05</b>	<b>Insurance - Liability</b>		1,950	0	0
3,662	4,285	5,310	<b>7610-10</b>	<b>Insurance - Property</b>		6,014	0	0
5,566	5,334	6,500	<b>7620</b>	<b>Telecommunications</b>		7,300	0	0
10,386	22,318	33,220	<b>7650-10</b>	<b>Janitorial - Services</b>		24,000	0	0
966	0	2,500	<b>7650-15</b>	<b>Janitorial - Supplies</b>		2,500	0	0
2,846	1,779	2,100	<b>7660</b>	<b>Materials &amp; Supplies</b>		2,100	0	0
0	2,701	129,279	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		30,000	0	0
				Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
17,452	15,330	20,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		20,000	0	0
0	0	0	<b>7720-24</b>	<b>Repairs &amp; Maintenance - Donations - Seniors</b>		0	0	0
561	0	0	<b>7750</b>	<b>Professional Services</b>		0	0	0
0	1,238	300	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
8,662	17,702	13,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		12,500	0	0
490	487	500	<b>7800</b>	<b>M &amp; S Equipment</b>		500	0	0
0	0	0	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		0	0	0
3,828	4,430	5,041	<b>7840</b>	<b>M &amp; S Computer Charges</b>		7,652	0	0
				I.S. Fund materials & supplies costs shared city-wide				
1,598	6,456	4,470	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>		5,140	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement computer	1	1,800	1,800	
				Activenet peripherals	1	1,000	1,000	
				Office 365 licensing	1	900	900	
				Activenet renewal	1	1,440	1,440	
0	0	0	<b>8130-05</b>	<b>Recreation Program Expenses - Newsletter</b>		0	0	0
536	1,452	1,500	<b>8135</b>	<b>Wortman Gallery Expenses</b>		1,800	0	0
				Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.				
0	0	2,000	<b>8138</b>	<b>Sponsorships Utilized</b>		500	0	0
				Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships				

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>68,924</b>	<b>99,268</b>	<b>244,560</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>140,116</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
357	0	1,351	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		808	0	0
I.S. Fund capital outlay costs shared city-wide								
0	11,648	212,500	<b>8800</b>	<b>Building Improvements</b>		266,400	0	0
Bathroom improvements will occur in FY25								
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Bathroom remodel (delayed from FY24)	1	200,000	200,000		
			Replace vinyl flooring	1	11,700	11,700		
			Carpet replacement	1	54,700	54,700		
<b>357</b>	<b>11,648</b>	<b>213,851</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>267,208</b>	<b>0</b>	<b>0</b>
<b>204,017</b>	<b>280,772</b>	<b>653,524</b>	<b>TOTAL REQUIREMENTS</b>			<b>632,551</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
21,265	29,934	30,000	5350 Registration Fees	30,000	0	0
<b>21,265</b>	<b>29,934</b>	<b>30,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>21,265</b>	<b>29,934</b>	<b>30,000</b>	<b>TOTAL RESOURCES</b>	<b>30,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

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
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Recreation Program Instructor 3 - 0.07 FTE	4,203	0	0
575	4,111	22,782	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Instructor 2 - 0.10 FTE Recreation Program Instructor 3 - 0.15 FTE	10,968	0	0
36	255	1,378	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	917	0	0
8	60	330	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	220	0	0
0	0	2,520	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,707	0	0
14	46	241	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	164	0	0
0	2	12	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	6	0	0
0	0	84	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	11	0	0
<b>634</b>	<b>4,473</b>	<b>27,347</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>18,196</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
14,135	10,916	11,000	<b>8130 Recreation Program Expenses</b> Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	12,500	0	0
<b>14,135</b>	<b>10,916</b>	<b>11,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>12,500</b>	<b>0</b>	<b>0</b>
<b>14,769</b>	<b>15,388</b>	<b>38,347</b>	<b>TOTAL REQUIREMENTS</b>	<b>30,696</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
0	786	500	5350	Registration Fees	500	0
<b>0</b>	<b>786</b>	<b>500</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>0</b>
<b>0</b>	<b>786</b>	<b>500</b>		<b>TOTAL RESOURCES</b>	<b>500</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>MATERIALS AND SERVICES</u></b>							
142	1,666	500	8130	Recreation Program Expenses	0	0	0
<b>142</b>	<b>1,666</b>	<b>500</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>142</b>	<b>1,666</b>	<b>500</b>		<b>TOTAL REQUIREMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 665 - DAY TOURS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
0	0	2,200	<b>5350 Registration Fees</b> Registration income from Senior Center sponsored day-long field trip and tour event registration fees	6,000	0	0
<b>0</b>	<b>0</b>	<b>2,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>6,000</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>2,200</b>	<b>TOTAL RESOURCES</b>	<b>6,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 665 - DAY TOURS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	0	2,126	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.06 FTE	1,952	0	0
0	0	129	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	118	0	0
0	0	31	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	28	0	0
0	0	236	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	220	0	0
0	0	23	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	21	0	0
0	0	2	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	1	0	0
0	0	8	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	1	0	0
<b>0</b>	<b>0</b>	<b>2,555</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>2,341</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>8130 Recreation Program Expenses</b> Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	6,000	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>6,000</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>2,555</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>8,341</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 668 - OVERNIGHT TOURS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
0	0	500	<b>5350 Registration Fees</b> No expenses attached to this program. Revenue is a percentage from a participant registering for an Overnight Trip through Collette Travel.	500	0	0
<b>0</b>	<b>0</b>	<b>500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>500</b>	<b>TOTAL RESOURCES</b>	<b>500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
461	0	0	5410-05 Sales - Wortman Park Cafe	0	0	0
<b>461</b>	<b>0</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>461</b>	<b>0</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
0	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	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
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
556	0	0	7660-37 Materials & Supplies - Wortman Park Cafe	0	0	0
<b>556</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>556</b>	<b>0</b>	<b>0</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

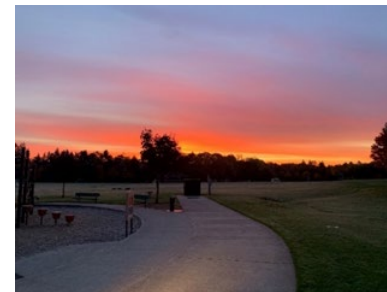


**PARK MAINTENANCE**



#### **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*

- 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

- 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.

- 
- 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.*

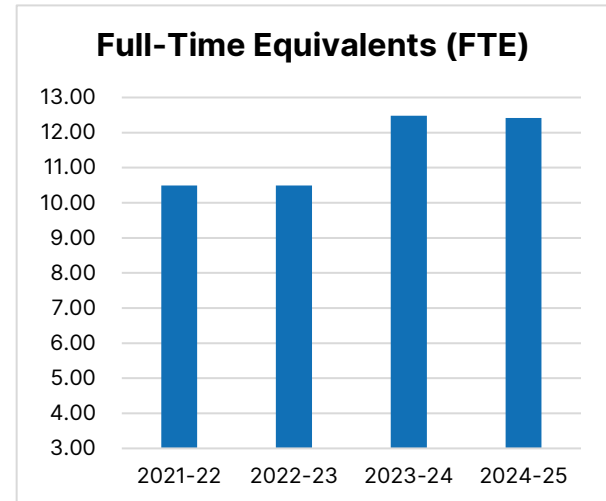
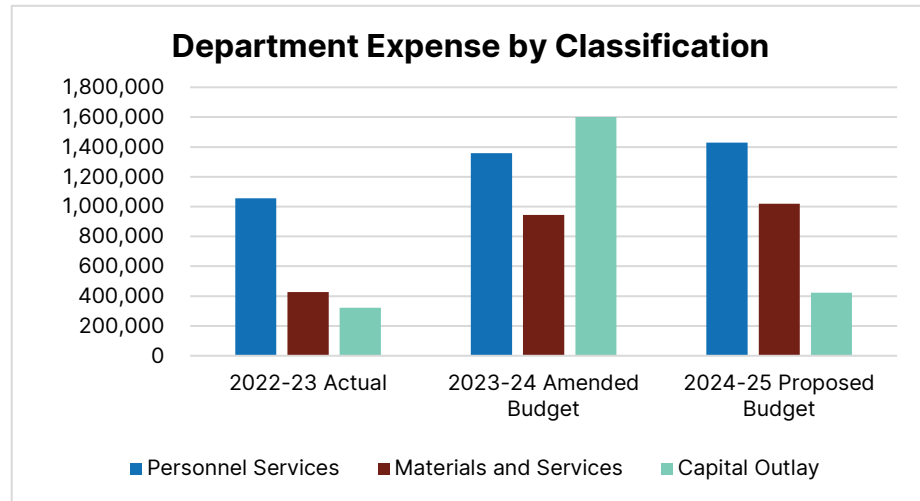


General Fund - Park Maintenance

**Department Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Charges for Services	4,102	10,000	5,000	(5,000)
Intergovernmental	321,234	0	0	0
Miscellaneous	2,149	0	0	0
<b>Revenue Total</b>	<b>327,485</b>	<b>10,000</b>	<b>5,000</b>	<b>(5,000)</b>
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)
<b>Expenses Total</b>	<b>1,803,908</b>	<b>3,903,863</b>	<b>2,871,953</b>	<b>(1,031,910)</b>
Unrestricted Resources Required	1,476,422	3,893,863	2,866,953	(1,026,910)

	Adopted 2021-22	Adopted 2022-23	Adopted 2023-24	Proposed 2024-25
<b>Full-Time Equivalents (FTE)</b>	10.49	10.49	12.48	12.42



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

## General Fund – Parks Maintenance

## Historical Highlights

- 2008** Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.
- 2010** Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.
- 2010** Two of five staff certified as Aquatic Facility Operator's through the National Parks and Recreation Association to meet expected state requirements for water feature operation.
- 2010** Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.
- 2011** Chegwyn Farms, a four-acre neighborhood park, opens in NE McMinnville. The park features two farm themed playgrounds and is leased by the City in a partnership with the Yamhill Soil and Water Conservation District.
- 2012** Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to ensure constant compliance with Oregon Health Division rules.
- 2014** Parks Maintenance staff plays a key role in Public Work's response to a major February snowstorm, working alongside Street and Wastewater Services staff on deicing and sanding crews and clearing sidewalks along City facilities.
- 2014** Riverside Dog Park lighting system installed. Park Maintenance staff participated in design review and inspections on the park systems' first significant LED lighting project.
- 2016** As part of succession planning, Senior Utility Worker position implemented.
- 2017** Lower City Park upgraded with new small shelter and bridge.
- 2018** Utility Worker I position added as part of a two-year phased process to restore park maintenance service levels.
- 2018** City park tennis courts reconfigured to six pickle ball courts and two tennis courts and resurfaced.
- 2019** Utility Worker I position added.
- 2019** Jay Pearson Park completed in NW McMinnville, featuring an inclusive accessible playground, paths, shelter and open space.
- 2021** City crews responded to a historic February ice storm the damaged or destroyed over 270 trees in McMinnville's park system.
- 2022** Park Maintenance staff worked with more than 440 volunteers 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.



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>INTERGOVERNMENTAL</u></b>							
0	0	0	4545	Federal FEMA Grant	0	0	0
0	321,234	0	4546	American Rescue Plan	0	0	0
<b>0</b>	<b>321,234</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>							
8,193	4,102	10,000	5390	Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.	5,000	0	0
<b>8,193</b>	<b>4,102</b>	<b>10,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>5,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
0	2,149	0	6600	Other Income	0	0	0
<b>0</b>	<b>2,149</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>8,193</b>	<b>327,485</b>	<b>10,000</b>	<b>TOTAL RESOURCES</b>		<b>5,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

3,555	776	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
538,807	607,136	746,600	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Maintenance & Operations - Superintendent - 0.50 FTE Maintenance & Operations - Supervisor - Park Maint - 0.95 FTE Maintenance & Operations - Supervisor - Streets - 0.05 FTE Facilities Supervisor - 1.00 FTE Senior Utility Worker - 1.00 FTE Utility Worker II - 6.00 FTE Mechanic - Operations & Maintenance - 0.45 FTE Management Support Specialist - Senior - 0.50 FTE	792,978	0	0
17,013	33,420	80,984	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Park Maintenance - 1.03 FTE Extra Help - Facilities - 0.94 FTE	83,777	0	0
6,394	9,992	10,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	13,000	0	0
2,000	2,400	2,400	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	2,400	0	0
1,624	342	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
34,085	39,559	50,819	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	53,974	0	0
7,971	9,252	12,180	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	12,937	0	0
161,080	189,879	252,860	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	270,121	0	0
121,667	125,609	151,626	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	150,038	0	0
16,500	15,500	18,500	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	17,350	0	0
711	567	627	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	627	0	0
1,965	1,520	1,737	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,846	0	0
27,122	20,143	25,708	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	29,101	0	0
175	208	286	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	260	0	0
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
0	0	3,048	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	695	0	0
<b>940,670</b>	<b>1,056,304</b>	<b>1,357,375</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>1,429,104</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	2,444	4,590	<b>7515</b>	<b>City Services Charge expense</b>	4,889	0	0
359	1,484	1,200	<b>7530</b>	<b>Training</b>	1,200	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
688	872	1,500	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	2,000	0	0
2,759	5,656	5,500	<b>7550</b>	<b>Travel &amp; Education</b> Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.	7,500	0	0
21,445	25,234	30,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	30,000	0	0
23,533	29,178	26,000	<b>7600</b>	<b>Utilities</b>	29,000	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0	0
15,378	18,641	20,750	<b>7610-05</b>	<b>Insurance - Liability</b>	18,898	0	0
12,243	16,483	20,440	<b>7610-10</b>	<b>Insurance - Property</b>	25,499	0	0
7,381	7,782	9,000	<b>7620</b>	<b>Telecommunications</b>	9,000	0	0
2,448	2,515	2,900	<b>7650</b>	<b>Janitorial</b>	2,900	0	0
21,320	18,982	22,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	24,000	0	0
2,613	2,710	7,500	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.	4,500	0	0
15,000	17,722	16,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	16,000	0	0
73,966	111,771	142,000	<b>7720-26</b>	<b>Repairs &amp; Maintenance - Park Maintenance</b> Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenity repairs/replacement, herbicides, garbage bags, dog waste station supplies, irrigation parts, play equipment parts, landscape bark, fall attenuation material, dog park surfacing and trail surfacing material.	150,000	0	0
11,977	22,242	20,000	<b>7720-27</b>	<b>Repairs &amp; Maintenance - Park Vandalism</b> Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.	27,000	0	0
1,678	553	0	<b>7750</b>	<b>Professional Services</b>	0	0	0
0	3,070	3,100	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	5,870	0	0
0	0	95,000	<b>7750-04</b>	<b>Professional Services - Grants</b>	0	0	0
10,645	11,186	12,600	<b>7780-07</b>	<b>Contract Services - Downtown</b> Downtown & Alpine Avenue solid waste disposal	12,600	0	0
94,725	107,200	472,000	<b>7780-15</b>	<b>Contract Services - Park Maintenance</b> Contract services augment staff capacity to address systems needs relative to security, building maintenance, electrical, plumbing, light construction, irrigation repairs, play equipment repairs, tree planting/pruning/removal, turf/landscape maintenance projects, herbicide/pesticide applications and water feature maintenance.	606,500	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Park Maintenance Contract Services	1	128,000	128,000		
			Facility Maintenance Contract Services	1	80,000	80,000		
			Park Tree replacement program	1	150,000	150,000		
			Park maintenance core services add	1	132,000	132,000		
			Security Services	1	116,500	116,500		
3,660	2,104	4,000	<b>7800-39 M &amp; S Equipment - Parks</b>				4,000	0
			Miscellaneous small equipment for operations and maintenance					
1,071	1,539	7,000	<b>7800-42 M &amp; S Equipment - Shop</b>				4,500	0
			Miscellaneous small equipment and tools for Fleet shop and Facility Maintenance					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Park Maintenance shop equipment	1	2,000	2,000		
			Facility Maintenance shop equipment	1	2,500	2,500		
5,742	5,169	8,326	<b>7840 M &amp; S Computer Charges</b>				13,787	0
			I.S. Fund materials & supplies costs shared city-wide					
7,504	11,832	13,950	<b>7840-65 M &amp; S Computer Charges - Park Maintenance</b>				20,750	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 licensing	1	1,450	1,450		
			Adobe Pro licensing	1	400	400		
			Hansen Development	1	5,000	5,000		
			Hansen maintenance-25% shared with Street, Eng, WWS	1	4,000	4,000		
			ESRI - 17% shared with (Bldg, Comm Dvlpmnt, Eng, Street, WWS	1	2,500	2,500		
			Replacement Mobile Computers 1/2 shared with Street	1	5,500	5,500		
			Hansen Mobile Devices	3	500	1,500		
			Bluebeam licensing	1	400	400		
<b>336,135</b>	<b>426,370</b>	<b>945,356</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,020,393</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
0	0	0	<b>8720 Equipment - Grants</b>				0	0
535	0	2,232	<b>8750 Capital Outlay Computer Charges</b>				1,456	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	27,500	<b>8750-65 Capital Outlay Computer Charges - Park Maintenance</b>				0	0
0	0	600,500	<b>8800 Building Improvements</b>				0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
19,941	0	121,000	<b>8850</b>	<b>Vehicles</b>		156,000	0	0
					Core Services Add Packages: park maintenance capital equipment renewal and upgrades Also equip replacement financed by internal borrowing			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Park Maintenance capital replacement	1	66,000	66,000	
				11' Rotary large area mower - replace 2013 unit	1	90,000	90,000	
0	308,034	140,000	<b>8850-15</b>	<b>Vehicles - Grants</b>		0	0	0
0	13,200	709,900	<b>9300-02</b>	<b>Park Improvements - Grants</b>		250,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ARPA Irrigation Renovations phase 1	1	125,000	125,000	
				ARPA Neighborhood Park Renovations Phase 1	1	125,000	125,000	
0	0	0	<b>9300-05</b>	<b>Park Improvements - Play Equipment</b>		15,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Thompson Park-upgrade ADA ramp with tactile warning	1	15,000	15,000	
<b>20,476</b>	<b>321,234</b>	<b>1,601,132</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>422,456</b>	<b>0</b>	<b>0</b>
<b>1,297,281</b>	<b>1,803,908</b>	<b>3,903,863</b>	<b>TOTAL REQUIREMENTS</b>			<b>2,871,953</b>	<b>0</b>	<b>0</b>



# **LIBRARY DEPARTMENT**



### 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.

# General Fund – 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
  - 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.

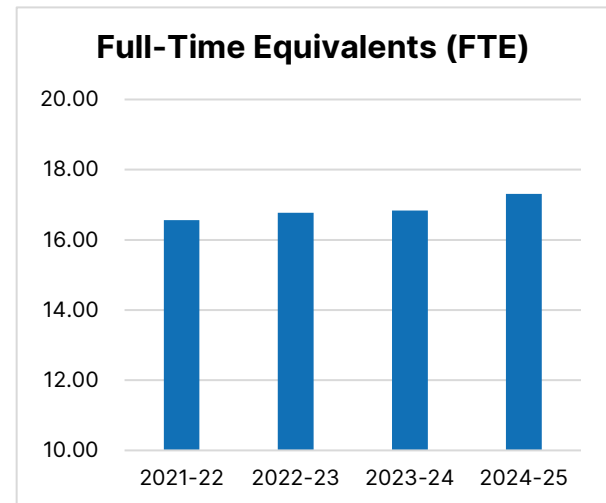
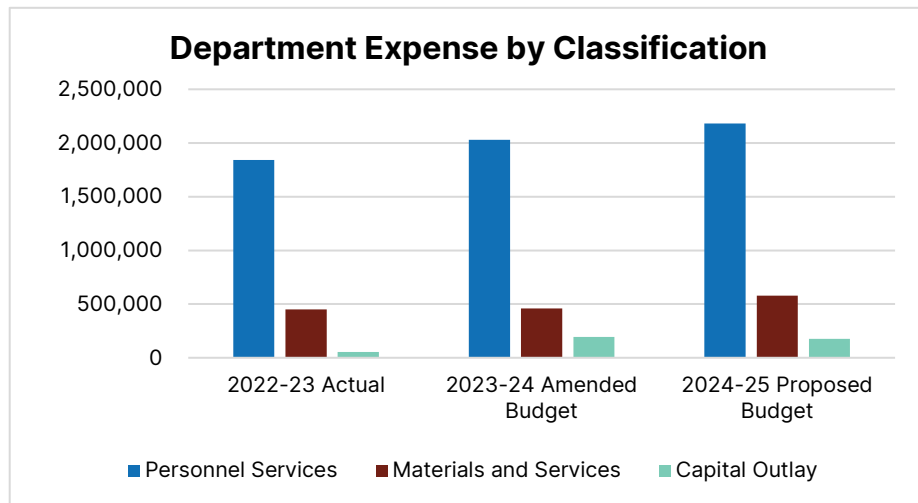
- A formal long-term planning process continues.
- Short-term growth is managed through donations from Friends of the Library and Library Foundation, groups that have supported building improvements not covered by the City budget.



General Fund - Library

**Department Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>431,783</b>	<b>265,869</b>	<b>349,330</b>	<b>83,461</b>
<b>Expenses</b>				
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>	<b>2,347,104</b>	<b>2,679,298</b>	<b>2,936,653</b>	<b>257,355</b>
Unrestricted Resources Required	1,915,320	2,413,429	2,587,323	173,894
	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
<b>Full-Time Equivalents (FTE)</b>	16.56	16.77	16.84	17.31



- 1909** The first public library in McMinnville is started by the Civic Improvement Club in the Wright Building.
- 1910** Civic Improvement Club works with the city and applies to the Carnegie Institute to build a library.
- 1913** In February 1913, the Carnegie library building is dedicated.



- 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





Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4532 Fed Oregon Humanities Grant</b> Grant for the 2024 Dia de los Muertos Celebration event. Expended through account 7710 Materials & Supplies Grants.	0	0	0
0	53,196	0	<b>4546 American Rescue Plan</b>	0	0	0
0	0	0	<b>4780 OR State Aid Grant - Library</b>	0	0	0
2,784	3,318	1,770	<b>4780-05 OR State Aid Grant - Library - Odd CY</b> The Ready to Read Grant is provided annually the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-55 Books & Materials-State Grant Materials. This grant is run on a calendar year, so is listed in separate accounts for easier tracking.	3,500	0	0
4,682	981	3,500	<b>4780-10 OR State Aid Grant - Library - Even CY</b> The Ready to Read Grant is provided annually the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-56 Books & Materials-State Grant Materials. This grant is run on a calendar year, so is listed in separate accounts for easier tracking.	2,170	0	0
3,285	4,715	0	<b>4781-05 State Library of Oregon - Library Svcs and Tech Grant</b> Grant for a summer teen internship. Expended through accounts 7000-15 Salaries & Wages - Temporary and 7710 Materials & Supplies - Grants.	2,885	0	0
0	0	0	<b>5015 Yamhill Community Care Org</b> Grant will fund the expansion of the Library of Things collection, offering tools and education to community members to increase ability to perform household maintenance, educate children, maintain gardens, mend clothing, and operate technology. Expended through account 7710 Materials & Supplies - Grants and 7000-15 Salaries & Wages - Temporary.	50,000	0	0
193,097	299,733	208,519	<b>5050 CCRLS - Library</b> Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay.	219,195	0	0
<b>203,847</b>	<b>361,943</b>	<b>213,789</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>277,750</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
480	490	480	<b>5430 Outside City User Fee</b> \$60 per household per year for full borrowing privileges as determined by the Chemeketa Cooperative Regional Library Service(CCRLS) Advisory Council to provide "equity" for the difference between City resident tax rate and county resident tax rate dedicated to CCRLS.	480	0	0
<b>480</b>	<b>490</b>	<b>480</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>480</b>	<b>0</b>	<b>0</b>
<b>FINES AND FORFEITURES</b>						
11,696	11,457	5,000	<b>6160 Fines &amp; Lost Books</b> Charges to library patrons for materials borrowed and not returned.	5,000	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
11,696	11,457	5,000	<b>TOTAL FINES AND FORFEITURES</b>	5,000	0	0
			<b>MISCELLANEOUS</b>			
0	0	0	<b>6360-19 Grants - Yamhill County Cultural Coalitio</b>	1,500	0	0
1,931	8,020	500	<b>6440 Donations - Library</b> General library donations received from the public and local service groups for books, materials, equipment, and special programs. These funds are expended through account 8160 Donations-Library.	500	0	0
3	0	0	<b>6440-05 Donations - Library - Bookmobile</b> Donations received from the public and local service groups for bookmobile materials. These funds are expended through account 8160-05 Donations-Library-Bookmobile Books.	0	0	0
18,754	9,121	15,500	<b>6440-10 Donations - Library - Library Foundation Even CY</b> The Library Foundation raises money to support the bookmobile program, the purchase of materials for borrowing, and other library programs. These funds are expended through accounts 8160-25 Donations - Library Foundation Even CY and 7000-10 Salaries & Wages - Regular Part Time.	20,500	0	0
18,279	14,518	8,500	<b>6440-11 Donations - Library - Library Foundation Odd CY</b> The Library Foundation raises money to support the bookmobile program, the purchase of materials for borrowing, and other library programs. These funds are expended through account 8160-30 Donations - Library Foundation Odd CY.	20,000	0	0
12,896	18,850	15,000	<b>6440-15 Donations - Library - Friends of the Library</b> The Friends of the Library support library programming and the purchase of materials for borrowing. These funds are expended through account 8160-40 Donations - Friends of the Library and 7000-15 Salaries & Wages - Temporary.	15,000	0	0
0	0	0	<b>6440-20 Donations - Library - Adult Programs</b>	0	0	0
3,055	0	100	<b>6440-25 Donations - Library - Children's Programs</b> Donations received from the public, granting agencies, and local service groups. These funds are expended through account 8160-15 Donations - Children's Programs.	100	0	0
530	2,422	3,000	<b>6440-35 Donations - Library - Kiwanis</b> Donations received from this local service group. These funds are expended through account 8160-35 Donations - Library - Kiwanis.	4,500	0	0
4,292	4,963	4,000	<b>6600-98 Other Income - Library</b> Library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	4,000	0	0
<b>59,741</b>	<b>57,894</b>	<b>46,600</b>	<b>TOTAL MISCELLANEOUS</b>	<b>66,100</b>	<b>0</b>	<b>0</b>
<b>275,765</b>	<b>431,783</b>	<b>265,869</b>	<b>TOTAL RESOURCES</b>	<b>349,330</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

9,642	1,633	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
805,791	990,986	1,014,980	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Library Director - 1.00 FTE Library Manager - 1.00 FTE Library Supervisor - 3.00 FTE Librarian - 3.00 FTE Library Specialist - 4.00 FTE	1,102,299	0	0
231,001	182,892	259,760	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Librarian - 2.12 FTE Library Specialist - 1.11 FTE Library Assistant - 0.83 FTE Library Technician - 0.85 FTE	283,740	0	0
0	12,139	7,200	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Librarian - 0.02 FTE Library Technician - 0.38 FTE	18,708	0	0
1,041	2,399	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
3,209	3,313	3,000	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	2,100	0	0
3,530	988	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
62,919	72,246	77,739	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	85,116	0	0
14,715	16,896	18,630	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	20,401	0	0
329,238	367,843	419,790	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	456,789	0	0
138,874	159,296	191,666	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	182,330	0	0
20,000	26,000	25,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	22,250	0	0
1,138	875	960	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	900	0	0
3,014	2,733	2,774	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	2,850	0	0
893	1,235	1,412	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	1,551	0	0
312	345	389	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	362	0	0
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
0	0	4,719	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	1,098	0	0
249	307	299	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	271	0	0
<b>1,625,565</b>	<b>1,842,124</b>	<b>2,028,318</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>2,180,765</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

542	511	500	<b>7500</b>	<b>Credit Card Fees</b>	500	0	0
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Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			Charges for credit card payment at circulation desk for lost items and out of area library card fees.			
1,207	1,553	2,600	<b>7540 Employee Events</b>	2,600	0	0
			Costs shared city-wide for employee training, materials, and events.			
6,927	11,057	8,000	<b>7550 Travel &amp; Education</b>	10,000	0	0
			Membership in professional organizations, registration and travel to workshops, conferences and seminars.			
738	2,050	2,250	<b>7580 Volunteer Recognition</b>	2,250	0	0
			Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.			
2,770	2,267	1,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	1,000	0	0
			Fuel costs for the bookmobile. Mileage reimbursement for the homebound program, and outreach to preschools and daycares.			
28,123	27,198	30,000	<b>7600 Utilities</b>	25,000	0	0
0	0	0	<b>7600-04 Utilities - Water</b>	0	0	0
18,873	23,557	26,350	<b>7610-05 Insurance - Liability</b>	16,375	0	0
12,520	14,268	17,690	<b>7610-10 Insurance - Property</b>	20,477	0	0
14,258	14,862	15,000	<b>7620 Telecommunications</b>	15,000	0	0
			Staff telephone service, elevator phone line, public WiFi, bookmobile hotspot, and home delivery cell phone.			
17,925	48,315	54,000	<b>7650 Janitorial</b>	54,000	0	0
			Contract janitorial services and supplies, litter patrol, and other supplies.			
677	614	600	<b>7660 Materials &amp; Supplies</b>	600	0	0
			General library and staff room supplies.			
330	626	500	<b>7660-15 Materials &amp; Supplies - Postage</b>	500	0	0
			Inter-library loan books returned by mail and other library mailing costs.			
2,441	4,057	3,500	<b>7660-20 Materials &amp; Supplies - Public Services</b>	3,500	0	0
			Supplies for adult services work group including office supplies, copy paper, toner, and supplies for teen and adult computer use.			
3,836	2,620	2,500	<b>7660-30 Materials &amp; Supplies - Public Information</b>	3,500	0	0
			Brochures, bookmarks, and other materials to inform public of library services, hours, and contact information.			
1,782	1,777	1,500	<b>7660-60 Materials &amp; Supplies - Administration</b>	1,500	0	0
2,748	2,791	2,500	<b>7660-63 Materials &amp; Supplies - Library Circulation</b>	2,500	0	0
			Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service and circulation work group supplies.			
5,911	6,040	6,000	<b>7660-64 Materials &amp; Supplies - Library Technical Services</b>	8,000	0	0
			Processing supplies for books, AV, and Library of Things; book covers, labels, AV cases, and Library of Things containers and supplies. Office supplies for the technical services work group.			

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,098	2,549	2,500	<b>7660-65</b>	<b>Materials &amp; Supplies - Children's Programs</b> Supplies for the children's services work group including staff office supplies, craft supplies, and other miscellaneous costs for children's programming.	2,500	0	0
0	0	0	<b>7680-10</b>	<b>Materials &amp; Supplies - Donations - Adult Programs</b>	0	0	0
0	0	0	<b>7680-11</b>	<b>Materials &amp; Supplies - Donations - Library Foundation Even CY</b> Moved to 8160-25	0	0	0
0	0	0	<b>7680-12</b>	<b>Materials &amp; Supplies - Donations - Library Foundation Odd CY</b> Moved to 8160-30	0	0	0
0	0	0	<b>7680-15</b>	<b>Materials &amp; Supplies - Donations - Children's Programs</b> Moved to 8160-15	0	0	0
0	0	0	<b>7680-16</b>	<b>Materials &amp; Supplies - Donations - Friends of the Library</b> Moved to 8160-40	0	0	0
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b> Yamhill Community Care Organization grant will fund the expansion of the Library of Things collection, offering tools and education to community members to increase ability to perform household maintenance, educate children, maintain gardens, mend clothing, and operate technology. Revenue account 5015 Yamhill Community Care Org. YCCC grant will support the 2024 Dia de los Muertos Celebration event. Revenue account 6360-19 Yamhill County Cultural Coalition.	42,000	0	0
24,262	13,433	18,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b> HVAC, plumbing, and electrical repairs.	20,000	0	0
24,742	23,843	28,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> Building maintenance including pest control, inspections, gutter cleaning, moss treatment for roof, elevator and HVAC maintenance, garbage, windows, carpet cleaning and other regularly scheduled building maintenance.	28,000	0	0
1,570	709	600	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b> Repairs, maintenance, and supplies for the library bookmobile and home delivery vehicle.	1,000	0	0
2,246	0	0	<b>7750</b>	<b>Professional Services</b>	0	0	0
0	4,349	5,100	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	7,650	0	0
8,992	9,557	10,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b> Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.	10,000	0	0
2,415	5,071	4,000	<b>7800</b>	<b>M &amp; S Equipment</b> Furniture and equipment.	4,000	0	0
0	0	0	<b>7810-05</b>	<b>M &amp; S Equipment - Donations - Library Foundation</b>	0	0	0
76,556	87,131	86,286	<b>7840</b>	<b>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</b>	<b>M &amp; S Computer Charges - Library</b>	35,400	0	0

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement computers	2	1,800	3,600
			Replacement Mobile computers	4	2,500	10,000
			All in One computers	4	2,000	8,000
			Spline Label Printers	3	500	1,500
			Barcode Scanner	1	500	500
			Laserjet Printer	1	1,300	1,300
			Office 365 licensing	1	7,000	7,000
			LPTOne Renewal	1	800	800
			PC Reservation Renewal	1	1,000	1,000
			Hublet Renewal	1	1,700	1,700
14,997	21,966	20,000	<b>8150-05 Books &amp; Materials - Adult Books</b>			28,000
			Fiction and non-fiction print books for adult borrowing.			
0	0	0	<b>8150-15 Books &amp; Materials - Reference Online Database</b>			0
			Online subscriptions for public use.			
12,204	12,399	12,000	<b>8150-20 Books &amp; Materials - Children's Books</b>			12,000
			Books, audio visuals, and other materials for borrowing for children ages 0 - 12.			
4,426	4,501	4,500	<b>8150-25 Books &amp; Materials - Young Adult Books</b>			4,500
			Books for borrowing for young adults ages 12 - 17.			
6,007	5,708	6,000	<b>8150-30 Books &amp; Materials - Large Print Books</b>			6,000
			Large print books for borrowing for visually impaired adults.			
1,905	1,964	2,000	<b>8150-35 Books &amp; Materials - Spanish Language Materials</b>			2,000
			Books and media for borrowing in Spanish.			
0	0	0	<b>8150-40 Books &amp; Materials - Bookmobile</b>			0
4,625	4,260	4,500	<b>8150-45 Books &amp; Materials - Periodicals</b>			4,500
			Newspaper subscriptions for in library reading and magazine subscriptions for borrowing.			
8,286	8,395	8,500	<b>8150-50 Books &amp; Materials - Audio Visuals-DVD</b>			8,500
			DVDs and Blu-rays for borrowing.			
3,510	5,229	5,500	<b>8150-51 Books &amp; Materials - Audio Visuals-CD Books</b>			5,500
			Audiobooks on CD for borrowing.			
0	4,001	3,000	<b>8150-53 Books &amp; Materials - Audio &amp; Ebooks</b>			4,000
			Downloadable audiobooks and ebooks.			
3,285	2,413	0	<b>8150-54 Books &amp; Materials - Grants</b>			0
2,784	3,318	1,770	<b>8150-55 Books &amp; Materials - State Grant Materials Odd CY</b>			3,500
			State Ready-to-Read Grant expenditures funded through revenue account 4780-05 Oregon State Aid Grant-Library Odd CY. Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries.			
4,682	981	3,500	<b>8150-56 Books &amp; Materials - State Grant Materials Even CY</b>			2,170
			State Ready-to-Read Grant expenditures funded through revenue account 4780-10 Oregon State Aid Grant-Library Even CY. Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries.			

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
320	3,421	2,000	<b>8150-60</b>	<b>Books &amp; Materials - Emerging Collections</b> 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	0
1,934	8,020	500	<b>8160</b>	<b>Donations - Library</b> Various library purchases funded through revenue account 6440 Donations-Library.		500	0	0
3	0	0	<b>8160-05</b>	<b>Donations - Library - Bookmobile Books</b> Books and materials for bookmobile funded through revenue account 6440-05 Donations-Library-Bookmobile.		0	0	0
0	0	0	<b>8160-10</b>	<b>Donations - Library - Adult Programs</b>		0	0	0
3,055	0	100	<b>8160-15</b>	<b>Donations - Library - Children's Programs</b> Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25 Donations-Library-Children's Programs.		100	0	0
18,754	9,121	15,500	<b>8160-25</b>	<b>Donations - Library - Library Foundation Even CY</b> 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	0
11,517	14,518	8,500	<b>8160-30</b>	<b>Donations - Library - Library Foundation Odd CY</b> 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	0
527	2,422	3,000	<b>8160-35</b>	<b>Donations - Library - Kiwanis</b> Sponsoring the purchase of books for the First Grade Reading Program. Revenue account 6440-35 Donations - Library - Kiwanis.		4,500	0	0
12,896	18,850	15,000	<b>8160-40</b>	<b>Donations - Library - Friends of the Library</b> 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	0
<b>391,921</b>	<b>451,783</b>	<b>457,846</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>579,302</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
7,137	0	23,134	<b>8750</b>	<b>Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide		13,586	0	0
0	0	20,000	<b>8800</b>	<b>Building Improvements</b>		25,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Sprinkler/Riser Deficiency Repairs (sprinkler head replacement)	1	25,000	25,000		
0	0	150,000	<b>8800-02</b>	<b>Building Improvements - Grants</b> ARPA Funds: Library HVAC system upgrade to improve air quality		138,000	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
0	53,196	0	<b>8850-15</b>	<b>Vehicles - Grants</b>		0	0	0
<b>7,137</b>	<b>53,196</b>	<b>193,134</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>176,586</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,024,623	2,347,104	2,679,298	<b>TOTAL REQUIREMENTS</b>	2,936,653	0	0





**GENERAL FUND  
NON-DEPARTMENTAL**



### 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.)

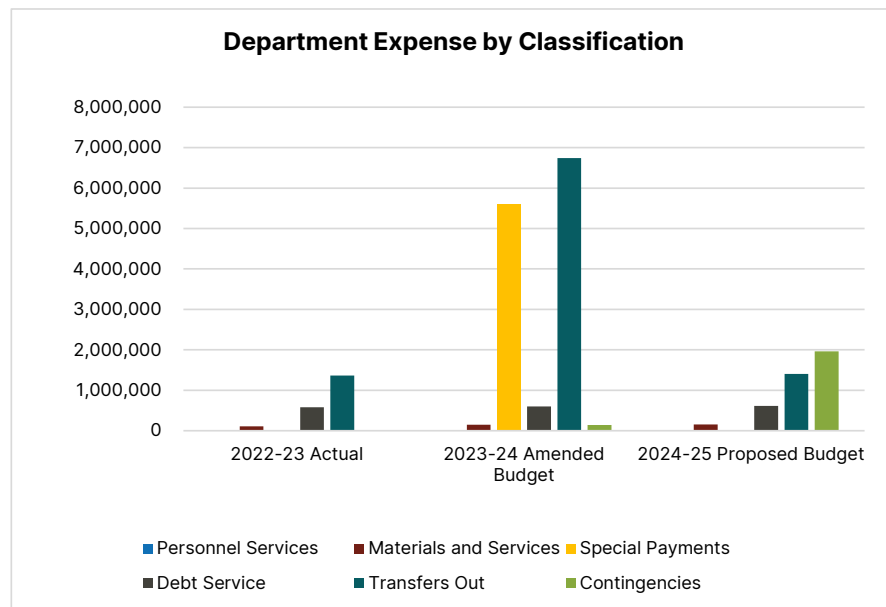
A sustainable General Fund would include the ability to maintain current core services; address deferred maintenance in its facilities; maintain prudent capital replacement cycles; and meet reserve targets requires a funding level that exceeds the current revenue available for FY2024-25. To address acute, 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**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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)
<b>Revenue Total</b>	<b>32,183,532</b>	<b>37,333,728</b>	<b>26,285,452</b>	<b>(11,048,276)</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>2,056,187</b>	<b>14,176,658</b>	<b>4,145,368</b>	<b>(10,031,290)</b>
Unrestricted Resources Available	30,127,345	23,157,070	22,140,084	(1,016,986)



- 1916** Voters establish original operating property tax base.
- 1980** First library operations 3-year serial levy passed - \$45,000 per year.
- 1985** Second library operations 3-year serial levy passed - \$65,000 per year.
- 1986** First police, library, and transportation 3-year serial levy passed - \$300,000 per year.
- 1988** March election passed library operations 1-year serial levy - \$80,000 per year.
- 1988** November 1988 general election, "Life McMinnville Style" new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.

- 1990** November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.
- 1996** November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.
- 1997** January and February 1997, City Council, 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.

- 1997** May 1997, Oregon voters passed Measure 50 to "clean up" Measure 47 inconsistencies. Measure 50 established district permanent tax rates.
- 1997** City's permanent rate is established at \$5.02.
- 2000** First year City levies entire \$5.02 per thousand assessed value permanent rate.
- 2002** November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.
- 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.



## General Fund – Non-Departmental

## Historical Highlights

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**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.

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>PROPERTY TAXES</b>							
14,887,368	15,568,266	11,325,000	<b>4100-05</b>	<b>Property Taxes - Current</b> Permanent operating property tax levy is \$5.02 per \$1,000 of assessed value. For FY2024-25, the City will underlevy for \$4.02 per \$1,000 of assessed value, up from the prior year's underlevy of \$3.52	13,550,000	0	0
201,500	288,610	250,000	<b>4100-10</b>	<b>Property Taxes - Prior</b> Collection of delinquent property taxes due from prior year permanent rate property tax levies. With underlevies, amounts will decline.	200,000	0	0
<b>15,088,868</b>	<b>15,856,876</b>	<b>11,575,000</b>	<b>TOTAL PROPERTY TAXES</b>		<b>13,750,000</b>	<b>0</b>	<b>0</b>
<b>LICENSES AND PERMITS</b>							
2,118,028	2,336,051	2,475,000	<b>4204</b>	<b>W&amp;L Payment in Lieu of Tax</b> McMinnville Water and Light payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users.	2,550,000	0	0
0	0	0	<b>4205-04</b>	<b>Franchise Fees - Water-McMinnville Water &amp; Light</b>	0	0	0
0	0	0	<b>4205-05</b>	<b>Franchise Fees - PILOT McMinnville Water &amp; Light</b>	0	0	0
63,350	8,081	6,000	<b>4205-06</b>	<b>Franchise Fees - Miscellaneous-Telecommunications</b> 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.	6,000	0	0
18,603	12,639	6,000	<b>4205-07</b>	<b>Franchise Fees - Ziplly-Cable</b> Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. Anticipate company exiting cable business in FY2024-25.	1,000	0	0
24,511	22,856	21,755	<b>4205-08</b>	<b>Franchise Fees - Ziplly-Telephone</b> 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.	22,900	0	0
185,955	178,885	179,000	<b>4205-15</b>	<b>Franchise Fees - Comcast Communications-Cable</b> Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	164,000	0	0
432,681	464,378	464,000	<b>4205-20</b>	<b>Franchise Fees - Recology Western Oregon</b> Recology franchise fee was increased by 4% in FY2023-24.	478,000	0	0
231,144	280,135	326,000	<b>4205-25</b>	<b>Franchise Fees - Northwest Natural</b> NW Natural gas franchise fee is 5%. An 8% rate cut as of Nov 2023 is factored into projections	305,000	0	0
554,491	663,891	676,000	<b>4205-30</b>	<b>Franchise Fees - McMinnville Wastewater Services</b> Wastewater Services franchise fee is 6%	700,000	0	0

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET												
278,224	200,517	240,075	<b>4215</b>	<b>Marijuana Tax - Local</b>	Local City tax is based on 3% of marijuana sales	200,500	0	0												
3,259	3,573	3,000	<b>4490</b>	<b>Licenses &amp; Permits - Misc</b>	Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.	3,600	0	0												
<b>3,910,246</b>	<b>4,171,005</b>	<b>4,396,830</b>	<b>TOTAL LICENSES AND PERMITS</b>			<b>4,431,000</b>	<b>0</b>	<b>0</b>												
<b>INTERGOVERNMENTAL</b>																				
12,026	159,583	0	<b>4545</b>	<b>Federal FEMA Grant</b>		0	0	0												
261,080	6,494,348	0	<b>4546</b>	<b>American Rescue Plan</b>	Fully spent out with revenue recovery in FY23. City has opted to use committed fund balance to track spend on originally approved ARPA projects in the coming years.	0	0	0												
0	0	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>		0	0	0												
28,562	25,270	24,000	<b>4720</b>	<b>OR State Cigarette Taxes</b>	State Shared Revenue --- Cigarette taxes designed to reduce smoking have been successful. The newest taxes imposed on cigarettes and other tobacco products do not include a city share so cities now receive approximately 0.6% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities. These revenues will continue to trend downwards.	23,500	0	0												
431,704	448,127	466,000	<b>4730</b>	<b>OR State Revenue Sharing</b>	State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis under ORS 221.	450,000	0	0												
645,536	675,767	721,000	<b>4750</b>	<b>OR State Liquor Taxes</b>	State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis under ORS 471 and 473.	720,000	0	0												
52,840	53,964	56,000	<b>4755</b>	<b>OR State Marijuana Taxes</b>	State shared revenue - Measure 110 reduced by roughly 74% the statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis. The amount shared by cities under the new formula will not increase with time though per capital share is declining.	58,700	0	0												
0	0	0	<b>4840</b>	<b>OR Conflagration Reimbursement</b>	All Fire related reimbursements will flow to independent McMinnville Fire District as of FY2023-24. The actual amount registered in FY2023-24 is associated with a fire response during FY2022-23 that arrived after that year was closed.	0	0	0												
-6,918	8,655	5,000	<b>5010-01</b>	<b>Yamhill County - Other County Distributions</b>	Miscellaneous revenue from Yamhill County sent with property tax distributions	5,000	0	0												
0	0	4,483,426	<b>5029</b>	<b>McMinnville Fire District</b>	Payment for portion of PERS debt service; continues through FY2027-28	112,027	0	0												
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PERS debt share (due 8/1/24)</td> <td>1</td> <td>55,527</td> <td>55,527</td> </tr> <tr> <td>PERS debt share (due 2/1/25)</td> <td>1</td> <td>56,500</td> <td>56,500</td> </tr> </tbody> </table>			Description	Units	Amt/Unit	Total	PERS debt share (due 8/1/24)	1	55,527	55,527	PERS debt share (due 2/1/25)	1	56,500	56,500			
Description	Units	Amt/Unit	Total																	
PERS debt share (due 8/1/24)	1	55,527	55,527																	
PERS debt share (due 2/1/25)	1	56,500	56,500																	
<b>1,424,830</b>	<b>7,865,713</b>	<b>5,755,426</b>	<b>TOTAL INTERGOVERNMENTAL</b>			<b>1,369,227</b>	<b>0</b>	<b>0</b>												

Budget Document Report

01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>CHARGES FOR SERVICES</b>								
0	1,104,480	2,203,000	<b>5305</b>	<b>City Service Charge</b> Base rate of \$13/ per month with discounts for low income (90%) and multifamily (25%). Assumes 3% increase for calendar year 2025.		2,240,000	0	0
<b>0</b>	<b>1,104,480</b>	<b>2,203,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>			<b>2,240,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>								
41,798	321,052	327,000	<b>6310</b>	<b>Interest</b> Estimated interest income earned on investments		520,000	0	0
36,139	40,386	35,000	<b>6310-01</b>	<b>Interest - Property taxes</b> Share of interest from delinquent taxes collected at Yamhill County		35,000	0	0
30	94,394	0	<b>6600</b>	<b>Other Income</b>		0	0	0
382,293	395,781	299,172	<b>6600-03</b>	<b>Other Income - PERS Transition Liability Reimb</b> City refinanced PERS transition liability for lower interest rate in 2016. General Fund is paying debt service payments on refinancing loan and operating departments reimburse the General Fund based on the department's covered payroll.  NOTE: Reduced by Fire/Ambulance portion of PERS expense.		312,194	0	0
0	0	0	<b>6610</b>	<b>Collections - EMS</b>		0	0	0
<b>460,260</b>	<b>851,613</b>	<b>661,172</b>	<b>TOTAL MISCELLANEOUS</b>			<b>867,194</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS IN</b>								
8,001	9,470	9,777	<b>6900-05</b>	<b>Transfers In - Special Assessments</b>		12,282	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel services support.	1	12,282	12,282	
518,908	573,797	675,368	<b>6900-07</b>	<b>Transfers In - Transient Lodging Tax</b>		660,117	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<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	
0	39,357	89,393	<b>6900-08</b>	<b>Transfers In - Affordable Housing</b>		8,906	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Admin & Finance personnel services support.	1	8,906	8,906	
0	0	0	<b>6900-10</b>	<b>Transfers In - Telecommunications</b>		0	0	0

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,531	1,718	2,550	<b>6900-15</b>	<b>Transfers In - Emergency Communications</b>			2,397	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Finance personnel services support.	1	2,397	2,397		
276,923	337,516	329,113	<b>6900-20</b>	<b>Transfers In - Street</b>			304,030	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Street Fund support of Engineering operations.	1	42,405	42,405		
				Engineering, Admin, & Finance personnel services support.	1	254,782	254,782		
				Street Fund support of centralized Facility operations.	1	6,843	6,843		
96,427	53,801	60,153	<b>6900-25</b>	<b>Transfers In - Airport</b>			62,260	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	48,672	48,672		
				Airport Fund support of Engineering operations.	1	3,456	3,456		
				Airport Fund support of centralized Facility operations	1	10,132	10,132		
114,753	120,219	124,529	<b>6900-45</b>	<b>Transfers In - Transportation</b>			138,261	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	118,370	118,370		
				Transportation Fund support of Engineering operations.	1	19,891	19,891		
48,906	58,460	62,573	<b>6900-50</b>	<b>Transfers In - Park Development</b>			71,145	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Parks & Rec Admin, Eng & Finance personnel services support.	1	71,145	71,145		
46,113	52,498	57,700	<b>6900-58</b>	<b>Transfers In - Urban Renewal</b>			61,800	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Community Development personnel services support	1	61,800	61,800		
21,458	25,371	27,846	<b>6900-70</b>	<b>Transfers In - Building</b>			68,328	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Admin, Finance, & Engineering personnel services support.	1	66,081	66,081		
				Building Fund support of centralized Facility operations.	1	2,247	2,247		

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
367,708	436,227	601,532	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>			646,557	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	546,772	546,772		
				Wastewater Services Fund support of Engineering operations.	1	99,785	99,785		
211,100	229,238	268,733	<b>6900-77</b>	<b>Transfers In - Wastewater Capital</b>			250,985	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	208,091	208,091		
				Wastewater Capital Fund support of Engineering operations.	1	42,894	42,894		
0	0	0	<b>6900-79</b>	<b>Transfers In - Ambulance</b>			0	0	0
186,470	208,884	205,297	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>			82,776	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Administration and Finance personnel services support.	1	82,776	82,776		
187,297	187,288	187,295	<b>6901-59</b>	<b>Transfers In - Interfund Debt - Urban Renewal Debt Service</b>			403,052	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Bank loan payment - Interest	1	25,626	25,626		
				Bank loan payment - Principal	1	161,660	161,660		
				Payment on 2024 Admin/UR NE Gateway property purchase	1	215,766	215,766		
0	0	10,040,441	<b>6901-77</b>	<b>Transfers In - Interfund Debt - Wastewater Capital</b>			855,135	0	0
				Five year term, repaid FY2025 to FY2029 at 3.75% interest.					

Budget Document Report

**01 - GENERAL 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
			Description	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		
<b>2,085,594</b>	<b>2,333,844</b>	<b>12,742,300</b>	<b>TOTAL TRANSFERS IN</b>			<b>3,628,031</b>	<b>0</b>	<b>0</b>
<b>22,969,799</b>	<b>32,183,532</b>	<b>37,333,728</b>	<b>TOTAL RESOURCES</b>			<b>26,285,452</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
6,474	0	10,080	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	10,080	0	0
<b>6,474</b>	<b>0</b>	<b>10,080</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>10,080</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>							
0	1,411	0	<b>7500</b>	<b>Credit Card Fees</b> Share of MWL credit card fees for city services charge	3,750	0	0
0	41,715	0	<b>7750</b>	<b>Professional Services</b> Share of MWL software system	65,000	0	0
0	0	0	<b>7750-25</b>	<b>Professional Services - County charges</b>	0	0	0
0	68,281	145,800	<b>7780-40</b>	<b>Contract Services - Billing</b> Billing services to support City Services Charge is new starting Jan 2023.	86,000	0	0
<b>0</b>	<b>111,406</b>	<b>145,800</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>154,750</b>	<b>0</b>	<b>0</b>
<b>SPECIAL PAYMENTS</b>							
0	0	5,609,340	<b>9394</b>	<b>Inter-Agency Payment Out</b>	0	0	0
0	0	0	<b>9396</b>	<b>Grant Pass Through Funds</b>	0	0	0
0	0	0	<b>9396-05</b>	<b>Grant Pass Through Funds - Coronavirus Relief Funds</b>	0	0	0
<b>0</b>	<b>0</b>	<b>5,609,340</b>	<b>TOTAL SPECIAL PAYMENTS</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>DEBT SERVICE</b>							
316,540	338,820	362,210	<b>9417-05</b>	<b>PERS Transition Liability - Principal</b> In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	386,720	0	0
65,753	56,961	47,554	<b>9417-10</b>	<b>PERS Transition Liability - Interest</b> In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	37,501	0	0
152,120	155,230	158,420	<b>9540-05</b>	<b>Alpine Avenue-Urban Renewal - Principal</b> Payment of principal on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave	161,660	0	0
35,177	32,058	28,875	<b>9540-10</b>	<b>Alpine Avenue-Urban Renewal - Interest</b> Payment of interest on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave	25,627	0	0
<b>569,590</b>	<b>583,069</b>	<b>597,059</b>	<b>TOTAL DEBT SERVICE</b>		<b>611,508</b>	<b>0</b>	<b>0</b>
<b>OTHER FINANCING USES</b>							
0	0	930,615	<b>9685</b>	<b>Elimination of Asset</b>	0	0	0
<b>0</b>	<b>0</b>	<b>930,615</b>	<b>TOTAL OTHER FINANCING USES</b>		<b>0</b>	<b>0</b>	<b>0</b>



Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET																																																																
<b><u>TRANSFERS OUT</u></b>																																																																								
0	0	831,442	<b>9700-08</b>	<b>Transfers Out - Affordable Housing</b>		0	0	0																																																																
819,282	702,772	572,772	<b>9700-15</b>	<b>Transfers Out - Emergency Communications</b>		0	0	0																																																																
Budget Note: Beginning FY 2025, transfer out to Emergency Communications fund was moved to Police org set: 01-11-040-501.9700-15.																																																																								
0	0	0	<b>9700-58</b>	<b>Transfers Out - Urban Renewal</b>		0	0	0																																																																
0	0	100,000	<b>9700-75</b>	<b>Transfers Out - Wastewater Services</b>		263,525	0	0																																																																
ARPA 13th & Galloway storm line work																																																																								
470,219	501,315	524,049	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		700,821	0	0																																																																
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Information Systems personnel services support.</td> <td style="text-align: right;">1</td> <td style="text-align: right;">570,956</td> <td style="text-align: right;">570,956</td> </tr> <tr> <td>ARPA - Software renewals, licenses, &amp; set-up, firewall</td> <td style="text-align: right;">1</td> <td style="text-align: right;">129,865</td> <td style="text-align: right;">129,865</td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Information Systems personnel services support.	1	570,956	570,956	ARPA - Software renewals, licenses, & set-up, firewall	1	129,865	129,865																																																				
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ARPA - Software renewals, licenses, & set-up, firewall	1	129,865	129,865																																																																					
0	0	252,888	<b>9700-99</b>	<b>Transfers Out - Fire District Transition</b>		0	0	0																																																																
157,631	157,625	4,459,153	<b>9701-77</b>	<b>Transfers Out - Interfund Debt - Wastewater Capital</b>		442,284	0	0																																																																
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<b>1,447,132</b>	<b>1,361,712</b>	<b>6,740,304</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>1,406,630</b>	<b>0</b>	<b>0</b>																																																																

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b><u>CONTINGENCIES</u></b>								
0	0	143,460	<b>9800</b>	<b>Contingencies</b>		1,962,400	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			General Contingency	1	1,500,000	1,500,000		
			Police Dept Vacancy Savings Contingency	1	462,400	462,400		
<b>0</b>	<b>0</b>	<b>143,460</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>1,962,400</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
0	647,203	0	<b>9901-01</b>	<b>Designated End FB - General Fd - Grants</b>		0	0	0
			Balance for Business Resiliency Grant					
833,933	883,782	0	<b>9901-07</b>	<b>Designated End FB - General Fd - LOSAP</b>		0	0	0
			Designated carryover from proposed budget year to subsequent for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.					
0	6,494,348	2,803,764	<b>9901-90</b>	<b>Designated End FB - General Fd - Committed</b>		2,074,303	0	0
			Estimate of committed funds remaining at FY25 year's end that represent ARPA revenue replacement to be spent on projects as approved by Council.					
5,690,938	5,105,180	2,491,363	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		343,620	0	0
			Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from prior year operations.					
<b>6,524,871</b>	<b>13,130,513</b>	<b>5,295,127</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>2,417,923</b>	<b>0</b>	<b>0</b>
<b>8,548,066</b>	<b>15,186,700</b>	<b>19,471,785</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>6,563,291</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
36,280,771	46,369,330	54,050,574	<b>TOTAL RESOURCES</b>	37,153,892	0	0
36,280,771	46,369,330	54,050,574	<b>TOTAL REQUIREMENTS</b>	37,153,892	0	0



**GRANTS & SPECIAL  
ASSESSMENT FUND**



### Budget Highlights

**Downtown Economic Improvement District (DEID)** --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments on properties that benefit from the district. The 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>nd</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 County.

### 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**

- 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.

- o 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.

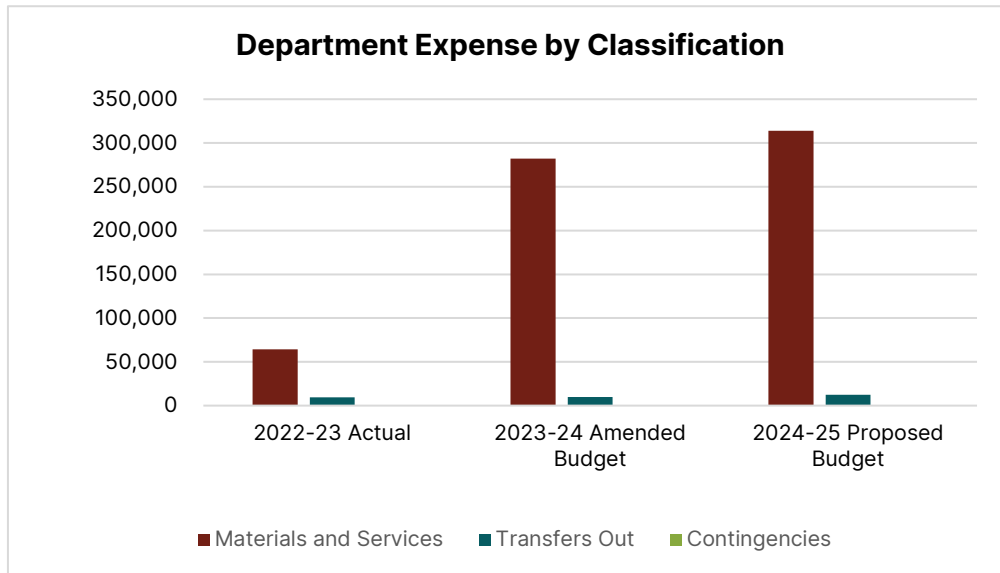
### **Future Challenges and Opportunities**

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

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>219,081</b>	<b>426,388</b>	<b>500,234</b>	<b>73,846</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>73,670</b>	<b>291,777</b>	<b>326,282</b>	<b>34,505</b>
Ending Fund Balance	145,411	134,611	173,952	39,341



<b>1976</b>	City Council establishes Villard Street Local Improvement District.	<b>1993</b>	Pacific Avenue Local Improvement District - \$30,000.	<b>2022</b>	City receives \$7.7 million in American Rescue Plan Act federal funding to spend over FY21 to FY24 period.
<b>1986</b>	Cleveland Avenue Local Improvement District - \$77,500.	<b>1995</b>	DEID – 4th three-year assessment district	<b>2022</b>	City receives \$1.5 million in state funds to support the creation of a Navigation Center to support access to affordable housing (since moved to the Affordable Housing Fund)
<b>1986</b>	City Council establishes Downtown Economic Improvement District (DEID) – 1st three-year assessment district. DEID assessments collected “passed through” to McMinnville Downtown Association (MDA).	<b>1998</b>	Burnette Road Local Improvement District - \$361,500 and DEID – 5th three-year assessment district.	<b>2023</b>	City begins receiving national opioid settlement funding that will be spent on programs to support those negatively impacted by this drug crisis
<b>1987</b>	Michelbook Lane Local Improvement District - \$71,500.	<b>1999</b>	Newby Sidewalk Local Improvement District - \$23,000.		
<b>1989</b>	DEID – 2nd three-year assessment district ~\$33,000.	<b>2013</b>	DEID – 10 <sup>th</sup> three-year assessment district.		
<b>1991</b>	NE Hembree Street Local Improvement District - \$130,000 and NE Newby Street Local Improvement District - \$98,000.	<b>2015</b>	\$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.		
<b>1992</b>	DEID – 3rd three-year assessment district	<b>2019</b>	\$500,000 Community Development Block Grant (CDBG) for housing rehabilitation in partnership with the Yamhill County Housing Authority.		
		<b>2021</b>	City distributed \$57,000 in Covid-19 relief grants to local businesses.		



Budget Document Report

**05 - GRANTS AND SPECIAL ASSESSMENTS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	0	160,000	<b>4005-01</b> Designated Begin Fd Balance - Grants & Special Assess - Grants	0	0	0
			Unspent restricted funds from prior period(s)			
133,796	148,758	142,088	<b>4090</b> Beginning Fund Balance	152,934	0	0
			Estimated July 1 carryover from prior year			
<b>133,796</b>	<b>148,758</b>	<b>302,088</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>152,934</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
176,417	0	0	<b>4520-19</b> Community Development Block Grnt - 2019 Housing Rehabilitation	0	0	0
0	0	0	<b>4546</b> American Rescue Plan	0	0	0
0	0	0	<b>4548-05</b> Coronavirus Relief Fund (CRF) - Covid-19 Business Assist Fund	0	0	0
0	0	0	<b>4595-05</b> Business Oregon (Federal) - Covid-19 Business Assist Fund	0	0	0
0	0	0	<b>4776-05</b> OR Dept of Administrative Svcs - Navigation Center Grant	0	0	0
<b>176,417</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FINES AND FORFEITURES</u></b>						
0	0	60,000	<b>6105</b> Opioid Settlement	250,000	0	0
			Funds from two national opioid settlements to be used on addressing the opioid crisis in the community			
<b>0</b>	<b>0</b>	<b>60,000</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>250,000</b>	<b>0</b>	<b>0</b>
<b><u>SPECIAL ASSESSMENTS</u></b>						
1,091	0	0	<b>6210</b> Street Assessment	0	0	0
73,818	64,200	62,000	<b>6250</b> Downtown Economic Assessment	62,000	0	0
			Collections from the Downtown Economic Improvement District (DEID) Assessment. Funds collected are passed through to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance.			
			Budget Note: The current three-year DEID Assessment District's duration is from August 1, 2022 to July 31, 2025.			
<b>74,910</b>	<b>64,200</b>	<b>62,000</b>	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>62,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
7,360	5,844	2,000	<b>6310</b> Interest	10,000	0	0

Budget Document Report

**05 - GRANTS AND SPECIAL ASSESSMENTS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
14,513	279	300	<b>6310-25 Interest - Assessments</b> Interest collected on past due assessment accounts.	300	0	0
0	0	0	<b>6360-05 Grants - Local</b>	25,000	0	0
<b>21,873</b>	<b>6,123</b>	<b>2,300</b>	<b>TOTAL MISCELLANEOUS</b>	<b>35,300</b>	<b>0</b>	<b>0</b>
<b>406,995</b>	<b>219,081</b>	<b>426,388</b>	<b>TOTAL RESOURCES</b>	<b>500,234</b>	<b>0</b>	<b>0</b>

Budget Document Report

**05 - GRANTS AND SPECIAL ASSESSMENTS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>7595-05 Business Assistance Grant - Covid-19</b>	0	0	0
0	0	220,000	<b>7660-07 Materials &amp; Supplies - Opioid Settlement</b> Programming to address the opioid crisis in the community	210,000	0	0
0	0	0	<b>7710 Materials &amp; Supplies - Grants</b>	0	0	0
0	0	0	<b>7710-17 Materials &amp; Supplies - Grants - Navigation Center</b>	0	0	0
0	0	0	<b>7750 Professional Services</b>	42,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Yamhill Co. Community Outreach Services Year 2	1	42,000	42,000
73,818	64,200	62,000	<b>8020 McMinnville Downtown Association</b> Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.		62,000	0
176,418	0	0	<b>8220-19 Yamhill Co Affordable Housing - 2019 Community Dev Block Grant</b>		0	0
<b>250,236</b>	<b>64,200</b>	<b>282,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>314,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
8,001	9,470	9,777	<b>9700-01 Transfers Out - General Fund</b>		12,282	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Administration and Finance personnel services support.	1	12,282	12,282
<b>8,001</b>	<b>9,470</b>	<b>9,777</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>12,282</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>						
0	0	0	<b>9800 Contingencies</b>		0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>						
0	1,081,365	0	<b>9905-01 Designated Ending Fund Balance - Grants &amp; Special Assess - Grants</b>		0	0
148,758	-935,954	134,611	<b>9999 Unappropriated Ending Fd Balance</b> 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
<b>148,758</b>	<b>145,411</b>	<b>134,611</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>173,952</b>	<b>0</b>	<b>0</b>
<b>406,995</b>	<b>219,081</b>	<b>426,388</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>500,234</b>	<b>0</b>	<b>0</b>

## 05 - GRANTS AND SPECIAL ASSESSMENTS FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
406,995	219,081	426,388	<b>TOTAL RESOURCES</b>	500,234	0	0
406,995	219,081	426,388	<b>TOTAL REQUIREMENTS</b>	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.

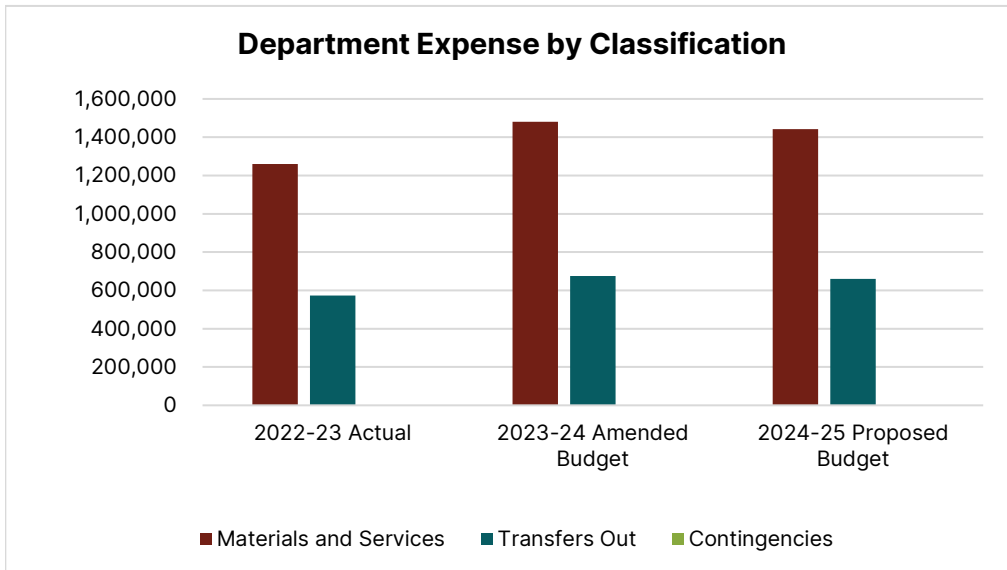
### **Future Challenges and Opportunities**

- 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.

Transient Lodging Tax Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>1,834,808</b>	<b>2,156,000</b>	<b>2,102,403</b>	<b>(53,597)</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>1,834,344</b>	<b>2,156,000</b>	<b>2,102,403</b>	<b>(53,597)</b>
Ending Fund Balance	464	0	0	0



## Transient Lodging Tax Fund

## Historical Highlights

- 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.
- 2017** Transient Lodging Tax 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.
- 2023** 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.



Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
239	400	0	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 carryover from prior year	0	0	0
<b>239</b>	<b>400</b>	<b>0</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
1,657,452	1,824,641	2,155,000	<b>4220</b> <b>Transient Lodging Tax</b> 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.	2,100,403	0	0
<b>1,657,452</b>	<b>1,824,641</b>	<b>2,155,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>2,100,403</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
292	2,600	1,000	<b>6310</b> <b>Interest</b> Interest on past due transient lodging tax payments	2,000	0	0
384	7,167	0	<b>6600</b> <b>Other Income</b> Penalties on past due transient lodging tax payments	0	0	0
<b>675</b>	<b>9,767</b>	<b>1,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>2,000</b>	<b>0</b>	<b>0</b>
<b>1,658,366</b>	<b>1,834,808</b>	<b>2,156,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>2,102,403</b>	<b>0</b>	<b>0</b>

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
966	0	0	<b>7750 Professional Services</b>	0	0	0
0	864	2,400	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for audit, Section 125 plan administrative fees, and other 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
<b>1,139,058</b>	<b>1,260,547</b>	<b>1,480,632</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>1,442,286</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
518,908	573,797	675,368	<b>9700-01 Transfers Out - General Fund</b>	660,117	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<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
<b>518,908</b>	<b>573,797</b>	<b>675,368</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>660,117</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>						
400	464	0	<b>9999 Unappropriated Ending Fd Balance</b> Excess of revenue over expenditures that is carried over to subsequent year is budgeted as contingency. This allows all available dollars to be spent during the fiscal year, if appropriate.	0	0	0
<b>400</b>	<b>464</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1,658,366</b>	<b>1,834,808</b>	<b>2,156,000</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>2,102,403</b>	<b>0</b>	<b>0</b>

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,658,366	1,834,808	2,156,000	<i>TOTAL RESOURCES</i>	2,102,403	0	0
1,658,366	1,834,808	2,156,000	<i>TOTAL REQUIREMENTS</i>	2,102,403	0	0

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# AFFORDABLE HOUSING FUND

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**Organization Set – Sections**

- **Construction Excise Tax**
- **Grants**

**Organization Set #**

**08-25**  
**08-26**

### **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.



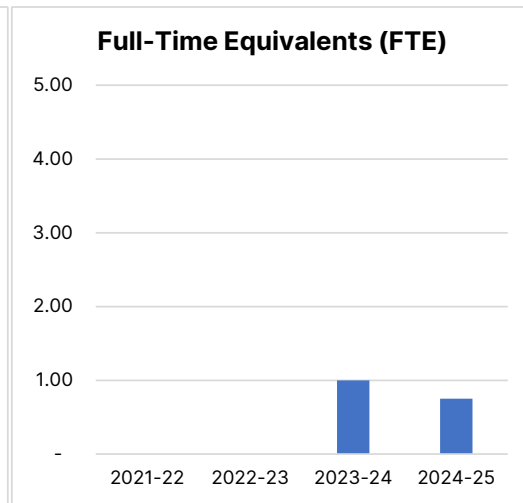
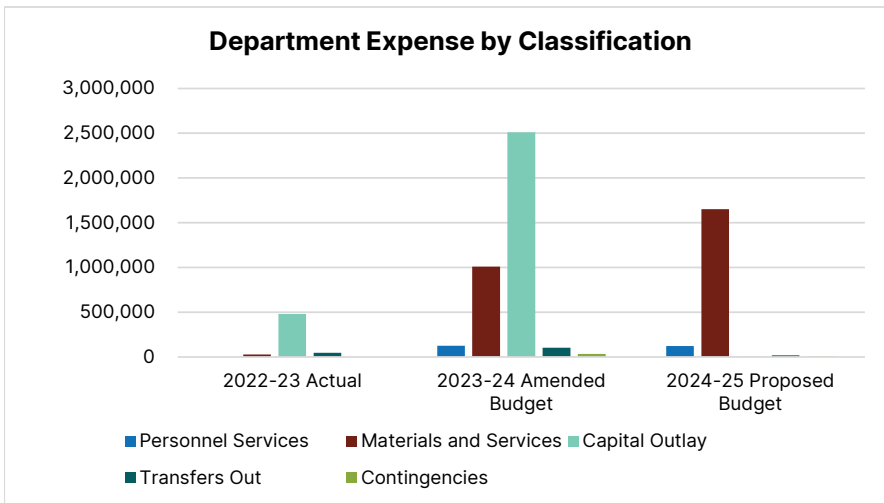
*Concept plans of Stratus Village, a 175 unit affordable housing complex serving households of 60% area median income or less.*



Affordable Housing Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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)
<b>Revenue Total</b>	<b>864,455</b>	<b>3,802,507</b>	<b>1,799,973</b>	<b>(2,002,534)</b>
<b>Expenses</b>				
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)
<b>Expenses Total</b>	<b>557,579</b>	<b>3,782,110</b>	<b>1,799,051</b>	<b>(1,983,059)</b>
Ending Fund Balance	306,877	20,397	922	(19,475)
	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Full-Time Equivalents (FTE)</b>	-	-	1.00	0.75



- 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.

Budget Document Report

**08 - AFFORDABLE HOUSING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	0	0	4008-01 Designated Begin Fd Balance - Affordable Housing - Grants	0	0	0
0	0	0	4090 Beginning Fund Balance	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
0	0	0	4208 Construction Excise Tax	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	4546 American Rescue Plan	0	0	0
0	0	0	4776-05 OR Dept of Administrative Svcs - Navigation Center Grant	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
813	0	0	6310 Interest	0	0	0
<b>813</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>813</b>	<b>0</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**08 - AFFORDABLE HOUSING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b><u>REQUIREMENTS</u></b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	7520 Public Notices & Printing	0	0	0
0	0	0	7660 Materials & Supplies	0	0	0
0	0	0	7750 Professional Services	0	0	0
0	0	0	8016 Affordable Housing Programs	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	8800 Building Improvements	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
0	0	0	9700-01 Transfers Out - General Fund	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>						
0	0	0	9800 Contingencies	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>						
0	0	0	9908-01 Designated Ending Fund Balance - Affordable Housing - Grants	0	0	0
813	0	0	9999 Unappropriated Ending Fd Balance	0	0	0
<b>813</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>813</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**08 - AFFORDABLE HOUSING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 25 - CONSTRUCTION EXCISE TAX Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>BEGINNING FUND BALANCE</u></b>							
0	0	346,934	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from the prior year.	764,051	0	0
<b>0</b>	<b>0</b>	<b>346,934</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>		<b>764,051</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>							
0	0	500,000	<b>4208</b>	<b>Construction Excise Tax</b>	0	0	0
0	287,226	0	<b>4208-05</b>	<b>Construction Excise Tax - Residential</b>	350,000	0	0
0	26,730	0	<b>4208-10</b>	<b>Construction Excise Tax - Commercial</b>	100,000	0	0
<b>0</b>	<b>313,956</b>	<b>500,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>		<b>450,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
0	34,318	30,000	<b>6310</b>	<b>Interest</b>	85,000	0	0
<b>0</b>	<b>34,318</b>	<b>30,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>85,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>							
0	0	31,442	<b>6900-01</b>	<b>Transfers In - General Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>31,442</b>	<b><u>TOTAL TRANSFERS IN</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>348,274</b>	<b>908,376</b>	<b><u>TOTAL RESOURCES</u></b>		<b>1,299,051</b>	<b>0</b>	<b>0</b>

## 08 - AFFORDABLE HOUSING FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 25 - CONSTRUCTION EXCISE TAX Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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### REQUIREMENTS

#### PERSONNEL SERVICES

0	0	71,785	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Associate Planner - Housing - 0.75 FTE	72,849	0	0
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	1,598	0	0
0	0	4,343	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	4,505	0	0
0	0	1,041	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,079	0	0
0	0	21,729	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	22,633	0	0
0	0	22,438	<b>7300-20 Fringe Benefits - Medical Insurance</b>	17,546	0	0
0	0	3,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	2,250	0	0
0	0	60	<b>7300-25 Fringe Benefits - Life Insurance</b>	45	0	0
0	0	172	<b>7300-30 Fringe Benefits - Long Term Disability</b>	174	0	0
0	0	912	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,042	0	0
0	0	23	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	16	0	0
0	0	263	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	58	0	0
<b>0</b>	<b>0</b>	<b>125,766</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>123,795</b>	<b>0</b>	<b>0</b>

#### MATERIALS AND SERVICES

0	0	2,500	<b>7520 Public Notices &amp; Printing</b>	2,500	0	0
0	0	200	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	200	0	0
0	0	0	<b>7610-05 Insurance - Liability</b>	69	0	0
0	0	2,500	<b>7660 Materials &amp; Supplies</b>	2,500	0	0
0	0	27,000	<b>7750 Professional Services</b>	50,400	0	0
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,620	0	0
0	0	0	<b>7840 M &amp; S Computer Charges</b> I.S. Fund materials & supplies costs shared city-wide	1,723	0	0
0	0	6,000	<b>7840-68 M &amp; S Computer Charges - Affordable Housing</b>	0	0	0
0	0	312,122	<b>8016 Affordable Housing Programs</b>	477,600	0	0

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
24 Rollover	1	312,000	312,000
25 Projections	1	165,600	165,600

Budget Document Report

**08 - AFFORDABLE HOUSING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 25 - CONSTRUCTION EXCISE TAX Section : N/A Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	29,080	0	<b>8018</b>	<b>Construction Excise Tax expense</b>			50,400	0	0
				Residential CET - OR Housing Fund (15% Residential)					
0	0	358,000	<b>8226</b>	<b>Developer Incentives</b>			564,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				24 Rollover	1	348,000	348,000		
				25 Projections	1	216,000	216,000		
<b>0</b>	<b>29,080</b>	<b>708,322</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>				<b>1,151,012</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>									
0	0	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			182	0	0
				I.S. Fund capital outlay costs shared city-wide					
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>				<b>182</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>									
0	4,876	4,989	<b>9700-01</b>	<b>Transfers Out - General Fund</b>			8,906	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Admin & Finance Support Services Transfer	1	8,906	8,906		
0	8,254	15,011	<b>9700-70</b>	<b>Transfers Out - Building</b>			9,094	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Building personnel services support	1	9,094	9,094		
<b>0</b>	<b>13,130</b>	<b>20,000</b>	<b><u>TOTAL TRANSFERS OUT</u></b>				<b>18,000</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>									
0	0	34,000	<b>9800</b>	<b>Contingencies</b>			6,062	0	0
<b>0</b>	<b>0</b>	<b>34,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>				<b>6,062</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>									
0	306,064	20,397	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>			0	0	0
<b>0</b>	<b>306,064</b>	<b>20,397</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>348,274</b>	<b>908,485</b>	<b><u>TOTAL REQUIREMENTS</u></b>				<b>1,299,051</b>	<b>0</b>	<b>0</b>

Budget Document Report

**08 - AFFORDABLE HOUSING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 26 - GRANTS Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>BEGINNING FUND BALANCE</u></b>							
0	813	0	4008-01	Designated Begin Fd Balance - Affordable Housing - Grants	922	0	0
<b>0</b>	<b>813</b>	<b>0</b>	<b>TOTAL BEGINNING FUND BALANCE</b>		<b>922</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>							
0	0	0	4520	Community Development Block Grnt McMinnville Housing Rehabilitation Program	500,000	0	0
0	0	0	4546	American Rescue Plan	0	0	0
0	34,894	1,465,106	4776-05	OR Dept of Administrative Svcs - Navigation Center Grant	0	0	0
0	480,475	19,525	4779-05	YCAP - Navigation Center Grant	0	0	0
0	0	609,500	5015	Yamhill Community Care Org	0	0	0
<b>0</b>	<b>515,369</b>	<b>2,094,131</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>500,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>							
0	0	800,000	6900-01	Transfers In - General Fund	0	0	0
<b>0</b>	<b>0</b>	<b>800,000</b>	<b>TOTAL TRANSFERS IN</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>516,182</b>	<b>2,894,131</b>	<b>TOTAL RESOURCES</b>		<b>500,922</b>	<b>0</b>	<b>0</b>



Budget Document Report

**08 - AFFORDABLE HOUSING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 26 - GRANTS Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	0	<b>7520</b>	<b>Public Notices &amp; Printing</b>		0	0	0
0	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>		0	0	0
0	200	300,000	<b>7750</b>	<b>Professional Services</b>		500,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				CDBG housing rehab grant FY25 and FY26	1	500,000	500,000	
0	0	0	<b>8016</b>	<b>Affordable Housing Programs</b>		0	0	0
<b>0</b>	<b>200</b>	<b>300,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>500,000</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	480,688	2,509,618	<b>8800</b>	<b>Building Improvements</b>		0	0	0
				Building improvements for the navigation center				
<b>0</b>	<b>480,688</b>	<b>2,509,618</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
0	34,481	84,404	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		0	0	0
<b>0</b>	<b>34,481</b>	<b>84,404</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
0	813	0	<b>9908-01</b>	<b>Designated Ending Fund Balance - Affordable Housing - Grants</b>		922	0	0
<b>0</b>	<b>813</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>922</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>516,182</b>	<b>2,894,022</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>500,922</b>	<b>0</b>	<b>0</b>

**08 - AFFORDABLE HOUSING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
813	864,455	3,802,507	<b>TOTAL RESOURCES</b>	1,799,973	0	0
813	864,455	3,802,507	<b>TOTAL REQUIREMENTS</b>	1,799,973	0	0



# **TELECOMMUNICATIONS FUND**



### **Budget Highlights**

- The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Ziplly 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 the Telecommunications Fund are passed through to McMinnville Community Media (MCM).
- The City also receives a Public Education and Government (PEG) subscriber fee from Ziplly 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. Ziplly 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 Ziplly (\$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.
- Ziplly, 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.

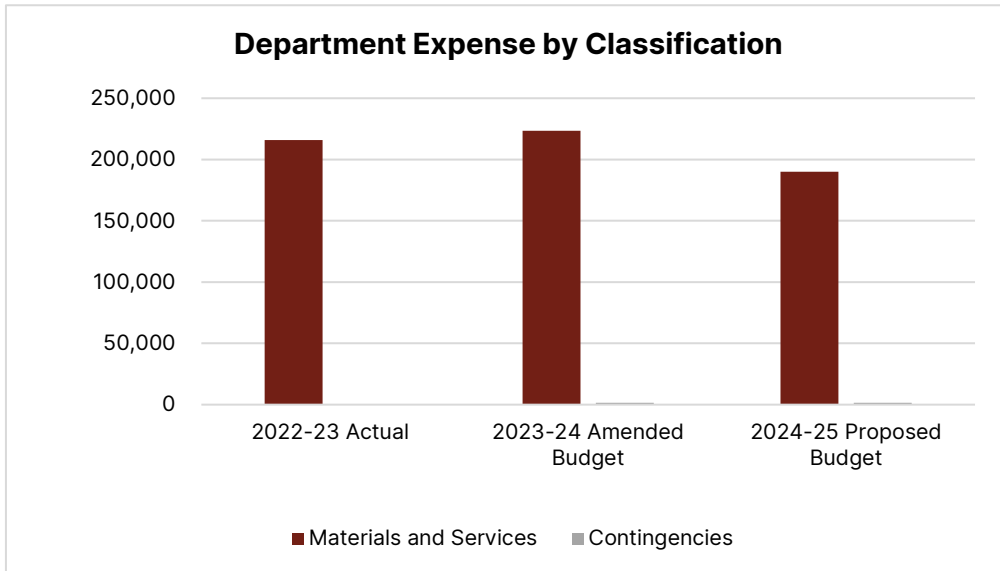
### **Mac-Town 2032 Strategic Plan**

- The City's financial support of McMinnville Community Media (MCM) is particularly relevant to one of the Strategic Plan goals:
  - 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 under-served populations and reflects a broad range of community interests.

Telecommunications Fund

**Fund Cost Summary**

	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
<b>Revenue Total</b>	<b>217,931</b>	<b>225,558</b>	<b>192,355</b>	<b>(33,203)</b>
Expenses				
Materials and Services	215,926	223,500	190,150	(33,350)
Contingencies	0	1,500	1,500	0
<b>Expenses Total</b>	<b>215,926</b>	<b>225,000</b>	<b>191,650</b>	<b>(33,350)</b>
Ending Fund Balance	2,005	558	705	147



- |  |   |   |
|--|---|---|
| <p><b>1982</b> Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.</p>                                | <p><b>2001</b> New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.</p>   | <p><b>2003</b> January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.</p>  |
| <p><b>1999</b> Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&amp;T Broadband.</p> | <p><b>2001</b> City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.</p>   | <p><b>2005</b> MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.</p>  |
| <p><b>2001</b> New franchise agreement with TCI Cablevision of Oregon dba AT&amp;T Broadband signed and becomes effective July 1, 2001.</p>  | <p><b>2001</b> McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio.</p> | <p><b>2006</b> January 2006, Major upgrade of <b>mcm11.org</b> website, allowing form submittal and easy access to program listings.</p>  |
| <p><b>2001</b> 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.</p>                        | <p><b>2001</b> City receives \$453,500 from TCI / AT&amp;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.</p>                  | <p><b>2007</b> Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.</p>   |
|  | <p><b>2002</b> April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.</p>  | <p><b>2008</b> MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.</p>  |
|  |   | <p><b>2009</b> “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.</p> |

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,955	1,958	2,008	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 carryover from the prior year	2,105	0	0
<b>1,955</b>	<b>1,958</b>	<b>2,008</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>2,105</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
15,220	10,341	5,000	<b>4205-07</b> <b>Franchise Fees - Zply-Cable</b> Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. Anticipate company exiting cable business in FY2024-25.	800	0	0
152,145	146,360	147,000	<b>4205-15</b> <b>Franchise Fees - Comcast Communications-Cable</b> Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	134,100	0	0
4,564	2,435	1,500	<b>4275-07</b> <b>Subscriber Fees - PEG - Zply-Cable</b> \$1 per month subscriber fee received from Zply Fiber for public access channel capital expenditures; passed through to McMinnville Community Media (MCM). Anticipate company exiting cable business in FY2024-25.	250	0	0
72,600	56,790	70,000	<b>4275-15</b> <b>Subscriber Fees - PEG - Comcast-Cable</b> 2013-2023 Franchise is for \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	55,000	0	0
<b>244,529</b>	<b>215,926</b>	<b>223,500</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>190,150</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
3	47	50	<b>6310</b> <b>Interest</b>	100	0	0
<b>3</b>	<b>47</b>	<b>50</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>100</b>	<b>0</b>	<b>0</b>
<b>246,487</b>	<b>217,931</b>	<b>225,558</b>	<b><u>TOTAL RESOURCES</u></b>	<b>192,355</b>	<b>0</b>	<b>0</b>

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
152,145	146,360	147,000	<b>8170-05</b> <b>McMinnville Community Media - Comcast Franchise Fees-Cable</b> Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	134,100	0	0
15,220	10,341	5,000	<b>8170-07</b> <b>McMinnville Community Media - Zply Franchise Fee-Cable</b> Zply cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	800	0	0
			Note: Estimating decrease due to company's possible reduction of services.			
72,600	56,790	70,000	<b>8170-15</b> <b>McMinnville Community Media - PEG Access Support-Comcast</b> City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	55,000	0	0
4,564	2,435	1,500	<b>8170-17</b> <b>McMinnville Community Media - PEG Access Support-Zply</b> City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Zply. Fee is required to be spent on cable access channel capital equipment.	250	0	0
			Note: Estimating decrease due to company's possible reduction of services.			
<b>244,529</b>	<b>215,926</b>	<b>223,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>190,150</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
0	0	0	<b>9700-01</b> <b>Transfers Out - General Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>						
0	0	1,500	<b>9800</b> <b>Contingencies</b>	1,500	0	0
<b>0</b>	<b>0</b>	<b>1,500</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>1,500</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>						
1,958	2,005	558	<b>9999</b> <b>Unappropriated Ending Fd Balance</b> Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	705	0	0
<b>1,958</b>	<b>2,005</b>	<b>558</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>705</b>	<b>0</b>	<b>0</b>
<b>246,487</b>	<b>217,931</b>	<b>225,558</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>192,355</b>	<b>0</b>	<b>0</b>



## 10 - TELECOMMUNICATIONS FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
246,487	217,931	225,558	<b>TOTAL RESOURCES</b>	192,355	0	0
246,487	217,931	225,558	<b>TOTAL REQUIREMENTS</b>	192,355	0	0



**EMERGENCY COMMUNICATIONS FUND**



## **Budget Highlights**

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- **Zipty – 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**

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- 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**

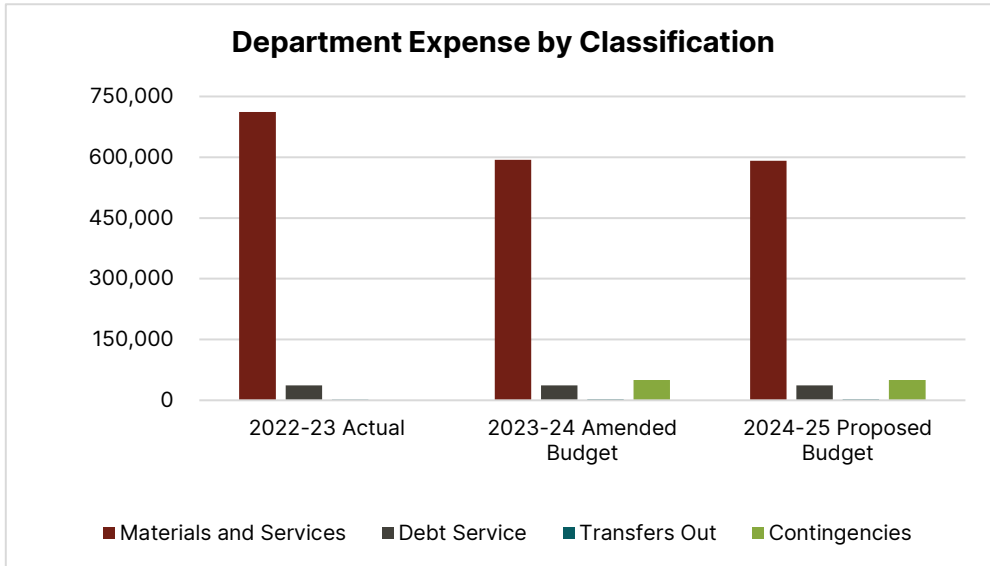
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- Identifying funding sources for maintaining and improving the public safety radio system.

Emergency Communications Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>905,104</b>	<b>766,186</b>	<b>801,380</b>	<b>35,194</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>750,874</b>	<b>683,398</b>	<b>680,928</b>	<b>(2,470)</b>
Ending Fund Balance	154,231	82,788	120,452	37,664



# Emergency Communications Fund

## Historical Highlights

- 1987** Yamhill Communications Agency (YCOM) is formed under ORS 190. Previously Yamhill County and City of McMinnville operated joint emergency communication center in the basement of Yamhill County Courthouse. During this time, emergency communication expenses are a department in the General Fund.
- 1988** YCOM moves into a remodeled portion of the Police Department rent and primarily utility free.
- 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>	<u>YCOM City Contribution</u>
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 inter-governmental 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.
- 2018** 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.

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
110,934	152,468	142,534	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 carryover from the prior year	145,633	0	0
<b>110,934</b>	<b>152,468</b>	<b>142,534</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>145,633</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
47,627	6,090	3,600	<b>4205-06</b> <b>Franchise Fees - Miscellaneous-Telecommunications</b> 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> <b>Franchise Fees - Ziply-Telephone</b> 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
<b>66,037</b>	<b>23,234</b>	<b>24,800</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>21,800</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
7,500	8,000	8,000	<b>5040-05</b> <b>Yamhill Communications Agency - Radio System</b> City funds for radio equipment reserve held by Yamhill County	8,000	0	0
<b>7,500</b>	<b>8,000</b>	<b>8,000</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>8,000</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
15,480	15,480	15,480	<b>5325</b> <b>System Access Fees</b> Fees charged for access to City's radio system.	24,750	0	0
<b>15,480</b>	<b>15,480</b>	<b>15,480</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>24,750</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
452	3,150	2,600	<b>6310</b> <b>Interest</b>	7,000	0	0
<b>452</b>	<b>3,150</b>	<b>2,600</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>7,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>						
819,282	702,772	572,772	<b>6900-01</b> <b>Transfers In - General Fund</b>	594,197	0	0

## 15 - EMERGENCY COMMUNICATIONS FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<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
<b>819,282</b>	<b>702,772</b>	<b>572,772</b>	<b><u>TOTAL TRANSFERS IN</u></b>		<b>594,197</b>	<b>0</b>
<b>1,019,684</b>	<b>905,104</b>	<b>766,186</b>	<b><u>TOTAL RESOURCES</u></b>		<b>801,380</b>	<b>0</b>



# 15 - EMERGENCY COMMUNICATIONS FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
1,318	1,367	11,300	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>	11,300	0
45,086	44,081	45,476	<b>7750</b>	<b>Professional Services</b>	36,888	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			July / August contract cost radio maintenance	2	3,789	7,578
			September thru June contract cost radio maintenance	10	2,931	29,310
0	936	1,300	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>	2,370	0
			Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses			
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0
782,110	665,600	535,600	<b>8180-05</b>	<b>YCOM - Other Governmental Services</b>	540,800	0
			City's support for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).			
<b>828,514</b>	<b>711,984</b>	<b>593,676</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>591,358</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	<b>8710</b>	<b>Equipment</b>	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>						
30,333	31,592	32,903	<b>9520-05</b>	<b>Equipment-Lease Purchase - Principal</b>	34,269	0
			Principal payment for lease authorized in 2019-20. Payment due on September 15th. Lease used to purchase new mobile and portable radios for the Police Department, as well as convert MPD's primary radio channel from analog to digital and encrypt the frequency.			
6,839	5,580	4,269	<b>9520-10</b>	<b>Equipment-Lease Purchase - Interest</b>	2,904	0
			Interest payment on lease due September 15th.			
<b>37,172</b>	<b>37,172</b>	<b>37,172</b>	<b><u>TOTAL DEBT SERVICE</u></b>		<b>37,173</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
1,531	1,718	2,550	<b>9700-01</b>	<b>Transfers Out - General Fund</b>	2,397	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Finance personnel services support.	1	2,397	2,397
<b>1,531</b>	<b>1,718</b>	<b>2,550</b>	<b><u>TOTAL TRANSFERS OUT</u></b>		<b>2,397</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>						
0	0	50,000	<b>9800</b>	<b>Contingencies</b>	50,000	0

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	50,000	<b>TOTAL CONTINGENCIES</b>	50,000	0	0
<b>ENDING FUND BALANCE</b>						
152,468	154,231	82,788	<b>9999 Unappropriated Ending Fd Balance</b> 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
<b>152,468</b>	<b>154,231</b>	<b>82,788</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>120,452</b>	<b>0</b>	<b>0</b>
<b>1,019,684</b>	<b>905,105</b>	<b>766,186</b>	<b>TOTAL REQUIREMENTS</b>	<b>801,380</b>	<b>0</b>	<b>0</b>

## 15 - EMERGENCY COMMUNICATIONS FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,019,684	905,104	766,186	<b>TOTAL RESOURCES</b>	801,380	0	0
1,019,684	905,104	766,186	<b>TOTAL REQUIREMENTS</b>	801,380	0	0



# **STREET FUND**



### 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 retro-reflectivity and pavement markings. Deficient signs and markings are identified and scheduled for replacement over the coming year, with the condition ratings used to establish priorities. Specific signage projects will include the annual nighttime retro-reflectivity surveys and resulting

replacements, as well 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**

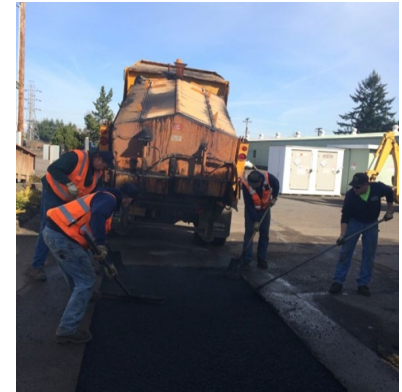
The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's transportation system asset base. These services are also consistent with the City Government Capacity priority in that 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*



### 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*



# Street (State Gas Tax) Fund

## 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.

*Sean Garrison, Sr. UW  
(20yrs) removing a  
downed tree on NW 20<sup>th</sup>*



## 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 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.



*Marsh Lane prior to a scheduled clean up*

- 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.

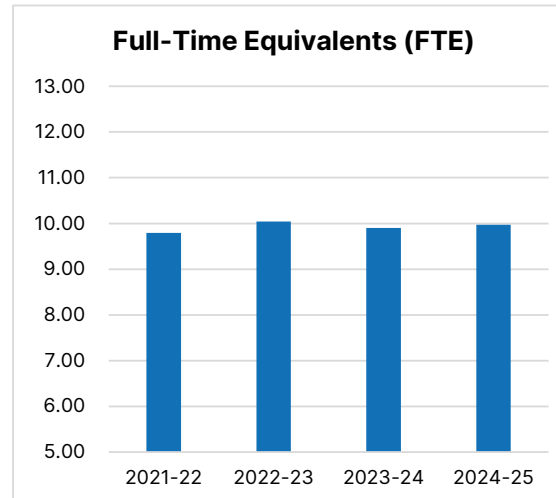
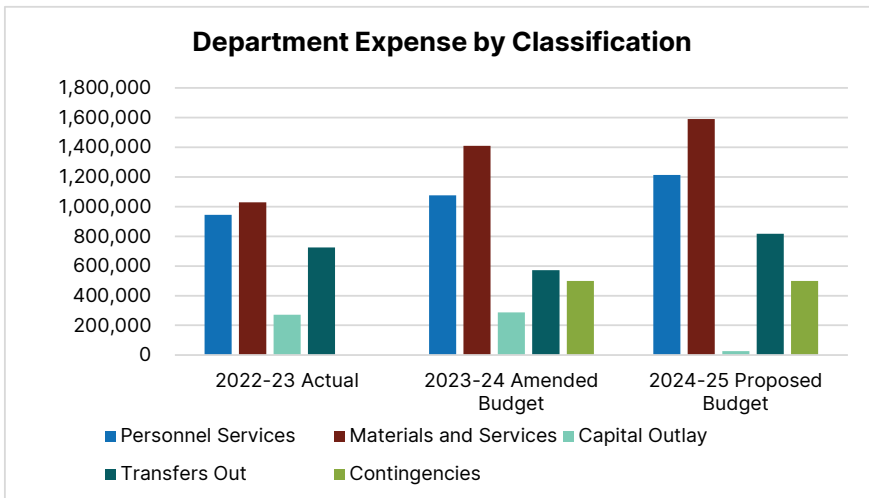
### **Accessibility**

- 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 Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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)
<b>Revenue Total</b>	<b>5,231,501</b>	<b>5,033,657</b>	<b>5,151,045</b>	<b>117,388</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>2,968,298</b>	<b>3,845,262</b>	<b>4,147,239</b>	<b>301,977</b>
Ending Fund Balance	2,263,203	1,188,395	1,003,806	(184,589)
	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
<b>Full-Time Equivalents (FTE)</b>	9.79	10.04	9.90	9.97



## Street (State Gas Tax) Fund

## Historical Highlights

<b>1962</b>	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	<b>1997</b>	Public Works Superintendent assumes managerial responsibility over parks maintenance.	<b>2007</b>	Decorative antique street lights installed along 3 <sup>rd</sup> Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.
<b>1976</b>	Downtown core area tree planting completed.	<b>1997</b>	City of McMinnville awarded "Tree CityUSA".	<b>2007</b>	City awarded "Tree City USA" designation for the 10 <sup>th</sup> consecutive year.
<b>1986</b>	Crack Sealing Program begins on city streets to prolong street life.	<b>2003</b>	Retrofitted 19 Americans with Disability Act (ADA) approved wheelchair ramps in school zones.	<b>2008</b>	Public Works crews responded to a 40-year snow & ice event in December.
<b>1987</b>	Public Works Superintendent assumes managerial responsibility over streets and sewer operations.	<b>2004</b>	Street Department maintains 97 miles of streets.	<b>2008</b>	First slurry seal project on city streets to prolong street life.
<b>1990</b>	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	<b>2005</b>	Street Department maintains 100 miles of streets.	<b>2009</b>	Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.
<b>1990</b>	City maintains 64 miles of paved streets.	<b>2005</b>	200 new street signs were installed.	<b>2010</b>	In 20 <sup>th</sup> year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.
<b>1994</b>	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.	<b>2006</b>	Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH wind-related calls due to December 14 <sup>th</sup> storm event.		
<b>1994</b>	Street sweeping function partially contracted.	<b>2007</b>	Computerized maintenance management program implemented, including a work order system and an asset management system.		
<b>1996</b>	Seal Coating Program on city streets initiated to prolong street life.				

# Street (State Gas Tax) Fund

## Historical Highlights

<p><b>2010</b> Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.</p>	<p><b>2012</b> 2<sup>nd</sup> &amp; Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks</p>	<p><b>2016</b> As part of succession planning, Senior Utility Worker position implemented.</p>
<p><b>2010</b> Implemented the use of liquid deicer on streets as a tool during snow and ice events.</p>	<p><b>2013</b> Pedestrian safety improvements installed at mid block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new continental style crosswalks, signage and pedestrian paddles.</p>	<p><b>2017</b> City awarded “Tree City USA” designation for the 20<sup>th</sup> consecutive year.</p>
<p><b>2011</b> City utilizes “warm mix” asphalt technology for the first time, paving Fenton Street from W. 2<sup>nd</sup> to Wallace Road.</p>	<p><b>2014</b> Public Works crews in partnership with local contractors responded to a major February snowstorm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.</p>	<p><b>2019</b> Utility Worker I position added to increase capacity to maintain new transportation system elements built with 2014 Transportation bond.</p>
<p><b>2011</b> 8<sup>th</sup> Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.</p>	<p><b>2015</b> Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters as recommended by Federal Highway Administration. Work to be completed over a 3 year period.</p>	<p><b>2019</b> Baker Creek Road re-stripped from Crimson Court to Hill Road to add bike lanes and center left turn lane.</p>
<p><b>2012</b> 2<sup>nd</sup> &amp; Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.</p>		<p><b>2020</b> Implemented a Driver Feedback program with the purchase of two Radar Driver Feedback Signs. These signs are pole mounted and will be rotated throughout the City in corridors that have been identified as having excessive speed concerns or complaints.</p>
<p><b>2012</b> Pedestrian crossing at 15<sup>th</sup> &amp; Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.</p>		

- 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.

Budget Document Report

**20 - STREET FUND**

Department : N/A  
 Section : N/A  
 Program : N/A

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>BEGINNING FUND BALANCE</u></b>							
1,779,174	2,224,397	2,030,792	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	2,253,798	0	0
0	0	0	<b>4092</b>	<b>Designated Begin Fund Balance-Capital Replacement Reserve</b> Designated Beginning Fund Balance reserve for future vehicle and equipment acquisition.	30,000	0	0
<b>1,779,174</b>	<b>2,224,397</b>	<b>2,030,792</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>		<b>2,283,798</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>							
27	39	50	<b>4300</b>	<b>Bicycle Fees</b>	50	0	0
<b>27</b>	<b>39</b>	<b>50</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>		<b>50</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>							
49	1,346	0	<b>4545</b>	<b>Federal FEMA Grant</b>	0	0	0
9,859	0	0	<b>4546</b>	<b>American Rescue Plan</b>	0	0	0
0	0	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>	0	0	0
0	226,263	277,590	<b>4590-30</b>	<b>ODOT Federal Grants - Hwy Infrastruct Prog(HIP-CRRSAA)</b>	32,197	0	0
2,755,403	2,704,049	2,665,000	<b>4740</b>	<b>OR State Gas Taxes</b> State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.	2,725,000	0	0
<b>2,765,311</b>	<b>2,931,657</b>	<b>2,942,590</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>2,757,197</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
9,187	51,282	43,000	<b>6310</b>	<b>Interest</b>	100,000	0	0
7,454	17,653	10,000	<b>6600</b>	<b>Other Income</b>	10,000	0	0
<b>16,641</b>	<b>68,935</b>	<b>53,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>110,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>							
6,016	6,473	7,225	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>	0	0	0
<b>6,016</b>	<b>6,473</b>	<b>7,225</b>	<b><u>TOTAL TRANSFERS IN</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>4,567,169</b>	<b>5,231,501</b>	<b>5,033,657</b>	<b><u>TOTAL RESOURCES</u></b>		<b>5,151,045</b>	<b>0</b>	<b>0</b>

Budget Document Report

20 - STREET FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,099	4,112	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
486,260	506,153	555,712	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Maintenance & Operations - Superintendent - 0.50 FTE Maintenance & Operations - Supervisor - Street - 0.95 FTE Maintenance & Operations - Supervisor - Park Maint - 0.05 FTE Wastewater Svcs Supervisor-Conveyance - 0.10 FTE Mechanic - Ops & Maint - 0.45 FTE Senior Utility Worker - 1.00 FTE Senior Utility Worker - WWS - 0.10 FTE Utility Worker II - 4.00 FTE Utility Worker II - WWS - 0.40 FTE Management Support Specialist - Senior - 0.50 FTE	626,675	0	0
32,790	48,995	77,250	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Streets - 1.92 FTE	82,000	0	0
6,441	12,347	11,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	12,000	0	0
5	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
-174	1,731	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
31,441	33,947	38,960	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	43,599	0	0
7,353	7,939	9,337	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	10,448	0	0
151,117	149,501	191,538	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	215,501	0	0
122,725	131,723	139,476	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	162,216	0	0
18,600	21,700	17,750	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	20,000	0	0
607	456	477	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	483	0	0
1,793	1,282	1,311	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,460	0	0
40,730	24,599	27,436	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	33,872	0	0
163	177	225	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	207	0	0
-1,078	0	3,990	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	3,990	0	0
0	0	2,326	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	564	0	0
<b>899,871</b>	<b>944,662</b>	<b>1,076,788</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>1,213,015</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

1,078	2,378	2,500	<b>7530</b>	<b>Training</b>	2,850	0	0
585	690	1,200	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,600	0	0



Budget Document Report

20 - STREET FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,376	2,708	8,500	<b>7550</b>	<b>Travel &amp; Education</b>		7,900	0	0
25,586	32,658	40,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		35,000	0	0
14,399	9,113	13,500	<b>7600</b>	<b>Utilities</b>		13,500	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		0	0	0
64,907	76,481	84,320	<b>7610-05</b>	<b>Insurance - Liability</b>		30,909	0	0
9,893	12,665	15,700	<b>7610-10</b>	<b>Insurance - Property</b>		19,885	0	0
7,550	17,555	11,000	<b>7620</b>	<b>Telecommunications</b>		11,000	0	0
				Includes funding for redundant communications capability-cell phones and radio system maintenance				
2,448	2,515	2,900	<b>7650</b>	<b>Janitorial</b>		2,900	0	0
18,394	23,977	18,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		20,000	0	0
35,784	38,697	85,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		95,000	0	0
				Materials and supplies for street maintenance activities				
0	0	0	<b>7720-05</b>	<b>Repairs &amp; Maintenance - Inventory-InterDept Projects</b>		0	0	0
43,597	20,051	25,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		30,000	0	0
0	0	0	<b>7720-07</b>	<b>Repairs &amp; Maintenance - Inventory-Equipment</b>		0	0	0
2,676	3,104	7,500	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		4,500	0	0
				Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.				
0	0	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		0	0	0
15,888	4,677	7,500	<b>7720-28</b>	<b>Repairs &amp; Maintenance - Right of Way</b>		7,500	0	0
				Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.				
17,950	54,444	50,000	<b>7720-30</b>	<b>Repairs &amp; Maintenance - Sidewalks</b>		50,000	0	0
				Repair and construction of city sidewalks and wheelchair ramps.				
2,232	9,054	10,000	<b>7720-32</b>	<b>Repairs &amp; Maintenance - Traffic Signal</b>		10,000	0	0
				Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.				
5,284	3,907	100,000	<b>7720-35</b>	<b>Repairs &amp; Maintenance - Storm Drains</b>		100,000	0	0
				Repair of the storm drainage system within the public right-of-way.				
2,519	168	27,000	<b>7750</b>	<b>Professional Services</b>		27,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Pavement Ratings Services	1	12,000	12,000	
				Miscellaneous Professional Services	1	15,000	15,000	
0	3,841	5,000	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		12,990	0	0
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
324,471	332,194	511,500	<b>7780-12</b>	<b>Contract Services - Street Maintenance</b>		699,950	0	0

Budget Document Report

**20 - STREET FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET																																								
Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.																																														
			<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Downtown Street Sweeping</td> <td>1</td> <td>39,000</td> <td>39,000</td> </tr> <tr> <td>Citywide Street Sweeping</td> <td>1</td> <td>272,700</td> <td>272,700</td> </tr> <tr> <td>Striping</td> <td>1</td> <td>50,000</td> <td>50,000</td> </tr> <tr> <td>Backflow Testing</td> <td>1</td> <td>1,250</td> <td>1,250</td> </tr> <tr> <td>Graffiti Removal</td> <td>1</td> <td>4,000</td> <td>4,000</td> </tr> <tr> <td>Homeless Camp Cleanup</td> <td>1</td> <td>25,000</td> <td>25,000</td> </tr> <tr> <td>Emergency Sweeping</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> <tr> <td>Litter Patrol</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Pavement Repairs</td> <td>1</td> <td>300,000</td> <td>300,000</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	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			
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19,095	5,489	5,000	<b>7800 M &amp; S Equipment</b>	5,000	0	0																																								
Miscellaneous small equipment for operations and maintenance																																														
1,071	1,539	1,500	<b>7800-42 M &amp; S Equipment - Shop</b>	1,500	0	0																																								
Miscellaneous small equipment and tools for shop operations and maintenance																																														
7,018	9,599	8,326	<b>7840 M &amp; S Computer Charges</b>	13,787	0	0																																								
I.S. Fund materials & supplies costs shared city-wide																																														
9,277	15,125	13,450	<b>7840-75 M &amp; S Computer Charges - Street</b>	23,750	0	0																																								
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Bluebeam licensing	1	400	400																																											
35,197	30,313	25,000	<b>8190 Signs</b>	33,900	0	0																																								
Street signing materials and supplies, along with replacement of downtown parking signage.																																														
282,962	293,659	300,000	<b>8200 Street &amp; Parking Lot Lighting</b>	300,000	0	0																																								
McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.																																														
2,128	21,540	30,000	<b>8210 Street Tree Program</b>	30,000	0	0																																								
The street tree program includes activities related to planting, removal and pruning of street trees in the downtown core. It also includes work on right of way trees around the community related to storm damage, including clean-up, pruning, and removals.																																														
<b>954,363</b>	<b>1,028,144</b>	<b>1,409,396</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,590,421</b>	<b>0</b>	<b>0</b>																																								

Budget Document Report

**20 - STREET FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>									
0	271,282	257,500	<b>8710</b>	<b>Equipment</b>		25,000	0	0	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Sanding Unit for 5 yard Dump Truck (Replace Sander 94-2)	1	25,000	25,000		
654	0	2,232	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,456	0	0	
				I.S. Fund capital outlay costs shared city-wide					
0	0	27,500	<b>8750-75</b>	<b>Capital Outlay Computer Charges - Street</b>		0	0	0	
<b>654</b>	<b>271,282</b>	<b>287,232</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>26,456</b>	<b>0</b>	<b>0</b>	
<b><u>TRANSFERS OUT</u></b>									
276,923	337,516	329,113	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		304,030	0	0	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Street Fund support of Engineering operations.	1	42,405	42,405		
				Engineering, Admin, & Finance personnel services support.	1	254,782	254,782		
				Street Fund support of centralized Facility operations.	1	6,843	6,843		
200,000	375,000	230,000	<b>9700-45</b>	<b>Transfers Out - Transportation</b>		500,000	0	0	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Gas tax revenues used to fund Transportation Fund expenses.	1	500,000	500,000		
10,960	11,694	12,733	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		13,317	0	0	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Information Systems personnel services support.	1	13,317	13,317		
<b>487,883</b>	<b>724,210</b>	<b>571,846</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>817,347</b>	<b>0</b>	<b>0</b>	
<b><u>CONTINGENCIES</u></b>									
0	0	500,000	<b>9800</b>	<b>Contingencies</b>		500,000	0	0	
<b>0</b>	<b>0</b>	<b>500,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>500,000</b>	<b>0</b>	<b>0</b>	
<b><u>ENDING FUND BALANCE</u></b>									
0	0	30,000	<b>9992</b>	<b>Designated Ending Fund Balance-Capital Replacement Reserve</b>		60,000	0	0	
				Designated ending fund balance reserve for future vehicle and equipment acquisition.					
2,224,397	2,263,203	1,158,395	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		943,806	0	0	
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.					
<b>2,224,397</b>	<b>2,263,203</b>	<b>1,188,395</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>1,003,806</b>	<b>0</b>	<b>0</b>	

Budget Document Report

**20 - STREET FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,567,169	5,231,501	5,033,657	<b>TOTAL REQUIREMENTS</b>	5,151,045	0	0

Budget Document Report

**20 - STREET FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,567,169	5,231,501	5,033,657	<b>TOTAL RESOURCES</b>	5,151,045	0	0
4,567,169	5,231,501	5,033,657	<b>TOTAL REQUIREMENTS</b>	5,151,045	0	0



# **AIRPORT MAINTENANCE FUND**



Airport Layout Map

### Budget Highlights

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of 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.

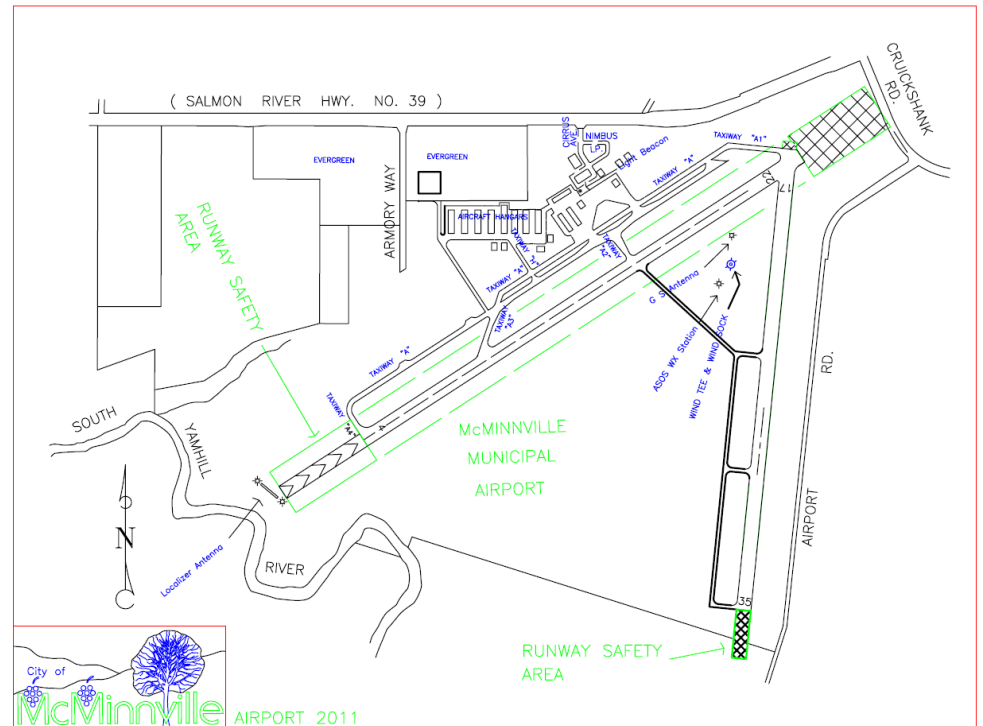
- The adopted 2004 Airport Layout Plan (ALP) is scheduled to be updated in 2024 with an Airport Master Plan and Layout Plan. The new plans will identify improvements necessary to maintain a safe and efficient airport.
- The “Minimum Standards for Commercial Aeronautical Activities” for the airport provide 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 flight instruction; aircraft and avionics maintenance; aircraft storage; private business flights; corporate flights; and personal flying.
- 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.



*There are 128 based aircraft at the McMinnville Municipal Airport.*

### 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.

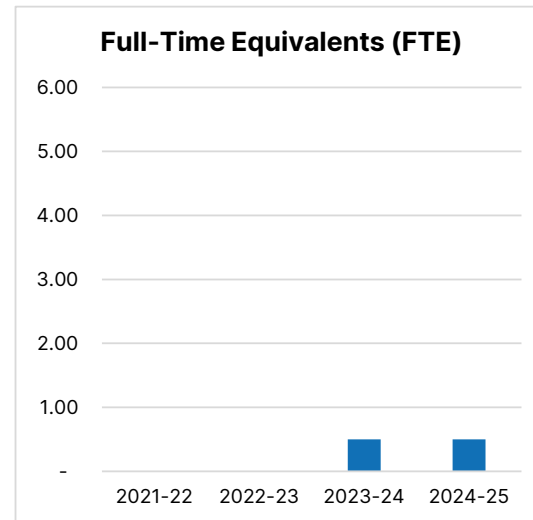
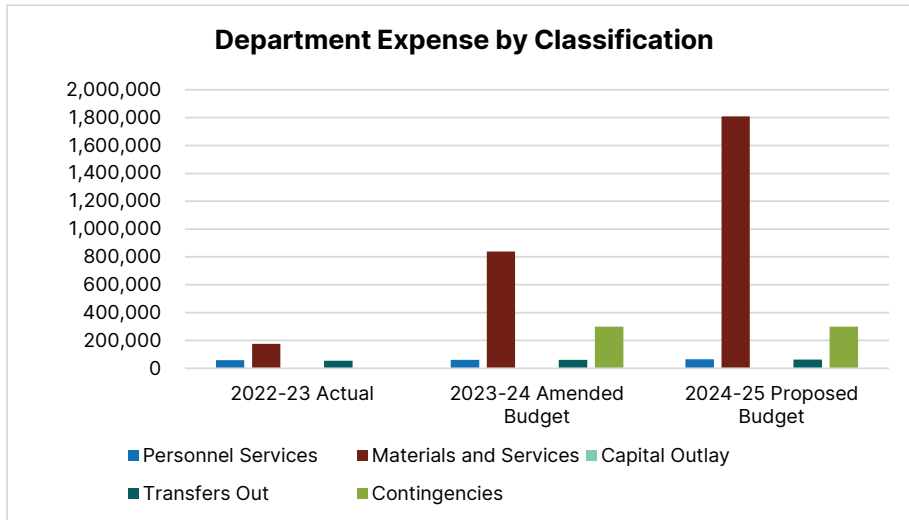




Airport Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>1,106,355</b>	<b>1,630,586</b>	<b>2,644,642</b>	<b>1,014,056</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>286,987</b>	<b>1,259,648</b>	<b>2,235,558</b>	<b>975,910</b>
Ending Fund Balance	819,368	370,938	409,084	38,146
	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
<b>Full-Time Equivalents (FTE)</b>	-	-	0.50	0.50



## Airport Maintenance Fund

## Historical Highlights

<b>1942</b>	McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.	<b>2001</b>	Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.	<b>2007</b>	Environmental and design work begin for major airport improvements.
<b>1957</b>	East Hangar is constructed.	<b>2003</b>	Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
<b>1973</b>	Airport Layout Plan (ALP) and Master Plan is written.	<b>2004</b>	Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.
<b>1982</b>	Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.	<b>2005</b>	Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.	<b>2009</b>	Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a long term lease.
<b>1987</b>	Annual \$60,000 Transfer to Debt Service Fund eliminated.	<b>2006</b>	FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.	<b>2010</b>	Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
<b>1992</b>	Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.	<b>2006</b>	City and Evergreen Aviation reach agreement on partnership for major airport improvements.	<b>2014</b>	City successfully applies for a Connect Oregon V Grant for the City's 10% share of matching funds for an almost \$8M Runway re-construction project.
<b>1999</b>	New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.			<b>2016</b>	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.

**2022** 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.



Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>BEGINNING FUND BALANCE</b>							
552,840	617,242	779,786	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 carryover from prior year	915,142	0	0
<b>552,840</b>	<b>617,242</b>	<b>779,786</b>	<b>TOTAL BEGINNING FUND BALANCE</b>		<b>915,142</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>							
1,326,403	2,634	355,000	<b>4580</b>	<b>FAA Grant</b> FY25: FAA Grant (90% FAA,10% Airport Fund) FY25: FAA BIL Grant (90% FAA, 10% Airport Fund)	1,237,500	0	0
29,218	0	0	<b>4580-20</b>	<b>FAA Grant - CARES Act Airport Grant</b>	0	0	0
23,000	0	0	<b>4580-21</b>	<b>FAA Grant - CRRSA-Coronavirus Response &amp; Rel</b>	0	0	0
6,839	52,161	0	<b>4580-22</b>	<b>FAA Grant - Airport Rescue Grant</b>	0	0	0
0	0	0	<b>4775-10</b>	<b>ODOT State Grants - Connect Oregon</b>	0	0	0
0	0	15,000	<b>4790</b>	<b>OR Aviation Department Grant</b> Critical Oregon Airport Relief (COAR) Program grant	20,000	0	0
<b>1,385,460</b>	<b>54,795</b>	<b>370,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>1,257,500</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
68,271	77,710	80,040	<b>5400-05</b>	<b>Property Rentals - Crop Share &amp; USDA</b>	82,500	0	0
71,977	68,392	69,000	<b>5400-10</b>	<b>Property Rentals - Land Leases</b>	71,500	0	0
169,475	167,528	164,910	<b>5400-15</b>	<b>Property Rentals - OSP Building</b>	169,000	0	0
0	0	56,000	<b>5400-17</b>	<b>Property Rentals - 4025 Nimbus Loop</b> Newly acquired property.	12,000	0	0
9,026	10,263	10,350	<b>5400-20</b>	<b>Property Rentals - Fixed Base Operator Lease</b>	11,000	0	0
72,220	66,454	67,700	<b>5400-25</b>	<b>Property Rentals - City Hangar</b>	68,000	0	0
<b>390,969</b>	<b>390,346</b>	<b>448,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>414,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>							
2,061	16,649	12,000	<b>6310</b>	<b>Interest</b>	38,000	0	0
0	4,800	0	<b>6600</b>	<b>Other Income</b>	0	0	0
10,000	11,850	10,800	<b>6600-22</b>	<b>Other Income - Airshow</b>	10,000	0	0
10,775	10,672	10,000	<b>6600-40</b>	<b>Other Income - Fuel Flowage Fees</b>	10,000	0	0
<b>22,836</b>	<b>43,971</b>	<b>32,800</b>	<b>TOTAL MISCELLANEOUS</b>		<b>58,000</b>	<b>0</b>	<b>0</b>

## 25 - AIRPORT MAINTENANCE FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,352,105	1,106,355	1,630,586	<b>TOTAL RESOURCES</b>	2,644,642	0	0

## 25 - AIRPORT MAINTENANCE FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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### REQUIREMENTS

<u>PERSONNEL SERVICES</u>						
538	469	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0
0	53,149	56,771	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> <small>Airport Administrator - 0.50 FTE</small>	60,124	0
41	40	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0
0	3,295	3,435	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	3,637	0
0	771	823	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	872	0
0	60	60	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	60	0
0	139	138	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	144	0
0	195	0	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	0	0
0	0	0	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	0	0
0	0	208	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	0	0
<b>579</b>	<b>58,119</b>	<b>61,435</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>64,837</b>	<b>0</b>

<u>MATERIALS AND SERVICES</u>						
0	928	0	<b>7515</b>	<b>City Services Charge expense</b>	3,580	0
0	0	100	<b>7540</b>	<b>Employee Events</b> <small>Costs shared city-wide for employee training, materials, and events.</small>	100	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0
8,269	8,610	9,040	<b>7610-05</b>	<b>Insurance - Liability</b>	11,015	0
11,395	14,107	17,490	<b>7610-10</b>	<b>Insurance - Property</b>	20,085	0
2,931	2,404	5,000	<b>7660</b>	<b>Materials &amp; Supplies</b> <small>Airport restroom, janitorial and office supplies, miscellaneous permits.</small>	5,000	0
0	1,061	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>	5,000	0
24,665	33,682	30,000	<b>7720-40</b>	<b>Repairs &amp; Maintenance - Runway/Taxiway</b>	31,000	0
12,157	12,147	22,690	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>	18,827	0

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
Liability insurance premium	1	3,327	3,327
Miscellaneous Repairs, Maintenance, Landscape	1	15,500	15,500

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
70,366	30,960	166,120	<b>7740-10</b>	<b>Rental Property Repair &amp; Maint - OSP</b>		171,750	0	0
				Includes carryover projects from FY 2024 which includes: Carpeting, Interior Painting, 2 HVAC units				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Liability insurance premium	1	788	788	
				Property insurance premium	1	5,962	5,962	
				Carpet Replacement (Carry Over)	1	80,000	80,000	
				Interior Repainting (Carry Over)	1	40,000	40,000	
				Generator, Maintenance, Upgrades1	1	15,000	15,000	
				HVAC rooftop units #3 & #5 Repair and/or Replace	2	15,000	30,000	
6,642	0	10,200	<b>7740-15</b>	<b>Rental Property Repair &amp; Maint - Fuel Tanks</b>		28,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Jet-A Fuel Tank Cleaning, Filters, and Plumbing Repair	1	17,500	17,500	
				Fuel Farm Annual Maintenance & Supplies	1	10,500	10,500	
0	0	53,300	<b>7740-20</b>	<b>Rental Property Repair &amp; Maint - 4025 Nimbus Loop</b>		11,013	0	0
				New rental property				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Liability insurance premium	1	300	300	
				Property insurance premium	1	5,713	5,713	
				Building Maintenance	1	5,000	5,000	
56,998	62,430	101,000	<b>7750</b>	<b>Professional Services</b>		103,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Contracted Airport Management	1	38,000	38,000	
				Contract Hangar Management & Airport Maintenance	1	29,000	29,000	
				Miscellaneous Professional Services	1	11,000	11,000	
				Airport Engineering Consultant	1	25,000	25,000	
0	2,105	6,000	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		750	0	0
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	395,000	<b>7750-04</b>	<b>Professional Services - Grants</b>		1,375,000	0	0
				These are FAA, ODA, and BIL Grant funded projects. Grants cover 90-95% of costs.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Airport Master Plan (project continuation)	1	250,000	250,000	
				Runway 17-35 & Taxiway A - Lighting Environ & Design	1	300,000	300,000	
				Airport Fencing & Windcone Design & Construction	1	625,000	625,000	
				West Apron Pavement Rehab Environmental & Design	1	200,000	200,000	
156,987	0	0	<b>7770-53</b>	<b>Professional Services - Projects - Apron Rehabilitation</b>		0	0	0

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	1,514	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,298	0	0
				I.S. Fund materials & supplies costs shared city-wide				
0	0	200	<b>7840-77</b>	<b>M &amp; S Computer Charges - Airport</b>		800	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	600	600	
				Adobe Licensing	1	200	200	
14,539	6,632	20,000	<b>8215</b>	<b>Airport Lighting</b>		21,000	0	0
				Runway, beacon, street, and parking area lighting maintenance and power costs.				
<b>364,949</b>	<b>175,067</b>	<b>837,654</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>1,808,218</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	406	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		243	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	<b>8920</b>	<b>Land Improvements</b>		0	0	0
1,272,907	0	0	<b>8920-11</b>	<b>Land Improvements - FAA - Apron Rehab Construction</b>		0	0	0
<b>1,272,907</b>	<b>0</b>	<b>406</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>243</b>	<b>0</b>	<b>0</b>
			<b><u>TRANSFERS OUT</u></b>					
96,427	53,801	60,153	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		62,260	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Airport Fund support of Engineering operations.	1	3,456	3,456	
				Engineering, Admin, & Finance personnel services support.	1	48,672	48,672	
				Airport Fund support of centralized Facility operations.	1	10,132	10,132	
<b>96,427</b>	<b>53,801</b>	<b>60,153</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>62,260</b>	<b>0</b>	<b>0</b>
			<b><u>CONTINGENCIES</u></b>					
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	0	0
<b>0</b>	<b>0</b>	<b>300,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>300,000</b>	<b>0</b>	<b>0</b>
			<b><u>ENDING FUND BALANCE</u></b>					
617,242	819,368	370,938	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		409,084	0	0
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.				
<b>617,242</b>	<b>819,368</b>	<b>370,938</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>409,084</b>	<b>0</b>	<b>0</b>
<b>2,352,104</b>	<b>1,106,355</b>	<b>1,630,586</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>2,644,642</b>	<b>0</b>	<b>0</b>



Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,352,105	1,106,355	1,630,586	<b>TOTAL RESOURCES</b>	2,644,642	0	0
2,352,104	1,106,355	1,630,586	<b>TOTAL REQUIREMENTS</b>	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

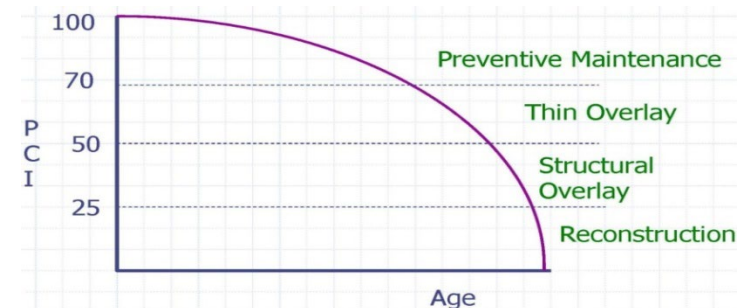
- Principal and interest payments will be approximately \$201,000 per year over the life of the loan, which was recently extended to accommodate Phase 2 work on the bypass project. Payments began in 2017. This obligation impacts available funding for local pavement preservation projects.

#### 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.

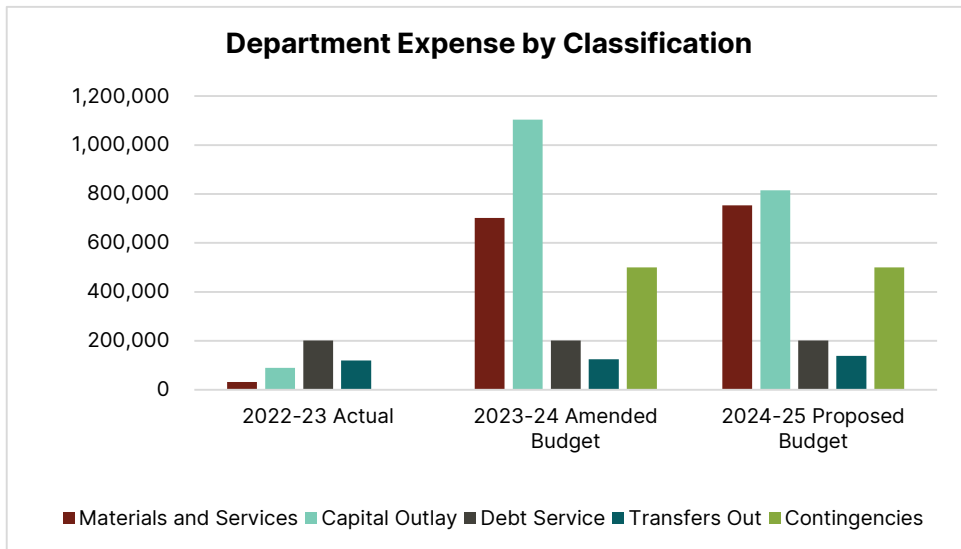


*In early 2021, the \$4.8-million Old Sheridan Road Improvements project was completed, improving vehicular, pedestrian, and bicycle safety between SE Cypress Lane and Highway 99W. This project was the last of the five major Capital Improvements identified in the transportation bond measure approved by the voters in 2014.*

Transportation Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>4,570,164</b>	<b>5,682,141</b>	<b>7,845,335</b>	<b>2,163,194</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>442,471</b>	<b>2,630,678</b>	<b>2,407,430</b>	<b>(223,248)</b>
Ending Fund Balance	4,127,693	3,051,463	5,437,905	2,386,442



<b>1856</b>	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 <sup>st</sup> Street / Evans Street / 5 <sup>th</sup> Street.	<b>1980</b>	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	<b>1995</b>	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.
<b>1900</b>	In the early 1900's, many of the downtown area streets constructed.	<b>1983</b>	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	<b>1995</b>	City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.
<b>1950</b>	Approximately 15 miles of City streets --- mostly from the downtown area north to 15 <sup>th</sup> Street - both east and west of Adams / Baker Streets.	<b>1986</b>	Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.	<b>1995</b>	Transportation Fund implemented to account for SDCs and street capital projects.
<b>1970</b>	Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.	<b>1990</b>	Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area.	<b>1996</b>	McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes.
<b>1975</b>	Voters pass 5-year roadway serial levy - \$120,000 per year.	<b>1994</b>	City adopts "Transportation Master Plan."		

<b>1997</b>	West 2 <sup>nd</sup> Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.	<b>2007</b>	City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.	<b>2013</b>	City Council authorizes Mayor to accept ODOT's terms & conditions on proposed Oregon Transportation Infrastructure bank loan for City's share of local funding match for the Newberg-Dundee bypass project.
<b>1997</b>	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.	<b>2009</b>	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.	<b>2014</b>	The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.
<b>1999</b>	In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.	<b>2010</b>	City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.	<b>2017</b>	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: <ul style="list-style-type: none"><li>• Adding sidewalk along Ford Street south of 1st Street.</li><li>• Upgrades to the Fellows Street / Agee Street crossing;</li></ul>
<b>2000</b>	Pedestrian improvements along Fellows Street west of 99W are installed - bond project.	<b>2010</b>	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.		
<b>2006</b>	City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.				

- 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 Drive 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.



Budget Document Report

**45 - TRANSPORTATION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET																		
<b>RESOURCES</b>																										
<b><u>BEGINNING FUND BALANCE</u></b>																										
0	0	3,194,933	<b>4045-05</b>	<b>Designated Begin FB-Transport Fd - Transportation SDC</b>	4,224,038	0	0	0																		
0	0	0	<b>4045-15</b>	<b>Designated Begin FB-Transport Fd - Bond Proceeds</b>	0	0	0	0																		
0	0	0	<b>4045-20</b>	<b>Designated Begin FB-Transport Fd - ODOT Fund Exchange Reserve</b>	1,349,259	0	0	0																		
2,930,746	3,480,963	859,063	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	430,318	0	0	0																		
<b>2,930,746</b>	<b>3,480,963</b>	<b>4,053,996</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>			<b>6,003,615</b>	<b>0</b>	<b>0</b>																		
<b><u>INTERGOVERNMENTAL</u></b>																										
0	0	90,720	<b>4777</b>	<b>OR Department of Transportation</b> Safe Routes to School grant for school related pedestrian improvements	90,720	0	0	0																		
201,248	201,248	937,425	<b>4810</b>	<b>OR Federal Exchange - TEA 21</b> The City receives its Federal Surface Transportation Program (STP) allocation on an annual basis, typically in January of each year.	436,000	0	0	0																		
<b>201,248</b>	<b>201,248</b>	<b>1,028,145</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>			<b>526,720</b>	<b>0</b>	<b>0</b>																		
<b><u>CHARGES FOR SERVICES</u></b>																										
678,011	430,500	300,000	<b>5500</b>	<b>System Development Charges</b> Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increase the city's transportation system capacity.	600,000	0	0	0																		
<b>678,011</b>	<b>430,500</b>	<b>300,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>			<b>600,000</b>	<b>0</b>	<b>0</b>																		
<b><u>MISCELLANEOUS</u></b>																										
13,126	82,453	70,000	<b>6310</b>	<b>Interest</b>	215,000	0	0	0																		
0	0	0	<b>6310-30</b>	<b>Interest - Bond</b>	0	0	0	0																		
0	0	0	<b>6600</b>	<b>Other Income</b>	0	0	0	0																		
<b>13,126</b>	<b>82,453</b>	<b>70,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>			<b>215,000</b>	<b>0</b>	<b>0</b>																		
<b><u>TRANSFERS IN</u></b>																										
200,000	375,000	230,000	<b>6900-20</b>	<b>Transfers In - Street</b>	500,000	0	0	0																		
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"><u>Description</u></td> <td style="width: 10%;"><u>Units</u></td> <td style="width: 10%;"><u>Amt/Unit</u></td> <td style="width: 10%;"><u>Total</u></td> <td colspan="4"></td> </tr> <tr> <td></td> <td>Gas tax revenues used to fund Transportation Fund expenses.</td> <td>1</td> <td>500,000</td> <td>500,000</td> <td colspan="4"></td> </tr> </table>										<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Gas tax revenues used to fund Transportation Fund expenses.	1	500,000	500,000				
	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																						
	Gas tax revenues used to fund Transportation Fund expenses.	1	500,000	500,000																						
<b>200,000</b>	<b>375,000</b>	<b>230,000</b>	<b><u>TOTAL TRANSFERS IN</u></b>			<b>500,000</b>	<b>0</b>	<b>0</b>																		

Budget Document Report

**45 - TRANSPORTATION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,023,131	4,570,164	5,682,141	<b>TOTAL RESOURCES</b>	7,845,335	0	0

Budget Document Report

45 - TRANSPORTATION FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
30,142	13,427	186,900	<b>7750</b>	<b>Professional Services</b>		131,900	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Yamhill Parkway Committee Support	1	18,500	18,500	
				Design Services-Safe Routes To School Grant projects	1	113,400	113,400	
0	3,528	5,000	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		1,020	0	0
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	0	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		0	0	0
0	0	450,000	<b>7760-10</b>	<b>Professional Svcs - Plan/Study - Transportation System Plan</b>		500,000	0	0
				Transportation System Plan Update				
20,300	0	60,000	<b>7770-20</b>	<b>Professional Services - Projects - Baker Cr Rd &amp; Michelbook signal</b>		70,000	0	0
0	0	0	<b>7770-65</b>	<b>Professional Services - Projects - Curb Ramp Replacement</b>		0	0	0
0	15,043	0	<b>7770-67</b>	<b>Professional Services - Projects - Street Resurfacing</b>		50,000	0	0
0	0	0	<b>7770-74</b>	<b>Professional Services - Projects - Old Sheridan Road</b>		0	0	0
<b>50,442</b>	<b>31,998</b>	<b>701,900</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>752,920</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	450,000	<b>9000-20</b>	<b>Traffic Signals - Baker Cr Rd &amp; Michelbook</b>		450,000	0	0
				Installation of new traffic signal.				
175,725	1,060	308,000	<b>9020-05</b>	<b>Street Resurfacing - Seal Coating</b>		315,000	0	0
				Slurry seal application on various City streets.				
0	0	200,000	<b>9020-10</b>	<b>Street Resurfacing - Contract Overlays</b>		0	0	0
				Pavement overlay of various City streets, primarily using fund exchange resources.				
0	87,946	0	<b>9020-20</b>	<b>Street Resurfacing - Bond Measure</b>		0	0	0
				Street repair and repaving projects				
0	0	0	<b>9030-08</b>	<b>Street Improvements - Hill Road North</b>		0	0	0
0	0	0	<b>9030-09</b>	<b>Street Improvements - Old Sheridan Road</b>		0	0	0
0	0	145,000	<b>9030-12</b>	<b>Street Improvements - Pedestrian &amp; Safety</b>		50,000	0	0
0	0	0	<b>9150-05</b>	<b>Developer Reimbursement - Storm Drainage</b>		0	0	0
<b>175,725</b>	<b>89,006</b>	<b>1,103,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>815,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**45 - TRANSPORTATION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b><u>DEBT SERVICE</u></b>								
146,097	146,097	146,093	<b>9472-05</b>	<b>ODOT Loan - Newberg/Dundee Bypass - Principal</b>		155,862	0	0
				Payment on ODOT loan for Phases I and II of the Newberg/Dundee bypass project				
55,151	55,151	55,156	<b>9472-10</b>	<b>ODOT Loan - Newberg/Dundee Bypass - Interest</b>		45,387	0	0
				Interest payment for City's loan balance				
<b>201,248</b>	<b>201,248</b>	<b>201,249</b>	<b><u>TOTAL DEBT SERVICE</u></b>			<b>201,249</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
114,753	120,219	124,529	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		138,261	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Transportation Fund support of Engineering operations.	1	19,891	19,891		
			Engineering, Admin, & Finance personnel services support.	1	118,370	118,370		
<b>114,753</b>	<b>120,219</b>	<b>124,529</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>138,261</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>								
0	0	500,000	<b>9800</b>	<b>Contingencies</b>		500,000	0	0
				Contingency dollars are considered to be SDC funds.				
<b>0</b>	<b>0</b>	<b>500,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>500,000</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
0	0	2,361,988	<b>9945-05</b>	<b>Designated End FB - Transport Fd - Transportation SDC</b>		3,630,308	0	0
0	0	0	<b>9945-15</b>	<b>Designated End FB - Transport Fd - Bond Proceeds</b>		0	0	0
0	0	536,176	<b>9945-20</b>	<b>Designated End FB - Transport Fd - ODOT Fund Exchange Reserve</b>		1,632,330	0	0
				Fund Exchange balance for future projects				
3,480,963	4,127,693	153,299	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		175,267	0	0
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.				
<b>3,480,963</b>	<b>4,127,693</b>	<b>3,051,463</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>5,437,905</b>	<b>0</b>	<b>0</b>
<b>4,023,131</b>	<b>4,570,164</b>	<b>5,682,141</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>7,845,335</b>	<b>0</b>	<b>0</b>

Budget Document Report

**45 - TRANSPORTATION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,023,131	4,570,164	5,682,141	<b>TOTAL RESOURCES</b>	7,845,335	0	0
4,023,131	4,570,164	5,682,141	<b>TOTAL REQUIREMENTS</b>	7,845,335	0	0



# **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.

# Park Development Fund

- 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.**



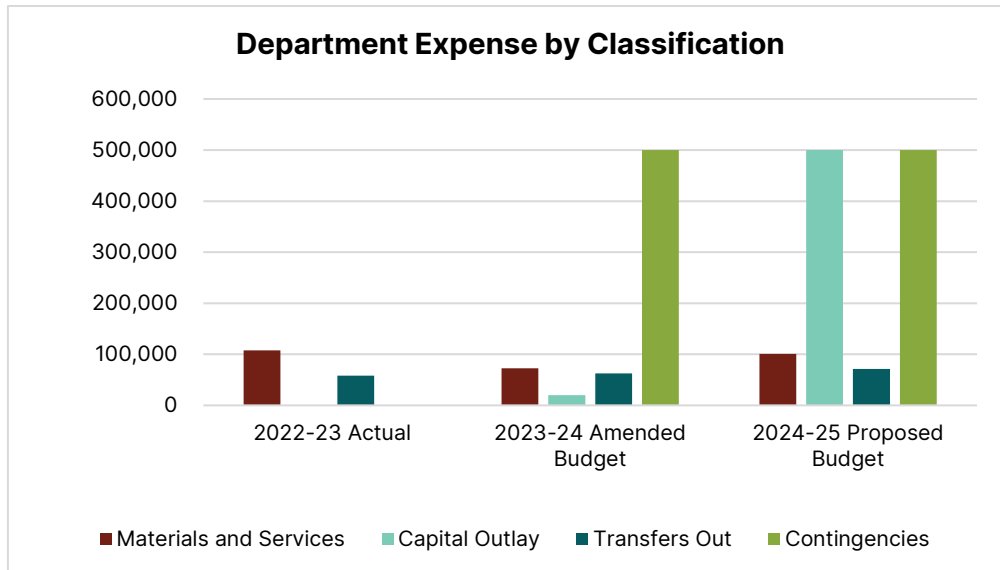
**Parks promote economic activity, a high quality of life, and place-based tourism.**

Source: MIG, The Health Benefits of Parks and Their Economic Impacts (Urban Institute)

Park Development Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>2,467,866</b>	<b>2,690,690</b>	<b>3,239,409</b>	<b>548,719</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>166,163</b>	<b>655,153</b>	<b>1,171,675</b>	<b>516,522</b>
Ending Fund Balance	2,301,702	2,035,537	2,067,734	32,197



- 1906** In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.
- 1909** More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.
- 1917** City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.
- 1927** Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.
- 1960** Wortman Park acquisition completed - Wortman/ Koch family donations.
- 1968** Quarry Park Site on West Second Street acquired from State of Oregon.
- 1977** Airport Park completed.
- 1979** Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.
- 1979** Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.
- 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 City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.
- 1988** From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.
- 1991** City Council adopts a park system development charge (SDC) of \$300 per residential unit.
- 1993** Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.

# Park Development Fund

## Historical Highlights

**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.

**2002** Thompson Park construction project begins in south McMinnville.

**2002** Marsh Lane Extension and Dancer Park expansion begins providing new roadway access, parking, soccer/baseball fields- park bond projects.

**2002** Bend-O-River mini-park in east McMinnville constructed.

**2003** Thompson Park construction complete; park opens in June.

**2003** Marsh Lane Extension and Dancer Park Expansion Project substantially complete.

**2003** Taylor Park in Brockwood and Fellows vicinity renovated with property tax dollars.

**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, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.

# Park Development Fund

## Historical Highlights

- 2005** SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.
- 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.
- 2007** 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.
- 2010** Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.
- 2010** Phases II and III of the off-street Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.
- 2010** McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water.
- 2011** "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April.

**2014** The acquisition of a new park property was finalized; the new four-acre neighborhood park will serve area residents in NW McMinnville.

**2015** Neighborhood park planning workshops for the 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



Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	0	0	<b>4050-05</b> Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds	0	0	0
16,000	16,000	16,000	<b>4050-25</b> Designated Begin FB-Park Dev Fd - Heather Hollow July 1 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	0	0
1,675,276	2,033,951	2,234,690	<b>4090</b> Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	2,613,409	0	0
Budget Note: SDC accounting discloses a negative system development charge (SDC) fund balance. This negative balance indicates that qualifying park improvement projects could have been all or partially funded by SDCs, but were instead funded by park improvement bond proceeds since adequate SDCs were not available. This will continue to be the case for the foreseeable future.						
<b>1,691,276</b>	<b>2,049,951</b>	<b>2,250,690</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>2,629,409</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	<b>4546</b> American Rescue Plan	0	0	0
0	0	0	<b>4770-27</b> OR State Park & Recreation Grant - NW Neighborhood Park	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
401,250	370,802	400,000	<b>5500</b> System Development Charges An overhaul of the Park system development charges (SDC) is underway and should be completed in the near future. Pending the new methodology and fees, this budgeted amount includes a small increase that will likely need adjustment depending on timing of the adopting ordinance.	500,000	0	0
<b>401,250</b>	<b>370,802</b>	<b>400,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>500,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
7,725	47,114	40,000	<b>6310</b> Interest Interest earned on SDC, grant, intergovernmental, etc balances	110,000	0	0
0	0	0	<b>6310-30</b> Interest - Bond	0	0	0
0	0	0	<b>6360-16</b> Grants - The Collins Foundation	0	0	0
0	0	0	<b>6360-18</b> Grants - Ford Family Foundation	0	0	0
0	0	0	<b>6450</b> Donations - Park Development	0	0	0
0	0	0	<b>6450-21</b> Donations - Park Development - NW Neighborhood Park	0	0	0



Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	6600 Other Income	0	0	0
<b>7,725</b>	<b>47,114</b>	<b>40,000</b>		<b>110,000</b>	<b>0</b>	<b>0</b>
<b>2,100,252</b>	<b>2,467,866</b>	<b>2,690,690</b>		<b>3,239,409</b>	<b>0</b>	<b>0</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>7680 Materials &amp; Supplies - Donations</b>	0	0	0
1,206	0	0	<b>7750 Professional Services</b>	0	0	0
0	648	600	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	530	0	0
0	0	0	<b>7750-57 Professional Services - Financing Administration</b>	0	0	0
189	107,055	70,000	<b>7760-50 Professional Svcs - Plan/Study - Parks &amp; Rec Open Space Plan</b> Parks, Recreation and Open Space Plan Update	100,000	0	0
0	0	0	<b>7770-27 Professional Services - Projects - NW Neighborhood Park</b>	0	0	0
0	0	0	<b>7840 M &amp; S Computer Charges</b>	0	0	0
0	0	1,980	<b>7840-63 M &amp; S Computer Charges - Park Development</b>	0	0	0
<b>1,395</b>	<b>107,703</b>	<b>72,580</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>100,530</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	<b>8725-05 Equipment - Donations - NW Park Playground</b>	0	0	0
0	0	0	<b>9250 Park Construction</b> Unanticipated park development either as grant match or to provide partnership opportunities for projects in the Parks Master Plan that qualify for SDC funding.	500,000	0	0
0	0	20,000	<b>9250-25 Park Construction - NW Neighborhood Park</b>	0	0	0
0	0	0	<b>9300-02 Park Improvements - Grants</b>	0	0	0
0	0	0	<b>9300-25 Park Improvements - Heather Hollow City Park</b>	0	0	0
<b>0</b>	<b>0</b>	<b>20,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>500,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
48,906	58,460	62,573	<b>9700-01 Transfers Out - General Fund</b>	71,145	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Parks & Rec Admin, Eng & Finance personnel services support.	1	71,145	71,145
<b>48,906</b>	<b>58,460</b>	<b>62,573</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>71,145</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>						
0	0	500,000	<b>9800 Contingencies</b>	500,000	0	0
<b>0</b>	<b>0</b>	<b>500,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>500,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>ENDING FUND BALANCE</b>						
0	0	0	<b>9950-05</b>	<b>Designated End FB - Park Dev Fd - Park Development Bond Proceeds</b>	0	0
0	16,000	16,000	<b>9950-25</b>	<b>Designated End FB - Park Dev Fd - Heather Hollow</b>	16,000	0
2,049,951	2,285,702	2,019,537	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>	2,051,734	0
All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent. Funding for the PROS Plan Update comes from this line item.						
<b>2,049,951</b>	<b>2,301,702</b>	<b>2,035,537</b>	<b>TOTAL ENDING FUND BALANCE</b>		<b>2,067,734</b>	<b>0</b>
<b>2,100,252</b>	<b>2,467,865</b>	<b>2,690,690</b>	<b>TOTAL REQUIREMENTS</b>		<b>3,239,409</b>	<b>0</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,100,252	2,467,866	2,690,690	<b>TOTAL RESOURCES</b>	3,239,409	0	0
2,100,252	2,467,866	2,690,690	<b>TOTAL REQUIREMENTS</b>	3,239,409	0	0



# **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.

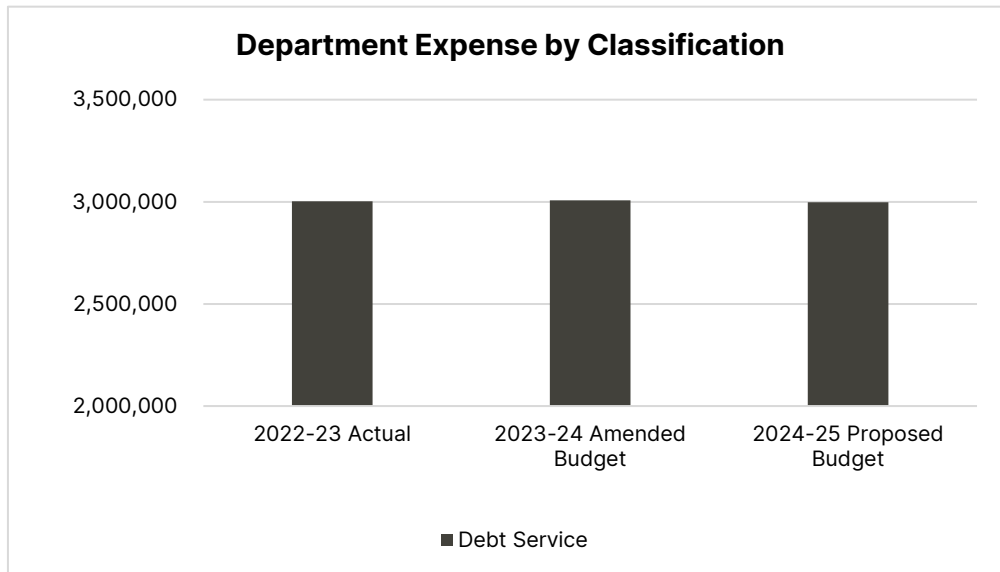
#### **Mac-Town 2032 Strategic Plan**

- 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.

Debt Service Fund

**Fund Cost Summary**

	<b>2022-23 Actual</b>	<b>2023-24 Amended Budget</b>	<b>2024-25 Proposed Budget</b>	<b>Budget Variance</b>
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
<b>Revenue Total</b>	<b>3,315,725</b>	<b>3,336,450</b>	<b>3,272,150</b>	<b>(64,300)</b>
Expenses				
Debt Service	3,002,150	3,007,500	2,997,900	(9,600)
<b>Expenses Total</b>	<b>3,002,150</b>	<b>3,007,500</b>	<b>2,997,900</b>	<b>(9,600)</b>
Ending Fund Balance	313,575	328,950	274,250	(54,700)



- |   |  |   |
|---|--|---|
| <p><b>1969</b> Voters approve \$710,000 six-year sewage disposal general obligation bond issue.</p> <p><b>1975</b> City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.</p> <p><b>1978</b> March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.</p> <p><b>1978</b> November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.</p> <p><b>1980</b> February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.</p> <p><b>1982</b> May 1982, voters approve a seven-year property tax serial levy to construct airport office building.</p> <p><b>1982</b> August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.</p> | <p><b>1984</b> Voters approve 20-year \$1,885,000 swimming pool renovation bond.</p> <p><b>1986</b> September 1986, voters approve 20-year \$1,995,000 fire station construction bond.</p> <p><b>1989</b> Advance refunding bonds issued to refund library and swimming pool renovation bond issues.</p> <p><b>1995</b> Voters fail to pass 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.</p> <p><b>1996</b> Bonds issued for advance refunding of 1989 bonds.</p> <p><b>1996</b> Voters approve 10-year \$7,415,000 bond issue for transportation system improvements.</p> <p><b>1997</b> Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.</p> <p><b>2002</b> November 2002, voters approve 20-year \$9,500,000 park system improvement bond.</p> | <p><b>2006</b> Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006.</p> <p><b>2011</b> 2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.</p> <p><b>2012</b> Projects in Public Safety Facilities Construction Fund completed.</p> <p><b>2014</b> November 2014, voters approve 15-year \$16,085,000 general obligation bonds for transportation system improvements</p> <p><b>2015</b> Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds</p> <p><b>2015</b> First series of GO bonds approved in 2014 are issued</p> <p><b>2016</b> Second series of GO bonds approved in 2014 are issued</p> <p><b>2021</b> Park System Improvement bonds retired, reducing the 2022 property tax millage rate for city bond measures by over one quarter.</p> |
|---|--|---|



Budget Document Report

**60 - DEBT SERVICE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
0	0	0	<b>4060-27</b> Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	0	0	0
0	0	0	<b>4060-32</b> Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	0	0	0
0	0	0	<b>4060-33</b> Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	0	0	0
0	0	0	<b>4060-35</b> Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	0	0	0
0	0	0	<b>4060-36</b> Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	0
1,296,097	463,399	314,250	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	304,575	0	0
<b>1,296,097</b>	<b>463,399</b>	<b>314,250</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>304,575</b>	<b>0</b>	<b>0</b>
<b>PROPERTY TAXES</b>						
2,739,163	2,760,710	2,944,200	<b>4100-05</b> <b>Property Taxes - Current</b> \$3,023,580 2024-25 debt service property tax levy (\$143,980) Less uncollected taxes - 5% \$2,879,600 2024-2025 Current property taxes  Debt Service property tax rate estimated at \$0.8329 per \$1,000 of assessed value compared to \$0.8789 in 2023-24	2,879,600	0	0
51,507	72,070	65,000	<b>4100-10</b> <b>Property Taxes - Prior</b> Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	65,000	0	0
<b>2,790,670</b>	<b>2,832,781</b>	<b>3,009,200</b>	<b>TOTAL PROPERTY TAXES</b>	<b>2,944,600</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>						
-1,273	1,958	0	<b>5010-01</b> Yamhill County - Other County Distributions	0	0	0
<b>-1,273</b>	<b>1,958</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
3,567	7,510	6,000	<b>6310</b> Interest	15,000	0	0
9,238	10,077	7,000	<b>6310-01</b> Interest - Property taxes	7,975	0	0
<b>12,805</b>	<b>17,587</b>	<b>13,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>22,975</b>	<b>0</b>	<b>0</b>
<b>4,098,299</b>	<b>3,315,725</b>	<b>3,336,450</b>	<b>TOTAL RESOURCES</b>	<b>3,272,150</b>	<b>0</b>	<b>0</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	7750-25 Professional Services - County charges	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>						
650,000	680,000	720,000	9462-05 2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 2015 Public Safety Building Bond Refunding principal payment due February 1, 2025	755,000	0	0
110,625	94,375	77,375	9462-10 2015 Public Safety Bldg Refunding Bond - Interest - Feb 1 2015 Public Safety Building Bond Refunding interest payment due February 1, 2025	59,375	0	0
110,625	94,375	77,375	9462-15 2015 Public Safety Bldg Refunding Bond - Interest - Aug 1 2015 Public Safety Building Bond Refunding principal payment due August 1, 2024	59,375	0	0
980,000	1,025,000	1,080,000	9475-05 2015 Transportation Bond - Principal - Feb 1 2015 Transportation Bond principal payment due February 1, 2025	1,130,000	0	0
240,875	216,375	190,750	9475-10 2015 Transportation Bond - Interest - Feb 1 2015 Transportation Bond interest payment due February 1, 2025	163,750	0	0
240,875	216,375	190,750	9475-15 2015 Transportation Bond - Interest - Aug 1 2015 Transportation Bond interest payment due August 1, 2024	163,750	0	0
465,000	480,000	490,000	9476-05 2018 Transportation Bond - Principal - Feb 1 2018 Transportation Bond principal payment due February 1, 2025	505,000	0	0
104,800	97,825	90,625	9476-10 2018 Transportation Bond - Interest - Feb 1 2018 Transportation Bond interest payment due February 1, 2025	80,825	0	0
104,800	97,825	90,625	9476-15 2018 Transportation Bond - Interest - Aug 1 2018 Transportation Bond interest payment due August 1, 2024	80,825	0	0
615,000	0	0	9485-05 2011 Park Bond Refunding - Principal - Aug 1	0	0	0
0	0	0	9485-10 2011 Park Bond Refunding - Interest - Feb 1	0	0	0
12,300	0	0	9485-15 2011 Park Bond Refunding - Interest - Aug 1	0	0	0
<b>3,634,900</b>	<b>3,002,150</b>	<b>3,007,500</b>	<b>TOTAL DEBT SERVICE</b>	<b>2,997,900</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>						
0	0	0	9960-27 Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	0	0	0
0	0	0	9960-32 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	0	0	0
0	0	0	9960-33 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	0	0	0
0	0	0	9960-35 Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	0	0	0

Budget Document Report

**60 - DEBT SERVICE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	<b>9960-36</b> Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	0
463,399	313,575	328,950	<b>9999</b> Unappropriated Ending Fd Balance Undesignated carryover to July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	274,250	0	0
<b>463,399</b>	<b>313,575</b>	<b>328,950</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>274,250</b>	<b>0</b>	<b>0</b>
<b>4,098,299</b>	<b>3,315,725</b>	<b>3,336,450</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>3,272,150</b>	<b>0</b>	<b>0</b>

Budget Document Report

**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	<b>TOTAL RESOURCES</b>	3,272,150	0	0
4,098,299	3,315,725	3,336,450	<b>TOTAL REQUIREMENTS</b>	3,272,150	0	0

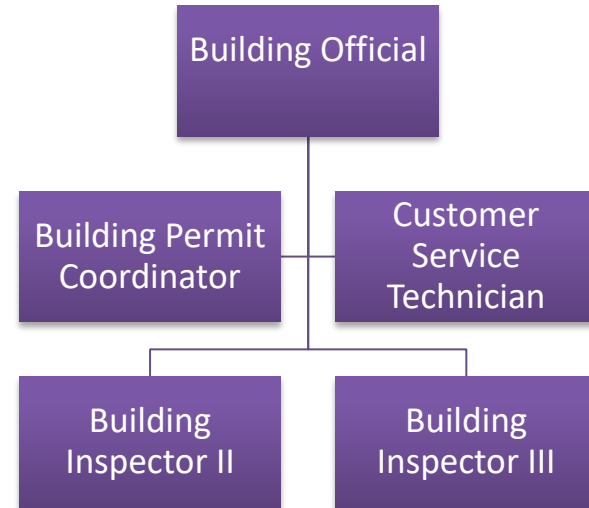


# **BUILDING FUND**



### 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.
- 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*

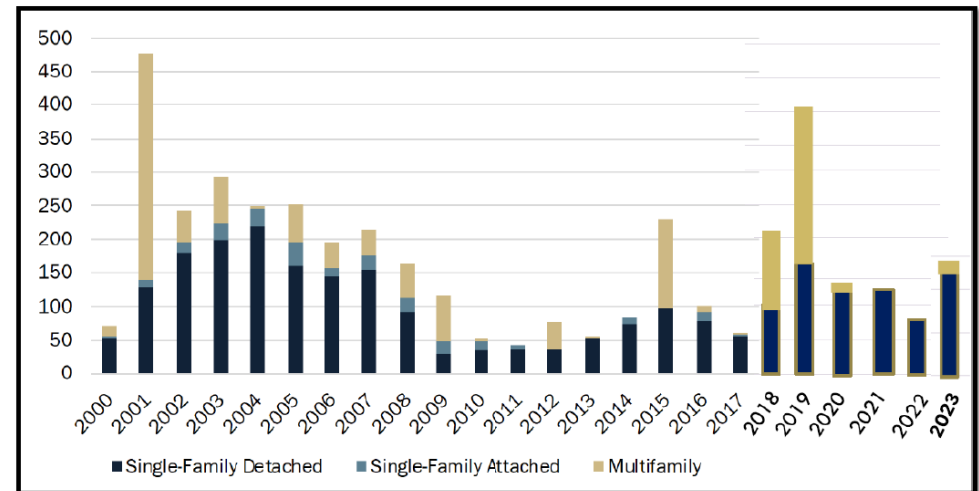
### Summary of Core Services

#### Building Division

- Host 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.

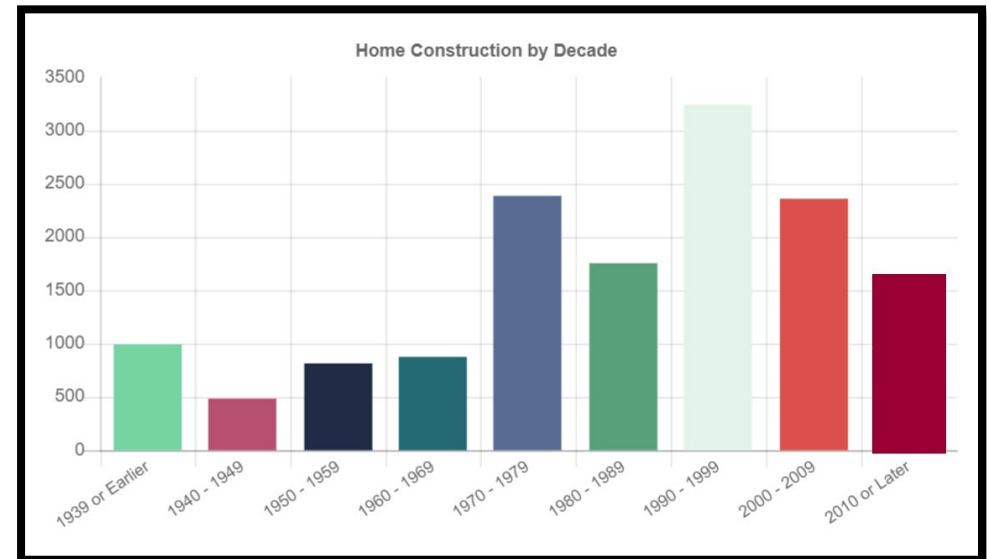
### 2023 Accomplishments

**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

2023 – Issued Building Permit Recap			
January 1 <sup>st</sup> – December 31, 2023			
<b>133</b>	<b>4</b>	<b>46</b>	<b>2</b>
Single Family Dwelling Units	New Commercial Buildings	Commercial Additions/ Remodels	Multi Family Buildings
			<b>28</b>
			Multi-Family Units



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***



### **Mac-Town 2032 Strategic Plan - Building Division Focus**

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.

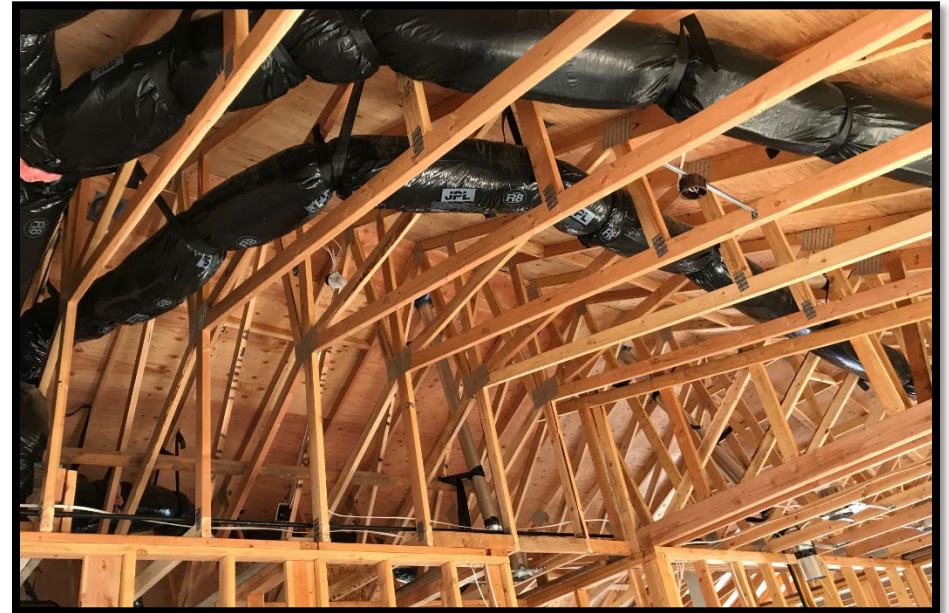
#### ***Community Safety and Resiliency – build a community culture of safety:***

- 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)*

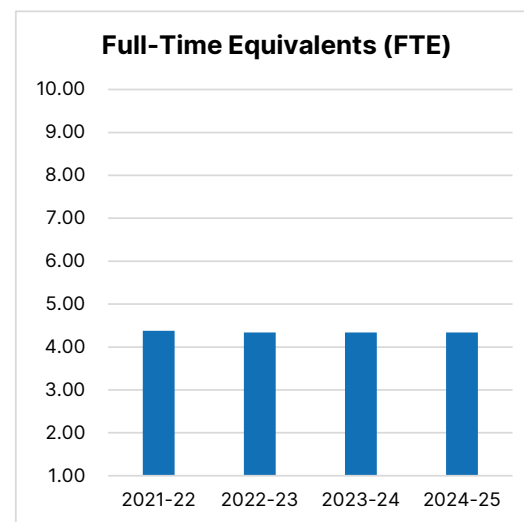
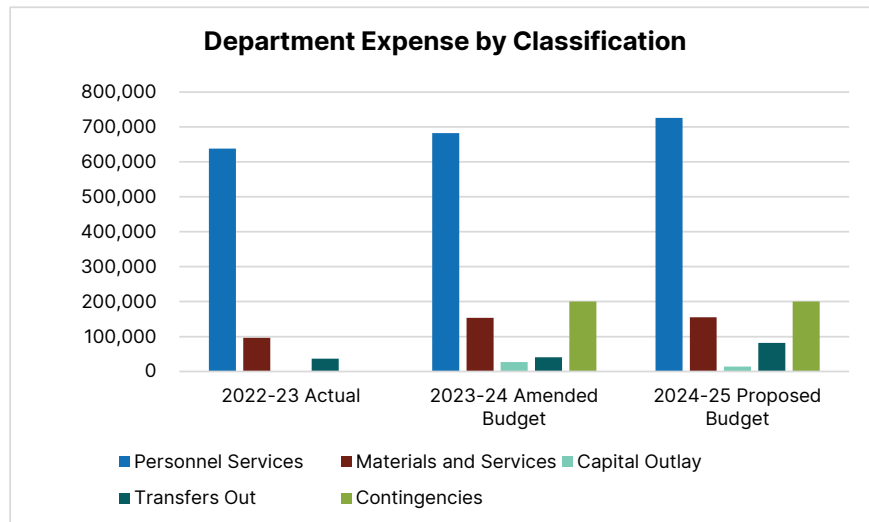


*Housing Construction*

Building Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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)
<b>Revenue Total</b>	<b>2,834,292</b>	<b>2,481,299</b>	<b>2,758,690</b>	<b>277,391</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>771,604</b>	<b>1,102,702</b>	<b>1,176,358</b>	<b>73,656</b>
Ending Fund Balance	2,062,688	1,378,597	1,582,332	203,735
	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Full-Time Equivalents (FTE)</b>	4.38	4.34	4.34	4.34



- |   |  |   |
|---|--|---|
| <p><b>1969</b> State of Oregon adopts 1968 edition of National Electrical Code.</p>   | <p><b>1997</b> Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.</p>   | <p><b>2007</b> Division moved to new Community Development Center.</p>  |
| <p><b>1970s</b> Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.</p> | <p><b>1997</b> Building Division management moved into newly created Community Development Department with ultimate goal of a “one-stop” development center.</p>   | <p><b>2009</b> Downturn in construction industry, eliminated one inspector position upon staff retirement.</p>  |
| <p><b>1988</b> City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.</p>                              | <p><b>2000</b> Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.</p>   | <p><b>2010</b> Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.</p>   |
| <p><b>1991</b> Building Division Advisory Board created from various stakeholders in the building community.</p>                              | <p><b>2002</b> City Council increases building permit fees increasing revenues to self-supporting level in Building Division.</p>  | <p><b>2012</b> General Fund transfer of \$50,000 to support Building Division activities.</p>   |
| <p><b>1994</b> Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.</p>        | <p><b>2005</b> Annual review of reserve balance indicated that revenue reserve would exceed reserve limits. Building permit fee schedule was adjusted to reduce revenue generation by approximately 10%.</p> | <p><b>2012</b> Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to part-time. Division support of one Permit Technician was also eliminated making General Fund support unnecessary.</p> |
| <p><b>1995</b> Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.</p>                   | <p><b>2006</b> An additional inspector position filled.</p>  | <p><b>2012</b> Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.</p>  |

- 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.
- 2019** Transitioned to a new e-permitting software program.
- 2020** Transitioned to a new electronic plan review software program.

Budget Document Report

**70 - BUILDING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,659,704	1,924,710	1,795,781	<b>4090</b> Beginning Fund Balance Estimated July 1 carryover from prior year	2,025,096	0	0
<b>1,659,704</b>	<b>1,924,710</b>	<b>1,795,781</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>2,025,096</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
660,253	589,608	410,000	<b>4400-05</b> Building Fees - Building Permit Fees Building plan review and permit fees; fire and life safety plan review fees.	410,000	0	0
207,564	169,380	135,000	<b>4400-10</b> Building Fees - Mechanical Permit Fees Mechanical plan review and permit fees.	135,000	0	0
86,543	88,084	80,000	<b>4400-15</b> Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees.	80,000	0	0
1,217	1,520	1,500	<b>4400-20</b> Building Fees - Mobile Home Permit Fees Manufactured home setup permit fees including mobile home park plan review and permit fees.	1,500	0	0
1	164	500	<b>4400-25</b> Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including re-inspection fees.	500	0	0
0	0	0	<b>4400-30</b> Building Fees - Local Option Permit Fees	0	0	0
<b>955,578</b>	<b>848,756</b>	<b>627,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>627,000</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
54	2,152	0	<b>4545</b> Federal FEMA Grant	0	0	0
99	0	0	<b>4546</b> American Rescue Plan	0	0	0
0	0	0	<b>4548</b> Coronavirus Relief Fund (CRF)	0	0	0
<b>153</b>	<b>2,152</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
7,358	42,362	36,000	<b>6310</b> Interest	95,000	0	0
4,418	4,822	2,500	<b>6600-97</b> 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	0
<b>11,777</b>	<b>47,184</b>	<b>38,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>97,500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**70 - BUILDING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>									
0	8,254	15,011	<b>6900-08</b>	<b>Transfers In - Affordable Housing</b>			9,094	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Building personnel services support		1	9,094	9,094		
3,008	3,236	5,007	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>			0	0	0
<b>3,008</b>	<b>11,490</b>	<b>20,018</b>	<b>TOTAL TRANSFERS IN</b>				<b>9,094</b>	<b>0</b>	<b>0</b>
<b>2,630,220</b>	<b>2,834,292</b>	<b>2,481,299</b>	<b>TOTAL RESOURCES</b>				<b>2,758,690</b>	<b>0</b>	<b>0</b>

Budget Document Report

70 - BUILDING FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,897	504	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
256,701	297,051	314,989	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Community Development Director - 0.25 FTE Combination Inspector - Senior - 1.00 FTE Combination Inspector - 1.00 FTE Development Review Specialist - 1.00 FTE Development Customer Service Technician - Combined Depts - 0.34 FTE	340,011	0	0
4,805	0	0	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
97,715	101,185	108,592	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Building Official - 0.75 FTE	112,694	0	0
343	4,454	5,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	5,000	0	0
0	420	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
854	277	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
21,823	24,560	25,930	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	27,692	0	0
5,104	5,744	6,216	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	6,637	0	0
116,517	129,544	141,961	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	152,363	0	0
57,844	61,445	62,604	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	65,010	0	0
8,090	8,090	8,090	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,090	0	0
267	216	215	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	215	0	0
972	739	733	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	780	0	0
5,233	3,849	4,320	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	5,001	0	0
81	87	100	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	91	0	0
134	0	1,890	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	1,890	0	0
0	0	1,556	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	357	0	0
<b>578,379</b>	<b>638,165</b>	<b>682,196</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>725,831</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

24,167	30,120	17,000	<b>7500</b>	<b>Credit Card Fees</b>	27,500	0	0
0	0	0	<b>7515</b>	<b>City Services Charge expense</b>	0	0	0
140	0	500	<b>7520</b>	<b>Public Notices &amp; Printing</b> Building inspection/correction notices and various building inspection job cards, as well as brochures to inform contractors of code changes, departmental policies, and other relevant information.	500	0	0



Budget Document Report

70 - BUILDING FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
264	366	600	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,000	0	0
2,788	2,167	9,500	<b>7550 Travel &amp; Education</b> Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.	6,000	0	0
1,437	1,884	2,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	1,500	0	0
2,612	2,949	3,300	<b>7600 Utilities</b> Division's share of Community Development Center's electricity expense, ~25%.	3,600	0	0
0	0	0	<b>7600-04 Utilities - Water</b>	0	0	0
5,218	6,233	6,940	<b>7610-05 Insurance - Liability</b>	6,788	0	0
1,889	2,145	2,660	<b>7610-10 Insurance - Property</b>	1,370	0	0
8,055	8,404	9,000	<b>7620 Telecommunications</b>	9,000	0	0
10,643	3,130	3,800	<b>7650 Janitorial</b> Division's share of Community Development Center janitorial service and supplies cost, ~25%.	2,650	0	0
6,345	3,550	9,000	<b>7660 Materials &amp; Supplies</b> Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.	9,000	0	0
15	54	1,000	<b>7720 Repairs &amp; Maintenance</b> Repairs and maintenance of vehicles and office equipment.	1,000	0	0
1,284	1,886	7,600	<b>7720-08 Repairs &amp; Maintenance - Building Repairs</b> Division's share of Community Development Center's repairs and improvements, ~25%.	1,500	0	0
1,692	2,137	2,900	<b>7720-10 Repairs &amp; Maintenance - Building Maintenance</b> Division's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~25%.	3,700	0	0
782	0	0	<b>7750 Professional Services</b>	0	0	0
0	1,906	1,900	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	2,500	0	0
4,283	15,977	35,000	<b>7750-33 Professional Services - Contract Inspections</b> Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.	35,000	0	0
383	0	20,000	<b>7750-36 Professional Services - Contract Plan Review</b> Contract plan reviews and engineering services on commercial projects.	20,000	0	0
1,692	2,103	3,500	<b>7790-20 Maintenance &amp; Rental Contracts - Community Development Center</b> Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.	4,000	0	0
0	0	0	<b>7800 M &amp; S Equipment</b>	0	0	0

Budget Document Report

**70 - BUILDING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
8,179	9,230	10,975	<b>7840</b>	<b>M &amp; S Computer Charges</b>		13,580	0	0
				I.S. Fund materials & supplies costs shared city-wide				
12,084	2,134	6,060	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		4,760	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	1,060	1,060	
				ESRI-17% shared with Street,Park,WWS,Eng,ComDev	1	2,500	2,500	
				Accela Peripherals	1	1,000	1,000	
				Adobe Licensing	1	200	200	
<b>93,950</b>	<b>96,374</b>	<b>153,235</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>154,948</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
762	0	2,942	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,434	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	<b>8750-80</b>	<b>Capital Outlay Computer Charges - Building</b>		0	0	0
0	0	23,750	<b>8800</b>	<b>Building Improvements</b>		12,500	0	0
				Division's share of Community Development Center's building improvements, ~25%.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Repair wood rot around CDC windows	1	12,500	12,500	
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>762</b>	<b>0</b>	<b>26,692</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>13,934</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS OUT</b>								
21,458	25,371	27,846	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		68,328	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Admin, Finance, & Engineering personnel services support.	1	66,081	66,081	
				Building Fund support of centralized Facility operations	1	2,247	2,247	
10,960	11,694	12,733	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		13,317	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	13,317	13,317	
<b>32,418</b>	<b>37,065</b>	<b>40,579</b>	<b>TOTAL TRANSFERS OUT</b>			<b>81,645</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCIES</b>								
0	0	200,000	<b>9800</b>	<b>Contingencies</b>		200,000	0	0
<b>0</b>	<b>0</b>	<b>200,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>200,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**70 - BUILDING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b><u>ENDING FUND BALANCE</u></b>						
1,924,710	2,062,688	1,378,597	<b>9999 Unappropriated Ending Fd Balance</b> 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
<b>1,924,710</b>	<b>2,062,688</b>	<b>1,378,597</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>1,582,332</b>	<b>0</b>	<b>0</b>
<b>2,630,220</b>	<b>2,834,292</b>	<b>2,481,299</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>2,758,690</b>	<b>0</b>	<b>0</b>

Budget Document Report

**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	<b>TOTAL RESOURCES</b>	2,758,690	0	0
2,630,220	2,834,292	2,481,299	<b>TOTAL REQUIREMENTS</b>	2,758,690	0	0



# **WASTEWATER SERVICES**



<b><u>Organization Set – Departments</u></b>	<b><u>Organization Set #</u></b>
<b>• Administration</b>	<b>75-01</b>
<b>• Plant</b>	<b>75-72</b>
<b>• Environmental Services</b>	<b>75-74</b>
<b>• Conveyance Systems</b>	<b>75-78</b>
<b>• Non-Departmental</b>	<b>75-99</b>

## **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 rehabilitation 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 processors.

#### **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.

# Wastewater Services Fund

## 2024 – 2025 Proposed Budget --- Budget Summary

- 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.*

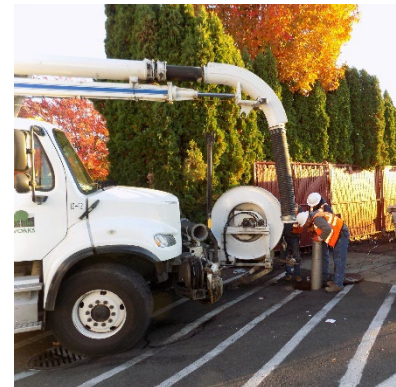
### **Environmental Services**

- 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.



- Continue to develop in-house sewer rehabilitation capabilities through lining projects.

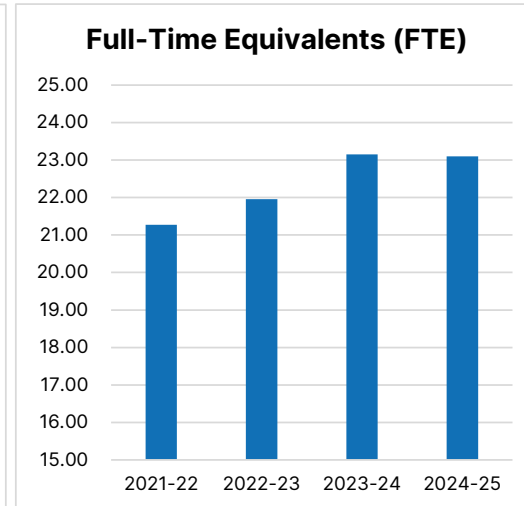
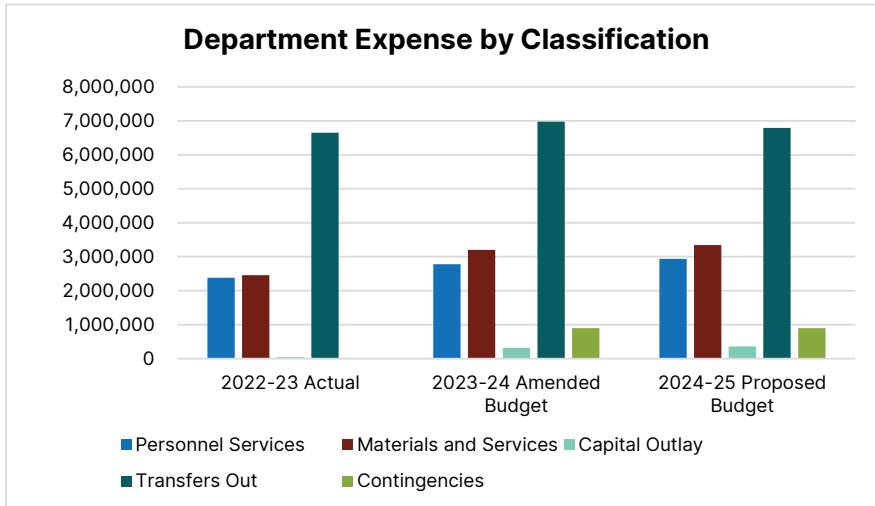
### **Storm Water Management**

- 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**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>15,358,316</b>	<b>14,612,994</b>	<b>14,662,903</b>	<b>49,909</b>
<b>Expenses</b>				
Personnel Services	2,383,299	2,777,658	2,939,656	161,998
Materials and Services	2,453,844	3,205,524	3,342,066	136,542
Capital Outlay	46,895	316,023	360,095	44,072
Transfers Out	6,651,088	6,975,099	6,791,347	(183,752)
Contingencies	0	900,000	900,000	0
<b>Expenses Total</b>	<b>11,535,127</b>	<b>14,174,304</b>	<b>14,333,164</b>	<b>158,860</b>
Ending Fund Balance	3,823,190	438,690	329,739	(108,951)
	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Full-Time Equivalents (FTE)</b>	21.27	21.96	23.15	23.10

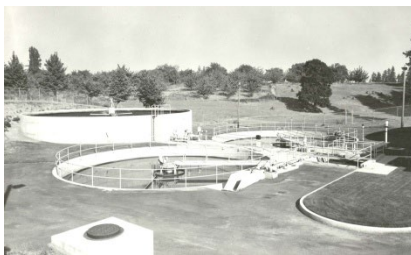


**1900** First organized effort for a municipal sewage collection system was made early in the 1900's.

**1915** 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.

**1991** 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.

# Wastewater Services Fund

## Historical Highlights

**1993** City breaks ground on constructing the new Water Reclamation Facility (WRF).



**1993** Department of Environmental Quality (DEQ) issues a Stipulation and Final Order (SFO) to eliminate all sewage overflows into the Yamhill River from the City's conveyance system during storm events when rainfall is less than a one in 5-year storm event.

**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.

**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.

**1996** 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.

**1999** 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.

# Wastewater Services Fund

## Historical Highlights

**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.

**2001** 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.

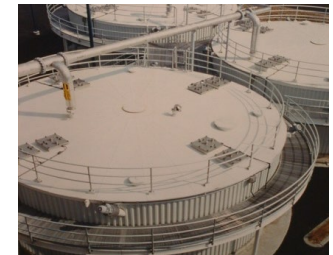
**2014** Ground breaking commenced in July of 2014 for the expansion of the secondary treatment process at the Water Reclamation Facility (WRF). When completed, the WRF will be able to better manage flow during wet weather conditions and to increase capacity to accommodate future population growth, while 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 approved 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.

# Wastewater Services Fund

## Historical Highlights

**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.



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	0	0	<b>4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R</b> Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1	0	0	0
3,934,952	4,155,179	3,318,571	<b>4090 Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	2,570,771	0	0
<b>3,934,952</b>	<b>4,155,179</b>	<b>3,318,571</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>2,570,771</b>	<b>0</b>	<b>0</b>
<b>3,934,952</b>	<b>4,155,179</b>	<b>3,318,571</b>	<b>TOTAL RESOURCES</b>	<b>2,570,771</b>	<b>0</b>	<b>0</b>





# ADMINISTRATION



## 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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### REQUIREMENTS

#### PERSONNEL SERVICES

407	1,790	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
167,695	178,928	191,621	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Wastewater Services Manager - 1.00 FTE Management Support Specialist - 1.00 FTE Mechanic - Operations & Maintenance - 0.10 FTE	208,498	0	0
0	35,875	74,614	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Project Engineer - 0.75 FTE	78,451	0	0
111	160	302	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	399	0	0
205	734	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
10,140	13,076	16,125	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	17,385	0	0
2,371	3,058	3,865	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	4,167	0	0
60,144	74,990	93,278	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	101,050	0	0
32,560	33,636	34,273	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	35,594	0	0
4,200	4,200	4,200	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	4,000	0	0
168	166	186	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	186	0	0
571	521	552	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	586	0	0
4,767	3,164	4,080	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	4,492	0	0
41	49	65	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	60	0	0
324	0	3,990	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	3,990	0	0
0	0	978	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	224	0	0
<b>283,704</b>	<b>350,345</b>	<b>428,129</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>459,082</b>	<b>0</b>	<b>0</b>

#### MATERIALS AND SERVICES

1,140	866	1,500	<b>7530</b>	<b>Training</b> Safety meetings, training films, posters, and handouts, etc.	1,500	0	0
1,694	1,814	3,000	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	3,600	0	0

## 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
15,563	10,799	17,000	<b>7550</b>	<b>Travel &amp; Education</b>		17,000	0	0
				Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Certification/LME license renewal and exam	1	13,000	13,000	
				Training and conferences	1	3,000	3,000	
				Professional membership	1	1,000	1,000	
71,587	85,264	94,300	<b>7610-05</b>	<b>Insurance - Liability</b>		149,789	0	0
85,591	100,799	124,990	<b>7610-10</b>	<b>Insurance - Property</b>		141,127	0	0
24,334	25,263	29,000	<b>7620</b>	<b>Telecommunications</b>		29,000	0	0
				Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.				
12,969	15,348	16,000	<b>7650</b>	<b>Janitorial</b>		16,500	0	0
				WRF Administration and Headworks building janitorial charges.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial Service Contract	1	15,400	15,400	
				Janitorial Supplies	1	1,100	1,100	
29,736	29,223	30,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		30,000	0	0
				Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.				
5,368	5,210	10,100	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>		15,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Liability insurance premium	1	238	238	
				Property insurance premium	1	1,103	1,103	
				Misc. maintenance, repair, etc.	1	9,659	9,659	
				Property Taxes	1	4,000	4,000	
35,309	4,424	45,000	<b>7750</b>	<b>Professional Services</b>		45,000	0	0
				Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Environmental Legal Assistance	1	9,700	9,700	
				Miscellaneous wastewater facility consulting fee	1	28,000	28,000	
				Northwest Biosolids Association Dues	1	650	650	
				Rental Agreement	1	1,500	1,500	
				ACWA membership/program fees	1	5,150	5,150	

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	7,026	17,900	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		15,770	0	0
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
0	80,613	0	<b>7750-43</b>	<b>Professional Services - Stormwater</b>		0	0	0
				Consultant Services for Mercury TMDL/Stormwater Account moved to 75-78-325				
41,129	45,525	68,700	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		60,000	0	0
				Wastewater Services contracts for maintenance and inspections of various facility systems and grounds.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Elevator Maintenance Contract	1	2,600	2,600	
				Fire Alarm System Inspection Contract	1	2,400	2,400	
				Landscape Contract	1	50,000	50,000	
				Fire Extingisher & Backflow Preventer Certification	1	5,000	5,000	
25,519	31,013	31,789	<b>7840</b>	<b>M &amp; S Computer Charges</b>		48,255	0	0
				I.S. Fund materials & supplies costs shared city-wide				
33,276	42,150	45,150	<b>7840-85</b>	<b>M &amp; S Computer Charges - WWS</b>		57,800	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI renewal-17% shared with EN, Park,Street,ComDev,BU	1	2,500	2,500	
				Hansen renewal-25% shared with Park,Street,Eng	1	4,000	4,000	
				Hansen 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	
				Cradlepoint maintenance	1	350	350	
				Swift Comply FOG maintenance	1	2,800	2,800	
				Win 911 software	1	800	800	
				Hach WIMS software	1	3,100	3,100	
				Wonderware software	1	5,500	5,500	
				Rockwell control software	1	6,500	6,500	
				WWS-MP2 Main Mgmt Software	1	2,800	2,800	
				Bluebeam renewals	7	250	1,750	
				New Monitors	1	500	500	
				Desktop Replacements	6	1,800	10,800	
				Laptop for equipment programming	1	2,000	2,000	
0	0	0	<b>8229</b>	<b>Customers Helping Customers matching funds</b>		0	0	0
58,346	54,576	60,000	<b>8260</b>	<b>Permit &amp; Basin Council Fees</b>		62,000	0	0
				State and federal agency fees and permits.				

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			DEQ NPDES Permit	1	37,000	37,000		
			Federal USGS Monitoring Site Fee (S. Yamhill)	1	18,900	18,900		
			DEQ Certification Program	1	2,000	2,000		
			DEQ Stormwater Program Fee	1	3,000	3,000		
			Oregon Hazardous Substance Fee	1	400	400		
			Electrical Permit Inspection	1	700	700		
<b>441,561</b>	<b>539,911</b>	<b>594,429</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>692,341</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
2,379	0	8,523	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		5,095	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	27,500	<b>8750-85</b>	<b>Capital Outlay Computer Charges - Wastewater Services</b>		0	0	0
0	0	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
0	0	80,000	<b>8850</b>	<b>Vehicles</b>		40,000	0	0
				Replacement of one vehicle.				
<b>2,379</b>	<b>0</b>	<b>116,023</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>45,095</b>	<b>0</b>	<b>0</b>
<b>727,644</b>	<b>890,256</b>	<b>1,138,581</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,196,518</b>	<b>0</b>	<b>0</b>



**PLANT**



## 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
1,087	-502	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
574,722	553,086	611,800	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Supervisor - Operations - 1.00 FTE Wastewater Operator - Senior - 1.00 FTE Wastewater Operator II - 2.00 FTE Wastewater Operator I - 2.00 FTE Plant Mechanic - Senior - 1.00 FTE Plant Mechanic - 2.00 FTE	656,030	0	0
4,276	50,809	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
8,907	19,267	18,077	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Wastewater Services - 0.50 FTE	20,092	0	0
12,450	20,701	22,997	<b>7000-20 Salaries &amp; Wages - Overtime</b>	24,000	0	0
379	238	0	<b>7300 Fringe Benefits</b>	0	0	0
35,848	38,115	39,500	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	42,356	0	0
8,384	8,914	9,466	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	10,150	0	0
175,416	172,222	198,711	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	213,817	0	0
142,262	149,889	149,082	<b>7300-20 Fringe Benefits - Medical Insurance</b>	161,180	0	0
22,000	25,500	20,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	21,000	0	0
697	593	540	<b>7300-25 Fringe Benefits - Life Insurance</b>	540	0	0
2,084	1,507	1,381	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,540	0	0
22,976	14,937	15,016	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	16,243	0	0
182	200	217	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	200	0	0
0	0	2,317	<b>7300-45 Fringe Benefits - Paid Family Leave City Share</b>	547	0	0
<b>1,011,670</b>	<b>1,055,473</b>	<b>1,089,104</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>1,167,695</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	1,300	2,670	<b>7515 City Services Charge expense</b>	2,700	0	0
0	0	0	<b>7550 Travel &amp; Education</b>	0	0	0
4,187	4,256	8,000	<b>7590 Fuel - Vehicle &amp; Equipment</b> Gas and diesel - vehicles, rolling stock and generators.	6,000	0	0
389,832	395,966	420,000	<b>7600 Utilities</b> Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations.	420,000	0	0

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		0	0	0	
0	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>		0	0	0	
126,825	118,881	140,000	<b>7690</b>	<b>Chemicals</b>		160,000	0	0	
				Various chemicals used at the Water Reclamation Facility.					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Aluminum Compounds	1	96,000	96,000		
				Polymers	1	26,000	26,000		
				Sodium Hypochlorite	1	11,000	11,000		
				Alkalinity Products	1	21,000	21,000		
				Miscellaneous Plant Chemicals	1	6,000	6,000		
32,320	36,666	40,000	<b>7720-04</b>	<b>Repairs &amp; Maintenance - Supplies</b>		40,000	0	0	
				Supplies related to the Water Reclamation Facility and pump stations.					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Pump Parts and Accessories	1	2,000	2,000		
				Landscape-Barkdust, irrigation etc.	1	4,000	4,000		
				Lubricants	1	5,000	5,000		
				Materials for Equipment Rehabilitation	1	5,000	5,000		
				Operations Lab Supplies	1	5,000	5,000		
				Fasteners, Belts, Seals, Filters, etc.	1	11,000	11,000		
				Grit/Garbage Service	1	4,500	4,500		
				Tools	1	2,000	2,000		
				Electrical Componets	1	1,500	1,500		
132,235	142,181	420,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		240,000	0	0	
				Repairs and replacement of existing Water Reclamation Facility and pump station equipment and processes.					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Instrumentation and Controls	1	10,000	10,000		
				Rental Equipment	1	3,000	3,000		
				Building and Structure Repairs	1	15,000	15,000		
				Electrical Systems	1	10,000	10,000		
				HVAC Systems	1	9,000	9,000		
				Mechanical Equipment Repairs	1	120,000	120,000		
				Landscape and Irrigation	1	4,000	4,000		
				Chemical Systems	1	4,000	4,000		
				SCADA Systems	1	20,000	20,000		
				UV Lamps	1	20,000	20,000		
				Biofilter Media	1	25,000	25,000		
3,316	4,439	5,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		5,000	0	0	
				Water Reclamation Facility vehicle and forklift repairs and preventative maintenance.					



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Wear items Batteries, Tires, etc.	1	1,500	1,500		
			Mechanical Repairs	1	2,500	2,500		
			Preventative Maintenance	1	1,000	1,000		
221	-11	0	<b>7750 Professional Services</b>				0	0
0	135	300	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b>				0	0
			Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses					
131,120	233,076	220,000	<b>7780-25 Contract Services - Biosolids</b>				224,000	0
			Biosolids contract hauling from the Water Reclamation Facility, includes minor road dust control and associated costs.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hauling and Application	1	220,000	220,000		
			Site Management	1	4,000	4,000		
1,500	1,057	5,000	<b>7800 M &amp; S Equipment</b>				5,000	0
			Equipment necessary for plant and pump station operations and maintenance.					
<b>821,556</b>	<b>937,945</b>	<b>1,260,970</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,102,700</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
0	46,895	0	<b>8710 Equipment</b>				0	0
0	0	0	<b>8800 Building Improvements</b>				100,000	0
			CCIS-012.04 Return Sludge Pump Station					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Building 50 New Roof	1	100,000	100,000		
0	0	0	<b>8850 Vehicles</b>				0	0
<b>0</b>	<b>46,895</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>100,000</b>	<b>0</b>	<b>0</b>
<b>1,833,226</b>	<b>2,040,314</b>	<b>2,350,074</b>	<b>TOTAL REQUIREMENTS</b>			<b>2,370,395</b>	<b>0</b>	<b>0</b>



**ENVIRONMENTAL SERVICES**



## 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 74 - ENVIRONMENTAL SERVICES Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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### REQUIREMENTS

<u>PERSONNEL SERVICES</u>						
1,014	78	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0
228,065	280,572	364,832	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	386,983	0
				Supervisor - Environmental Services - 1.00 FTE		
				Environmental Compliance Specialist - Senior - 1.00 FTE		
				Environmental Compliance Specialist - 1.00 FTE		
				Laboratory Technician - Senior - 1.00 FTE		
				Laboratory Technician - 1.00 FTE		
26,507	0	0	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0
604	6,764	15,104	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	13,910	0
				Extra Help - Wastewater Services - 0.35 FTE		
17	0	504	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	501	0
0	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0
166	150	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0
15,335	17,276	23,017	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	24,284	0
3,586	4,040	5,517	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	5,820	0
69,395	87,623	118,379	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	125,857	0
54,467	62,050	86,498	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	84,360	0
8,000	10,000	12,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	11,000	0
320	240	300	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	300	0
917	701	850	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	906	0
9,928	6,969	8,751	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	9,314	0
75	83	123	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	112	0
0	0	1,397	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	313	0
<b>418,397</b>	<b>476,546</b>	<b>637,272</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>663,660</b>	<b>0</b>

### MATERIALS AND SERVICES

25,514	28,991	30,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	30,000	0	0
				Materials and supplies to support permit, pretreatment, and laboratory work and activities.			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Permit Lab Materials & Supplies	1	26,000	26,000
				Pretreatment Training and Outreach Supplies	1	4,000	4,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 74 - ENVIRONMENTAL SERVICES Section : N/A Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
10,949	11,069	10,000	<b>7750</b>	<b>Professional Services</b>			10,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Lab Instrumentation Calibration and Fume Hood Cert.	1	2,300	2,300		
				DI Water System	1	4,000	4,000		
				Pretreatment Assistance	1	3,700	3,700		
0	45	100	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>			0	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses					
50,110	53,351	70,000	<b>7780-30</b>	<b>Contract Services - Lab</b>			70,000	0	0
				Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.					
1,622	0	5,000	<b>7800</b>	<b>M &amp; S Equipment</b>			0	0	0
				Laboratory instrumentation or sampling monitoring equipment					
<b>88,195</b>	<b>93,455</b>	<b>115,100</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>110,000</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>									
0	0	0	<b>8710</b>	<b>Equipment</b>			15,000	0	0
				Laboratory equipment replacement					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				3-Door Laboratory Refrigerator	1	15,000	15,000		
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>15,000</b>	<b>0</b>	<b>0</b>
<b>506,591</b>	<b>570,001</b>	<b>752,372</b>	<b>TOTAL REQUIREMENTS</b>				<b>788,660</b>	<b>0</b>	<b>0</b>



# CONVEYANCE SYSTEMS



## Organization Set – Sections

- Sanitary
- Storm

## Organization Set #

75-78-320  
78-78-325

## 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
-1,455	1,389	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0
285,554	301,694	371,520	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Supervisor - Conveyance - 0.90 FTE Senior Utility Worker - 0.90 FTE Utility Worker II - 3.60 FTE	381,295	0
390	3,790	4,997	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	6,001	0
45	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0
-698	1,258	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0
17,495	18,544	22,780	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	23,434	0
4,092	4,337	5,460	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	5,617	0
78,807	85,978	119,673	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	124,128	0
33,364	57,437	70,822	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	79,168	0
7,200	12,600	9,300	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	9,900	0
368	306	330	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	324	0
1,020	798	872	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	902	0
16,665	12,709	15,905	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	18,035	0
89	94	128	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	114	0
0	0	1,366	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	301	0
<b>442,935</b>	<b>500,935</b>	<b>623,153</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>649,219</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
21,193	22,488	32,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	30,000	0
1,036	1,097	1,200	<b>7600</b>	<b>Utilities</b> Electric costs associated with Conveyance building.	1,500	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0
6,252	6,837	20,000	<b>7720-04</b>	<b>Repairs &amp; Maintenance - Supplies</b> Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	20,000	0
12,336	19,895	20,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b> Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	20,000	0

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
32,152	37,245	40,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b> Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	40,000	0	0
11,778	12,472	30,000	<b>7720-36</b>	<b>Repairs &amp; Maintenance - Sanitary Sewer Mainline/Lateral</b> Routine repairs and maintenance of sewer mainlines, laterals, and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	50,000	0	0
30	0	10,000	<b>7750</b>	<b>Professional Services</b> Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	15,000	0	0
0	20	100	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	0	0	0
1,380	4,937	5,000	<b>7800</b>	<b>M &amp; S Equipment</b> Conveyance System maintenance equipment.	5,000	0	0
<b>86,158</b>	<b>104,992</b>	<b>158,300</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>181,500</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	0	0	<b>8710</b>	<b>Equipment</b>	0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>	0	0	0
0	0	100,000	<b>9110-05</b>	<b>Sanitary Sewer Replacements - Mainline/Lateral</b> Preservation repair and replacement of sewer system mainlines and manholes.	100,000	0	0
<b>0</b>	<b>0</b>	<b>100,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>100,000</b>	<b>0</b>	<b>0</b>
<b>529,093</b>	<b>605,927</b>	<b>881,453</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>930,719</b>	<b>0</b>	<b>0</b>

## 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 325 - STORM Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	293	0	4546	American Rescue Plan	0	0
<b>0</b>	<b>293</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>0</b>	<b>0</b>
<b>0</b>	<b>293</b>	<b>0</b>	<b><i>TOTAL RESOURCES</i></b>		<b>0</b>	<b>0</b>



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 325 - STORM Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	293	233,525	<b>7750-43</b>	<b>Professional Services - Stormwater</b>		363,525	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ARPA - Design work on 13th and Galloway Storm lines	1	263,525	263,525		
			Mercury TMDL/ Stormwater Utility Work	1	100,000	100,000		
<b>0</b>	<b>293</b>	<b>233,525</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>363,525</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	100,000	<b>9110-43</b>	<b>Sanitary Sewer Replacements - Storm Line Repairs</b>		100,000	0	0
			For Storm line repairs that are not in the street right of way.					
<b>0</b>	<b>0</b>	<b>100,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>100,000</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>293</b>	<b>333,525</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>463,525</b>	<b>0</b>	<b>0</b>



# **NON-DEPARTMENTAL**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>INTERGOVERNMENTAL</b>							
1,409	3,448	0	<b>4545</b>	<b>Federal FEMA Grant</b>	0	0	0
22,485	0	0	<b>4546</b>	<b>American Rescue Plan</b>	0	0	0
0	0	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>	0	0	0
<b>23,894</b>	<b>3,448</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
13,541	14,250	13,200	<b>5400-40</b>	<b>Property Rentals - House</b> Riverside Drive house rental income.	14,400	0	0
13,129	13,171	13,171	<b>5400-45</b>	<b>Property Rentals - Farm</b> Farm land lease on Water Reclamation Facility property.	13,207	0	0
10,726,556	10,984,651	11,000,000	<b>5520</b>	<b>Sewer User Charges</b> Monthly sewer charges based on water consumption and discharge loading.	11,600,000	0	0
79,454	97,450	100,000	<b>5530</b>	<b>Septage Fees</b> Dumping fees collected from haulers for septic tank and portable toilet waste.	100,000	0	0
<b>10,832,680</b>	<b>11,109,522</b>	<b>11,126,371</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>11,727,607</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>							
10,459	54,453	49,000	<b>6310</b>	<b>Interest</b>	100,000	0	0
2,503	6,940	1,000	<b>6600</b>	<b>Other Income</b>	1,000	0	0
2,961	12,299	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>15,923</b>	<b>73,692</b>	<b>50,000</b>	<b>TOTAL MISCELLANEOUS</b>		<b>101,000</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS IN</b>							
0	0	100,000	<b>6900-01</b>	<b>Transfers In - General Fund</b> ARPA 13th & Galloway storm line work	263,525	0	0
15,039	16,182	18,052	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>	0	0	0
<b>15,039</b>	<b>16,182</b>	<b>118,052</b>	<b>TOTAL TRANSFERS IN</b>		<b>263,525</b>	<b>0</b>	<b>0</b>
<b>10,887,535</b>	<b>11,202,844</b>	<b>11,294,423</b>	<b>TOTAL RESOURCES</b>		<b>12,092,132</b>	<b>0</b>	<b>0</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET																
<b>REQUIREMENTS</b>																								
<b>MATERIALS AND SERVICES</b>																								
19,810	18,558	16,200	<b>7500</b>	<b>Credit Card Fees</b>		22,000	0	0																
						Credit card processing fees from McMinnville Water & Light (W&L).																		
39,566	42,818	54,000	<b>7750</b>	<b>Professional Services</b>		70,000	0	0																
						Billing charges from W&L: software charges, mail processing fees, and collection fees.																		
0	33,145	77,000	<b>7780-40</b>	<b>Contract Services - Billing</b>		80,000	0	0																
						McMinnville Water & Light new customer service charges, accountant costs, and management fees.																		
554,491	663,891	676,000	<b>8227</b>	<b>Franchise Fee expense</b>		700,000	0	0																
						Wastewater utility will pay a 6% franchise fee.																		
19,920	18,835	20,000	<b>8229</b>	<b>Customers Helping Customers matching funds</b>		20,000	0	0																
<b>633,787</b>	<b>777,247</b>	<b>843,200</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>892,000</b>	<b>0</b>	<b>0</b>																
<b>TRANSFERS OUT</b>																								
367,708	436,227	601,532	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		646,557	0	0																
						<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Wastewater Services Fund support of Engineering operations.</td> <td>1</td> <td>99,785</td> <td>99,785</td> </tr> <tr> <td>Engineering, Admin, &amp; Finance personnel services support.</td> <td>1</td> <td>530,070</td> <td>530,070</td> </tr> <tr> <td>Admin personnel services support - Storm Water</td> <td>1</td> <td>16,702</td> <td>16,702</td> </tr> </tbody> </table>			Description	Units	Amt/Unit	Total	Wastewater Services Fund support of Engineering operations.	1	99,785	99,785	Engineering, Admin, & Finance personnel services support.	1	530,070	530,070	Admin personnel services support - Storm Water	1	16,702	16,702
Description	Units	Amt/Unit	Total																					
Wastewater Services Fund support of Engineering operations.	1	99,785	99,785																					
Engineering, Admin, & Finance personnel services support.	1	530,070	530,070																					
Admin personnel services support - Storm Water	1	16,702	16,702																					
6,013,408	6,154,866	6,308,224	<b>9700-77</b>	<b>Transfers Out - Wastewater Capital</b>		6,076,520	0	0																
						Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.																		
						<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Ratepayer contribution for FY25</td> <td>1</td> <td>6,076,520</td> <td>6,076,520</td> </tr> </tbody> </table>			Description	Units	Amt/Unit	Total	Ratepayer contribution for FY25	1	6,076,520	6,076,520								
Description	Units	Amt/Unit	Total																					
Ratepayer contribution for FY25	1	6,076,520	6,076,520																					
55,851	59,995	65,343	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		68,270	0	0																
						<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Information Systems personnel services support.</td> <td>1</td> <td>68,270</td> <td>68,270</td> </tr> </tbody> </table>			Description	Units	Amt/Unit	Total	Information Systems personnel services support.	1	68,270	68,270								
Description	Units	Amt/Unit	Total																					
Information Systems personnel services support.	1	68,270	68,270																					
<b>6,436,967</b>	<b>6,651,088</b>	<b>6,975,099</b>	<b>TOTAL TRANSFERS OUT</b>			<b>6,791,347</b>	<b>0</b>	<b>0</b>																
<b>CONTINGENCIES</b>																								
0	0	900,000	<b>9800</b>	<b>Contingencies</b>		900,000	0	0																
<b>0</b>	<b>0</b>	<b>900,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>900,000</b>	<b>0</b>	<b>0</b>																

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b><u>ENDING FUND BALANCE</u></b>						
0	0	0	<b>9975-05 Designated End FB - WW Svc Fd - Sewer A/R</b> 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	<b>9999 Unappropriated Ending Fd Balance</b> 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
<b>4,155,179</b>	<b>3,823,190</b>	<b>438,690</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>329,739</b>	<b>0</b>	<b>0</b>
<b>11,225,933</b>	<b>11,251,525</b>	<b>9,156,989</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>8,913,086</b>	<b>0</b>	<b>0</b>

## 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
14,822,487	15,358,316	14,612,994	<b>TOTAL RESOURCES</b>	14,662,903	0	0
14,822,487	15,358,316	14,612,994	<b>TOTAL REQUIREMENTS</b>	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.



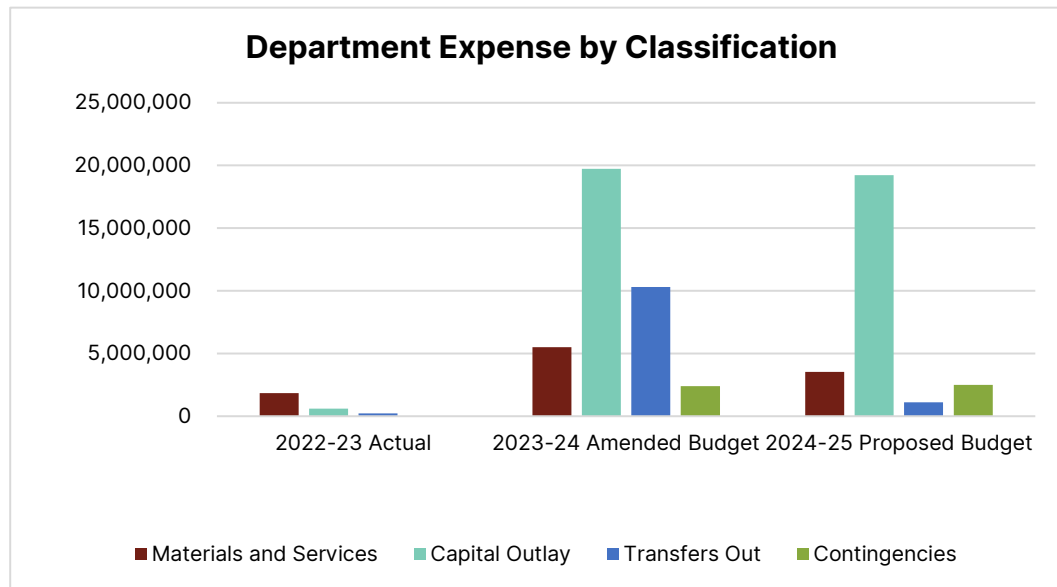
*The City continues to invest in upgrades to the public sanitary sewer system in 2024-25 by addressing solids capacity issues with upgrades to our solids handling processes.*



Wastewater Capital Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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)
<b>Revenue Total</b>	<b>47,963,846</b>	<b>55,149,444</b>	<b>41,636,484</b>	<b>(13,512,960)</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>2,674,338</b>	<b>37,937,474</b>	<b>26,352,310</b>	<b>(11,585,164)</b>
Ending Fund Balance	45,289,508	17,211,970	15,284,174	(1,927,796)



- |             |   |             |   |             |  |
|-------------|---|-------------|---|-------------|--|
| <b>1969</b> | Voters approve \$710,000 six-year sewage disposal general obligation bond issue.  | <b>1993</b> | 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.  | <b>1995</b> | New Water Reclamation Facility and Raw Sewage Pump Station complete.   |
| <b>1987</b> | Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.  | <b>1994</b> | January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves. | <b>1996</b> | Major repair and replacement of Cozine Trunk Line and Pump Station complete.   |
| <b>1992</b> | April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance. | <b>1994</b> | February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.  | <b>2000</b> | July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements. |
| <b>1992</b> | August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program.                 |             |   | <b>2000</b> | Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.              |
|             |   |             |   | <b>2001</b> | Evans Street Sewer Reconstruction Project complete.  |
|             |   |             |   | <b>2002</b> | High School Basin Sewer Reconstruction Project complete.   |
|             |   |             |   | <b>2003</b> | Three Mile Lane Pump Station #1 Replacement Project complete.  |

# Wastewater Capital Fund

## 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 Pump-Station from service.

**2006** The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.

**2007** The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.

**2009** DEQ approves the WRF Facilities Plan.

**2009** The Elm Street Sewer Rehabilitation Project was completed.

**2010** The Saylor’s Addition and High School Basin Sewer Rehabilitation projects were completed.

**2012** The Downtown Basin Sewer Rehabilitation project was completed.

**2013** Design work begins for the expansion of the WRF

**2016** Construction of the WRF Expansion is completed.



The final project cost of ~\$13-million was ~ \$2.5-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.

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
<b>RESOURCES</b>							
<b><u>BEGINNING FUND BALANCE</u></b>							
2,531,000	2,226,800	1,878,600	<b>4077-99</b>	<b>Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve</b>	1,506,300	0	0
33,663,306	37,775,605	41,064,065	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	31,720,978	0	0
<b>36,194,306</b>	<b>40,002,405</b>	<b>42,942,665</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>		<b>33,227,278</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>							
0	0	76,902	<b>5080-05</b>	<b>Inter-Agency Loan Repayment - Principal</b> Repayment McMinnville Fire Dist for defibrillators, Hybrid SUV and air compressor	76,902	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Eight Defibrillators (due Oct 2024)	1	53,247	53,247
				Hybrid SUV and air compressor (due Jun 2025)	1	23,655	23,655
0	0	0	<b>5080-10</b>	<b>Inter-Agency Loan Repayment - Interest</b>	0	0	0
<b>0</b>	<b>0</b>	<b>76,902</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>76,902</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>							
765,242	707,069	600,000	<b>5500</b>	<b>System Development Charges</b> 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	0
<b>765,242</b>	<b>707,069</b>	<b>600,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>		<b>700,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
156,165	930,831	750,000	<b>6310</b>	<b>Interest</b>	1,100,000	0	0
0	0	2,500	<b>6500-05</b>	<b>Private Sewer Lateral - Loan Repayment</b> Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	0	0
11,150	11,050	10,000	<b>6500-10</b>	<b>Private Sewer Lateral - Penalty</b> Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	11,000	0	0
Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.							
0	0	0	<b>6600</b>	<b>Other Income</b>	0	0	0
<b>167,315</b>	<b>941,881</b>	<b>762,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>1,113,500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>						
6,013,408	6,154,866	6,308,224	<b>6900-75 Transfers In - Wastewater Services</b> Transfer from the Wastwater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	6,076,520	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Ratepayer contribution for FY25	1	6,076,520	6,076,520
157,631	157,625	4,459,153	<b>6901-01 Transfers In - Interfund Debt - General Fund</b>	442,284	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Payment on 2021 Police vehicles -3	1	37,699	37,699
			Payment on 2021 Police audio visual equipment	1	5,716	5,716
			Payment on 2020 Police vehicles - 3	1	37,312	37,312
			Payment on 2024 Library security system cameras	1	4,562	4,562
			Payment on 2024 Admin/UR NE Gateway property purchase	1	215,766	215,766
			Payment on 2024 CDC replace RTY#1 HVAC	1	5,988	5,988
			Payment on 2024 CDC Secure building entry way	1	10,265	10,265
			Payment on 2024 Comm Ctr carpet replacement	1	20,987	20,987
			Payment on 2024 Comm Ctr Resurfacing playing courts	1	11,406	11,406
			Payment on 2024 IS shared VM server, Domain, Storage	1	20,957	20,957
			Payment on 2024 Park Maint restroom partitions	1	13,801	13,801
			Payment on 2024 Police hybrid vehicles - 2	1	31,023	31,023
			Payment on 2024 Police MDT Equip in vehicles	1	11,405	11,405
			Payment on 2024 Senior Ctr Exterior lit event sign	1	2,851	2,851
			Payment on 2024 Asset Management system	1	12,546	12,546
<b>6,171,039</b>	<b>6,312,491</b>	<b>10,767,377</b>	<b>TOTAL TRANSFERS IN</b>	<b>6,518,804</b>	<b>0</b>	<b>0</b>
<b>43,297,903</b>	<b>47,963,846</b>	<b>55,149,444</b>	<b>TOTAL RESOURCES</b>	<b>41,636,484</b>	<b>0</b>	<b>0</b>

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

10,297	0	20,000	<b>7750 Professional Services</b>	20,000	0	0
0	14,832	5,800	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	7,690	0	0
0	252,432	2,050,000	<b>7770-05 Professional Services - Projects - Master Plan Update</b> Conveyance and WRF Master Plan Update.	600,000	0	0
0	0	0	<b>7770-40 Professional Services - Projects - Grit System Expansion</b>	0	0	0
633,108	1,101,847	2,000,000	<b>7770-41 Professional Services - Projects - Solids Treatment Capacity improv</b> Engineering services for the Solids Treatment Capacity Improvement Project.	1,200,000	0	0
0	0	0	<b>7770-44 Professional Services - Projects - Filtration System Expansion</b>	0	0	0
11,880	0	50,000	<b>7770-49 Professional Services - Projects - 3 Mile Ln Bridge Force Main</b>	0	0	0
1,935	80,818	350,000	<b>7770-57 Professional Services - Projects - I&amp;I Reduction Design</b> Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.	500,000	0	0
1,045	400,065	1,021,500	<b>7770-59 Professional Services - Projects - Admin Building Addition/Upgrade</b> Design services for Admin building project	1,200,000	0	0
2,565	0	3,500	<b>8230 Private Sewer Lateral Repair Incentive</b> Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.	2,500	0	0
0	0	2,500	<b>8240-10 Private Sewer Lateral Loans - Low Income Loans</b> "Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.	1,000	0	0
<b>660,830</b>	<b>1,849,993</b>	<b>5,503,300</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>3,531,190</b>	<b>0</b>	<b>0</b>

**CAPITAL OUTLAY**

476,140	232,274	1,660,000	<b>8710 Equipment</b> Planned major equipment replacement at the WRF and/or system pump stations.	700,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Front end Loader	1	200,000	200,000
			Cozine Large Pump #6	1	200,000	200,000
			Shop Truck	1	300,000	300,000
0	0	0	<b>8900 Land Acquisition</b> Possible purchase of land West of current Wastewater Treatment Facility	4,000,000	0	0
1,947,428	361,364	2,000,000	<b>9120-25 Sewer Construction - I&amp;I Reduction Projects</b> Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).	2,500,000	0	0

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	<b>9120-40 Sewer Construction - Grit System Expansion</b>	0	0	0
0	0	14,000,000	<b>9120-41 Sewer Construction - Solids Treatment Capacity Improv</b> Construction on the Solids Capacity Improvement Project.	11,000,000	0	0
0	0	0	<b>9120-44 Sewer Construction - Filtration System Expansion</b>	0	0	0
0	1,468	50,000	<b>9120-49 Sewer Construction - 3 Mile Ln Bridge Force Main</b>	0	0	0
0	0	2,000,000	<b>9120-59 Sewer Construction - Admin Building Addition/Upgrade</b> Construction funds to address the main administration building 70 seismic and HVAC needs.	1,000,000	0	0
0	0	15,000	<b>9150-10 Developer Reimbursement - Sanitary Sewer</b> Reimbursement to commercial and subdivision developers for sewer pipe constructed with extra capacity over what the developer requires which benefits the future growth requirements of the city.	15,000	0	0
<b>2,423,568</b>	<b>595,107</b>	<b>19,725,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>19,215,000</b>	<b>0</b>	<b>0</b>

**TRANSFERS OUT**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	9700-01 Transfers Out - General Fund	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
211,100	229,238	268,733		250,985	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Wastewater Capital Fund support of Engineering operations.	1	42,894	42,894
			Engineering, Admin, & Finance personnel services support.	1	208,091	208,091



Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET																																																																																																																														
0	0	10,040,441	<b>9701-01 Transfers Out - Interfund Debt - General Fund</b>	855,135	0	0																																																																																																																														
See details in general fund, non departmental 01-99-6901-77. FY24 loans at 4.25% to be repaid in equal payments FY25 until FY29.																																																																																																																																				
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<b>CONTINGENCIES</b>																																																																																																																																				
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Increase due to large Solids Treatment Capacity Improvement project getting started, in order to assist with any unexpected expenditures.																																																																																																																																				
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37,775,605	43,410,908	15,705,670	<b>9999 Unappropriated Ending Fd Balance</b>	14,175,374	0	0																																																																																																																														
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.																																																																																																																																				
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## 77 - WASTEWATER CAPITAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
43,297,903	47,963,846	55,149,444	<b>TOTAL RESOURCES</b>	41,636,484	0	0
43,297,903	47,963,846	55,149,444	<b>TOTAL REQUIREMENTS</b>	41,636,484	0	0

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# **INFORMATION SYSTEMS & SERVICES FUND**

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Budgeted Computer Equipment – By Department

### **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 in-car 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.

### **Core Services**

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- 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.
- 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.

### **Future Challenges and Opportunities**

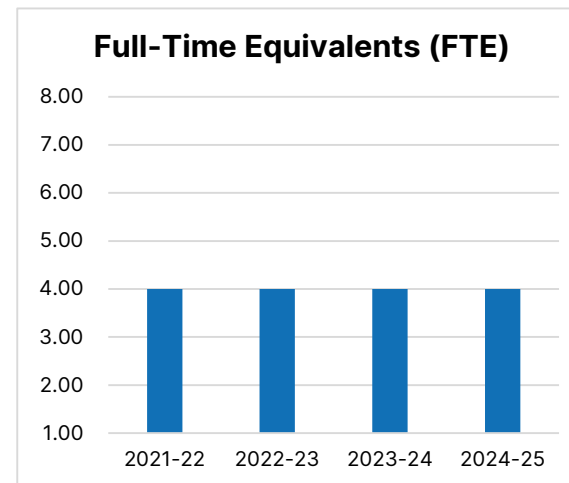
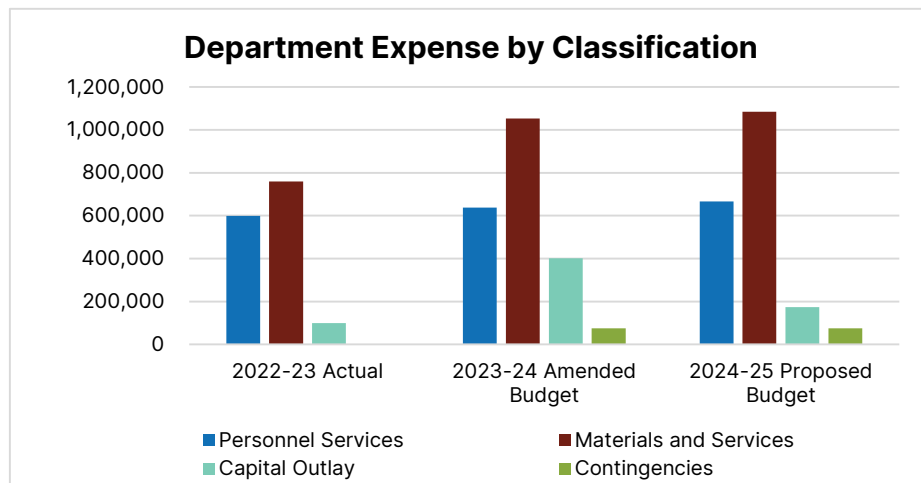
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- Partner with City Departments to provide internal and external services support – look toward improved budget forecasting and reporting tools, dashboards for City metrics and information sharing, training opportunities, and others as needs are assessed 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.

Information Systems & Svcs Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>1,656,370</b>	<b>2,269,173</b>	<b>2,141,041</b>	<b>(128,132)</b>
<b>Expenses</b>				
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
<b>Expenses Total</b>	<b>1,457,842</b>	<b>2,167,344</b>	<b>2,000,224</b>	<b>(167,120)</b>
Ending Fund Balance	198,528	101,829	140,817	38,988
	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
<b>Full-Time Equivalents (FTE)</b>	4.00	4.00	4.00	4.00



## Information Systems & Services Fund

## Historical Highlights

- |             |  |             |  |             |  |
|-------------|--|-------------|--|-------------|--|
| <b>1993</b> | City's first Information Systems Manager hired.  | <b>2003</b> | Partnership formed with Yamhill County for management of IS services; City director position eliminated.                                 | <b>2006</b> | Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.                            |
| <b>1995</b> | Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.  | <b>2004</b> | Physical location of IS Department moved from Fire Station to Community Center.  | <b>2007</b> | Partnered with Yamhill County assuming project management and problem resolution of the City public safety radio system. |
| <b>1995</b> | First system administrative specialist hired to help with expanding City IS needs.   | <b>2005</b> | Completed move of all City telephones back onto City-County telephone system.  | <b>2008</b> | Supported the project of moving all communications for the City to the new Public Safety Building.                       |
| <b>1996</b> | City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!   | <b>2006</b> | Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state. | <b>2009</b> | Began implementation of redundant server strategy for “hot” site backup of City applications.                            |
| <b>1998</b> | City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.   | <b>2006</b> | Completion of new computer equipment room with backup generator in Community Center.   | <b>2010</b> | Began utilizing virtual server technology and moved to Storage Area Network devices.                                     |
| <b>2001</b> | McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.                | <b>2006</b> | Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.                        | <b>2011</b> | Development of an IS strategic plan.   |
| <b>2002</b> | IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide. |             |  |             |  |

# Information Systems & Services Fund

## Historical Highlights

- 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-from-home 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.



Information Systems Services Fund - Computer equipment by department

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>
<b>Administration, City Manager</b> 01-01-002	Mailchimp software	480	
	Adobe Pro Renewals	1,700	
	Docking Station	400	
	Office 365 licensing	1,100	
			<b>3,680</b>
<b>Administration, City Council</b> 01-01-005	Replacement Computer	1,800	
	Leased Copier (shared with Municipal Court, Planning)	500	
	Office 365 licensing	2,000	
			<b>4,300</b>
<b>Administration, Legal</b> 01-01-008	Office 365 licensing	600	
			<b>600</b>
<b>Administration, Human Resources</b> 01-01-012	Adobe Pro Renewals (2)	400	
	Office 365 licensing	600	
			<b>1,000</b>
<b>Finance</b> 01-03-013	Replacement mobile computer (1)	3,000	
	Adobe Pro Renewals (5)	1,000	
	Office 365 licensing	3,000	
	Printer maintenance - Lexmark	300	
	Debtbook software renewal	5,000	
			<b>12,300</b>
<b>Engineering</b> 01-05	ESRI Software - 17 %	2,500	
	Hansen Software - 25 %	4,000	
	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	
			<b>28,400</b>
<b>Community Development Admin</b> 01-07-001	Adobe Pro Renewals	200	
	Office 365 licensing	300	
			<b>500</b>

Information Systems Services Fund - Computer equipment by department

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>
<b>Community Development Current</b> 01-07-025	ESRI Software - 12.5 %	1,250	
	Adobe Indesign	400	
	Adobe licensing	600	
	Bluebeam licensing	900	
	Leased Copier (shared with Municipal Court, Admin)	500	
	AutoCAD Maintenance	750	
	Office 365 licensing	600	
			<b>5,000</b>
<b>Community Development Long Range</b> 01-07-028	ESRI Software - 12.5 %	1,250	
	AutoCAD Maintenance	750	
	Adobe Pro Renewals	400	
	Office 365 licensing	600	
	Bluebeam licensing	600	
		<b>3,600</b>	
<b>Community Development Code Enforcement</b> 01-07-031	Office 365 licensing	600	
	Adobe Pro licensing	800	
			<b>1,400</b>
<b>Community Development Economic Dvlpmt</b> 01-07-035	Adobe Pro Renewals	200	
	Office 365 licensing	300	
			<b>500</b>
<b>Police</b> 01-11-040	New mobile computers for Corporals, Evidence	17,500	
	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	
		<b>127,800</b>	

Information Systems Services Fund - Computer equipment by department

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>
<b>Municipal Court</b>			
01-13-060	Caselle Utils/Integration	5,000	
	E-ticketing Maintenance	5,700	
	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	
			<b>25,900</b>
<b>Park &amp; Rec Administration</b>			
01-017-001	WhenToWork Renewal	600	
	Activenet Renewal	1,440	
	Office 365 licensing	300	
			<b>2,340</b>
<b>Park &amp; Rec Aquatic Center</b>			
01-17-087	Replacement computers (2)	4,550	
	New Monitors	1,000	
	Printer Maintenance	1,000	
	ActiveNet Peripherals	1,500	
	Activenet Renewal	1,440	
	Office 365 licensing	1,600	
			<b>11,090</b>
<b>Park &amp; Rec Community Center</b>			
01-17-090	Activenet Renewal	1,440	
	Office 365 licensing	1,600	
	Adobe Licensing	200	
			<b>3,240</b>
<b>Park &amp; Rec Recreational Sports</b>			
01-17-096	Adobe Pro Renewal	400	
	New Mobile Computer	3,650	
	Office 365 licensing	600	
	Activenet Renewal	1,440	
			<b>6,090</b>
<b>Park &amp; Rec, Senior Center</b>			
01-17-099	Replacement Computer (1)	1,800	
	Activenet Peripherals	1,000	
	Office 365 licensing	900	
	Activenet Renewal	1,440	
			<b>5,140</b>

Information Systems Services Fund - Computer equipment by department

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>
<b>Park Maintenance</b> 01-19	ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Street,WWS	2,500	
	Hansen SW Maintenance- 25%, shared w/Street, Eng, WWS	4,000	
	Hansen Development - 25%	5,000	
	Desktop replacements (3) - 50%, shared with Street	5,500	
	Adobe Pro licensing	400	
	Office 365 licensing (5.5)	1,450	
	Hansen Mobiles	1,500	
	Bluebeam Licensing	400	
			<b>20,750</b>
	<b>Library</b> 01-21	Office 365 licensing (21)	7,000
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	
			<b>35,400</b>
<b>Street</b> 20		Street Saver software	4,500
	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	
			<b>23,750</b>
<b>Airport</b> 25	Adobe Pro Renewals	200	
	Office 365 licensing	600	
		<b>800</b>	
<b>Building</b> 70	Adobe licensing	200	
	Office 365 licensing (4)	1,060	
	ESRI SW - 17%, shared w/Street,Comm Dvlpmt,Eng,Park Maint,WWS	2,500	
	Accela Peripherals	1,000	
		<b>4,760</b>	

Information Systems Services Fund - Computer equipment by department

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department</u>
<u>Wastewater Services</u>			<u>Total</u>
75-01	Dept Specific software	24,500	
	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	
			<b>57,800</b>
<b>ARPA (not distributed)</b>			
7794-97	CitizenLab Software renewal	12,900	
	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	
			<b>129,865</b>
			<b>516,005</b>

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
15,075	15,075	15,075	<b>4080-15</b> Designated Begin FB-Info Sys Fd - Financial System Reserve July 1 carryover from prior year reserved for future City financial system software improvements	15,075	0	0
150,431	192,232	159,304	<b>4090</b> Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	192,789	0	0
<b>165,506</b>	<b>207,307</b>	<b>174,379</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>207,864</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
76,815	108,504	0	<b>4546</b> American Rescue Plan	0	0	0
0	0	0	<b>4548</b> Coronavirus Relief Fund (CRF)	0	0	0
0	0	444,178	<b>5029</b> McMinnville Fire District	0	0	0
<b>76,815</b>	<b>108,504</b>	<b>444,178</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
584,292	642,080	837,711	<b>6000-01</b> Charges for Equipment & Services - General Fund Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs.	953,289	0	0
0	0	6,000	<b>6000-08</b> Charges for Equipment & Services - Affordable Housing	1,905	0	0
16,949	24,724	51,508	<b>6000-20</b> Charges for Equipment & Services - Street Fund	38,993	0	0
0	0	2,120	<b>6000-25</b> Charges for Equipment & Services - Airport	3,341	0	0
0	0	1,980	<b>6000-50</b> Charges for Equipment & Services - Park Development	0	0	0
21,025	11,364	19,977	<b>6000-70</b> Charges for Equipment & Services - Building Fund	19,774	0	0
61,174	73,163	112,962	<b>6000-75</b> Charges for Equipment & Services - Wastewater Services Fund	111,150	0	0
0	0	0	<b>6000-79</b> Charges for Equipment & Services - Ambulance Fund	0	0	0
<b>683,440</b>	<b>751,331</b>	<b>1,032,258</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>1,128,452</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
787	4,435	3,500	<b>6310</b> Interest	9,000	0	0
0	96	0	<b>6600</b> Other Income	0	0	0
<b>787</b>	<b>4,530</b>	<b>3,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>9,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>								
470,219	501,315	524,049	<b>6900-01</b>	<b>Transfers In - General Fund</b>		700,821	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	570,956	570,956		
			ARPA - Software renewals, licensing, set-up costs, firewall	1	129,865	129,865		
10,960	11,694	12,733	<b>6900-20</b>	<b>Transfers In - Street</b>		13,317	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	13,317	13,317		
10,960	11,694	12,733	<b>6900-70</b>	<b>Transfers In - Building</b>		13,317	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	13,317	13,317		
55,851	59,995	65,343	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>		68,270	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	68,270	68,270		
<b>547,990</b>	<b>584,698</b>	<b>614,858</b>	<b><u>TOTAL TRANSFERS IN</u></b>			<b>795,725</b>	<b>0</b>	<b>0</b>
<b>1,474,539</b>	<b>1,656,370</b>	<b>2,269,173</b>	<b><u>TOTAL RESOURCES</u></b>			<b>2,141,041</b>	<b>0</b>	<b>0</b>

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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### REQUIREMENTS

#### PERSONNEL SERVICES

2,549	-114	0	<b>7000</b>	Salaries & Wages	0	0	0
345,843	383,362	406,031	<b>7000-05</b>	Salaries & Wages - Regular Full Time Information Systems Director - 1.00 FTE Information Services Administrator - 1.00 FTE Information Services Specialist - 2.00 FTE	427,162	0	0
166	4,588	0	<b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
1,191	5,450	8,000	<b>7000-20</b>	Salaries & Wages - Overtime For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	7,000	0	0
2,400	2,400	2,400	<b>7000-37</b>	Salaries & Wages - Medical Opt Out Incentive	2,400	0	0
795	250	0	<b>7300</b>	Fringe Benefits	0	0	0
21,130	23,980	25,194	<b>7300-05</b>	Fringe Benefits - FICA - Social Security	26,412	0	0
4,942	5,608	6,039	<b>7300-06</b>	Fringe Benefits - FICA - Medicare	6,330	0	0
101,511	112,728	126,055	<b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	132,716	0	0
50,128	51,728	52,682	<b>7300-20</b>	Fringe Benefits - Medical Insurance	54,700	0	0
7,000	7,000	7,000	<b>7300-22</b>	Fringe Benefits - VEBA Plan	7,000	0	0
320	240	240	<b>7300-25</b>	Fringe Benefits - Life Insurance	240	0	0
1,280	954	942	<b>7300-30</b>	Fringe Benefits - Long Term Disability	996	0	0
298	399	458	<b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	481	0	0
76	82	92	<b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	84	0	0
268	0	1,050	<b>7300-40</b>	Fringe Benefits - Unemployment	1,050	0	0
0	0	1,501	<b>7300-45</b>	Fringe Benefits - Paid Family Leave City Share	340	0	0
<b>539,896</b>	<b>598,656</b>	<b>637,684</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>666,911</b>	<b>0</b>	<b>0</b>

#### MATERIALS AND SERVICES

290	342	600	<b>7540</b>	Employee Events Costs shared city-wide for employee training, materials, and events.	700	0	0
3,331	2,104	5,000	<b>7550</b>	Travel & Education Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences.	12,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Employee Training & Education	4	3,000	12,000



## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET																
136	0	300	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		300	0	0																
				Fuel and repair expense for IS Department vehicle																				
4,172	4,924	5,510	<b>7610-05</b>	<b>Insurance - Liability</b>		4,112	0	0																
437	618	770	<b>7610-10</b>	<b>Insurance - Property</b>		216	0	0																
13,560	12,211	11,000	<b>7620</b>	<b>Telecommunications</b>		11,000	0	0																
				Information Services Department telephones, cell phones, and modem lines.																				
5,483	5,006	6,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		6,000	0	0																
				General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials.																				
204	907	1,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		2,000	0	0																
				<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Furniture and Expenses - office area</td> <td style="text-align: right;">1</td> <td style="text-align: right;">2,000</td> <td style="text-align: right;">2,000</td> </tr> </tbody> </table>		<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Furniture and Expenses - office area	1	2,000	2,000											
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																					
Furniture and Expenses - office area	1	2,000	2,000																					
0	59	2,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		2,000	0	0																
				Equipment repairs and software upgrades not covered by maintenance contracts.																				
				<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Printer maintenance kits for in house repairs</td> <td style="text-align: right;">1</td> <td style="text-align: right;">500</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Printer and non-warranty equipment repairs</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,500</td> <td style="text-align: right;">1,500</td> </tr> </tbody> </table>		<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Printer maintenance kits for in house repairs	1	500	500	Printer and non-warranty equipment repairs	1	1,500	1,500							
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																					
Printer maintenance kits for in house repairs	1	500	500																					
Printer and non-warranty equipment repairs	1	1,500	1,500																					
54	0	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		0	0	0																
12,904	19,003	151,500	<b>7750</b>	<b>Professional Services</b>		51,500	0	0																
				<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Application, network, design &amp; support services</td> <td style="text-align: right;">1</td> <td style="text-align: right;">40,000</td> <td style="text-align: right;">40,000</td> </tr> <tr> <td>Civic Building A/V maintenance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,500</td> <td style="text-align: right;">1,500</td> </tr> <tr> <td>Website services</td> <td style="text-align: right;">1</td> <td style="text-align: right;">10,000</td> <td style="text-align: right;">10,000</td> </tr> </tbody> </table>		<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Application, network, design & support services	1	40,000	40,000	Civic Building A/V maintenance	1	1,500	1,500	Website services	1	10,000	10,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																					
Application, network, design & support services	1	40,000	40,000																					
Civic Building A/V maintenance	1	1,500	1,500																					
Website services	1	10,000	10,000																					
0	2,495	1,900	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		4,480	0	0																
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses																				
0	0	0	<b>7770-03</b>	<b>Professional Services - Projects - ERP</b>		0	0	0																
34,750	42,404	35,000	<b>7792</b>	<b>Hardware Maintenance &amp; Rental Contracts</b>		25,000	0	0																
7,731	0	11,000	<b>7792-20</b>	<b>Hardware Maintenance &amp; Rental Contracts - Police</b>		0	0	0																
0	0	0	<b>7792-30</b>	<b>Hardware Maintenance &amp; Rental Contracts - Fire</b>		0	0	0																
0	0	0	<b>7792-95</b>	<b>Hardware Maintenance &amp; Rental Contracts - Ambulance</b>		0	0	0																
261,209	305,003	300,000	<b>7794</b>	<b>Software Maintenance &amp; Rental Contracts</b>		420,000	0	0																
0	1,251	2,750	<b>7794-02</b>	<b>Software Maintenance &amp; Rental Contracts - City Manager's Office</b>		3,280	0	0																

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Adobe Renewals	1	1,700	1,700
			Office 365 licensing	1	1,100	1,100
			Mailchimp software	1	480	480
0	0	1,850	<b>7794-03 Software Maintenance &amp; Rental Contracts - City Council</b>			2,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	2,000	2,000
			Shared Civic Hall Copier (shared with Planning, Muni Ct)	1	500	500
6,500	5,000	8,250	<b>7794-05 Software Maintenance &amp; Rental Contracts - Accounting</b>			9,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	3,000	3,000
			Adobe Pro renewals	5	200	1,000
			Debtbook Software Renewal	1	5,000	5,000
0	0	530	<b>7794-08 Software Maintenance &amp; Rental Contracts - Legal</b>			600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	600	600
7,869	8,928	12,800	<b>7794-10 Software Maintenance &amp; Rental Contracts - Engineering</b>			19,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	3,000	3,000
			Bluebeam licensing	1	1,600	1,600
			Adobe licenses	1	600	600
			Hansen Development	1	5,000	5,000
			Hansen renewal-25%, shared with Street, Park Maint, WWS	1	4,000	4,000
			AutoCAD maintenance - 66%, shared with Comm Dvlpmnt	1	3,000	3,000
			ESRI-17% shared with Bldg, Comm Dvlpmnt, Eng, Street, WWS	1	2,500	2,500
0	10,027	930	<b>7794-12 Software Maintenance &amp; Rental Contracts - Human Resources</b>			1,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	600	600
			Adobe Pro renewals	2	200	400
0	0	460	<b>7794-14 Software Maintenance &amp; Rental Contracts - Community Dev Econ Development</b>			500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	300	300
			Adobe Pro renewal	1	200	200

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	<b>7794-15 Software Maintenance &amp; Rental Contracts - Community Development</b>	0	0	0
0	0	460	<b>7794-16 Software Maintenance &amp; Rental Contracts - Community Dev Administration</b>	500	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Adobe Pro renewal	1	200	200
			Office 365 licensing	1	300	300
1,626	2,025	3,130	<b>7794-17 Software Maintenance &amp; Rental Contracts - Community Dev Current</b>	5,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI-12.5% shared with Eng, Bldg, Street, WWS	1	1,250	1,250
			Adobe InDesign	1	400	400
			AutoCAD maintenance	1	750	750
			Office 365 licensing	1	600	600
			Civic Hall shared copier (shared with City Council & Muni Court	1	500	500
			Bluebeam Licenses	3	300	900
			Adobe Pro Licensing	3	200	600
1,626	1,631	2,730	<b>7794-18 Software Maintenance &amp; Rental Contracts - Community Dev Long Range</b>	3,600	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI Software - 12.5% shared with Eng, Bldg, Street, & WWS	1	1,250	1,250
			AutoCAD Maintenance	1	750	750
			Adobe Pro renewal	1	400	400
			Office 365 licensing	1	600	600
			Bluebeam Licensing	2	300	600
395	0	530	<b>7794-19 Software Maintenance &amp; Rental Contracts - Community Dev Code Compliance</b>	1,400	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	600	600
			Adobe Licensing	1	800	800

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
49,722	58,249	83,000	<b>7794-20 Software Maintenance &amp; Rental Contracts - Police</b>	79,700	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Power DMS software	1	5,000	5,000
			Central Square maintenance	1	29,000	29,000
			Netmotion 50% shared with MFD	1	3,800	3,800
			Guardian Tracking software	1	5,000	5,000
			Office 365 licensing	1	15,500	15,500
			InTime renewal	1	5,000	5,000
			OnQ Maintenance	1	16,000	16,000
			Adobe Licensing	1	400	400
10,776	11,205	18,950	<b>7794-25 Software Maintenance &amp; Rental Contracts - Municipal Court</b>	20,900	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Shared Civic Hall Copier (shared with City Council & Planning)	1	500	500
			Adobe Pro licensing	1	200	200
			Office 365 licensing	1	1,700	1,700
			Caselle Maintenance	1	7,800	7,800
			E-ticketing maintenance	1	5,700	5,700
			Caselle Utils/Integration	1	5,000	5,000
32,523	39,202	38,800	<b>7794-30 Software Maintenance &amp; Rental Contracts - Fire</b>	0	0	0
1,200	1,440	2,300	<b>7794-35 Software Maintenance &amp; Rental Contracts - Parks &amp; Rec Administration</b>	2,340	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			WhenToWork renewal	1	600	600
			Activenet renewal	1	1,440	1,440
			Office 365 licensing	1	300	300
1,200	1,440	2,760	<b>7794-40 Software Maintenance &amp; Rental Contracts - Aquatic Center</b>	3,040	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet Renewal	1	1,440	1,440
			Office 365 licensing	1	1,600	1,600
1,200	1,440	2,760	<b>7794-45 Software Maintenance &amp; Rental Contracts - Community Center</b>	3,240	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet renewal	1	1,440	1,440
			Office 365 licensing	1	1,600	1,600
			Adobe Licensing	1	200	200
1,200	0	0	<b>7794-50 Software Maintenance &amp; Rental Contracts - Kids on the Block</b>	0	0	0

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,200	1,440	1,700	<b>7794-55 Software Maintenance &amp; Rental Contracts - Recreational Sports</b>	2,440	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Adobe Pro renewal	1	400	400
			Office 365 licensing	1	600	600
			Activenet renewal	1	1,440	1,440
1,200	1,440	1,970	<b>7794-60 Software Maintenance &amp; Rental Contracts - Senior Center</b>	2,340	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	900	900
			Activenet renewal	1	1,440	1,440
0	0	330	<b>7794-63 Software Maintenance &amp; Rental Contracts - Park Development</b>	0	0	0
5,607	5,907	8,350	<b>7794-65 Software Maintenance &amp; Rental Contracts - Park Maintenance</b>	13,750	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	1,450	1,450
			Adobe Pro licensing	1	400	400
			Hansen Development	1	5,000	5,000
			Hansen maintenance-25% shared with Street, Eng, WWS	1	4,000	4,000
			ESRI - 17% shared with (Bldg, Comm Dvlpmnt, Eng, Street, WWS	1	2,500	2,500
			Bluebeam licensing	1	400	400
0	0	2,500	<b>7794-68 Software Maintenance &amp; Rental Contracts - Affordable Housing</b>	0	0	0
0	0	6,000	<b>7794-70 Software Maintenance &amp; Rental Contracts - Library</b>	10,500	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	7,000	7,000
			LPTOne Renewal	1	800	800
			PC Reservation Renewal	1	1,000	1,000
			Hublet Renewal	1	1,700	1,700
9,106	10,407	12,850	<b>7794-75 Software Maintenance &amp; Rental Contracts - Streets</b>	18,250	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			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, Park Maint, WWS	1	2,500	2,500
			Street Saver Software	1	4,500	4,500
			Bluebeam licensing	1	400	400

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	200	<b>7794-77 Software Maintenance &amp; Rental Contracts - Airport</b>	800	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	600	600
			Adobe Licensing	1	200	200
2,124	2,134	3,560	<b>7794-80 Software Maintenance &amp; Rental Contracts - Building</b>	3,760	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	1,060	1,060
			ESRI Software - 17% shared with Street,Park Maint,WWS,Eng,ComDev	1	2,500	2,500
			Adobe Licensing	1	200	200
27,104	28,091	36,550	<b>7794-85 Software Maintenance &amp; Rental Contracts - Wastewater Services</b>	44,500	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI renewal-17% shared with Eng,ParkMaint,Street,ComDev,Bldg	1	2,500	2,500
			Hansen renewal-25% shared with Park,Street,Eng	1	4,000	4,000
			Hansen 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
			Cradlepoint maintenance	1	350	350
			Swift Comply FOG maintenance	1	2,800	2,800
			Win 911 Software	1	800	800
			Hach WIMS software	1	3,100	3,100
			Wonderware software	1	5,500	5,500
			Rockwell control software	1	6,500	6,500
			WWS-MP2 Main Mgmt Software	1	2,800	2,800
			Bluebeam renewals	7	250	1,750
30,528	19,605	45,100	<b>7794-95 Software Maintenance &amp; Rental Contracts - Ambulance</b>	0	0	0
0	8,276	30,680	<b>7794-97 Software Maintenance &amp; Rental Contracts - ARPA</b>	129,865	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			FAMS Software renewal	1	6,365	6,365
			CitizenLab Software renewal	1	12,900	12,900
			NeoGov licensing	1	14,000	14,000
			Firewall maintenance renewal	1	41,000	41,000
			ARPA biz process: est 1 year SBITA cost	1	5,000	5,000
			ARPA budget app: 1 time setup cost	1	15,000	15,000
			ARPA budget app: est 1 year SBITA cost	1	35,000	35,000
			Emergency Manager software costs	1	600	600
1,515	1,053	4,000	<b>7800-15 M &amp; S Equipment - Information Systems</b>	4,000	0	0

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
17,339	19,412	15,000	<b>7800-18</b>	<b>M &amp; S Equipment - Hardware</b>		17,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				UPS Replacements	1	3,000	3,000	
				NAS Replacement Storage	1	3,000	3,000	
				Network Switch replacements	3	2,500	7,500	
				Equipment Replacements	1	3,500	3,500	
0	0	0	<b>7800-21</b>	<b>M &amp; S Equipment - Software</b>		0	0	0
0	0	0	<b>7800-24</b>	<b>M &amp; S Equipment - Inventory</b>		0	0	0
0	0	0	<b>7840</b>	<b>M &amp; S Computer Charges</b>		0	0	0
0	2,689	750	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>		400	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Docking Station	1	400	400	
2,749	2,789	2,950	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>		1,800	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement Computer	1	1,800	1,800	
6,375	4,671	1,300	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>		3,300	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer maintenance - Lexmark	1	300	300	
				Replacement mobile computer	1	3,000	3,000	
0	2,429	0	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		0	0	0
7,488	4,268	7,700	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>		8,700	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement Mobile computers	2	3,750	7,500	
				Plotter maintenance	1	1,200	1,200	
0	4,008	3,500	<b>7840-12</b>	<b>M &amp; S Computer Charges - Human Resources</b>		0	0	0
0	3,824	0	<b>7840-14</b>	<b>M &amp; S Computer Charges - Community Dev Econ Development</b>		0	0	0
0	0	0	<b>7840-15</b>	<b>M &amp; S Computer Charges - Community Development</b>		0	0	0
0	0	0	<b>7840-16</b>	<b>M &amp; S Computer Charges - Community Dev Administration</b>		0	0	0
5,941	7,578	6,250	<b>7840-17</b>	<b>M &amp; S Computer Charges - Community Dev Current</b>		0	0	0
0	5,227	3,000	<b>7840-18</b>	<b>M &amp; S Computer Charges - Community Dev Long Range</b>		0	0	0
0	0	6,000	<b>7840-19</b>	<b>M &amp; S Computer Charges - Community Dev Code Compliance</b>		0	0	0
12,329	25,207	50,400	<b>7840-20</b>	<b>M &amp; S Computer Charges - Police</b>		48,100	0	0

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			New Mobile Computers	5	3,500	17,500
			Replacement Desktop Computers	11	1,700	18,700
			New Monitors	1	500	500
			Printer Replacements	2	1,200	2,400
			Toughbook + Zebra Printer	1	7,000	7,000
			MDT Repair	1	2,000	2,000
379	5,431	1,500	<b>7840-25 M &amp; S Computer Charges - Municipal Court</b>			5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Polycom Replacement	1	2,500	2,500
			Mobile Computer replacement	1	2,500	2,500
12,611	7,766	21,500	<b>7840-30 M &amp; S Computer Charges - Fire</b>			0
534	0	0	<b>7840-35 M &amp; S Computer Charges - Parks &amp; Rec Administration</b>			0
3,430	901	3,000	<b>7840-40 M &amp; S Computer Charges - Aquatic Center</b>			8,050
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement Computer	1	1,800	1,800
			New Mobile Computer	1	2,750	2,750
			Printer maintenance	1	1,000	1,000
			New Monitors	1	1,000	1,000
			Activenet peripherals	1	1,500	1,500
3,466	3,584	1,000	<b>7840-45 M &amp; S Computer Charges - Community Center</b>			0
0	0	0	<b>7840-50 M &amp; S Computer Charges - Kids on the Block</b>			0
0	0	0	<b>7840-55 M &amp; S Computer Charges - Recreational Sports</b>			3,650
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			New Mobile Computer	1	3,650	3,650
397	5,016	2,500	<b>7840-60 M &amp; S Computer Charges - Senior Center</b>			2,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement computer	1	1,800	1,800
			Activenet peripherals	1	1,000	1,000
0	0	1,650	<b>7840-63 M &amp; S Computer Charges - Park Development</b>			0
1,897	5,925	5,600	<b>7840-65 M &amp; S Computer Charges - Park Maintenance</b>			7,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement Mobile Computers 1/2 shared with Street	1	5,500	5,500
			Hansen Mobile Devices	3	500	1,500
0	0	3,500	<b>7840-68 M &amp; S Computer Charges - Affordable Housing</b>			0
11,716	9,492	7,000	<b>7840-70 M &amp; S Computer Charges - Library</b>			24,900



## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement computers	2	1,800	3,600
			Replacement Mobile computers	4	2,500	10,000
			All In One computers	4	2,000	8,000
			Spline Label Printers	3	500	1,500
			Barcode Scanner	1	500	500
			Laserjet Printer	1	1,300	1,300
171	4,718	600	<b>7840-75 M &amp; S Computer Charges - Street</b>			5,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Computer replacements 50% shared with Street	1	5,500	5,500
0	0	0	<b>7840-77 M &amp; S Computer Charges - Airport</b>			0
9,961	0	2,500	<b>7840-80 M &amp; S Computer Charges - Building</b>			1,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela peripherals	1	1,000	1,000
6,173	14,059	8,600	<b>7840-85 M &amp; S Computer Charges - WWS</b>			13,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			New Monitors	1	500	500
			Desktop Replacements	6	1,800	10,800
			Laptop for equipment programming	1	2,000	2,000
0	0	0	<b>7840-90 M &amp; S Computer Charges - Sewer Maintenance</b>			0
2,455	0	21,000	<b>7840-95 M &amp; S Computer Charges - Ambulance</b>			0
0	0	0	<b>7840-97 M &amp; S Computer Charges - ARPA</b>			0
5,872	5,353	8,000	<b>8280 Data Communications</b>			8,000
<b>649,764</b>	<b>759,615</b>	<b>1,053,160</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,084,313</b>
			<b>CAPITAL OUTLAY</b>			
33,677	0	0	<b>8730-05 Equipment - Computers - Hardware</b>			0
0	0	0	<b>8730-10 Equipment - Computers - Software</b>			0
0	0	120,000	<b>8750 Capital Outlay Computer Charges</b>			60,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			VM Host Replacement	1	20,000	20,000
			Network Switches	1	30,000	30,000
			Wifi Upgrade	1	10,000	10,000
0	0	27,500	<b>8750-10 Capital Outlay Computer Charges - Engineering</b>			0

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	<b>8750-14</b> Capital Outlay Computer Charges - Community Dev Econ Development	0	0	0
0	0	0	<b>8750-15</b> Capital Outlay Computer Charges - Community Development	0	0	0
0	0	0	<b>8750-16</b> Capital Outlay Computer Charges - Community Dev Administration	0	0	0
0	0	0	<b>8750-17</b> Capital Outlay Computer Charges - Community Dev Current	0	0	0
0	0	0	<b>8750-18</b> Capital Outlay Computer Charges - Community Dev Long Range	0	0	0
0	0	0	<b>8750-19</b> Capital Outlay Computer Charges - Community Dev Code Enforcement	0	0	0
0	0	92,000	<b>8750-20</b> Capital Outlay Computer Charges - Police	114,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			RMS Upgrade	1	102,000	102,000
			MDT Computers	2	6,000	12,000
0	0	12,000	<b>8750-30</b> Capital Outlay Computer Charges - Fire	0	0	0
0	0	14,000	<b>8750-35</b> Capital Outlay Computer Charges - Parks & Rec Administration	0	0	0
0	0	27,500	<b>8750-65</b> Capital Outlay Computer Charges - Park Maintenance	0	0	0
0	0	27,500	<b>8750-75</b> Capital Outlay Computer Charges - Street	0	0	0
0	0	0	<b>8750-77</b> Capital Outlay Computer Charges - Airport	0	0	0
0	0	0	<b>8750-80</b> Capital Outlay Computer Charges - Building	0	0	0
0	0	27,500	<b>8750-85</b> Capital Outlay Computer Charges - Wastewater Services	0	0	0
0	0	10,000	<b>8750-95</b> Capital Outlay Computer Charges - Ambulance	0	0	0
43,895	99,572	43,500	<b>8750-97</b> Capital Outlay Computer Charges - ARPA Projects	0	0	0
0	0	0	<b>8750-98</b> Capital Outlay Computer Charges - ERP	0	0	0
<b>77,572</b>	<b>99,572</b>	<b>401,500</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>174,000</b>	<b>0</b>	<b>0</b>
			<b><u>CONTINGENCIES</u></b>			
0	0	75,000	<b>9800</b> Contingencies	75,000	0	0
<b>0</b>	<b>0</b>	<b>75,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>75,000</b>	<b>0</b>	<b>0</b>
			<b><u>ENDING FUND BALANCE</u></b>			
15,075	15,075	15,075	<b>9980-15</b> Designated End FB - Info Sys Fd - Financial System Reserve	15,075	0	0
192,232	183,453	86,754	<b>9999</b> Unappropriated Ending Fd Balance	125,742	0	0
			Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations			

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
207,307	198,528	101,829	<b><u>TOTAL ENDING FUND BALANCE</u></b>	140,817	0	0
1,474,539	1,656,370	2,269,173	<b><i>TOTAL REQUIREMENTS</i></b>	2,141,041	0	0

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,474,539	1,656,370	2,269,173	<b>TOTAL RESOURCES</b>	2,141,041	0	0
1,474,539	1,656,370	2,269,173	<b>TOTAL REQUIREMENTS</b>	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.
- **Other Income - City County Insurance Services (CIS)** – CIS 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.

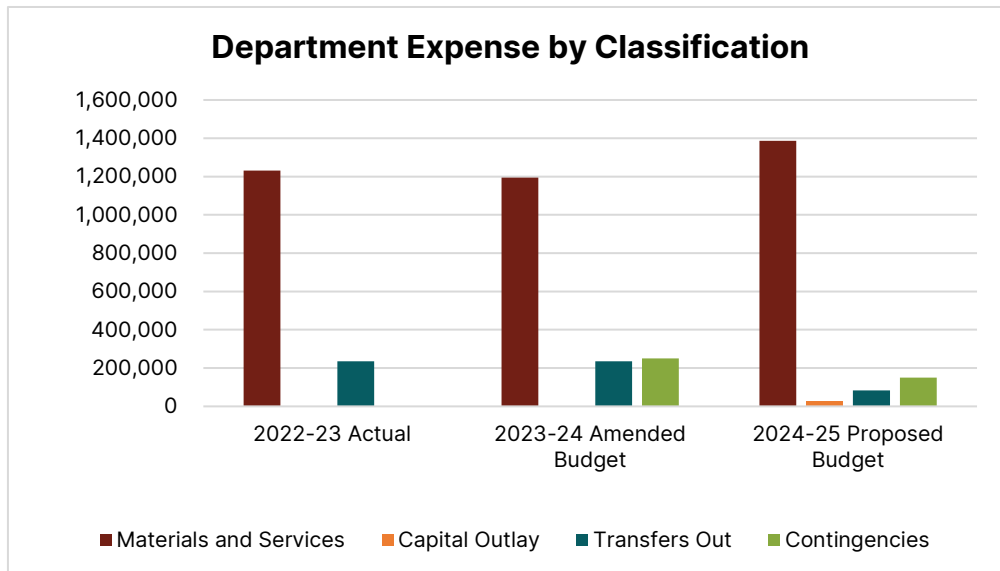
### Future Challenges and Opportunities

- 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.

Insurance Services Fund

**Fund Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
<b>Revenue</b>				
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
<b>Revenue Total</b>	<b>2,173,057</b>	<b>1,973,668</b>	<b>1,834,412</b>	<b>(139,256)</b>
<b>Expenses</b>				
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)
<b>Expenses Total</b>	<b>1,466,502</b>	<b>1,679,901</b>	<b>1,648,721</b>	<b>(31,180)</b>
Ending Fund Balance	706,555	293,767	185,691	(108,076)





## Insurance Services Fund

## Historical Highlights

<b>1985</b>	City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).	<b>1997</b>	City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.	<b>2012</b>	Insurance Services Fund surplus allocated to operating departments.
<b>1986</b>	City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.	<b>2000</b>	Fire union members first begin medical insurance cost sharing – 10% of premium.	<b>2015</b>	Insurance Services Fund surplus allocated to operating departments.
<b>1989</b>	City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.	<b>2001</b>	City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.	<b>2018</b>	Insurance Services Fund surplus allocated to fund full-time Human Resources Manager position in General Fund Administration (until 2024)
<b>1991</b>	Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.	<b>2003</b>	Police union members first begin medical insurance cost sharing – 5% of premium.	<b>2018</b>	Insurance Services Fund surplus allocated to fund purchase of new gurney with lift assist in the Ambulance Fund.
<b>1995</b>	Insurance Services Fund surplus funds Community Center seismic retrofit.	<b>2006</b>	City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.	<b>2019</b>	Insurance Services Fund surplus allocated to operating departments.
<b>1995</b>	Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.	<b>2009</b>	Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.	<b>2022</b>	Workers compensation coverage provider change to SAIF after CIS withdraws this line of service.
				<b>2024</b>	Voter approval of the fire district measure means transition with insurance coverage policies.

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
966,780	829,517	628,429	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	467,698	0	0
<b>966,780</b>	<b>829,517</b>	<b>628,429</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>467,698</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
449,152	537,912	514,780	<b>6050-05</b> <b>Insurance - Liability</b> 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</b> <b>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	<b>6070</b> <b>Workers' Compensation Insurance</b> Charges to payroll operating departments and funds for worker's compensation insurance coverage.	321,163	0	0
<b>1,202,433</b>	<b>1,264,804</b>	<b>1,249,739</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>1,252,714</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
2,130	8,159	7,500	<b>6310</b> <b>Interest</b>	9,000	0	0
13,082	28,218	25,000	<b>6510-05</b> <b>Insurance Loss Reimbursement - Property</b>	25,000	0	0
3,074	0	5,000	<b>6510-10</b> <b>Insurance Loss Reimbursement - Parks</b>	5,000	0	0
7,158	3,429	15,000	<b>6510-15</b> <b>Insurance Loss Reimbursement - Automobile</b>	20,000	0	0
0	0	0	<b>6600</b> <b>Other Income</b> Includes annual SAIF dividend	25,000	0	0
33,831	38,929	43,000	<b>6600-15</b> <b>Other Income - City County Insurance Services</b> Revenue from CIS multi-line credit	30,000	0	0
<b>59,275</b>	<b>78,736</b>	<b>95,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>114,000</b>	<b>0</b>	<b>0</b>
<b>2,228,488</b>	<b>2,173,057</b>	<b>1,973,668</b>	<b><u>TOTAL RESOURCES</u></b>	<b>1,834,412</b>	<b>0</b>	<b>0</b>

## 85 - INSURANCE SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
1,284	0	0	<b>7750 Professional Services</b>	0	0	0
0	1,519	1,300	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	3,900	0	0
709,724	837,609	844,420	<b>8300 Property &amp; Liability Ins Premium</b> Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.	961,551	0	0
0	0	0	<b>8330-18 Liability Aggregate Deductible - 2017 - 2018</b>	0	0	0
41,729	0	0	<b>8330-19 Liability Aggregate Deductible - 2018 - 2019</b>	0	0	0
0	0	0	<b>8330-20 Liability Aggregate Deductible - 2019 - 2020</b>	0	0	0
3,877	2,525	0	<b>8330-21 Liability Aggregate Deductible - 2020 - 2021</b>	0	0	0
30,470	-1,996	6,000	<b>8330-22 Liability Aggregate Deductible - 2021 - 2022</b>	0	0	0
0	8,166	6,500	<b>8330-23 Liability Aggregate Deductible - 2022 - 2023</b> Total Liability deductible is \$50,000 for the year	0	0	0
0	0	50,000	<b>8330-24 Liability Aggregate Deductible - 2023 - 2024</b> Total Liability deductible is \$50,000 for the year	50,000	0	0
0	339,497	240,100	<b>8350 Workers' Compensation</b>	320,494	0	0
0	0	0	<b>8350-16 Workers' Compensation - 2015 - 2016 Retro Closed</b> No open claims for this year	0	0	0
0	0	0	<b>8350-17 Workers' Compensation - 2016 - 2017 Retro Closed</b> No open workers' compensation claims for this plan year	0	0	0
0	0	0	<b>8350-18 Workers' Compensation - 2017 - 2018 Retro Closed</b> No open workers' compensation claims for this plan year	0	0	0
0	0	0	<b>8350-19 Workers' Compensation - 2018 - 2019 Retro</b> No open workers' compensation claims for this plan year	0	0	0
1,443	2,655	2,000	<b>8350-20 Workers' Compensation - 2019 - 2020 Retro</b> Open workers' compensation claims for this plan year.	0	0	0
74,477	1,859	4,000	<b>8350-21 Workers' Compensation - 2020 - 2021 Retro</b> Open workers' compensation claims for this plan year.	0	0	0
314,892	0	0	<b>8350-22 Workers' Compensation - 2021 - 2022</b>	0	0	0
0	0	0	<b>8350-23 Workers' Compensation - 2022 - 2023</b>	0	0	0
150	30,741	25,000	<b>8370-05 Property &amp; Auto Damage Claims - Property Loss &amp; Damage</b> The City's property insurance carries a \$1,000 deductible.	25,000	0	0
3,924	0	5,000	<b>8370-10 Property &amp; Auto Damage Claims - Park Loss &amp; Damage</b>	5,000	0	0

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
6,468	9,151	10,000	<b>8370-15</b>	<b>Property &amp; Auto Damage Claims - Automobile Damage</b> The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.		20,000	0	0
<b>1,188,438</b>	<b>1,231,727</b>	<b>1,194,320</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,385,945</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
0	0	0	<b>8850-10</b>	<b>Vehicles - Replacement</b>		30,000	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>30,000</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS OUT</b>								
186,470	208,884	205,297	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		82,776	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Administration and Finance personnel services support.		1	82,776	82,776	
6,016	6,473	7,225	<b>9700-20</b>	<b>Transfers Out - Street</b>		0	0	0
3,008	3,236	5,007	<b>9700-70</b>	<b>Transfers Out - Building</b>		0	0	0
15,039	16,182	18,052	<b>9700-75</b>	<b>Transfers Out - Wastewater Services</b>		0	0	0
<b>210,533</b>	<b>234,775</b>	<b>235,581</b>	<b>TOTAL TRANSFERS OUT</b>			<b>82,776</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCIES</b>								
0	0	250,000	<b>9800</b>	<b>Contingencies</b>		150,000	0	0
<b>0</b>	<b>0</b>	<b>250,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>150,000</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>								
829,517	706,555	293,767	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations		185,691	0	0
<b>829,517</b>	<b>706,555</b>	<b>293,767</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>185,691</b>	<b>0</b>	<b>0</b>
<b>2,228,488</b>	<b>2,173,057</b>	<b>1,973,668</b>	<b>TOTAL REQUIREMENTS</b>			<b>1,834,412</b>	<b>0</b>	<b>0</b>

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,228,488	2,173,057	1,973,668	<b>TOTAL RESOURCES</b>	1,834,412	0	0
2,228,488	2,173,057	1,973,668	<b>TOTAL REQUIREMENTS</b>	1,834,412	0	0

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## FIRE DISTRICT TRANSITION FUND

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<u>Organization Set – Departments</u>	<u>Organization Set #</u>
• 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).

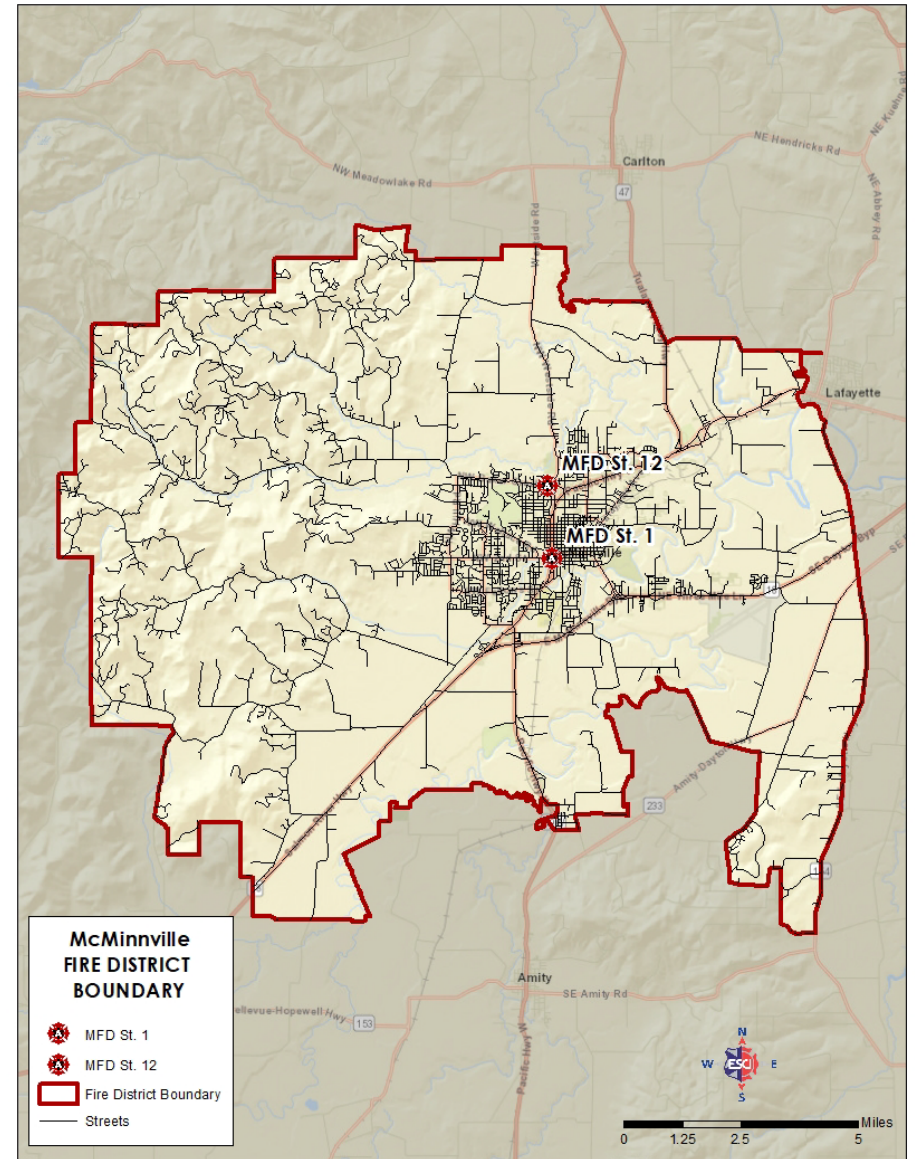
## Budget Highlights

**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.

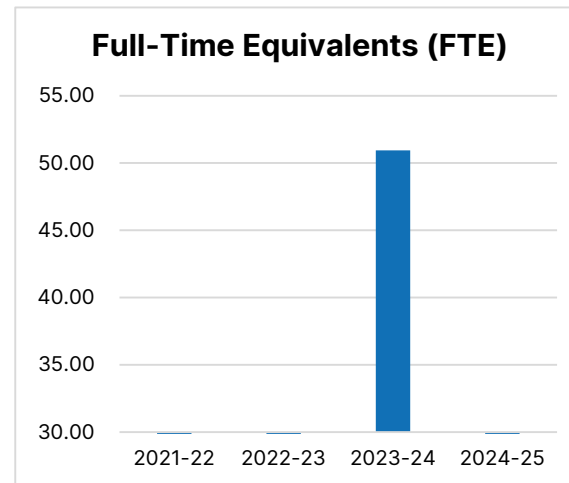
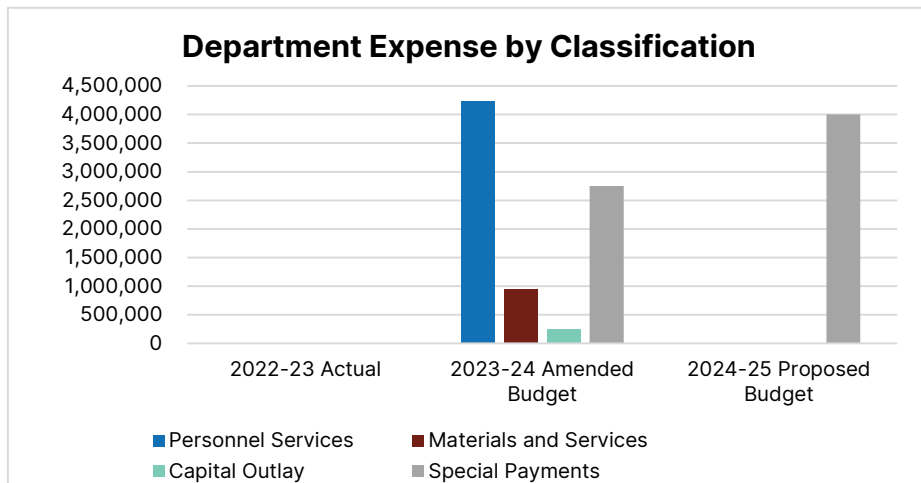


Fire District Transition

**Fund 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)
<b>Revenue Total</b>	<b>0</b>	<b>8,181,013</b>	<b>4,000,000</b>	<b>(4,181,013)</b>
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
<b>Expenses Total</b>	<b>0</b>	<b>8,181,013</b>	<b>4,000,000</b>	<b>(4,181,013)</b>
Ending Fund Balance	0	0	0	0

	Adopted 2021-22	Adopted 2022-23	Adopted 2023-24	Proposed 2024-25
<b>Full-Time Equivalents (FTE)</b>	-	-	50.94	-





Budget Document Report

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 70 - FIRE ADMINISTRATION & OPERATIONS Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>LICENSES AND PERMITS</u></b>							
0	0	4,250	4490	Licenses & Permits - Misc	0	0	0
<b>0</b>	<b>0</b>	<b>4,250</b>		<b>TOTAL LICENSES AND PERMITS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>							
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
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>							
0	0	6,000	5340	Fire Department Service Fees	0	0	0
0	0	0	5400	Property Rentals	0	0	0
<b>0</b>	<b>0</b>	<b>6,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
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
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>10,250</b>		<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 70 - FIRE ADMINISTRATION & OPERATIONS Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
0	0	808,210	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	0	0	0
0	0	15,600	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
0	0	15,000	<b>7000-17</b>	<b>Salaries &amp; Wages - Volunteer Reimbursement</b>	0	0	0
0	0	111,985	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	645	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
0	0	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
0	0	56,925	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	0	0	0
0	0	13,642	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	0	0	0
0	0	321,134	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	0	0	0
0	0	135,841	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	0	0	0
0	0	31,459	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	0	0	0
0	0	568	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	0	0	0
0	0	1,730	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	0	0	0
0	0	33,940	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	0	0	0
0	0	278	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
0	0	2,405	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	0	0	0
0	0	132	<b>7400-05</b>	<b>Fringe Benefits - Volunteers - Life Insurance</b>	0	0	0
0	0	14,018	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	0	0	0
0	0	30,000	<b>7400-15</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current</b>	0	0	0
0	0	7,500	<b>7400-25</b>	<b>Fringe Benefits - Volunteers - Volunteer Accident Insurance</b>	0	0	0
<b>0</b>	<b>0</b>	<b>1,601,012</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>							
0	0	2,075	<b>7515</b>	<b>City Services Charge expense</b>	0	0	0
0	0	2,400	<b>7540</b>	<b>Employee Events</b>	0	0	0
0	0	14,250	<b>7550</b>	<b>Travel &amp; Education</b>	0	0	0

Budget Document Report

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 70 - FIRE ADMINISTRATION & OPERATIONS Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	19,000	<b>7590</b>	Fuel - Vehicle & Equipment	0	0	0
0	0	14,225	<b>7600</b>	Utilities	0	0	0
0	0	37,890	<b>7610-05</b>	Insurance - Liability	0	0	0
0	0	37,730	<b>7610-10</b>	Insurance - Property	0	0	0
0	0	12,500	<b>7620</b>	Telecommunications	0	0	0
0	0	8,000	<b>7630-05</b>	Uniforms - Employee	0	0	0
0	0	35,000	<b>7630-15</b>	Uniforms - Protective Clothing	0	0	0
0	0	6,000	<b>7650</b>	Janitorial	0	0	0
0	0	19,500	<b>7660</b>	Materials & Supplies	0	0	0
0	0	500	<b>7700</b>	Hazardous Materials	0	0	0
0	0	1,250	<b>7720</b>	Repairs & Maintenance	0	0	0
0	0	2,500	<b>7720-06</b>	Repairs & Maintenance - Equipment	0	0	0
0	0	28,000	<b>7720-08</b>	Repairs & Maintenance - Building Repairs	0	0	0
0	0	30,000	<b>7720-14</b>	Repairs & Maintenance - Vehicles	0	0	0
0	0	5,000	<b>7720-16</b>	Repairs & Maintenance - Radio & Pagers	0	0	0
0	0	3,000	<b>7720-22</b>	Repairs & Maintenance - Breathing Apparatus	0	0	0
0	0	27,320	<b>7750</b>	Professional Services	0	0	0
0	0	6,800	<b>7750-01</b>	Professional Services - Audit & other city-wide prof svc	0	0	0
0	0	20,775	<b>7790</b>	Maintenance & Rental Contracts	0	0	0
0	0	6,000	<b>7800</b>	M & S Equipment	0	0	0
0	0	2,500	<b>7800-09</b>	M & S Equipment - Radios	0	0	0
0	0	2,500	<b>7800-30</b>	M & S Equipment - Breathing Apparatus	0	0	0
0	0	37,500	<b>8090</b>	Hydrant Rental & Maintenance	0	0	0
0	0	7,500	<b>8110</b>	Hoses, Nozzles, & Adapters	0	0	0
0	0	7,000	<b>8120</b>	Hose & Ladder Testing	0	0	0
0	0	29,330	<b>8180-05</b>	YCOM - Other Governmental Services	0	0	0
<b>0</b>	<b>0</b>	<b>426,045</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>2,027,057</b>		<b>TOTAL REQUIREMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 73 - FIRE PREVENTION & LIFE SAFETY Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
0	0	116,021	<b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	0
0	0	0	<b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
0	0	0	<b>7000-17</b>	Salaries & Wages - Volunteer Reimbursement	0	0	0
0	0	4,997	<b>7000-20</b>	Salaries & Wages - Overtime	0	0	0
0	0	7,321	<b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
0	0	1,754	<b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0
0	0	42,191	<b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	21,840	<b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	0
0	0	5,250	<b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	0
0	0	66	<b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	0
0	0	272	<b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	0
0	0	4,792	<b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	22	<b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	340	<b>7300-45</b>	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	200	<b>7400-10</b>	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
<b>0</b>	<b>0</b>	<b>205,066</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>							
0	0	4,500	<b>7550</b>	Travel & Education	0	0	0
0	0	500	<b>7750</b>	Professional Services	0	0	0
0	0	100	<b>7750-01</b>	Professional Services - Audit & other city-wide prof svc	0	0	0
0	0	4,000	<b>8080</b>	Fire Prevention Education	0	0	0
<b>0</b>	<b>0</b>	<b>9,100</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>214,166</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 79 - AMBULANCE Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>INTERGOVERNMENTAL</u></b>							
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	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
<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>1,000,000</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>							
0	0	2,950,000	5700	Transport Fees	3,000,000	0	0
0	0	68,000	5710	FireMed Fees	0	0	0
<b>0</b>	<b>0</b>	<b>3,018,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>		<b>3,000,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
0	0	0	6460	Donations - Ambulance	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	3,333	6610	Collections - EMS	0	0	0
<b>0</b>	<b>0</b>	<b>3,333</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>4,021,333</b>	<b><u>TOTAL RESOURCES</u></b>		<b>4,000,000</b>	<b>0</b>	<b>0</b>

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 79 - AMBULANCE Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
0	0	1,279,278	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	0	0	0
0	0	0	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
0	0	207,518	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	855	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
0	0	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
0	0	88,829	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	0	0	0
0	0	21,289	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	0	0	0
0	0	515,558	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	0	0	0
0	0	209,973	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	0	0	0
0	0	45,050	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	0	0	0
0	0	928	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	0	0	0
0	0	2,708	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	0	0	0
0	0	56,831	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	0	0	0
0	0	413	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
0	0	3,737	<b>7300-45</b>	<b>Fringe Benefits - Paid Family Leave City Share</b>	0	0	0
<b>0</b>	<b>0</b>	<b>2,432,967</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>							
0	0	0	<b>7500</b>	<b>Credit Card Fees</b>	0	0	0
0	0	700	<b>7515</b>	<b>City Services Charge expense</b>	0	0	0
0	0	4,300	<b>7540</b>	<b>Employee Events</b>	0	0	0
0	0	15,000	<b>7550</b>	<b>Travel &amp; Education</b>	0	0	0
0	0	37,500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	0	0	0
0	0	4,800	<b>7600</b>	<b>Utilities</b>	0	0	0
0	0	43,580	<b>7610-05</b>	<b>Insurance - Liability</b>	0	0	0
0	0	19,350	<b>7610-10</b>	<b>Insurance - Property</b>	0	0	0
0	0	13,500	<b>7620</b>	<b>Telecommunications</b>	0	0	0

Budget Document Report

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 79 - AMBULANCE Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	15,000	<b>7630-05</b>	<b>Uniforms - Employee</b>	0	0	0
0	0	250	<b>7640</b>	<b>Laundry</b>	0	0	0
0	0	2,000	<b>7650</b>	<b>Janitorial</b>	0	0	0
0	0	18,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	0	0	0
0	0	0	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>	0	0	0
0	0	68,500	<b>7660-45</b>	<b>Materials &amp; Supplies - Medical Equipment &amp; Supplies</b>	0	0	0
0	0	750	<b>7660-55</b>	<b>Materials &amp; Supplies - Oxygen</b>	0	0	0
0	0	2,500	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>	0	0	0
0	0	9,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>	0	0	0
0	0	30,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	0	0	0
0	0	4,500	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>	0	0	0
0	0	13,000	<b>7735</b>	<b>Rental Property</b>	0	0	0
0	0	122,370	<b>7750</b>	<b>Professional Services</b>	0	0	0
0	0	12,000	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>	0	0	0
0	0	5,365	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>	0	0	0
0	0	7,000	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0	0
0	0	500	<b>7800-09</b>	<b>M &amp; S Equipment - Radios</b>	0	0	0
0	0	54,470	<b>8180-05</b>	<b>YCOM - Other Governmental Services</b>	0	0	0
<b>0</b>	<b>0</b>	<b>503,935</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	0	252,888	<b>8850-15</b>	<b>Vehicles - Grants</b>	0	0	0
<b>0</b>	<b>0</b>	<b>252,888</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>3,189,790</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>INTERGOVERNMENTAL</u></b>							
0	0	3,896,542	5029	McMinnville Fire District	0	0	0
<b>0</b>	<b>0</b>	<b>3,896,542</b>		<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>							
0	0	252,888	6900-01	Transfers In - General Fund	0	0	0
<b>0</b>	<b>0</b>	<b>252,888</b>		<b>TOTAL TRANSFERS IN</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>4,149,430</b>		<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>



Budget Document Report

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>SPECIAL PAYMENTS</u></b>						
0	0	2,750,000	9394 Inter-Agency Payment Out	4,000,000	0	0
<b>0</b>	<b>0</b>	<b>2,750,000</b>	<b><u>TOTAL SPECIAL PAYMENTS</u></b>	<b>4,000,000</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>2,750,000</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>4,000,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**99 - FIRE DISTRICT TRANSITION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 70 - FIRE ADMINISTRATION & OPERATIONS Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	8,181,013	<b>TOTAL RESOURCES</b>	4,000,000	0	0
0	0	8,181,013	<b>TOTAL REQUIREMENTS</b>	4,000,000	0	0



# GLOSSARY



**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 voter-approved 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 statutes (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 range 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.

<b>Administration, Finance, &amp; Municipal Court</b>	68,200
<b>Engineering</b>	9,700
<b>Community Development</b>	42,300
<b>Police</b>	226,600
<b>Parks &amp; Recreation</b>	56,600
<b>Parks Maintenance</b>	55,200
<b>Library</b>	50,100
<b>Total Possible Expenditures</b>	<b><u>\$ 508,700</u></b>