

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

Budget Committee Meeting Agenda Wednesday, May 16, 2018 6:00 p.m.

Welcome! All persons addressing the Budget Committee will please use the table at the front of the Council Chambers. All testimony is electronically recorded.

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. ELECTION OF BUDGET COMMITTEE CHAIRPERSON
- 4. PRESENTATION ON PROPOSED BUDGET FOR 2018-2019 FISCAL YEAR
- 5. PRESENTATION OF BUDGET MESSAGE BY CITY MANAGER
- 6. PUBLIC TESTIMONY ON PROPOSED 2018-2019 BUDGET
- 7. PUBLIC HEARING ON POSSIBLE USES OF STATE REVENUE SHARING
- 8. REVIEW AND DISCUSSION OF PROPOSED 2018-2019 BUDGET
- 9. BUDGET COMMITTEE RECOMMENDATION TO APPROVE THE 2018-2019 BUDGET AS PROPOSED OR AMENDED AND TAX RATE
- 10. 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 City's Possible Uses of State Revenue Sharing 2018 - 2019 Proposed Budget

Revenue - State Revenue Sharing	<u>\$ 429,000</u>
Expenditures - State Revenue Sharing	
 Administration General Fund facilities assessment General Fund strategic planning consultant Civic Hall audio system upgrade 	75,000 75,000 20,000
 Fire Command vehicle Mold remediation plumbing repair 75% (cost shared with Amb) 	43,000 75,000
 Parks & Recreation Recreation buildings master plan Senior Center roof repair/replacement (city share) 	75,000 20,000
Park Maintenance11 ft rotary mower	46,000
Total Proposed Expenditures	<u>\$ 429,000</u>

CITY OF MCMINNVILLE 2018 - 2019 PROPOSED BUDGET

BUDGET MESSAGE & SUPPLEMENTAL INFORMATION





2018-2019 CITY BUDGET



Members of the Budget Committee

Mayor & Council Members:

Scott Hill (Mayor) Remy Drabkin Adam Garvin Kellie Menke Sal Peralta Alan Ruden Wendy Stassens

Public Members:

Jerry Hart Peter Hofstetter Kyle Lake Brad Lunt Sherry Markwood John Mead Drew Millegan

City Manager

Jeffrey Towery

Department Heads

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



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BUDGET MESSAGE



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

I. INTRODUCTION

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

~William Jennings Bryan

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

Work Force Support

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

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

Rebuild Core Services

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

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

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

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

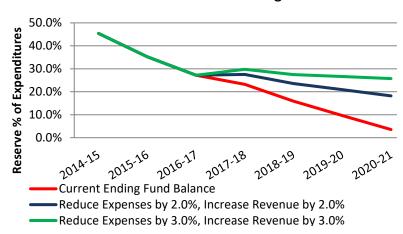
Parks and Recreation. The Department has reallocated staffing resources and added some one-time costs in an effort to address recent spikes in law enforcement activity at the Aquatic, Community and Senior Centers. The goal is to reduce or eliminate times when there is only one staff person per facility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

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

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

Stabilize General Fund Reserves

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



General Fund Ending Fund Balance

II. BUDGET ASSUMPTIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. STRATEGIC PLANNING.

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

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

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

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

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

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

Vision Statement

Our Vision for 2032...

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

Mission Statement

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

Values

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

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

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

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

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

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

Property Tax Levy and Rate Summary Table

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

IV. FORMAT OF THE BUDGET

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

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

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

V. CONCLUSION

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

~ Louisa May Alcott

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

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

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

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

Respectfully submitted,

Mbry R. Tung

Jeffrey R. Towery Budget Officer City Manager

CITY OVERVIEW



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



2017-2018 GOALS & OBJECTIVES

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

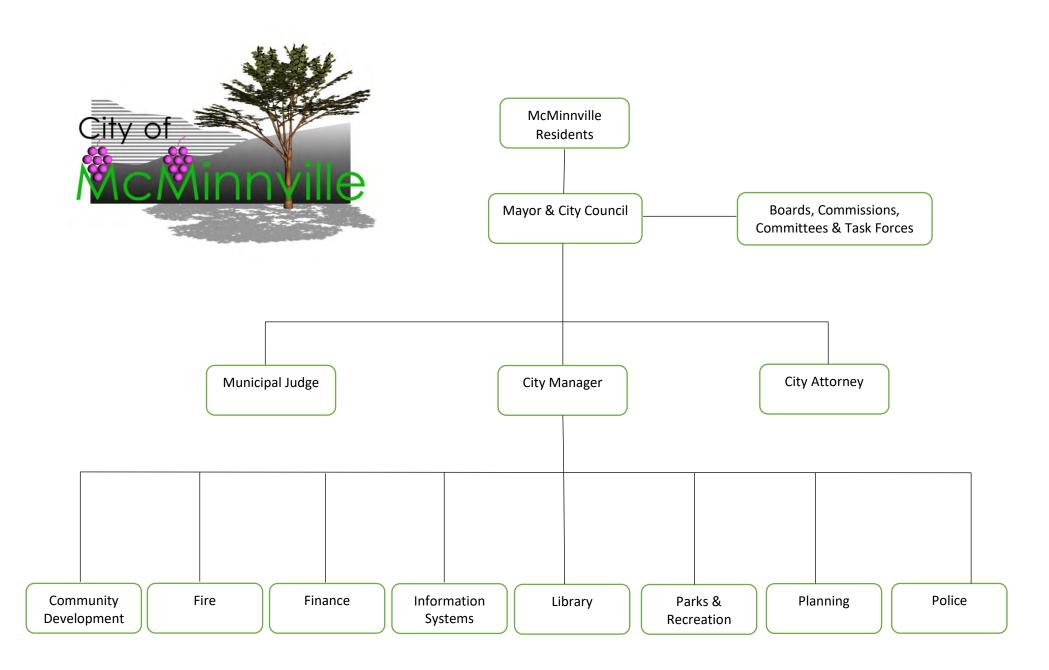
GOALS

OBJECTIVES

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

GROWTH AND DEVELOPMENT address

Working with partners e.g. the County, COG, and others, identify economic opportunities for addressing affordable housing, homelessness, and growth.



FINANCIAL OVERVIEW

Financial Overview

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

Purpose of the Budget

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

Preparation of the Budget

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

Adoption of the Budget

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

McMinnville Urban Renewal District

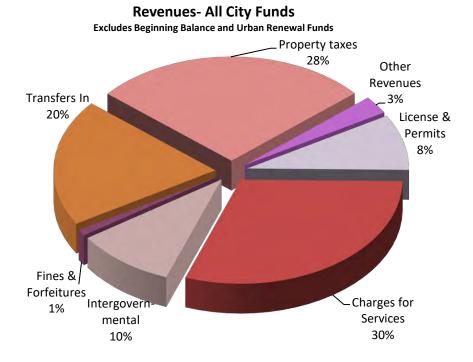
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the District is adopted by the Urban Renewal Agency Board and is not included in the proposed City budget, which is adopted by the City Council.

All City Funds 2018 – 2019 Proposed Budget

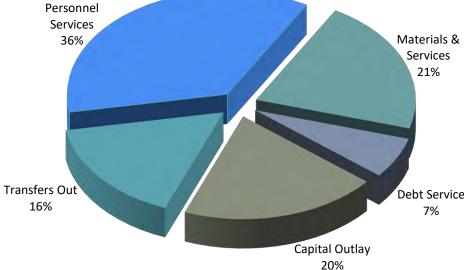
RESOURCES – by Type	
Beginning Balance	\$50,224,049
Property Taxes	16,558,761
License & Permits	5,180,475
Intergovernmental	5,956,406
Charges for Services	18,155,106
Fines & Forfeitures	564,300
Other Revenues	1,662,796
Transfers In	11,855,003
Total Resources	\$110,156,896

REQUIREMENTS – by Classification

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







Page III

Resources for All City Funds:

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

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

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

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

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

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

Requirements for All City Funds:

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

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

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

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

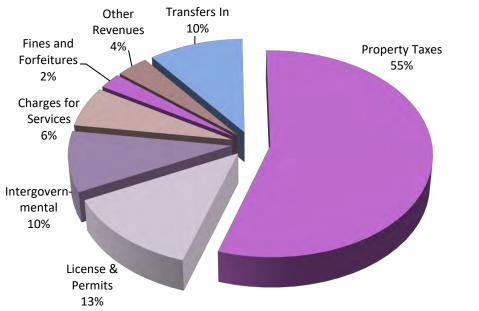
Transfers Out Expenditures-- \$11.7 million or 16% of total expenditures. Primarily includes interfund charges for services, General Fund support of the Ambulance Fund, and transfers related to transportation, wastewater, and urban renewal capital projects.

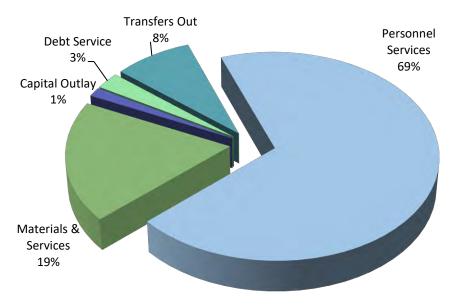
GENERAL FUND 2018 – 2019 Proposed Budget

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

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

General Fund Expenditures - By Classification Excludes Contingency and Ending Balance





General Fund Revenues - By Type Excludes Beginning Balance

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General Fund Resources:

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

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

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

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

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

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

General Fund Requirements:

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

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

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

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

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

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General Fund Expenditures by Department:

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

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

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

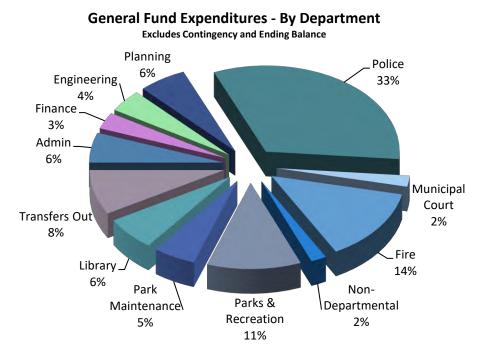
\$2.2 million or 8% of expenditures are Transfers Out to other funds for emergency dispatch services, support of the Ambulance Fund, reimbursement for computer support, and transactions related to urban renewal capital projects.

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

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

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

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



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

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

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

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

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

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

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

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

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

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

General Fund Reserve:

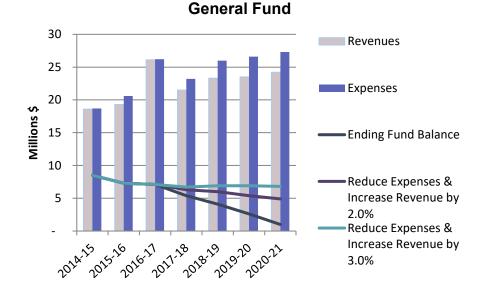
An adequate reserve, or fund balance, is critical to provide sufficient cash flow, lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns.

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

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

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

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



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

Comparison of Total Expenditures for All Funds

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

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

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

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

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

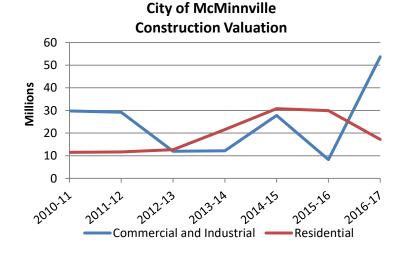
The 91% decrease in **the Airport Maintenance Fund** is due to a reduction in the availability of Federal Aviation Administration (FAA) and Oregon Department of Transportation (ODOT) grant funds from \$6.0 million in 2017-18 to \$0.2 million in 2018-19.

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

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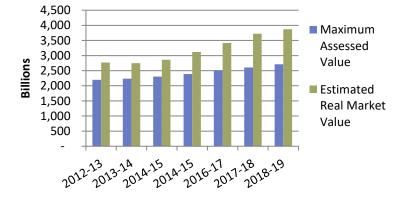
The Building Division budget for 2018-19 proposes staff restructuring to ensure timely plan review and issuance of permits. Building Inspector full-time equivalent (FTE) are also increased to address higher permit levels and to free up the Building Official's time to focus on plan review and development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

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



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

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



Assessed and Estimated Real Market Value of Property

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

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

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

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

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

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

City Wide Financial Overview

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City Wide Financial Overview



Description	2017 - 2018	2018 - 2019	Percent
	Amended Budget	Proposed Budget	Change

RESOURCES

\$48,249,982	\$50,224,049	4%
15.639.350	16.558.761	6%
, ,	, ,	0%
4.093.659	,	27%
10.333.346		-42%
18,019,440	, ,	1%
554,800	564,300	2%
1,637,157	1,590,496	-3%
50,350,052	48,077,844	-5%
10,143,633	11,855,003	17%
7,915,000	-	0%
\$116,658,667	\$110,156,896	-6%
23.632.986	25.787.383	9%
15,695,484	15,185,585	-3%
22,534,980	14,313,580	-36%
4,188,766	4,607,558	10%
66,052,216	59,894,106	-9%
10 127 578	11 657 473	15%
		15%
,	,	
3,389,806	3,932,299	16%
37,089,067	34,673,018	-7%
116,658,667	\$110,156,896	-6%
	15,639,350 72,300 4,093,659 10,333,346 18,019,440 554,800 1,637,157 50,350,052 10,143,633 7,915,000 \$116,658,667 23,632,986 15,695,484 22,534,980 4,188,766 66,052,216 10,127,578 10,127,578 3,389,806 37,089,067	$\begin{array}{c cccccc} 15,639,350 & 16,558,761 \\ 72,300 & 72,300 \\ 4,093,659 & 5,180,475 \\ 10,333,346 & 5,956,406 \\ 18,019,440 & 18,155,106 \\ 554,800 & 564,300 \\ 1,637,157 & 1,590,496 \\ \hline 50,350,052 & 48,077,844 \\ \hline 10,143,633 & 11,855,003 \\ 7,915,000 & - \\ \hline \\$



FUND DEFINITIONS

• Budget Organization Chart



Fund Definitions

- Budget Basis

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

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

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

Governmental Funds: General Fund

General Fund

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

Governmental Funds: Special Revenue Funds

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

Special Assessment Fund

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

Telecommunications Fund

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

Transient Lodging Tax Fund

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

Fund Definitions – Budget Basis Page II

Emergency Communications Fund

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

Street Fund

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

Airport Maintenance Fund

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

Governmental Funds: Capital Projects Funds

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

Public Safety Facilities Construction Fund

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

Transportation Fund

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

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

Park Development Fund

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

Fund Definitions – Budget Basis Page III

Wastewater Capital Fund

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

Governmental Funds: Debt Service Fund

Debt Service Fund

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

Business Type Activies: Enterprise Funds

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

Building Fund

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

Wastewater Services Fund

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

Ambulance Fund

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

Internal Service Funds

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

Information Systems and Services Fund (IS)

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

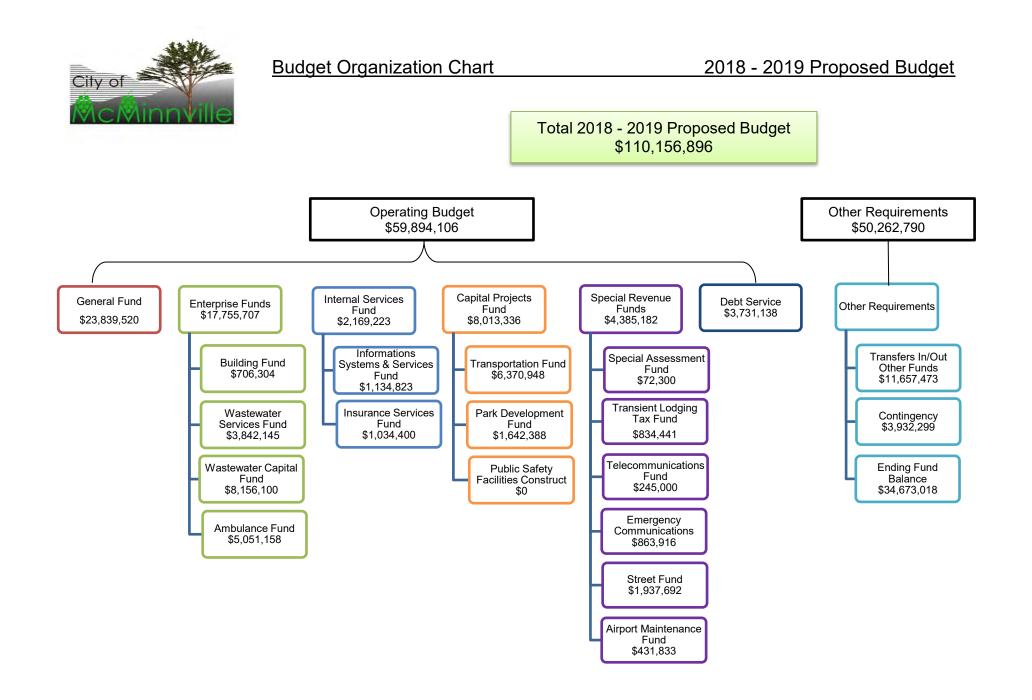
Insurance Services Fund

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

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

Urban Renewal Funds

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







Debt Overview

Debt Outstanding

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

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

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

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

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

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

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

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



Statement of Bonds and Loans Outstanding 2018-2019 Proposed Budget

VAIC VAILET MILE	Date of Issue	Date of Maturity	Am	ount of Issue	Rate of Interest		0utstanding 6/30/2018	2	Maturing 018 - 2019 Principal		Maturing 018 - 2019 Interest
GENERAL OBLIGATION BONDS											
Debt Service Fund: 2015 Public Safety Civic Building Refunding Bonds	4/16/2015	2/1/2027	\$	7,235,000	2.50 - 5.00%	\$	6,520,000	\$	670,000	\$	297,800
2011 Park Improvement Refunding Bonds	10/6/2011	2/1/2021	\$	5,590,000	2.00 - 4.00%	\$	2,365,000	\$	570,000	\$	65,700
2015 Transportation Bonds	4/16/2015	2/1/2030	\$	16,085,000	2.50 - 5.00%	\$	13,475,000	\$	875,000	\$	581,850
2018 Transportation Bonds TOTAL - General Obligation Bond	2/28/2018 s	2/1/2023	\$ \$	7,915,000 36,825,000	3.00 - 4.00%		7,915,000 30,275,000	\$ \$	440,000 2,555,000	\$ \$	230,788 1,176,138
FULL FAITH AND CREDIT OBLIGATIONS											
General Fund - Fire Department: 2014 Fire Equipment Loan	5/20/2014	6/30/2024	\$	1,370,000	3.10%	\$	1,067,668	\$	82,831	\$	32,461
General Fund - Non-Departmental: 2016 PERS Refinacing Loan 2016 Urban Renewal Agency Loan	10/31/2016 10/31/2016	8/1/2027 8/1/2031		3,525,860 2,192,300	2.73% 2.04%	\$ \$	3,312,440 2,157,300	\$ \$	255,780 100,000	\$ \$	88,716 43,499
Transportation Fund: 2013 ODOT Dundee Bypass Loan TOTAL - Full Faith and Credit Obligation	7/1/2013 s	1/25/2036	\$ \$	3,209,600 10,297,760	2.26%	\$ \$	2,072,513 8,609,921	\$ \$	154,409 593,020	\$ \$	46,839 211,515
CAPITAL LEASES (Proposed 2017-18)											
General Fund - Police Department: 2017 Police Department Vehicles TOTAL - Capital Lease	3/10/2018 s	3/10/2022	\$ \$	<u>136,045</u> 136,045	6.45%	\$ \$	<u>105,333</u> 105,333	\$ \$	23,918 23,918	\$ \$	<u>6,794</u> 6,794
TOTAL - Deb	ot		\$	47,258,805		\$	38,990,254	\$	3,171,938	\$	1,394,447

PERSONNEL SERVICES SUPPLEMENTAL INFORMATION

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

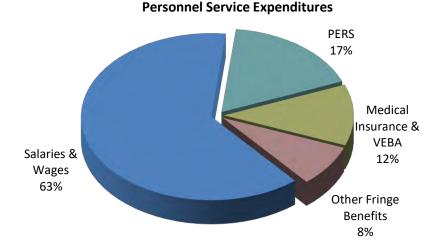


Introduction

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

The chart below illustrates the composition of personnel services expenditures.

Personnel Services Expenditures



Salaries and Wages

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

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

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

Fringe Benefits

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

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

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

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

Personnel Services Overview Page II

Medical Insurance

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

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

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

Other Fringe Benefits

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

Change in Personnel

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

- Table #1Five-year trend of FTE, including FTE in the "Proposed2018-19" budget, by department
- Table #2Change in FTE from the "2018 Adopted to 2019 Proposed
Budget", by position.
- Table #3Current number of employees and City volunteers, by
department.
- Table #4
 Volunteer Roster Illustrates number of volunteers that participate in the City's volunteer programs.

Cost of Living Adjustment (COLA)

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

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

Salary Survey Adjustments

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

Significant Department Changes

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

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

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

For **Fire and Ambulance**, a full-time firefighter position is included in the proposed budget, with the expectation that the additional staff will significantly reduce the cost of overtime in 2018-19 compared previous years. A new Support Services Specialist position has also been included in the 2018-19 proposed budget. In the **Building Division**, the 2018-19 proposed budget reflects a staff restructuring, with the creation of a Building Permit Coordinator position and an increase in Building Inspector FTE.

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

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

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

Summary

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

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

Department	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17	Adopted 2017-18	Proposed 2018-19
Administration	3.30	3.30	4.22	3.90	4.90
Finance	6.91	6.81	6.80	6.88	6.80
Engineering	6.33	6.89	6.90	7.92	7.82
Planning	3.50	3.65	3.49	3.65	8.10
Police	46.59	45.93	45.56	48.55	52.37
Municipal Court	3.80	3.80	4.38	4.52	4.52
Fire	14.47	14.75	15.47	15.57	16.88
Parks & Recreation					
Administration	2.40	2.70	2.71	2.70	1.00
Aquatic Center	11.20	11.07	11.34	11.57	11.53
Community Center & Rec Programs	5.70	5.74	6.22	6.34	7.30
Kids On The Block	8.80	8.81	9.09	9.06	8.87
Recreation Sports	4.18	4.28	4.26	4.23	4.25
Senior Center	2.60	2.33	2.50	2.49	3.23
Park Maintenance	9.06	9.07	10.57	9.05	9.80
Library	15.52	15.45	15.69	15.42	15.84
General Fund - Total	144.36	144.58	149.20	151.85	163.21
Street Fund	8.68	8.71	8.74	8.82	9.01
Building	2.00	3.25	3.25	3.75	5.00
Wastewater Services					
Administration	3.06	3.06	2.10	2.10	2.10
Plant	9.00	9.00	9.44	9.42	9.40
Environmental Services	4.00	4.00	4.44	4.45	4.44
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
Wastewater Services - Total	21.46	21.46	21.38	21.37	21.34
Ambulance	22.65	22.95	23.72	25.02	25.89
Information Systems & Services	3.50	4.00	4.00	4.00	4.00
Total City Employees - FTE's	202.65	204.95	210.29	214.81	228.45
Difference from prior year				+ 1:	3.64

City of McMinnville

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

Extra Help - Fire

Extra Help - Clerical

Administration Parks & Recreation - Administration Library Human Resources Manager 1.00 Rec Leadership - Park Ranger (1.70) Librarian II - Reference Librarian II - Reference Librarian I - Reference	
Human Resources Manager 1.00 Rec Leadership - Park Ranger (1.70) Librarian II - Reference Librarian I - Reference Librarian I - Reference Librarian I - Reference	
Librarian I - Reference	
Finance Aquatic Center Library Tech Assistant - Circulation	
Extra Help - Finance (0.07) Extra Help - Aquatics I, II, & III (Lifeguard) 0.01 Library Assistant - Circulation	
Extra Help - Ambulance Billing (0.01) Extra Help - Aquatics I, II, & III (Office) (0.04) Library Page	
(0.08) Extra Help - Aquatics I, II, & III (Swim Lessons) (0.02) Book Buddies - Labor	
Extra Help - Aquatics I, II, & III (Fitness Classes) 0.01 Program Assistant - Library	
Engineering (0.04)	
Permit Technician - Eng/Bldg (0.50)	
Permit Technician - Combined Depts 0.40 Community Center Street	
(0.10) Community Center Manager 1.00 Police Community Support Coordinator	
Recreation Program Supervisor - CC (2.00) Utility Worker I	
Planning Recreation Program Coordinator II - SC & CC 0.20 Extra Help - Street	
Principal Planner (1.00) Administrative Analyst - CC 0.50	
Senior Planner 1.00 Extra Help - Community Center 1.02	
Associate Planner 1.00 Classes & Programs Labor (0.10) Building	
Assistant Planner 1.00 Recreation Program Manager - KOB 0.25 Building Inspector III	
Planning Analyst 1.00 Extra Help - Management Assistant 0.16 Building Inspector II	
Permit Technician - Combined Depts (0.55) Site Director - STARS 0.11 Building Permit Coordinator	
Code Compliance Officer II 1.00 Assistant Site Director - STARS (0.27) Permit Technician - Eng/Bldg	
4.45 0.96 Extra Help - Building Inspector	
Police Kids On The Block	
Police Sergeant - Patrol (1.00) Recreation Program Manager - KOB (0.25) Wastewater Services	
Police Sergeant - Special Ops Admin 1.00 Extra Help - Management Assistant 0.02 Extra Help - WWS	
Police Officer - Patrol 1.66 Site Director II 0.01	
Police Officer - School Resource Officer 1.00 Assistant Site Director 0.03	
Police Community Support Coordinator (0.98) (0.19) Ambulance	
Office Specialist I - Police 0.48 Firefighter	
Extra Help - Police Reserves (0.03) Recreation Sports Firefighter / Paramedic - PT+	
Extra Help - Investigations (0.01) Program Assistant 0.02 Firefighter / EMT - PT+	
Rec Leadership - Park Ranger 1.70 Office Manager	
3.82 Senior Center Support Services Specialist	
Extra Help - Senior Center 0.74	
Municipal Court	
No changes 0.00 Park Maintenance Information Systems	
Utility Worker I 1.00 No changes	
· ·	
	(ETE)
Firefighter 0.35 0.75 Total Change in Full Time Equivalen	(ГІС) —
Firefighter / Paramedic - PT+ 0.03	
Firefighter / EMT - PT+ 0.03	
Office Manager 0.40	
Support Services Specialist 0.50	

(0.07)

0.07 1.31 Change in FTE

(0.20) (0.25)

0.96

(0.63)

0.55 0.02 (0.03)

0.42

(0.02) 0.25

(0.04)

0.19

(0.83)

1.00

1.00

(0.50)

0.15 0.43 1.25

(0.03)

(0.03)

0.65

0.06

0.06

(0.40) 0.50 0.87

0.00

13.64

City of McMinnville Number of Employees and Volunteers March 2018 Actual

	Employees		Volunteers	Grand
Department	Full Time	Part Time	See Volunteer Roster	Total
Administration	5	1	14	20
Finance	6	1	.+	7
Engineering	7		-	7
Planning	3	_	44	47
Police	46	4	16	66
Municipal Court		4	10	8
Fire	5	4	I	0
Fire Administration & Operations	12	2	53	67
Fire Prevention & Life Safety	2	2	55	2
Parks & Recreation	2	-	-	2
Administration	1	_		1
Aquatic Center	3	- 27	-	30
Community Center & Rec Programs	3 1	11	- 5	30 17
	I	11	5	5
STARS Day Camp Kids On The Block	- 1	- 41	5	
	I	41	4	46
Mayor's Charity Ball	-	-		-
Recreation Sports	1	30	174	205
Senior Center	2	3	105	110
Park Maintenance	6	1	440	447
	8	14	195	217
General Fund - Total	107	139	1,056	1,302
Street	8	1		9
Airport Maintenance	-	-	6	6
Building	3	1	<u> </u>	4
Wastewater Services				
Administration	2	-	-	2
Plant	9	-	-	9
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
Wastewater Services - Total	21			21
Ambulance	23	2		25
Information Systems & Services	4			4
Total City Employees & Volunteers	166	143	1,062	1,371

City of McMinnville Volunteer Roster - 2017

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

City of McMinnville

SEMI-MONTHLY SALARY SCHEDULE - GENERAL SERVICE EMPLOYEES

July 1, 2018

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

3.6% Projected Increase

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

Range	Step A	Step B	Step C	Step D	Step E	Step F
331	1,920	2,016	2,117	2,222	2,335	2,450
330	1,872	1,967	2,066	2,168	2,275	2,391
329	1,826	1,919	2,015	2,116	2,221	2,333
328	1,783	1,871	1,966	2,065	2,167	2,274
327	1,740	1,825	1,917	2,014	2,114	2,220
326	1,697	1,782	1,870	1,965	2,064	2,166
324	1,616	1,696	1,780	1,870	1,964	2,063
323	1,576	1,654	1,738	1,823	1,915	2,012
322	1,536	1,615	1,695	1,779	1,869	1,963
	331 330 329 328 327 326 326 324 324	331 1,920 330 1,872 329 1,826 328 1,783 327 1,740 326 1,697 324 1,616 323 1,576	331 1,920 2,016 330 1,872 1,967 329 1,826 1,919 328 1,783 1,871 327 1,740 1,825 326 1,697 1,782 324 1,616 1,696 323 1,576 1,654	331 1,920 2,016 2,117 330 1,872 1,967 2,066 329 1,826 1,919 2,015 328 1,783 1,871 1,966 327 1,740 1,825 1,917 326 1,697 1,782 1,870 324 1,616 1,696 1,780 323 1,576 1,654 1,738	331 1,920 2,016 2,117 2,222 330 1,872 1,967 2,066 2,168 329 1,826 1,919 2,015 2,116 328 1,783 1,871 1,966 2,065 327 1,740 1,825 1,917 2,014 326 1,697 1,782 1,870 1,965 324 1,616 1,696 1,780 1,870 323 1,576 1,654 1,738 1,823	331 1,920 2,016 2,117 2,222 2,335 330 1,872 1,967 2,066 2,168 2,275 329 1,826 1,919 2,015 2,116 2,221 328 1,783 1,871 1,966 2,065 2,167 327 1,740 1,825 1,917 2,014 2,114 326 1,697 1,782 1,870 1,965 2,064 324 1,616 1,696 1,780 1,870 1,964 323 1,576 1,654 1,738 1,823 1,915

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

City of McMinnville SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS

July 1, 2018

3.6% Projected Increase

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

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

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

July 1, 2018

Step B Step	C Step D		
	JC Step L	D Step E	Step F
,070 3,222	2 3,385	3,553	3,731
3,922 3,070) 3,222	3,385	3,553
2,657 2,790) 2,929	3,078	3,230
2,530 2,657	7 2,790	2,929	3,078
2,014 2,117	7 2,221	2,332	2,447
,874 1,967	7 2,065	2,170	2,277
nt Perc	ent F	lange	Step
2%	6	150	F
4%	6	150	
4%	6	150	
8%	6	150	F
5%	6	150	F
5%	6	150	F
5%	6	150	F
5%	6	150	F
5%	6	150	F
our 5%	6	150	F
our 5%	6	150	F
ur 5%	6	150	F
	.,922 3,07(.,657 2,79(.,530 2,657 .,014 2,117 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,874 1,967 .,97	3,070 3,222 3,657 2,790 2,929 2,530 2,657 2,790 2,014 2,117 2,221 ,874 1,967 2,065 at Percent F 2% 4% 4% 4% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5%	3,922 3,070 3,222 3,385 3,657 2,790 2,929 3,078 2,530 2,657 2,790 2,929 3,014 2,117 2,221 2,332 ,874 1,967 2,065 2,170 at Percent Range 2% 150 4% 150 4% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150 5% 150

2.1% Projected Increase

Fitness Incentive - 12 months

Fitness Incentive - 6 months

400

200

Extra Help - Police Employees

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

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

July 1, 2018

3.6% Projected Increase

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

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

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

City of McMinnville Supplemental Salary Schedule

July 1, 2018

Minimum Wage Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Extra Help - Ambulance Billing	092 H	10.75	11.40	12.40	13.40	14.40	15.40	16.40	17.40		
Extra Help - Finance											
Extra Help - Building Inspector	084 H	20.00	23.00	26.00	30.00	36.00	40.00				
Extra Help - Clerical II											
Extra Help - Finance II											
Extra Help - Investigations											
Extra Help - Clerical	082 H	10.75	12.69	13.32	14.00						
Extra Help - EMT	075 H	12.60	15.00	17.00	18.00	20.00					
Extra Help - Fire											
Extra Help - Fire Prevention	074 H	10.75	14.00	16.73							
Municipal Court - Interpreter	064 H	10.75	12.50								
Program Assistant - Library	058 H	10.82									
Extra Help - Mgmt Assistant - RS	050 H	13.85	14.27	14.69	15.13	15.59	16.06	16.54	17.03		
Extra Help - Mgmt Assistant - KOB											
Extra Help -Mgmt Assistant- STARS											
Extra Help - Aquatics 4	049 H	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73		
Site Director - KOB Site Director - Summer STARS											
Extra Help - Aquatics 3	048 H	11.60	11.95	12.31	12.68	13.06	13.45	13.85	14.27		
Program Assistant - Rec Sports Program Assistant - SC											
Rec Program Instructor - CC											
Rec Program Instructor - SC											
Rec Program Instructor - Sports											
Assistant Site Director - KOB	046 H	11.10	11.38	11.66	11.95	12.25	12.56	12.87	13.19		
Assistant Site Director - STARS											
City of McMinnville Salary Schedule					Page 1 of 2				4/18/201	8	

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



BEGINNING FUND BALANCE



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, 2018, the beginning fund balance for fiscal year 2018-19 is estimated to be \$5.4 million.

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

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

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

Budget Docum	ent Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
593,735	572,141	586,575		Designated Begin FB-General Fd - LOSAP carryover from prior year for the Length of Service Award Program (LOSAP), the nent benefit program for volunteer firefighters.	648,161	0	0
94,897	0	0	4001-15	Designated Begin FB-General Fd - Fire - Vehicle Reserve	0	0	(
0	75,000	112,500	4001-25 Designated f	Designated Begin FB-General Fd - Facility Improvements funds earmarked for future facility improvements	0	0	C
7,896,485	6,623,209	5,289,460	4090 Estimated Ju	Beginning Fund Balance uly 1 undesignated carryover from the prior year.	4,744,829	0	0
8,585,117	7,270,350	5,988,535		TOTAL BEGINNING FUND BALANCE	5,392,990	0	0
8,585,117	7,270,350	5,988,535		TOTAL RESOURCES	5,392,990	0	0

ADMINISTRATION DEPARTMENT

- 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



General Fund – Administration

Budget Highlights

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

City Manager's Office

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

City Hall & City Property

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

Mayor & City Council

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

Legal

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

Community Services

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

2018 – 2019 Proposed Budget --- Budget Summary

Human Resources

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

Core Services

City Manager's Office

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

City Attorney's Office

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



Future Challenges and Opportunities

Administration - City Manager's Office

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

Administration - City Attorney's Office

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

Department Cost Summary

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

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	3.90		
Human Resources Manager		1.00	
FTE Proposed Budget		1.00	4.90



General Fund – Administration

Historical Highlights

- 1876 McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees
- 1882 McMinnville incorporates as a city with a Mayor and City Council
- 1916 Voters establish original operating property tax base
- 1965 Joe Dancer appointed City Administrator
- 1971 City Attorney position established
- 1984 Edward J. Gormley elected Mayor
- 1986 May 1986, Kent Taylor appointed City Manager
- 1992 Downtown Historic Street Light Project implemented in City-owned parking lots
- 1995 Civic Center Master Plan developed



- 1995 City purchases Home Laundry site at NE corner of Second and Cowls
- 1999 City Attorney position restored to full-time
- 2006 City establishes new "one stop" Community Development Center to house the Engineering, Building, and Planning Departments
- 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

General Fund - Administration

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

Position Description						
Fund	Number of		Total	Detailed Summary		
Department	Employees	Range	Salary	Page	Amount	
City Attorney	1	365	136,180			
General Fund			,			
Administration						
Legal (0.70 FTE)				9	95,326	
Human Resources (0.20 FTE)				13	27,236	
Municipal Court						
Court (0.10 FTE)				66	13,618	
<u>Deputy City Attorney</u> General Fund	1	350	90,026			
Administration						
Legal (0.50 FTE)				9	45,013	
Municipal Court						
Court (0.50 FTE)				66	45,013	
<u>City Recorder / Legal Assistant</u>	1	339	67,419			
General Fund						
Administration						
City Manager's Office (0.10 FTE)				2	6,742	
Mayor & City Council (0.40 FTE)				7	26,968	
Legal (0.35 FTE)				9	23,597	
Human Resources (0.15 FTE)				13	10,113	
<u>Administrative Specialist II</u> General Fund Administration	1	324	47,734			
Mayor & City Council (0.20 FTE)				2	9,547	
Legal (0.20 FTE)				9	9,547	
Human Resources (0.10 FTE)				13	4,773	
					1,110	

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

dget Documer	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADMINISTF Section : 002 - CITY MANA Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 [,] ADOPTE BUDGE			
1,100	900	1,200	7610-05	Insurance - Liability				1,300	0	C
1,042	1,203	1,200	7620	Telecommunications				1,200	0	(
10	1,222	500	7660	Materials & Supplies				500	0	(
938	544	1,000	7660-05	Materials & Supplies - Office Supp	olies			1,000	0	(
184	40	200	7660-15	Materials & Supplies - Postage				100	0	(
2,517	11,904	1,800	7750	Professional Services				1,651	0	(
7-	,		<u>Descrip</u> Audit fe	otion ee allocation 125 administration fee	<u>Units</u> 1 1	<u>Amt/Unit</u> 1,600 51	<u>Total</u> 1,600 51			
4,462	3,306	2,998	7840 I.S. Fund m	M & S Computer Charges aterials & supplies costs shared city-wide				2,133	0	
485	141	2,700	7840-02	7840-02 M & S Computer Charges - City Manager's Office				0	0	
22,101	44,982	46,950	8000	City Memberships				46,810	0	(
			<u>Descrip</u>	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				lamette Valley Council of Governments	1	17,000	17,000			
			-	e of Oregon Cities	1	24,500	24,500			
			-	City & County Managers Association	1	350	350			
				ville Area Chamber of Commerce	1	3,250	3,250			
				tional City Managers Association	1	1,460	1,460			
			Emergi	ng Local Government Leaders	1	250	250			
39,353	85,713	66,948		TOTAL MATERIALS	AND SE	RVICES		62,094	0	(
				CAPITAL OUTLAY						
925	838	495	8750 I.S. Fund ca	Capital Outlay Computer Charges				0	0	
925	838	495		TOTAL CAPIT	AL OUTL	AY		0	0	
303,548	389,857	323,178		TOTAL REQU	335,975	0	(

dget Documer	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
11,718	11,844	12,000	Chamber of	Property Rentals - Chamber of Commerce Commerce monthly rental income increases in October depending on the June PI-W increase.	12,600	0	C
14,505	11,404	0	5400-03	Property Rentals - Parking Lot	0	0	0
26,223	23,248	12,000		TOTAL CHARGES FOR SERVICES	12,600	0	0
26,223	23,248	12,000		TOTAL RESOURCES	12,600	0	0

get Documer	nt Report			01 - GENERAL FU	JND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADN Section : 003 - CIT Y Program :N/A	IINISTRATION (HALL & CITY PRO	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE		
				REG	QUIREMENTS					
				MATERIALS AND SERVI	<u>CES</u>					
77	34	200	7590	Fuel - Vehicle & Equipment	:			0	0	0
10,542	12,584	12,500	7600	Electric & Natural Gas				12,500	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			•	heating fuel	1	2,000	2,000			
				Il natural gas Civic Hall electric	1	1,000 9,500	1,000 9,500			
1,200	1,100	1 300	7610-05	Insurance - Liability	1	5,500	5,500	900	0	C
9,400	12,200		7610-10	Insurance - Property				10,400	0	C
									-	C
5,663	5,840	6,000		Telecommunications				6,000	0	
4,380	6,307		7650-10	Janitorial - Services				13,000	0	C
676	402		7650-15	Janitorial - Supplies				950	0	C
0	122	100	7660	Materials & Supplies				100	0	(
395	439	500	7720-06 Civic Hall au	Repairs & Maintenance - Ed dio system upgrade	quipment			20,000	0	C
6,699	5,295	25,000	7720-08 Repairs and	Repairs & Maintenance - Be maintenance projects for City Hall a				20,000	0	C
4,660	5,904	5,600	7720-10	Repairs & Maintenance - Be	uilding Maintenan	се		5,900	0	(
0	1,042	2,500	7720-12	Repairs & Maintenance - G	rounds			2,500	0	C
11,366	24,598	26,450	7720-34	Repairs & Maintenance - Pa	arking Structure 8	Lots		26,320	0	0
			Descript	ion_	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				ce - liability	1	2,600	2,600			
				ce - property	1	2,500	2,500			
				basket program	1	3,500	3,500			
				permit fee	1	200	200			
				phone service ance and repair projects	1	600 10,000	600 10,000			
				maintenance	1	480	1,920			
			Lighting	maintenance	4	5,000	5,000			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADMINIS Section : 003 - CITY HAL Program :N/A		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET		
6,992	3,508	21,950	7740-05	Rental Property Repair & Maint	Building			11,900	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Insuran	ce - property	1	1,100	1,100			
			Miscella	neous repairs and maintenance	1	10,000	10,000			
			Parking	lot sweeping services - Chamber	1	500	500			
			Insuran	ce - liability	1	300	300			
341	413	500	7750	Professional Services				75,500	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Facilitie	s assessment	1	75,000	75,000			
			Recyle	- shredding confidential documents	1	500	500			
7,800	8,464	10,040	7780-17	Contract Services - Parking Stru	cture & Lots	i		11,000	0	0
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Quarter	ly sweeping	1	6,000	6,000			
			Monthly	sweeping	1	5,000	5,000			
17,061	19,840	12,835		Maintenance & Rental Contracts tem, floor mat cleaning, heating system ma chine lease		st control, cop	ier lease,	20,000	0	0
4,500	5,400	5,400	7790-05	Maintenance & Rental Contracts	- Water & Li	ight Fiber N	et	5,400	0	0
0	0	500	7800	M & S Equipment				500	0	0
91,752	113,493	157,465		TOTAL MATERIAI	S AND SEI	RVICES		242,870	0	0
				CAPITAL OUTLAY						
0	0	0	8800	Building Improvements				0	0	0
0	0	0		TOTAL CAPI	TAL OUTLA	<u> </u>		0	0	0
91,752	113,493	157,465		TOTAL REG		5		242,870	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
6,050	21,584	33,443		Salaries & Wages - Regular Full Time er / Legal Assistant - 0.40 FTE re Specialist II - 0.20 FTE	36,514	0	0
6,184	3,924	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
657	397	749	7000-20	Salaries & Wages - Overtime	900	0	0
766	1,438	2,119	7300-05	Fringe Benefits - FICA - Social Security	2,320	0	0
179	336	496	7300-06	Fringe Benefits - FICA - Medicare	542	0	0
3,064	4,967	7,799	7300-15	Fringe Benefits - PERS - OPSRP - IAP	8,688	0	0
2,411	6,852	8,008	7300-20	Fringe Benefits - Medical Insurance	8,900	0	0
451	1,000	700	7300-22	Fringe Benefits - VEBA Plan	1,400	0	0
35	62	66	7300-25	Fringe Benefits - Life Insurance	66	0	0
69	154	184	7300-30	Fringe Benefits - Long Term Disability	200	0	0
40	86	123	7300-35	Fringe Benefits - Workers' Compensation Insurance	130	0	0
9	16	18	7300-37	Fringe Benefits - Workers' Benefit Fund	18	0	0
402	109	400	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	200	0	0
20,317	40,924	54,105		TOTAL PERSONNEL SERVICES	59,878	0	0
				MATERIALS AND SERVICES			
1,374	441	500	7520	Public Notices & Printing	750	0	0
465	693	500	7620	Telecommunications	700	0	0
0	26	150	7660	Materials & Supplies	150	0	0
789	889	1,200	7660-05	Materials & Supplies - Office Supplies	1,200	0	0
20	73	150	7660-15	Materials & Supplies - Postage	100	0	0
5	15	77,000	7750	Professional Services	75,028	0	0
				ionUnitsAmt/UnitTotal125 administration fee12828c planning consultant fee175,00075,000			
7,920	24,786	15,000	7750-06 Continuing th	Professional Services - Community Outreach ne City Council's public communication efforts	15,000	0	0
10,907	8,082	12,493		M & S Computer Charges terials & supplies costs shared city-wide	12,266	0	0

udget Docume	nt Report			01 - GENERAL FL	IND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADN Section : 005 - MAY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGET			
15,740	6,654	0	7840-03	M & S Computer Charges -	City Council			1,600	0	0
			<u>Descrip</u> Replac	<u>otion</u> ement laptop - Civic Hall	<u>Units</u> 1	<u>Amt/Unit</u> 1,600	<u>Total</u> 1,600			
26,972	26,220	25,000	8005	Mayor/City Council Expens	es			25,000	0	0
64,192	67,878	131,993		TOTAL MATE	RIALS AND SE	RVICES		131,794	0	0
				CAPITAL OUTLAY						
2,261	2,048	2,060	8750 I.S. Fund ca	Capital Outlay Computer C apital outlay costs shared city-wide	harges			0	0	0
2,261	2,048	2,060		TOTAL (CAPITAL OUTL	<u>4Y</u>		0	0	C
86,770	110,851	188,158		TOTAL	REQUIREMENT	rs		191,672	0	0

	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
88,393	135,955	144,141	Deputy City City Recorde	Salaries & Wages - Regular Full Time y - 0.70 FTE Attorney - 0.50 FTE er / Legal Assistant - 0.35 FTE ve Specialist II - 0.20 FTE	172,883	0	(
6,184	3,924	0	7000-10	Salaries & Wages - Regular Part Time	0	0	(
8	313	102	7000-20	Salaries & Wages - Overtime	450	0	(
6,808	0	0	7000-32	Salaries & Wages - Moving Allowance	0	0	(
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	600	0	(
6,089	8,197	8,767	7300-05	Fringe Benefits - FICA - Social Security	10,447	0	(
1,424	1,925	2,092	7300-06	Fringe Benefits - FICA - Medicare	2,522	0	(
23,010	27,126	35,825	7300-15	Fringe Benefits - PERS - OPSRP - IAP	44,098	0	(
10,432	22,887	24,473	7300-20	Fringe Benefits - Medical Insurance	21,220	0	(
2,951	2,575	2,525	7300-22	Fringe Benefits - VEBA Plan	3,350	0	C
96	168	162	7300-25	Fringe Benefits - Life Insurance	190	0	C
481	788	794	7300-30	Fringe Benefits - Long Term Disability	950	0	(
144	254	277	7300-35	Fringe Benefits - Workers' Compensation Insurance	342	0	(
27	42	44	7300-37	Fringe Benefits - Workers' Benefit Fund	51	0	(
146,047	204,153	219,202		TOTAL PERSONNEL SERVICES	257,103	0	(
				MATERIALS AND SERVICES			
27	425	500	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	500	0	(
2,542	6,288	10,000	Professional	Travel & Education I association conferences, seminars, and workshops including travel and meal assional memberships, dues, subscriptions, professional reference materials for prney.	10,000	0	(
1,000	900	1,800	7610-05	Insurance - Liability	1,600	0	(
522	558	800	7620	Telecommunications	800	0	
453	8,683	2,000	7660-05	Materials & Supplies - Office Supplies	2,000	0	
111	70	200	7660-15	Materials & Supplies - Postage	150	0	

udget Documer	nt Report			01 - GENERAL FU	ND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADMI Section : 008 - LEGA Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
17	31	50	7750	Professional Services				46	0	C
			<u>Descri</u> Sectior	otion 125 administration fee	<u>Units</u> 1	<u>Amt/Unit</u> 46	<u>Total</u> 46			
16,501	21,944	3,000	7750-09 Contract leg	Professional Services - Lega gal services to provide City Attorney with		ojects.		3,000	0	(
2,479	1,102	2,499	7840 I.S. Fund m	M & S Computer Charges aterials & supplies costs shared city-w	de			3,733	0	(
3,730	2,645	3,500	7840-08	M & S Computer Charges - L	egal			0	0	(
27,381	42,647	24,349		TOTAL MATER	IALS AND SEI	RVICES		21,829	0	(
				CAPITAL OUTLAY						
514	279	412	8750 I.S. Fund ca	Capital Outlay Computer Cha apital outlay costs shared city-wide	arges			0	0	(
514	279	412		TOTAL C	APITAL OUTL	<u>AY</u>		0	0	(
173,942	247,080	243,963		TOTAL F	EQUIREMENT	S		278,932	0	(

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

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :01 - ADMINIST Section :011 - COMMUNIT Program :N/A		5		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIRE	MENTS					
				MATERIALS AND SERVICES						
25,941	16,205	16,900	City contrib	Holiday Lighting ution to community-wide Holiday Lighting Pro y electrical charges for 3rd Street kiosks.	ogram, a publi	ic/private partn	ership,	12,400	0	0
			<u>Descri</u>	<u>otion</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Electri	city for 3rd Street kiosks	1	2,100	2,100			
			Holida	y lighting for City buildings	1	7,800	7,800			
			Mainte	nance of lights on Adams St sequoia	1	2,500	2,500			
8,596	9,797	10,000		M&S Downtown Public Art Progra al support of Downtown Public Art Program i ariums.		stal constructio	n and	10,000	0	0
0	0	10,000	8012-05 Public art p	M&S Downtown Public Art Progra urchases funded through revenue account 6	am - Donation 490, Donation	ons - Public s-Public Art.	Art	10,000	0	0
7,094	0	10,000		M&S Downtown Public Art Progra ations for purchase of specific pieces of artwo unded through revenue account 6490-10, Do	ork for the Dov	vntown Public	Art	10,000	0	0
30,200	57,855	25,000	Funds awa	Community Services rded by City Council to community nonprofit als and objectives, meeting community needs				25,000	0	0
14,000	14,000	14,000	City's contr	McMinnville Downtown Associati ibution to the McMinnville Downtown Associa nt District assessment.		a Downtown E	conomic	14,000	0	0
22,500	22,500	22,500		Yamhill Co - YCTA sportation program support.				22,500	0	0
39,882	59,997	60,000	8060	Economic Development				78,000	0	0
			Descri	otion	Units	<u>Amt/Unit</u>	Total			
			McMin	nville Economic Development Partnership	1	60,000	60,000			
				I Parkway Committee support	1	18,000	18,000			
148,213	180,354	168,400		TOTAL MATERIAL	S AND SEF	RVICES		181,900	0	0
140,215	,	,		<u> </u>				,		

jet Documer	t Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEE BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
30,248	56,249	53,491	Human Res City Record	Salaries & Wages - Regular Full Time y - 0.20 FTE ources Manager - 1.00 FTE er / Legal Assistant - 0.15 FTE ve Specialist II - 0.10 FTE	121,339	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
3,243	1,268	2,498	7000-20	Salaries & Wages - Overtime	675	0	0
1,990	3,477	3,421	7300-05	Fringe Benefits - FICA - Social Security	7,470	0	0
465	813	813	7300-06	Fringe Benefits - FICA - Medicare	1,771	0	0
9,123	15,182	12,891	7300-15	Fringe Benefits - PERS - OPSRP - IAP	35,247	0	0
5,748	5,704	9,717	7300-20	Fringe Benefits - Medical Insurance	26,250	0	0
1,000	1,000	850	7300-22	Fringe Benefits - VEBA Plan	4,150	0	0
53	31	76	7300-25	Fringe Benefits - Life Insurance	156	0	0
157	220	294	7300-30	Fringe Benefits - Long Term Disability	668	0	0
100	144	152	7300-35	Fringe Benefits - Workers' Compensation Insurance	374	0	0
17	16	21	7300-37	Fringe Benefits - Workers' Benefit Fund	42	0	0
52,144	84,106	84,224		TOTAL PERSONNEL SERVICES	198,142	0	0
				MATERIALS AND SERVICES			
0	0	500	7520	Public Notices & Printing	500	0	0
0	0	500	7530	Safety Training/OSHA	500	0	0
642	1,883	4,000	Professiona	Travel & Education I association conferences, seminars and workshops including travel and meal ssional memberships, dues, subscriptions, and reference materials.	4,000	0	0
668	606	800	7620	Telecommunications	800	0	0
202	159	1,000	7660	Materials & Supplies	1,000	0	0
382	785	1,000	7660-05	Materials & Supplies - Office Supplies	500	0	0
317	71	200	7660-15	Materials & Supplies - Postage	200	0	0

dget Documer	nt Report			01 - GENERAL FUN	D					
2016 ACTUAL	2017 ACTUAL					2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET		
2,223	660	50	7750	Professional Services				27,000	0	0
			Descr	iption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Sectio	n 125 administration fee	1	33	33			
			Misce	llaneous professional services	1	1,967	1,967			
			Salary	survey - consultant	1	25,000	25,000			
4,434	4,163	8,050		TOTAL MATERIA	LS AND SE	RVICES		34,500	0	0
56,578	88,269	92,274		TOTAL REQUIREMENTS					0	0



FINANCE DEPARTMENT

Organization Set – Sections

- Accounting
- Ambulance Billing

Organization Set # 01-03-013 01-03-016



Accounting Section

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

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

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

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

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

Ambulance Billing Section

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

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

Core Services

Accounting Section

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

Ambulance Billing Section

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

Future Challenges and Opportunities

Accounting Section

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

Ambulance Billing

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

Department Cost Summary

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

Full-Time Equivalents (FTE)

	2017-18		2018-17
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	6.88		
Extra Help - Finance		(0.07)	
Extra Help - Ambulance Billing		(0.01)	
FTE Proposed Budget		(0.08)	6.80



General Fund – Finance

- 1983 Finance Department transitions City accounting system to mainframe computer using Group 4 software
- 1987 Coopers & Lybrand appointed City financial auditor
- 1988 Finance Department purchases first PC which is shared and primarily used for budget preparation
- 1989 First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting
- 1995 Talbot, Korvola & Warwick appointed City financial auditor
- 1997 YCOM begins contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration
- 1997 Grant Thornton LLP appointed City financial auditor

- 2003 Governmental Accounting Standard Board Statement No. 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP)
- 2003 Property lien searches available via Internet
- 2005 Talbot, Korvola, & Warwick LLP appointed City financial auditor
- 2006 In February, City Finance Department issues Request for Proposal for ERP System, and after conducting several rounds of demos and site visits, recommends New World System's Logos.net ERP product to City Council

- 2007 In September 2007, City "goes live" with Logos.net's Financial Management Suite's general ledger, procurement, revenue collections, miscellaneous billing, and annual budget preparation functionality
- 2008 In January 2008, City "goes live" with Logos.net's Human Resource Suite's payroll processing and position budgeting; followed by the annual budget preparation in Logos
- 2011 Ambulance Billing Coordinator and Billing Specialist relocate from Fire Hall to Finance Department office in City Hall
- 2015 Merina & Co, LLP appointed City financial auditor

idget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
29,275	24,700	24,000	5310 On-Line Lien Search Fees Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; City pays \$10 per search through expenditure account 7750-27, Professional Services-Net Assets.	24,000	0	0
29,275	24,700	24,000	TOTAL CHARGES FOR SERVICES	24,000	0	C
			MISCELLANEOUS			
613	2,640	500	6600-94 Other Income - Finance Miscellaneous Finance Department collections.	100	0	0
613	2,640	500	TOTAL MISCELLANEOUS	100	0	0
29,888	27,341	24,500	TOTAL RESOURCES	24,100	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 03 - FINANCE Section : 013 - ACCOUNTING Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
7,577	1,219	0	7000	Salaries & Wages	0	0	0
324,473	280,181	337,989			354,443	0	0
5,166	5,319	1,500	7000-15	Salaries & Wages - Temporary	0	0	0
5,599	12,213	5,000	7000-20	Salaries & Wages - Overtime	4,000	0	0
300	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
3,821	1,041	0	7300	Fringe Benefits	0	0	0
19,912	17,543	21,359	7300-05	Fringe Benefits - FICA - Social Security	22,223	0	0
4,657	4,103	4,995	7300-06	Fringe Benefits - FICA - Medicare	5,197	0	0
82,125	66,163	98,920	7300-15	Fringe Benefits - PERS - OPSRP - IAP	100,212	0	0
42,867	46,518	63,026	7300-20	Fringe Benefits - Medical Insurance	71,686	0	0
8,000	5,208	5,500	7300-22	Fringe Benefits - VEBA Plan	11,000	0	0
498	425	540	7300-25	Fringe Benefits - Life Insurance	540	0	0
1,718	1,596	1,834	7300-30	Fringe Benefits - Long Term Disability	1,928	0	0
1,044	918	1,240	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,254	0	0
149	116	147	7300-37	Fringe Benefits - Workers' Benefit Fund	145	0	0
507,906	442,564	542,050		TOTAL PERSONNEL SERVICES	572,628	0	0
				MATERIALS AND SERVICES			
471	777	800	7500	Credit Card Fees	800	0	0
3,449	2,609	3,500	7520	Public Notices & Printing	3,500	0	0
113	560	900	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	800	0	0
14,951	10,734	14,000	Professional	Travel & Education I association dues, subscriptions, staff training, continuing professional education, ovider conference, etc.	15,000	0	0
4,200	3,600	4,600	7610-05	Insurance - Liability	4,900	0	0
3,428	3,505	4,000	7620	Telecommunications	4,000	0	0
2,769	3,363	F 000	7660-05	Materials & Supplies - Office Supplies	5,000	0	0

dget Documer	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 03 - FINANCE Section : 013 - ACCOUNT Program :N/A	ING			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
226	-89	1,000	7660-10	Materials & Supplies - Office Sup	plies Invent	ory		2,500	0	C
4,407	3,778	4,500	7660-15	Materials & Supplies - Postage				4,500	0	C
0	0	250	7720-06	Repairs & Maintenance - Equipm	ent			250	0	(
1,278	59,393	20,950	7750	Professional Services				12,990	0	(
			Audit fe	tion 125 administration fee e allocation t accounting services	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 90 900 12,000	<u>Total</u> 90 900 12,000			
1,937	1,744	1,200	7750-24	Professional Services - Audit				1,200	0	
			<u>Descrip</u> Audit fe	<u>tion</u> e allocation	<u>Units</u> 1	<u>Amt/Unit</u> 1,200	<u>Total</u> 1,200			
10,150	9,880	11,000	liens. Title o	Professional Services - Net Asse on-line lien search program allows title com companies are billed \$25 per lien search; re earch Fees. City pays Net Assets \$10 per li	panies to chec venue recorde			11,000	0	(
750	0	0	7750-57	Professional Services - Financin		ation		0	0	(
2,680	3,305	3,500	7790 Printer / sca	Maintenance & Rental Contracts nner / copier lease and per page cost.				3,500	0	(
0	1,190	1,000	7800-03	M & S Equipment - Office				1,000	0	
8,924	5,888	7,995		M & S Computer Charges aterials & supplies costs shared city-wide				8,533	0	(
4,682	5,508	1,850	7840-05	M & S Computer Charges - Acco	unting			4,200	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				k printer maintenance	1	300	300			
				ement laptop	1	1,600	1,600			
				ement printer - north office ement scanner	1	1,200 1.100	1,200 1,100			
64,415	115,745	86,045		TOTAL MATERIAL	S AND SEI	RVICES		83,673	0	
,	, -	· -		CAPITAL OUTLAY				· -		
1,850	1,490	1,319		Capital Outlay Computer Charge pital outlay costs shared city-wide	S			0	0	(
1,850	1,490	1,319		TOTAL CAPI		<u>AY</u>		0	0	
	559,799	629,414		TOTAL REQ				656,301	0	(

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :NA	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
52,679	54,162	55,834	7000-05 Accounts Red	Salaries & Wages - Regular Full Time ceivable Billing Coordinator - 1.00 FTE	61,195	0	0
35,278	24,964	29,854		Salaries & Wages - Regular Part Time ceivable Billing Specialist - 0.75 FTE	32,361	0	0
461	546	1,250	7000-15 Extra Help - A	Salaries & Wages - Temporary Ambulance Billing - 0.05 FTE	1,000	0	0
253	5,090	1,000	7000-20	Salaries & Wages - Overtime	2,000	0	0
0	600	900	7000-37	Salaries & Wages - Medical Opt Out Incentive	900	0	0
5,273	5,126	5,509	7300-05	Fringe Benefits - FICA - Social Security	6,042	0	0
1,233	1,199	1,289	7300-06	Fringe Benefits - FICA - Medicare	1,413	0	0
21,481	20,857	24,911	7300-15	Fringe Benefits - PERS - OPSRP - IAP	27,865	0	0
17,025	12,252	12,330	7300-20	Fringe Benefits - Medical Insurance	13,706	0	0
3,000	1,000	1,000	7300-22	Fringe Benefits - VEBA Plan	2,000	0	0
213	189	216	7300-25	Fringe Benefits - Life Insurance	216	0	0
488	422	462	7300-30	Fringe Benefits - Long Term Disability	494	0	0
285	277	317	7300-35	Fringe Benefits - Workers' Compensation Insurance	338	0	0
54	50	53	7300-37	Fringe Benefits - Workers' Benefit Fund	53	0	0
137,723	126,732	134,925		TOTAL PERSONNEL SERVICES	149,583	0	0
				MATERIALS AND SERVICES			
23	2,053	50	7750	Professional Services	45	0	0
			<u>Descripti</u> Section 1	onUnitsAmt/Unit125 administration fee145	<u>Total</u> 45		
23	2,053	50		TOTAL MATERIALS AND SERVICES	45	0	0
137,745	128,785	134,975		TOTAL REQUIREMENTS	149,628	0	0

ENGINEERING DEPARTMENT

>



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

Budget Highlights

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

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

Core Services

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

Future Challenges and Opportunities

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



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

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

I	1		
	2017-18		2018-19
	Adopted		Proposed
_	Budget	Change	Budget
FTE Adopted Budget	7.92		
Permit Technician - Eng/Bldg		(0.50)	
Permit Technician - Combined Depts		0.40	
FTE Proposed Budget		(0.10)	7.82



General Fund – Engineering Dept

- 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-ofway 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.



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

General Fund - Engineering

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

Position Description					
Fund	Number of		Total	Detailed	Summary 5 1 1
Department	Employees	Range	Salary	Page	Amount
<u>Permit Technician</u> General Fund	1	329	48,360		
Engineering (0.50 FTE)				20	24,180
Planning (0.10 FTE)				25	4,836
Building Fund (0.40 FTE)				204	19,344

Budget Documen	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 05 - ENGINEERING Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
17,994	74,465	40,000	Developer cl	Engineering Fees harges for City inspection and plan review of development projects at the rate of \$100,000 and 3% over \$100,000 of project costs.	50,000	0	0
17,994	74,465	40,000		TOTAL CHARGES FOR SERVICES	50,000	0	0
				MISCELLANEOUS			
583	89	500	6600-96	Other Income - Engineering	500	0	0
583	89	500		TOTAL MISCELLANEOUS	500	0	0
18,576	74,554	40,500		TOTAL RESOURCES	50,500	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 05 - ENGINEERING Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
11,617	243	0	7000	Salaries & Wages	0	0	0
498,960	517,889	580,025	Engineering Project Mana GIS / CAD S Engineering Permit Techr	Salaries & Wages - Regular Full Time Development Director - 1.00 FTE Services Manager - 1.00 FTE gger - 2.00 FTE ystem Specialist - 1.00 FTE Technician - 1.00 FTE nician - Combined Depts - 0.50 FTE e Specialist II - Public Affairs - 1.00 FTE	593,171	0	0
7,021	9,792	11,152	7000-15 Extra Help - I	Salaries & Wages - Temporary Engineering - 0.32 FTE	11,288	0	(
5	0	500	7000-20	Salaries & Wages - Overtime	500	0	C
6,480	6,480	6,480	7000-30 Community E	Salaries & Wages - Auto Allowance Development Director's \$540 per month automobile allowance.	6,480	0	0
700	800	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	C
5,455	631	0	7300	Fringe Benefits	0	0	0
30,409	31,376	36,116	7300-05	Fringe Benefits - FICA - Social Security	36,686	0	0
7,172	7,479	8,673	7300-06	Fringe Benefits - FICA - Medicare	8,866	0	0
118,030	125,616	168,381	7300-15	Fringe Benefits - PERS - OPSRP - IAP	169,738	0	0
75,284	82,649	107,372	7300-20	Fringe Benefits - Medical Insurance	112,706	0	0
14,800	7,900	10,150	7300-22	Fringe Benefits - VEBA Plan	18,500	0	0
686	713	820	7300-25	Fringe Benefits - Life Insurance	810	0	0
2,703	2,780	3,110	7300-30	Fringe Benefits - Long Term Disability	3,176	0	0
8,827	9,169	11,159	7300-35	Fringe Benefits - Workers' Compensation Insurance	11,605	0	0
205	195	230	7300-37	Fringe Benefits - Workers' Benefit Fund	256	0	0
788,354	803,711	944,168		TOTAL PERSONNEL SERVICES	973,782	0	0
				MATERIALS AND SERVICES			
100	556	900	7540 Costs shared	Employee Events I city-wide for employee training, materials, and events.	900	0	0
4,587	7,409	11,000	7550 Memberships	Travel & Education s in professional organizations, registrations for conferences and seminars, City ontinuing education, and reference materials.	13,500	0	C
1,127	1,435	2,000	7590	Fuel - Vehicle & Equipment	2,400	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 05 - ENG Section : N/A Program :N/A	GINEERING				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,165	3,477	3,750		Electric & Natural Gas s share of Community Development	t Center's electricity e	exp	ense. ~38%		4,000	0	0
4,500	4,600	5,800	7610-05	Insurance - Liability	,		,		6,900	0	0
1,500	1,900	1,700	7610-10	Insurance - Property					1,500	0	0
5,147	5,563	5,750	7620	Telecommunications					6,200	0	0
2,393	2,895	3,100		Janitorial s share of Community Development	t Center janitorial ser	vice	e and supply	costs,	3,450	0	0
10,650	5,945	10,000		Materials & Supplies afety equipment, office, engineering,	, and surveying mate	rials	s and suppli	es.	10,000	0	0
109	612	1,500		Repairs & Maintenance equipment repairs and maintenance	е.				1,600	0	0
2,609	3,504	3,800	7720-08 Department's	7720-08 Repairs & Maintenance - Building Repairs Department's share of Community Development Center's repairs and improvements, ~38%.				3,800	0	0	
926	1,053	3,200	service, alari	Repairs & Maintenance - B s share of routine building maintenar m and lighting repair and maintenar e, and carpet cleaning, ~38%.	ance costs including p	pest	t control, ga		4,200	0	0
1,913	1,266	6,200	7750	Professional Services					11,090	0	0
			Audit fe	tion 125 administration fee e allocation ineous professional service	<u>Units</u> 1 1 1		<u>Amt/Unit</u> 90 1,000 10,000	<u>Total</u> 90 1,000 10,000			
820	926	950	7790 Large format	Maintenance & Rental Con t copier maintenance contract	tracts				1,150	0	0
1,836	2,907	3,900		Maintenance & Rental Con Center s share of Community Development naintenance; and copier lease, ~38%	t Center's HVAC serv	-	-		3,600	0	0
0	0	0	7800	M & S Equipment					0	0	0
8,259	6,561	8,925		M & S Computer Charges aterials & supplies costs shared city-	-wide				10,485	0	0

udget Documer	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 05 - ENGINEERIN Section : N/A Program :N/A	G			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
20,722	13,224	17,175	7840-10	M & S Computer Charges - Engineer	ing			14,650	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Accela	permits - 15% - shared with Plan and Bldg	1	2,850	2,850			
				e sewer database 25% - shared with Street, aint, WWS	1	3,250	3,250			
			ESRI A Street,	rcview 17% - shared with Bldg, Plan, Eng, WWS	1	2,050	2,050			
			AutoCA	D maintenance - 66% - shared with Planning	1	3,300	3,300			
			Replace	ement workstation	1	1,500	1,500			
			Plotter	maintenance	1	1,700	1,700			
70,364	63,833	89,650		TOTAL MATERIALS A	ND SEI	RVICES		99,425	0	0
				CAPITAL OUTLAY						
1,712	1,663	1,472		Capital Outlay Computer Charges pital outlay costs shared city-wide				0	0	0
0	0	0	8750-10	Capital Outlay Computer Charges - I	Engineer	ing		13,000	0	0
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Hanser Street,	software upgrade (25% shared with Park Mnt, WWS)	1	5,000	5,000			
			Fullsize with Bu	Scanner/Plotter Replacement (80%, shared ilding)	1	8,000	8,000			
0	0	0	8850 Department Specialist.	Vehicles purchase of retired fleet vehicle from Police or	Fire. To b	e used by Pub	lic Affairs	5,000	0	0
1,712	1,663	1,472		TOTAL CAPITAL	OUTL/	<u>AY</u>		18,000	0	0
860,431	869,207	1,035,290		TOTAL REQUIR	EMENT	S		1,091,207	0	0

PLANNING DEPARTMENT

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General Fund – Planning

Budget Highlights

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

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

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

2017 ACCOMPLISHMENTS:

	Same and S		
330	275	47	9
Apartments	Single Family	Landscape Plans	Legislative Initiatives
	330 Apartments	330 275 Apartments Single Family Dwelling Units	

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

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

Current planning activities are funded by both General Fund support and planning permit fees. Currently, the General Fund supports approximately 90 percent of the Department's current planning budget, with the remaining ten percent generated from current planning landuse fees. Long range planning is typically funded by the General Fund, however for many years due to budget constraints, the city was not able to support long-range planning activities. However in Fiscal Year 2017-2018, the City was able to successfully leverage approximately \$72,000 towards \$212,000 in grants to initiate three major long-range planning activities – a residential buildable lands inventory, Three Mile Lane area study and a Historic Preservation Plan with a total value of \$284,000.

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

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

The Planning Department Five-Year Strategic Work Plan

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

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

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



New staffing structure for the Planning Department

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

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

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

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

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

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

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

Core Services

Current Planning

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

Long-Range Planning

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

Citizen Involvement

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



Members of the McMinnville Planning Commission



Green Cities Design Charrette for Three Mile Lane Area Plan

Economic Development

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

General Fund – Planning

Code Enforcement

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



Future Challenges and Opportunities

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

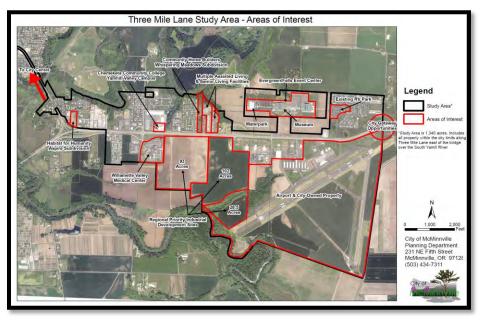
- Update the McMinnville Comprehensive Plan and Zoning Ordinance to reflect the values of the community and to ensure that future growth is enhancing what is unique about McMinnville. Many foundational documents have not been updated significantly since the 1980s and 1990s, (comprehensive plan, zoning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

Department Cost Summary

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

Full-Time Equivalents (FTE)

I \	/		
	2017-18		2018-19
	Adopted		Proposed
_	Budget	Change	Budget
FTE Adopted Budget	3.65		
Principal Planner		(1.00)	
Senior Planner		1.00	
Associate Planner		1.00	
Assistant Planner		1.00	
Planning Analyst		1.00	
Permit Technician - Combined Depts	3	(0.55)	
Code Compliance Officer II		1.00	
Code Compliance Officer I		1.00	
FTE Proposed Budget		4.45	8.10



Map of the Three Mile Lane Study Area



General Fund – Planning Dept

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



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

- 1900 US Census Bureau estimates McMinnville's population at 1,420.
- 1936 First zoning ordinance adopted establishing zoning districts, directing the location of industry and trade, and regulating 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) approves the plan in 1983.
- 1993 City residents exceed more than 20,000.
- 1996 City voters pass a Charter amendment requiring voter- approved annexation. By 2010, the voters approved 48 of 52 proposed annexations.

Historical Highlights

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 15th most populated city at over 30,000 people.
- 2005 Planning Department helps establish the McMinnville Economic Development Partnership (MEDP).



2007 Planning Department relocates to the new Community Development Center (CDC).



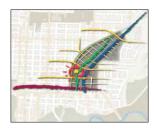
General Fund – Planning Dept

Historical Highlights

- 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.
- 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.



General Fund – Planning Dept

- 2016 Planning Director Heather Richards and new Associate Planner, Chuck Darnell, are hired
- 2017 Building Division moves to the Planning Department to colocate development services.
- 2018 Code Enforcement moves to the Planning Department.

General Fund - Planning

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

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

get Documer	t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ADOPTE BUDG
			RESOURCES			
			LICENSES AND PERMITS			
0	0	0	4210 Business License Proposed 2018-19 proposed budget includes general business license revenue; business licenses will provide database and facilitate compliance with City codes	128,500	0	
20,203	37,326	25,000	4250-03 Planning Fees - Land Use Fees Fees for processing land use applications (e.g., variances, conditional use permits, zone changes, and plan amendments).	25,000	0	
0	0	0	4250-20 Planning Fees - Annexation Fees Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.	0	0	
2,989	16,908	17,000	4250-25 Planning Fees - Building Permit Review Fees Fees to cover Planning Department costs associated with the review of building permit applications.	4,000	0	
0	0	13,000	4250-30 Planning Fees - Election Fees - Annexations Annexation measure applicant "deposit" for the May 2018 non-primary election.	0	0	
23,192	54,234	55,000	TOTAL LICENSES AND PERMITS	157,500	0	
			INTERGOVERNMENTAL			
5,703	0	12,000	4535 Federal NPS CLG Grant Federal National Park System (NPS) Certified Local Government (CLG) grant for expenses associated with hiring a consultant to conduct an Intensive Level Historic Resources Survey and prepare a Historic Preservation Plan.	6,000	0	
0	0	0	4775-15 ODOT State Grants - Transportation & Growth Mgt(TGM)	170,000	0	
0	0	0	4778 OR Dept of Land Conservation & Dev (DLCD)	30,000	0	
14,338	0	0	5070-05 Water & Light - Economic Development McMinnville Water and Light Department economic development support to help fund City economic development functions and Planning Department current and long-range planning activities was discontinued in 2015-16	0	0	
20,041	0	12,000	TOTAL INTERGOVERNMENTAL	206,000	0	
			FINES AND FORFEITURES			
0	0	0	6115 Code Enforcement Fines for non-compliance with City ordinances and reimbursement to City for costs for weed abatement, towing, etc.	7,500	0	
0	0	0	TOTAL FINES AND FORFEITURES	7,500	0	
			MISCELLANEOUS			
156	25	100	6600-99 Other Income - Planning	0	0	

dget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
156	25	100	TOTAL MISCELLANEOUS	0	0	0
43,388	54,259	67,100	TOTAL RESOURCES	371,000	0	0

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

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 07 - PLANNING Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,396	4,698	9,000		Travel & Education bs in professional organizations (APA, ORAPA, I commission training	ULI, ICMA	.); staff trainir	ng,	15,000	0	0
104	113	500	7590	Fuel - Vehicle & Equipment				1,000	0	0
3,082	3,386	3,650	7600 Department	Electric & Natural Gas	ctricity exp	oense, ~37%		3,900	0	0
2,400	2,100	2,700	7610-05	Insurance - Liability				2,900	0	0
1,100	1,300	1,300	7610-10	Insurance - Property				1,100	0	0
2,780	3,698	4,000	7620	Telecommunications				6,000	0	0
2,330	2,819	3,100	7650 Department ~37%	Janitorial 's share of Community Development Center jan	itorial serv	rice and supp	ly costs,	3,350	0	0
2,589	5,343	4,000	<u>Descri</u> Busine Plannir	Materials & Supplies lies and planning publications. <u>ation</u> ss licensing program start-up, supplies, etc. Ing supplies support inforcement start-up, supplies, etc.	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 18,500 5,000 10,000	<u>Total</u> 18,500 5,000 10,000	33,500	0	0
5,703	0	24,000	7710	Materials & Supplies - Grants				0	0	0
2,365	3,100	3,700	7720-08 Department	Repairs & Maintenance - Building Re s share of Community Development Center's re		improvemen	ts, ~37%	3,700	0	0
957	1,025	3,150	service, ala	Repairs & Maintenance - Building Ma 's share of routine building maintenance costs ir rm and lighting repair and maintenance, gutter c e, and carpet cleaning, ~37%	ncluding pe	est control, g		4,100	0	0
891	13,688	140,802	7750	Professional Services				250,790	0	0
			Audit fe Comp I Consul Transc Legal s ADA Tu	a 125 administration fee e allocation Plan update ting services ription services	<u>Units</u> 1 1 1 1 1 1 1	Amt/Unit 90 700 50,000 100,000 9,000 7,500 22,500 25,000	Total 90 700 50,000 100,000 9,000 7,500 22,500 25,000			
				nforcement abatement	1	10,000	10,000			
			Dept of Grant r	Conservation & Dev (DLCD) Tech Asssist natch	1	20,000	20,000			
			Federa	I Certified Local Government grant match	1	6,000	6,000			

Budget Document Report 01 - GENERAL FUND Department :07 - PLANNING 2016 2017 2018 2019 2019 2019 ACTUAL ACTUAL AMENDED PROPOSED APPROVED ADOPTED Section :N/A BUDGET BUDGET BUDGET BUDGET Program :N/A 0 0 0 7750-04 **Professional Services - Grants** 206,000 0 0 Description Units Amt/Unit Total Transportation and Growth Mgmt (TGM) - Three Mile 170,000 170.000 1 Lane Dept of Conservation and Dev (DLCD)-Tech Asst 30,000 30,000 1 Grant -BLI/HNA/HSA Federal Certified Local Gov Grant (CLG) 1 6,000 6,000 0 0 13.000 7750-30 **Professional Services - Annexation Elections** 0 0 0 Expenses related to annexations; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation. Maintenance & Rental Contracts - Community Development 1.592 5,800 0 0 4.154 5,000 7790-20 Center Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%. 0 0 0 7800 0 0 0 M & S Equipment 4.293 4.394 4.997 7840 M & S Computer Charges 9,163 0 0 I.S. Fund materials & supplies costs shared city-wide 0 0 9.457 13.171 6.250 7840-15 M & S Computer Charges - Planning 11,100 Amt/Unit Description Units Total Accela Permits Plus - 15% - shared with Eng. Bldg 2.850 2.850 1 ESRi Arcview - 17% - shared with Bldg, Eng, Pk Maint, 1 2.050 2.050 Street. WW AutoCAD Maintenance - 33% - shared with 1 1,000 1,000 Engineering Replacement laptop 1 1.600 1.600 New workstations 2 3,600 1,800 45,556 67,937 234,749 TOTAL MATERIALS AND SERVICES 564,003 0 0 CAPITAL OUTLAY 824 8750 0 0 0 890 1,114 **Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide 0 0 0 8750-15 **Capital Outlay Computer Charges - Planning** 30.000 0 0 Description Units Amt/Unit Total ADA compliance software 1 30,000 30,000 890 1,114 824 0 TOTAL CAPITAL OUTLAY 30,000 0 0 459,525 483,591 693,772 1,502,007 0 TOTAL REQUIREMENTS



POLICE DEPARTMENT

Organization Set – Sections

<u>Organization Set #</u> 01-11-040

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

01-11-043 01-11-046



General Fund – Police

Budget Highlights

The McMinnville Police Department is committed to the safety and livability of our community. The 2018-19 proposed budget reflects our best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. Although our Personnel Services costs have increased with the



addition of new police officers and a new code enforcement officer, our Materials and Supplies budget remained relatively flat.

Core Services

Field Operations

- Emergency and non-emergency calls-for-service response
- Initial and follow-up investigation of misdemeanor crimes and violations
- Initial investigation of felony crimes
- Traffic enforcement
- Serious injury crash investigations
- Special event coverage
- 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.
- o Investigation of all serious person and property crimes
- High School and Middle School Resource Officers (SRO's)
- Participation in multi-agency narcotics investigation team (YCINT)
- 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, Parent-aid Drug Awareness Program, Coffee with a Cop, and Senior Citizen Safety and Awareness programs.

Professional Standards

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

2018-2019 Budgeted Organizational Structure

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

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

The Future of MPD and Opportunities for Growth

The Future of MPD

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

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

Opportunities for Growth

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

Over the past two years we have been authorized to hire four new police officers and one additional code enforcement officer. As mentioned in earlier reports, these hires will add capacity to the

personal property detectives and also allow for a drug detective to rejoin the multi-agency drug team known as YCINT. In addition, we will be providing two dedicated traffic enforcement officers on patrol teams. The dedicated traffic officers will provide a critical traffic component to our agency, which will provide enhanced education and enforcement efforts, and be responsive to citizen complaints.

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

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

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

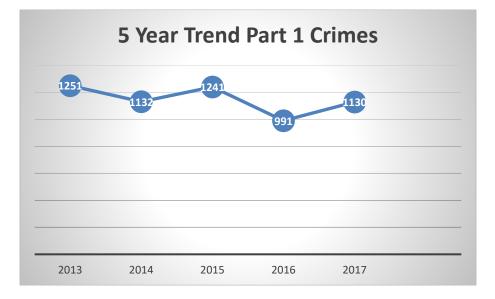


General Fund – Police

2018 – 2019 Proposed Budget --- Budget Summary

Crime Tends in McMinnville

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



Source Mac PD UCR data

2017 Traffic Data in McMinnville

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

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

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

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

How Busy was McMinnville PD in 2017

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

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



McMinnville Police officer Mike LaRue

Department Cost Summary

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

Full-Time Equivalents (FTE)

· · ·			
	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	48.55		
Police Sergeant - Patrol		(1.00)	
Police Sergeant - Special Ops Adm	in	1.00	
Police Officer - Patrol		1.66	
Police Officer - School Resource Of	ificer	1.00	
Police Community Support Coordina	ator	(0.98)	
Office Specialist I		0.48	
Extra Help - Police Reserves		(0.03)	
Extra Help - Investigations		(0.01)	
Rec Leadership - Park Ranger		1.70	
FTE Proposed Budget		3.82	52.37



National Night Out in the Park



General Fund – Police

2008

into new Public Safetv Building.



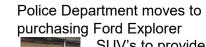
- 2008 Crime mapping for the City of McMinnville available to the public on the internet.
- 2009 Police Department initiates an ongoing City-Wide Medication Disposal Program.
- 2010 Middle School Resource Officer position eliminated and reassigned to detectives to investigate property crimes.
- 2011 Tactical support team created through grants and donations.



2012 Patrol officers transition to a new 12 hour patrol schedule, complemented by a single 4/10 swing shift team.

- 2013 **Department receives** Accreditation Award from the Oregon Accreditation Alliance.
- 2014 **Department Strategic Plan** adopted
- 2014 Police Chief Ron Noble retires in June of 2014 after serving as Chief of 8 years.
- 2015 Matt Scales appointed McMinnville's Police Chief
- 2015 **Police Department** continues to expand the Park Ranger program with the assistance of the MDA and Parks and Recreation Dept.
- 2015 Police Department reorganizes supervision. Does not promote a sergeant position, and to add capacity to the patrol section.
- 2016 **Detective Section** caseload continues to see a significant increase, detectives add additional detective to unit.

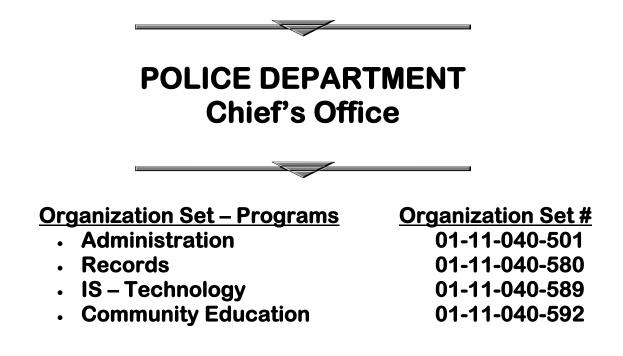
- **Historical Highlights**
- 2016 City Council authorizes the hiring of 3 additional police officers to enhance police services.
- 2016 **Department continues Latino** community outreach through the aLERT program.
- 2016 **Department receives** Reaccreditation Award from **Oregon Accreditation** Alliance
- 2017 City Council authorizes the Police Department to hire 1 additional Police Officer, and 1 Code Enforcement position.
- 2017





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

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



get Documer	it Report		01	- GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ADOPTI BUDG
				RESOURCES			
			LIC	ENSES AND PERMITS			
200	50	150		enses & Permits - Misc nd hand merchants and pawnbrokers. K9 licensing fee received quarterly y.	20,000	0	
200	50	150		TOTAL LICENSES AND PERMITS	20,000	0	
			INT	[ERGOVERNMENTAL			
3,576	6,579	2,820		P Grant Vest Partnership Grant which funds 50% of the bulletproof vest	3,750	0	
0	1,589	14,000	4600 Tra	ffic Safety Grant-DUII	10,000	0	
0	0	0	4605 Tra	ffic Safety Grant-Speed	5,000	0	
0	4,464	7,000	4610 Tra	ffic Safety Grant-Safety Belt	0	0	
3,576	12,632	23,820		TOTAL INTERGOVERNMENTAL	18,750	0	
			<u>CH</u>	ARGES FOR SERVICES			
7,361	7,762	6,000	Fees charged by the 25 Video or 15 Non crim	ice Fees e Police Department per service: audio recording per listen inal fingerprinting by per police report	6,000	0	
27,855	28,412	28,978		pperty Rentals - YCOM ations Agency (YCOM) rental of space in Police Department for nications operation.	29,708	0	
35,216	36,174	34,978		TOTAL CHARGES FOR SERVICES	35,708	0	
			MIS	SCELLANEOUS			
3,050	3,500	3,500	6400 Dor	nations - Police	3,500	0	
22,425	14,639	0	Workers compensation to on-the-job injury.	her Income - Workers' Comp Reimbursement tion time-loss reimbursements while injured worker is unable to work due Also, State of Oregon employer-at-injury Program pays 50% of light duty oyee placed on an official light duty job for up to three months after a tion injury.	0	0	
306	0	1,200	Revenue received for	ner Income - PD Reserves or police reserve coverage of special events, primarily from Linfield nville School District #40.	600	0	

dget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 2018 Department :11 - POLICE ACTUAL AMENDED BUDGET Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION		Section :040 - CHIEF'S OFFICE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	6600-26 Other Income - Park Rangers McMinnville Downtown Association support to help fund Downtown Park Ranger Program.	6,000	0	0
35,701	32,353	20,000	6600-95 Other Income - Police Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage, primarily received from Linfield College and McMinnville School District #40.	20,000	0	0
61,481	50,492	24,700	TOTAL MISCELLANEOUS	30,100	0	0
100,473	99,348	83,648	TOTAL RESOURCES	104,558	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
		BODGET			BODGET	BODGET	DODOL
				REQUIREMENTS			
				PERSONNEL SERVICES			
84,801	-1,734		7000	Salaries & Wages	0	0	0
177,259	188,829	201,584	7000-05 Police Chief Support Serv	Salaries & Wages - Regular Full Time - 1.00 FTE vices Manager - 1.00 FTE	209,021	0	0
12,998	15,499	19,658	7000-10	Salaries & Wages - Regular Part Time alist I - 0.60 FTE	21,075	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
4,200	4,200	4,200	7000-30 Police Chief	Salaries & Wages - Auto Allowance s \$350 per month automobile allowance.	4,200	0	0
700	1,200	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	0	0
49,236	1,719	0	7300	Fringe Benefits	0	0	0
11,831	12,601	13,627	7300-05	Fringe Benefits - FICA - Social Security	13,954	0	0
2,767	2,959	3,287	7300-06	Fringe Benefits - FICA - Medicare	3,415	0	0
48,183	50,079	63,290	7300-15	Fringe Benefits - PERS - OPSRP - IAP	66,643	0	0
19,593	21,024	22,985	7300-20	Fringe Benefits - Medical Insurance	25,544	0	0
4,500	1,500	1,500	7300-22	Fringe Benefits - VEBA Plan	4,000	0	0
284	297	324	7300-25	Fringe Benefits - Life Insurance	324	0	0
1,038	1,103	1,194	7300-30	Fringe Benefits - Long Term Disability	1,240	0	0
4,562	4,789	6,348	7300-35	Fringe Benefits - Workers' Compensation Insurance	6,541	0	0
73	69	76	7300-37	Fringe Benefits - Workers' Benefit Fund	76	0	0
7	0	8	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	0	0
422,032	304,133	339,281		TOTAL PERSONNEL SERVICES	357,283	0	0
				MATERIALS AND SERVICES			
2,273	1,090	1,000		Public Notices & Printing or employment positions, community events, and newspaper subscriptions.	1,000	0	0
1,603	896	1,900	7530	Safety Training/OSHA	2,225	0	0
761	1,827	4,500	7540 Costs shared	Employee Events d city-wide for employee training, materials, and events.	4,100	0	0
5,762	7,902	5,100	7550 Membership	Travel & Education s and training for Chief, Support Services Manager and Chaplains	6,950	0	0
3,098	3,422	3,000	7570 Employees,	Dept Employee Recognition volunteers, and reserves appreciation dinner, plaques, certificates, etc.	3,000	0	0
f McMinnville	Rudget Docume	nt Report		Page 30 of 256		1/13/	0018

lget Documer	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OF Program : 501 - ADMINISTRAT	-			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
443	499	500	7590	Fuel - Vehicle & Equipment				600	0	0
87,000	86,400	109,000	7610-05	Insurance - Liability				119,000	0	0
11,400	14,800	15,800	7610-10	Insurance - Property				13,000	0	0
9,249	8,012	12,504	7620	Telecommunications				11,784	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Telecon	n - 10 landlines	1	7,200	7,200			
			Telecon	n - call processing charge of main lines	1	1,140	1,140			
				- lines for fire panel alarms	1	1,140	1,140			
			MiFi wir	eless service	1	984	984			
			Cell pho	ones for Chief & volunteers	1	1,320	1,320			
1,291	786	1,400	7630-05 Uniforms for	Uniforms - Employee Chief / Support Services Manager/Office Sp	ecialist / Volu	unteers		1,500	0	C
10,777	10,871	15,000	7660	Materials & Supplies				15,000	0	(
0	0	0	7660-25	Materials & Supplies - Grants				0	0	C
3,050	3,500	3,500		Materials & Supplies - Donations d supplies purchases funded by revenue acc	ount 6400, E	Donations - Po	olice.	3,500	0	C
0	0	0	7720-06	Repairs & Maintenance - Equipme	nt			0	0	C
51	175	200	7720-14	Repairs & Maintenance - Vehicles				350	0	C
19,768	22,677	12,770	7750	Professional Services				29,037	0	C
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Section	125 administration fee	1	45	45			
			Audit fe	e allocation	1	8,100	8,100			
			Misc se	rvices	1	1,000	1,000			
			Pre-em	ployment testing for 3 new reserves	3	740	2,220			
			Pre-em	ployment testing for 2 new officers	2	740	1,480			
			Kenneli	ng fee to Homeward Bound Pets	1	16,192	16,192			
0	0	0	7750-04	Professional Services - Grants				0	0	0

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

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program :580 - RECORDS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
148,835	135,860	151,006	7000-05 Police Reco	Salaries & Wages - Regular Full Time rds Specialist - 3.00 FTE	160,239	0	0
0	0	507	7000-20	Salaries & Wages - Overtime	999	0	0
8,851	8,073	9,393	7300-05	Fringe Benefits - FICA - Social Security	9,997	0	0
2,070	1,888	2,197	7300-06	Fringe Benefits - FICA - Medicare	2,337	0	0
29,575	18,620	34,390	7300-15	Fringe Benefits - PERS - OPSRP - IAP	37,299	0	0
56,916	58,572	58,774	7300-20	Fringe Benefits - Medical Insurance	52,050	0	0
302	333	324	7300-25	Fringe Benefits - Life Insurance	324	0	0
755	761	778	7300-30	Fringe Benefits - Long Term Disability	816	0	0
466	442	600	7300-35	Fringe Benefits - Workers' Compensation Insurance	656	0	0
86	83	87	7300-37	Fringe Benefits - Workers' Benefit Fund	87	0	0
247,856	224,632	258,056		TOTAL PERSONNEL SERVICES	264,804	0	0
				MATERIALS AND SERVICES			
1,029	1,077	1,500	7550	Travel & Education	1,500	0	0
828	175	900	7630-05	Uniforms - Employee	900	0	0
4,562	4,758	4,500	7660	Materials & Supplies	4,500	0	0
131	128	140	7750	Professional Services	90	0	0
			<u>Descrip</u> Section	tionUnitsAmt/Unit125 administration fee190	<u>Total</u> 90		
1,544	0	0	7800	M & S Equipment	0	0	0
6,694	7,394	7,600	8040	Regional Automated Info Network	8,135	0	0
14,789	13,532	14,640		TOTAL MATERIALS AND SERVICES	15,125	0	0
262,646	238,164	272,696		TOTAL REQUIREMENTS	279,929	0	0

dget Documer	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFF Program :589 - IS - TECHNOLO				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGET
		REQUIREMENTS								
				MATERIALS AND SERVICES						
69,407	49,226	57,965	7840 I.S. Fund ma	M & S Computer Charges aterials & supplies costs shared city-wide				61,865	0	C
78,153	69,764	67,825	7840-20	M & S Computer Charges - Police				73,700	0	C
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			E-ticket	ng maintenance - 67% shared with Muni Ct	1	8,000	8,000			
				DS maintenance	1	1,100	1,100			
			Evidenc	e OnQ maintenance	1	8,500	8,500			
			Tritech	remote support	1	400	400			
			Tritech	e-ticketing import	1	1,300	1,300			
				message switch support	1	2,900	2,900			
				mobile support	1	7,500	7,500			
			Tritech	RMS maintenance	1	9,100	9,100			
			Netmoti	on maintenance - 50% shared with Fire, Amb	1	2,500	2,500			
			E-ticket	ng annual hosting fee	1	800	800			
				ement workstations	6	1,500	9,000			
			Surface	tablets	4	2,600	10,400			
			Replace	ement printer - intake LJ	1	1,200	1,200			
				on licenses	4	350	1,400			
			Replace	ement laptop	1	1,600	1,600			
			Data 91	1 MDT hardware maintenance	1	8,000	8,000			
147,560	118,990	125,790		TOTAL MATERIALS	AND SE	RVICES		135,565	0	C
				CAPITAL OUTLAY						
14,389	12,477	9,560		Capital Outlay Computer Charges pital outlay costs shared city-wide				0	0	(
0	22,102	54,200	8750-20	Capital Outlay Computer Charges -	Police			25,600	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				ement MDT's	2	12,800	25,600			
14,389	34,579	63,760		TOTAL CAPITA	L OUTLA	<u>AY</u>		25,600	0	
161,948	153,568	189,550		TOTAL REQUI	REMENT	S		161,165	0	C

Budget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 592 - COMMUNITY EDUCATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	500 7	20 Public Notices & Printing	750	0	0
3,155	3,678	4,600 7	0 Materials & Supplies	5,500	0	0
3,155	3,678	5,100	TOTAL MATERIALS AND SERVICES	6,250	0	0
3,155	3,678	5,100	TOTAL REQUIREMENTS	6,250	0	0



POLICE DEPARTMENT Field Operations

Organization Set – Programs

Organization Set #

- Administration
- Patrol
- Traffic
- Reserves
- Canine

01-11-043-501 01-11-043-553 01-11-043-556

- 01-11-043-562
- 01-11-043-565

lget Documei	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPE Program :501 - ADMINISTRA				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIRE	MENTS					
				PERSONNEL SERVICES						
105,327	108,290	115,764	7000-05 Police Capta	Salaries & Wages - Regular Full T in - 1.00 FTE	ime			116,348	0	C
0	0	0	7000-30 Police Capta	Salaries & Wages - Auto Allowane in's \$240 per month automobile allowance.	e			2,880	0	(
6,216	6,400	7,177	7300-05	Fringe Benefits - FICA - Social Se	curity			7,392	0	(
1,454	1,497	1,679	7300-06	Fringe Benefits - FICA - Medicare				1,729	0	C
28,691	28,842	36,570	7300-15	Fringe Benefits - PERS - OPSRP	IAP			38,130	0	C
15,905	16,316	17,056	7300-20	Fringe Benefits - Medical Insuran	ce			16,430	0	C
3,000	1,500	1,500	7300-22	Fringe Benefits - VEBA Plan				3,000	0	C
107	108	108	7300-25	Fringe Benefits - Life Insurance				108	0	(
552	568	608	7300-30	Fringe Benefits - Long Term Disa	oility			630	0	C
3,788	4,061	5,198	7300-35	Fringe Benefits - Workers' Compe	ensation In	surance		5,329	0	C
30	28	29	7300-37	Fringe Benefits - Workers' Benefi	Fund			29	0	C
165,068	167,609	185,689		TOTAL PERSON		/ICES		192,005	0	C
				MATERIALS AND SERVICES						
196	0	1,000	7530	Safety Training/OSHA				1,000	0	C
1,201	1,637	2,000	7550 Membership	Travel & Education and training				2,000	0	0
414	144	1,200	7590	Fuel - Vehicle & Equipment				1,200	0	C
18,856	20,964	24,640		Telecommunications communications for entire Field Operations	Division.			25,130	0	C
			<u>Descript</u> Telecom Telecom Cell pho		<u>Units</u> 15 22 1	<u>Amt/Unit</u> 750 65 11,800 650	<u>Total</u> 11,250 1,430 11,800 650			
399	512	900	7630-05	Uniforms - Employee				900	0	
615	794	1,000	7660	Materials & Supplies				1,000	0	(

udget Docume	nt Report			01 - GENERAL FU	ND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLI Section : 043 - FIELD Program : 501 - ADMIN	OPERATIONS			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
480	41	2,550		Professional Services acrease due to kenneling costs for strays al services in 2018-19	s. dogs; moved to C	hief's Office		1,045	0	0
			Descr	iption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Sectio	on 125 administration fee	1	45	45			
			In cus	tody hospital for blood draws	1	1,000	1,000			
383	0	200	7800	M & S Equipment				200	0	0
22,544	24,092	33,490		TOTAL MATER	RIALS AND SEI	RVICES		32,475	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
0	0	0	8850	Vehicles				0	0	0
0	0	0		<u>TOTAL C</u>	APITAL OUTL	<u> </u>		0	0	0
187,611	191,701	219,179		TOTAL F	REQUIREMENT	ſS		224,480	0	0

dget Docume	ent Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPE Program :553 - PATROL	RATIONS			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIRE	MENTS					
				PERSONNEL SERVICES						
2,046,574	2,136,270	2,304,101	Police Serge	Salaries & Wages - Regular Full T eant - Patrol - 4.00 FTE er - Patrol - 24.66 FTE	ime			2,353,976	0	C
0	0	0	7000-15	Salaries & Wages - Temporary				0	0	(
320,882	376,390	375,011	7000-20	Salaries & Wages - Overtime				374,995	0	(
146,742	154,283	168,798	7300-05	Fringe Benefits - FICA - Social Se	curity			171,361	0	C
34,417	36,391	39,475	7300-06	Fringe Benefits - FICA - Medicare				40,077	0	(
575,933	586,574	803,257	7300-15	Fringe Benefits - PERS - OPSRP -	IAP			820,098	0	(
536,609	575,589	644,926	7300-20	Fringe Benefits - Medical Insuran	ce			497,370	0	(
2,782	2,903	3,024	7300-25	Fringe Benefits - Life Insurance				3,096	0	(
10,242	10,733	11,464	7300-30	Fringe Benefits - Long Term Disal	bility			11,798	0	(
85,658	89,829	120,292	7300-35	Fringe Benefits - Workers' Compe	ensation Ins	surance		121,983	0	(
906	863	866	7300-37	Fringe Benefits - Workers' Benefit	t Fund			881	0	(
3,182	702	9,999	7300-40	Fringe Benefits - Unemployment				9,999	0	(
3,763,926	3,970,526	4,481,213		TOTAL PERSON		ICES		4,405,634	0	(
				MATERIALS AND SERVICES						
6,908	9,865	11,400	7550	Travel & Education				10,900	0	C
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				rship and training for patrol division	1	5,000	5,000			
				ship training for sergeants	1	2,000	2,000			
				or development course Trauma First Aid I Drug Abuse Summit	1	900 1,500	900 1,500			
				econstruction classes	1	1,500	1,500			
768	0	0	7550-25	Travel & Education - Tactical Sup	port			0	0	(
38,476	40,596	45,000	7590	Fuel - Vehicle & Equipment	-			46,500	0	(
34,525	26,030	22,000	7630-05 Equipment f	Uniforms - Employee or new hires, rain jacket and pants replacem	ents, uniform	updates for p	atrol	22,000	0	(
0	0	0	7630-25	Uniforms - Tactical Support				0	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPERA Program :553 - PATROL	TIONS			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
12,806	10,671	8,875	7660	Materials & Supplies				8,875	0	0
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	Total			
				s, CD's, forms and equipment for patrol kit supplies	1 1	5,500 2,875	5,500 2,875			
				Suard equipment	1	2,875	2,875			
3,402	0	0	7660-23	Materials & Supplies - Tactical Sup	oort			0	0	0
210	1,619	1,000	7720	Repairs & Maintenance				2,600	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Calibrat	ion	25	64	1,600			
			Repairs		1	1,000	1,000			
38,358	54,271	44,000	7720-14	Repairs & Maintenance - Vehicles				47,550	0	0
80	0	1,000	7720-20 Video's, DV	Repairs & Maintenance - Vehicle Ele D's, mobile radios	ectronics			1,000	0	0
229	504	380	7750	Professional Services				365	0	0
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				125 administration fee	1	225	225			
			Other		1	140	140			
16,204	6,323	8,500	7800	M & S Equipment				27,398	0	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				a APX4000 portable radios	2	1,725	3,450			
				a APX6500 mobile radios portable radio batteries - replace old batteries	4 5 46	2,553 86	10,212 3,956			
				ounted radars to replace old technology	3	2,495	7,485			
				to replace old, non-functioning unit	1	2,295	2,295			
4,004	0	0	7800-25	M & S Equipment - Tactical Support	t			0	0	0
155,968	149,880	142,155		TOTAL MATERIALS	AND SEI	RVICES		167,188	0	0
				CAPITAL OUTLAY						
74,129	82,373	0	8850	Vehicles				0	0	0
74,129	82,373	0		TOTAL CAPITA	L OUTLA	<u>λΥ</u>		0	0	0
				DEBT SERVICE						
0	0	27,271	9410-05 Lease princi	Vehicle Lease/Purchase - Principal pal payments on patrol vehicles for leases exe	cuted in 20)17-18 and 20	18-19	60,342	0	0
0	0	4,080	9410-10	Vehicle Lease/Purchase - Interest				11,542	0	0
0	0	31,351		TOTAL DEBT	SERVIC	E		71,884	0	0
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Budget Docum	ent Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program :553 - PATROL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,994,023	4,202,779	4,654,719	TOTAL REQUIREMENTS	4,644,706	0	0

nt Report			01 - GENERAL FUND			
2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 556 - TRAFFIC	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	7550	Travel & Education	0	0	0
198	1,500	7590	Fuel - Vehicle & Equipment	0	0	0
0	0	7630-05	Uniforms - Employee	0	0	0
0	0	7660	Materials & Supplies	0	0	0
797	3,550	7720-14	Repairs & Maintenance - Vehicles	0	0	0
0	0	7800	M & S Equipment	0	0	0
995	5,050		TOTAL MATERIALS AND SERVICES	0	0	0
			CAPITAL OUTLAY			
0	0	8850	Vehicles	0	0	0
0	0		TOTAL CAPITAL OUTLAY	0	0	0
995	5,050		TOTAL REQUIREMENTS	0	0	0
	2017 ACTUAL 0 198 0 0 797 0 995 0 995 0	2017 ACTUAL 2018 AMENDED BUDGET 0 0 100 0 198 1,500 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2017 ACTUAL 2018 BUDGET 0 0 100 7550 198 1,500 198 1,500 0 0 0 0 7590 7600 0 7660 797 3,550 7980 7800 995 5,050 0 0 0 0 8850 0	2017 ACTUAL2018 AMENDED BUDGETDepartment :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFICREQUIREMENTSMATERIALS AND SERVICES007550Travel & Education1981,5007590Fuel - Vehicle & Equipment007630-05Uniforms - Employee007660Materials & Supplies7973,5507720-14Repairs & Maintenance - Vehicles9955,050TOTAL MATERIALS AND SERVICES008850Vehicles008850Vehicles008850TOTAL CAPITAL OUTLAY	Of FORLINCICAC FORD2017 ACTUAL2018 AMENDED BUDGETDepartment :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFIC2019 PROPOSED BUDGETREQUIREMENTSMATERIALS AND SERVICES007550Travel & Education01981,5007590Fuel - Vehicle & Equipment0007630-05Uniforms - Employee0007660Materials & Supplies0007800M & S Equipment0007800M & S Equipment09955,050TOTAL MATERIALS AND SERVICES0008850Vehicles0008850Vehicles00070TAL CAPITAL OUTLAY0	2017 ACTUAL2018 AMENDED BUDGET2019 Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFIC2019 PROPOSED BUDGET2019 APPROVED BUDGETMATERIALS AND SERVICES007550Travel & Education001981,5007590Fuel - Vehicle & Equipment00007630-05Uniforms - Employee00007660Materials & Supplies00007800M & S Equipment00007800M & S Equipment00007800Vehicles00008850Vehicles00008850Vehicles00000TOTAL CAPITAL OUTLAY00

udget Documen	t Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPERA Program :562 - RESERVES	TIONS			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREM	ENTS					
				PERSONNEL SERVICES						
1,543	885	3,000		Salaries & Wages - Temporary Police Reserves - 0.02 FTE				1,000	0	
96	55	186	7300-05	Fringe Benefits - FICA - Social Secu	rity			62	0	
22	13	44	7300-06	Fringe Benefits - FICA - Medicare				15	0	
37	174	0	7300-15	Fringe Benefits - PERS - OPSRP - IA	Р			0	0	
63	40	135	7300-35	Fringe Benefits - Workers' Compens	ation In	surance		45	0	
1	1	2	7300-37	Fringe Benefits - Workers' Benefit F	und			1	0	(
0	0	99	7300-40	Fringe Benefits - Unemployment				99	0	
432	450	700	7400-05	Fringe Benefits - Volunteers - Life In	surance			700	0	
796	919	901	7400-10	Fringe Benefits - Volunteers - Worke	ers' Com	pensation In	surance	1,100	0	
2,990	2,536	5,067		TOTAL PERSONNE	L SERV	<u>ICES</u>		3,022	0	(
				MATERIALS AND SERVICES						
410	900	1,680	7550	Travel & Education				1,680	0	(
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Reserve Officer Association membership dues		40	280			
				ey training academy	3	400	1,200			
			-	courses	1	200	200			
3,053	2,049	7,990	7630-10	Uniforms - Volunteer				5,590	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Reserve	e uniform maintenance	1	1,000	1,000			
			New res	serve uniforms	3	1,530	4,590			
0	5	200	7660	Materials & Supplies				200	0	
3,463	2,954	9,870		TOTAL MATERIALS A	ND SE	RVICES		7,470	0	
6,453	5,491	14,937		TOTAL REQUIR		-6		10,492	0	(

udget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program :565 - CANINE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			MISCELLANEOUS			
0	2,015	7,450 6400	Donations - Police	0	0	0
0	2,015	7,450	TOTAL MISCELLANEOUS	0	0	0
0	2,015	7,450	TOTAL RESOURCES	0	0	0

get Documen	t Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPER Program :565 - CANINE	ATIONS			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREN	IENTS					
				MATERIALS AND SERVICES						
4,224	1,532	3,780	7550	Travel & Education				3,780	0	
7,052	3,539	8,425	7660	Materials & Supplies				8,925	0	
				l care od g aids, leashes, miscellaneous equipment	<u>Units</u> 1 1	<u>Amt/Unit</u> 3,800 3,000 1,000	<u>Total</u> 3,800 3,000 1,000			
			Boardin Licence	0	1 1	1,000 125	1,000 125			
0	2,015	7,450	7680	Materials & Supplies - Donations				0	0	
1,074	0	0	7800	M & S Equipment				0	0	
8,250	0	0	7800-26	M & S Equipment - Canine				0	0	
20,600	7,086	19,655		TOTAL MATERIALS	AND SE	RVICES		12,705	0	
				CAPITAL OUTLAY						
0	0	0	8710-15	Equipment - Canine				0	0	
0	0	0		TOTAL CAPITA		<u>4Y</u>		0	0	
20,600	7,086	19,655		TOTAL REQUI	REMENT	rs		12,705	0	



POLICE DEPARTMENT Investigations & Support Division

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

get Documer	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
145,527	157,916	112,199		Salaries & Wages - Regular Full Time nin - 1.00 FTE ant - Admin - 1.00 FTE	205,850	0	(
0	0	0	7000-15 Rec Leaders	Salaries & Wages - Temporary hip - Park Ranger - 1.70 FTE	39,460	0	
			park venues and the Dow	s are assigned to monitor activities in Discovery Meadows, City Park and other from May through October. Downtown Rangers are assigned along Third Street intown business core. The McMinnville Downtown Association has committed oport the Downtown Rangers in 2018-19. (Revenue line item 6600-26 Other rk Rangers)			
0	1,134	0	7000-20	Salaries & Wages - Overtime	0	0	
0	0	0	7000-30 Police Capta	Salaries & Wages - Auto Allowance in's \$240 per month automobile allowance.	2,880	0	(
8,621	9,545	6,956	7300-05	Fringe Benefits - FICA - Social Security	15,388	0	(
2,016	2,232	1,627	7300-06	Fringe Benefits - FICA - Medicare	3,598	0	(
39,642	42,451	35,443	7300-15	Fringe Benefits - PERS - OPSRP - IAP	71,189	0	(
25,724	19,821	17,056	7300-20	Fringe Benefits - Medical Insurance	36,304	0	(
3,000	1,500	1,500	7300-22	Fringe Benefits - VEBA Plan	3,000	0	(
152	108	108	7300-25	Fringe Benefits - Life Insurance	216	0	(
763	558	608	7300-30	Fringe Benefits - Long Term Disability	1,098	0	(
5,331	4,355	5,038	7300-35	Fringe Benefits - Workers' Compensation Insurance	11,371	0	(
29	24	29	7300-37	Fringe Benefits - Workers' Benefit Fund	107	0	(
1,974	0	0	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	(
232,779	239,644	180,564		TOTAL PERSONNEL SERVICES	390,461	0	
				MATERIALS AND SERVICES			
1,811	2,135	2,250	7550	Travel & Education	2,250	0	
			<u>Descript</u> Member Training	rships 1 600 600			
567	419	1,000	7500	Fuel - Vehicle & Equipment	600	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Section :046 - INVESTIGATIONS AND SUPPORT					2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
18,103	19,682	19,457		Telecommunications				20,933	0	0
				ecommunications for entire Special Operations						
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	Total			
				n - landlines - 15	12	725	8,700			
				n - voicemail box for school resource officer	1	65	65			
				ones - 15	12	763	9,156			
				ce facility landline	12 12	41	492			
				or Surface ox services	12	160 600	1,920 600			
601	500	600			1	000	000	600	0	0
691	592		7630-05	Uniforms - Employee						
541	540	400	7660	Materials & Supplies				3,500	0	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				anger equipment/uniforms	1	3,000	3,000			
			Misc		1	500	500			
1,074	118	500	7720-14	Repairs & Maintenance - Vehicles				500	0	0
1,769	465	3,000	7720-16	Repairs & Maintenance - Radio & Pa	gers			3,000	0	0
16,311	24,270	25,050	7750	Professional Services				27,050	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Section	125 administration fee	1	50	50			
			Transci	iption service	1	22,000	22,000			
			Compu	ter forensics	1	5,000	5,000			
3,789	550	0	7800	M & S Equipment				650	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Liberty	safe for School Resource Officer rifle, at High	4		050			
			School	-	1	650	650			
5,979	18,315	7,830	7800-06	M & S Equipment - Weapons				8,750	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Sig Sau	ier 516 patrol rifles w/ equipment and lights	2	1,750	3,500			
			-	andguns with lights	5	700	3,500			
				uer 516 School Resource Officer rifle w/ equip.	1	1,750	1,750			
			and lig							
50,634	67,086	60,087		TOTAL MATERIALS A	ND SE	RVICES		67,833	0	0
				CAPITAL OUTLAY						
0	7,811	23,000	8850	Vehicles				0	0	0
0	7,811	23,000	TOTAL CAPITAL OUTLAY			0	0	0		

Budget Docume	nt Report		01 - GENERAL FUND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET		
283,412	314,542	263,651	TOTAL REQUIREMENTS	458,294	0	0		

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLIC Section : 046 - INVES Program :550 - BUILDI	STIGATIONS AND	SUPPORT		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
				REQ	UIREMENTS					
				PERSONNEL SERVICES						
37,278	40,431	43,211	7000-10 Facilities Ma	Salaries & Wages - Regular I intenance Technician - PD & Civic Ha				44,808	0	0
0	12	0	7000-20	Salaries & Wages - Overtime	•			238	0	0
2,311	2,508	2,679	7300-05	Fringe Benefits - FICA - Soci	al Security			2,790	0	0
541	586	627	7300-06	Fringe Benefits - FICA - Med	icare			653	0	0
7,463	7,848	9,774	7300-15	Fringe Benefits - PERS - OPS	SRP - IAP			10,371	0	0
0	0	0	7300-20	Fringe Benefits - Medical Ins	surance			0	0	0
69	70	70	7300-25	Fringe Benefits - Life Insura	nce			70	0	0
216	227	227	7300-30	Fringe Benefits - Long Term	Disability			238	0	0
1,461	1,585	1,854	7300-35	Fringe Benefits - Workers' C	ompensation Ins	surance		1,826	0	0
25	24	23	7300-37	Fringe Benefits - Workers' B	enefit Fund			23	0	0
49,364	53,293	58,465		TOTAL PER	SONNEL SERV	<u>ICES</u>		61,017	0	0
				MATERIALS AND SERVIC	ES					
40,309	41,843	48,000	7600	Electric & Natural Gas				48,000	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Electrici	,	1	37,000	37,000			
	4 0 0 0	0.400	Natural		1	11,000	11,000	0 500	0	
2,000	1,900		7610-05	Insurance - Liability				2,500	0	0
9,900	11,800		7610-10	Insurance - Property				8,800	0	0
0	130		7630-05	Uniforms - Employee				100	0	0
23,400	24,266	,	7650-10	Janitorial - Services				31,785	0	0
2,626	1,246	3,000	7650-15	Janitorial - Supplies				3,000	0	0
51,223	48,625	47,572	7720-10	Repairs & Maintenance - Bui	ilding Maintenan	се		51,500	0	0
			<u>Descrip</u> Mainton	<u>tion</u> ance contracts	<u>Units</u> 1	<u>Amt/Unit</u> 35,000	<u>Total</u> 35,000			
				s, operations and repairs	1	5,500	5,500			
			Projects		1	6,000	6,000			
			-	cleaning	1	5,000	5,000			
129,458	129,811	137,506						145,685	0	0

dget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			CAPITAL OUTLAY			
0	0	0 8710	Equipment	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
178,822	183,103	195,971	TOTAL REQUIREMENTS	206,702	0	0

udget Docume	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				FINES AND FORFEITURES			
6,350	553	1,500	6115	Code Enforcement	1,500	0	0
6,350	553	1,500		TOTAL FINES AND FORFEITURES	1,500	0	0
6,350	553	1,500		TOTAL RESOURCES	1,500	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIO Program :559 - CODE/PARKING				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
				REQUIREM	ENTS					
				PERSONNEL SERVICES						
118,012	109,849	121,334	7000-05 Parking & C	Salaries & Wages - Regular Full Tim ode Enforcement - 1.00 FTE	е			60,976	0	0
583	410	1,014	7000-20	Salaries & Wages - Overtime				1,522	0	0
7,134	6,658	7,586	7300-05	Fringe Benefits - FICA - Social Secu	rity			3,875	0	0
1,668	1,557	1,775	7300-06	Fringe Benefits - FICA - Medicare				907	0	0
28,135	21,375	27,838	7300-15	Fringe Benefits - PERS - OPSRP - IA	P			14,590	0	0
28,190	39,342	42,888	7300-20	Fringe Benefits - Medical Insurance				17,350	0	0
184	205	214	7300-25	Fringe Benefits - Life Insurance				108	0	0
533	584	636	7300-30	Fringe Benefits - Long Term Disabil	ity			324	0	0
4,148	4,162	5,494	7300-35	Fringe Benefits - Workers' Compension	sation Ins	surance		2,794	0	0
54	51	58	7300-37	Fringe Benefits - Workers' Benefit F	und			29	0	0
892	1,042	1,101	7400-10	Fringe Benefits - Volunteers - Work	ers' Com	pensation In	surance	1,400	0	0
189,535	185,235	209,938		TOTAL PERSONNE	L SERV	ICES		103,875	0	0
				MATERIALS AND SERVICES						
50	1,672	1,200		Travel & Education as and training				1,450	0	0
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
				nforcement Conference (Code and Parking) rship - Code Enforcement of Oregon	1 1	400 50	400 50			
			Other to		1	1,000	1,000			
2,265	2,219	2,500		Fuel - Vehicle & Equipment king scooter, code enforcement vehicle				2,000	0	0
1,041	3,443	1,000	7630-05 Uniforms fo	Uniforms - Employee r code/parking enforcement staff				1,500	0	0
1,883	729	2,000		Materials & Supplies				2,000	0	0
2,027	5,604	6,000	7720-14	Repairs & Maintenance - Vehicles				4,000	0	0
37	4	0	7750	Professional Services				45	0	0
			<u>Descrip</u> Section	<u>tion</u> 125 administration fee	<u>Units</u> 1	<u>Amt/Unit</u> 45	<u>Total</u> 45			
1,400	290	4 000	7750-08	Professional Services - Code Enfor	omont			0	0	0

dget Docume	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	7800	M & S Equipment	0	0	0
8,702	13,960	16,700		TOTAL MATERIALS AND SERVICES	10,995	0	0
198,237	199,195	226,638		TOTAL REQUIREMENTS	114,870	0	0

get Docume	nt Report			01 - GENERAL FUN	D					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTI Program :568 - INVESTIG	GATIONS AND	SUPPORT		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUI	REMENTS					
				PERSONNEL SERVICES						
430,990	513,666	587,452		Salaries & Wages - Regular Fu eant - Special Operations - 1.00 FTE er - Investigations - 6.00 FTE	ll Time			614,248	0	0
5,204	10,298	6,500	7000-15	Salaries & Wages - Temporary Investigations - 0.11 FTE				6,500	0	0
98,751	101,256	64,983	7000-20	Salaries & Wages - Overtime				79,024	0	0
2,000	3,263	3,150	7000-35 Detectives' \$	Salaries & Wages - Clothing Al \$450 annual clothing allowance.	lowance			3,150	0	0
32,356	37,835	41,047	7300-05	Fringe Benefits - FICA - Social	Security			43,579	0	0
7,681	9,004	9,601	7300-06	Fringe Benefits - FICA - Medica	are			10,191	0	0
132,996	146,353	193,252	7300-15	Fringe Benefits - PERS - OPSR	P - IAP			204,950	0	0
110,466	136,016	168,394	7300-20	Fringe Benefits - Medical Insur	ance			121,450	0	0
548	639	756	7300-25	Fringe Benefits - Life Insurance	e			756	0	0
2,025	2,340	2,836	7300-30	Fringe Benefits - Long Term Di	sability			2,866	0	0
19,163	21,583	29,587	7300-35	Fringe Benefits - Workers' Con	pensation Ins	surance		31,281	0	0
188	193	206	7300-37	Fringe Benefits - Workers' Ben	efit Fund			206	0	0
0	0	0	7300-40	Fringe Benefits - Unemployme	nt			0	0	0
842,367	982,447	1,107,764		TOTAL PERSO	ONNEL SERV	<u>ICES</u>		1,118,201	0	0
				MATERIALS AND SERVICE	<u>s</u>					
6,013	5,088	9,000	7550	Travel & Education				10,850	0	0
			Homicic Speciali New inv Supervi	tion buse summit le conference ist interview course restigator training sor training - Detective Sergeant Executive Development Institute	<u>Units</u> 7 5 1 1 1	Amt/Unit 500 600 1,000 500 1,650	<u>Total</u> 3,500 3,000 1,200 1,000 500 1,650			
4,631	7,278	6,000	7590	Fuel - Vehicle & Equipment				5,000	0	0
919	1,926	2,100	7630-05	Uniforms - Employee				1,500	0	0

get Docume	•			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Department : 11 - POLICE Section : 046 - INVESTIGATIC		SUPPORT		2019 PROPOSED	2019 APPROVED	2019 ADOPTED
		BUDGET		Program :568 - INVESTIGATIONS	-			BUDGET	BUDGET	BUDGET
6,549	2,066	3,000	7660	Materials & Supplies				3,000	0	0
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Camera	s, batteries and other supplies	1	1,000	1,000			
			Investig etc)	ative funds (evidence processing, informants,	1	1,000	1,000			
			Investig	ative tools	1	1,000	1,000			
14,960	5,737	6,000	7720-14	Repairs & Maintenance - Vehicles				3,000	0	0
389	326	912	7750	Professional Services				1,080	0	0
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Comcas	st internet line	1	480	480			
			The Las	st One (TLO) Fees	1	600	600			
10,021	3,923	800	7800	M & S Equipment				1,650	0	0
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	Total			
			New dig	jital "Go Pro" video camera and accessories	1	750	750			
			Rifle loc	king trunk mounts	1	900	900			
43,481	26,344	27,812		TOTAL MATERIALS A		RVICES		26,080	0	0
				CAPITAL OUTLAY						
20,931	7,973	0	8850	Vehicles				0	0	0
20,931	7,973	0		TOTAL CAPITAL	. OUTLA	<u>AY</u>		0	0	0
906,780	1,016,763	1,135,576		TOTAL REQUIR		·c		1,144,281	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			FINES AND FORFEITURES			
1,410	0	0 6110-10	Drug Forfeitures - State	0	0	0
1,410	0	0	TOTAL FINES AND FORFEITURES	0	0	0
1,410	0	0	TOTAL RESOURCES	0	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Department : 11 - POLICE Section : 046 - INVESTIG		CURRORT		2019 PROPOSED	2019 APPROVED	201 ADOPTEI
ACTORE	ACTORE	BUDGET		Program :571 - NARCOTIC		SUPPORI		BUDGET	BUDGET	BUDGE
					REMENTS					
				PERSONNEL SERVICES						
81,118	10,689	75,877		Salaries & Wages - Regular Full r - Narcotics - 1.00 FTE	Time			77,904	0	C
14,546	1,878	10,001	7000-20	Salaries & Wages - Overtime				9,991	0	C
400	0	450		Salaries & Wages - Clothing Alle \$450 annual clothing allowance.	owance			450	0	C
5,882	769	5,349	7300-05	Fringe Benefits - FICA - Social S	ecurity			5,474	0	0
1,376	180	1,251	7300-06	Fringe Benefits - FICA - Medicar	е			1,280	0	0
22,745	3,032	27,258	7300-15	Fringe Benefits - PERS - OPSRF	- IAP			28,238	0	0
22,528	3,006	25,028	7300-20	Fringe Benefits - Medical Insura	nce			17,350	0	0
107	14	108	7300-25	Fringe Benefits - Life Insurance				108	0	0
381	48	398	7300-30	Fringe Benefits - Long Term Dis	ability			406	0	C
3,498	528	3,856	7300-35	Fringe Benefits - Workers' Com	pensation In	surance		3,929	0	C
34	4	29	7300-37	Fringe Benefits - Workers' Bene	fit Fund			29	0	C
152,614	20,148	149,605		TOTAL PERSO		ICES		145,159	0	0
				MATERIALS AND SERVICES						
46	41	1,000	7550	Travel & Education				1,000	0	C
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				Conference and other training estigator training	1	500 500	500 500			
1 202	564	1 500			1	500	500	1,500	0	C
1,382	561	1,500		Fuel - Vehicle & Equipment				800	0	(
630 97	263 0	800 200	7620 7630-05	Telecommunications Uniforms - Employee				200	0	C
	-								0	C
5,021	5,000	5,500 750		Materials & Supplies	-			5,000 750	0	
0	0		7720-14	Repairs & Maintenance - Vehicle	25				0	(
0	0	600	7800	M & S Equipment	l laite	A	Tatal	600	0	(
			<u>Descrip</u> SL-300		<u>Units</u> 1	<u>Amt/Unit</u> 600	<u>Total</u> 600			
7,176	5,865	10,350		TOTAL MATERIA	LS AND SE	RVICES		9,850	0	(
7,170										

udget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
50,318	50,645	53,800	5020-05 McMinnville School Dist #40 - SRO - High School McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year. Proposed 2018-19 budget includes one SRO at the McMinnville High School and one at the Middle School.	105,000	0	0
50,318	50,645	53,800	TOTAL INTERGOVERNMENTAL	105,000	0	0
50,318	50,645	53,800	TOTAL RESOURCES	105,000	0	0

dget Documer	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIG Program :574 - SCHOOL RE		SUPPORT		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIR	EMENTS					
				PERSONNEL SERVICES						
78,746	80,433	85,260		Salaries & Wages - Regular Full - School Resource Officer - 2.00 FTE	Гime			172,142	0	C
5,904	5,743	8,618	7000-20	Salaries & Wages - Overtime				7,993	0	C
5,175	5,264	5,820	7300-05	Fringe Benefits - FICA - Social S	ecurity			11,166	0	C
1,210	1,231	1,361	7300-06	Fringe Benefits - FICA - Medicar)			2,611	0	C
20,203	20,273	25,485	7300-15	Fringe Benefits - PERS - OPSRP	- IAP			53,089	0	C
22,528	24,106	25,028	7300-20	Fringe Benefits - Medical Insura	ice			34,700	0	C
107	108	108	7300-25	Fringe Benefits - Life Insurance				216	0	C
382	389	398	7300-30	Fringe Benefits - Long Term Dis	bility			832	0	C
2,963	3,184	4,215	7300-35	Fringe Benefits - Workers' Comp	ensation Ins	surance		8,051	0	C
31	29	29	7300-37	Fringe Benefits - Workers' Benef	it Fund			60	0	C
137,248	140,760	156,322		TOTAL PERSON	NEL SERV	ICES		290,860	0	C
				MATERIALS AND SERVICES						
1,185	651	1,700	7550	Travel & Education				2,200	0	C
			Advance Additiona	chool Resource Officer Conference	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 600 900 200 500	<u>Total</u> 600 900 200 500			
14	0	50	7660 Miscellaneous	Materials & Supplies s youth services program materials and s	ipplies.			50	0	
1,199	651	1,750		TOTAL MATERIAL	S AND SE	RVICES		2,250	0	(
138,447	141,410	158,072		TOTAL REQ	UIREMENT	S		293,110	0	0

Budget Docume	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
7,300	7,300	7,300	5380-02 Revenue rec	Facility Rentals - Training Facility ceived from neighboring agencies for use of the Firearms Facility.	8,800	0	0
7,300	7,300	7,300		TOTAL CHARGES FOR SERVICES	8,800	0	0
7,300	7,300	7,300		TOTAL RESOURCES	8,800	0	0

get Documer	nt Report			01 - GENERAL FUND)					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIG Program : 577 - IN-SERVICE		SUPPORT		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIR	REMENTS					
				MATERIALS AND SERVICES	<u>i</u>					
0	75	250	7550 Hazardous	Travel & Education materials, first aid and other training mater	ials			0	0	(
237	2,513	2,600	7550-05	Travel & Education - Defensive	Tactics			1,600	0	(
				otion tions - Instructor development training Instructor training	<u>Units</u> 1 1	<u>Amt/Unit</u> 800 800	<u>Total</u> 800 800			
1,092	597	1,500	7550-10	Travel & Education - Driving Tra	ainina			1,500	0	(
,		,	<u>Descri</u> Trainin	•	<u>Units</u> 1 1	<u>Amt/Unit</u> 500 1,000	<u>Total</u> 500 1,000		-	
945	0	0	7550-15 Beginning in Department	Travel & Education - Emergency n 2016-17, Emergency Management appro	y Managemen opriations are in	nt cluded in the	Fire	0	0	
3,768	1,502	4,021	7550-20	Travel & Education - Firearms T	raining			3,000	0	(
			<u>Descri</u> Firearn	o <u>tion</u> ns Instructor Course	<u>Units</u> 1	<u>Amt/Unit</u> 3,000	<u>Total</u> 3,000			
22,286	29,259	22,733	7660	Materials & Supplies				31,680	0	(
			Handgi Taser r Taser r Firearn	otion un conversion kits - Glock un conversion kits - Sig repair work niscellaneous supplies ns ammuntion ns supplies and maintenance	<u>Units</u> 2 3 1 1 1	<u>Amt/Unit</u> 500 300 500 500 22,447 3,508	<u>Total</u> 1,000 900 500 500 22,447 3,508			
				g munitions	1	2,825	2,825			
7,185	7,095	7,155	7720-18	Repairs & Maintenance - Trainin	ng Facility			7,435	0	(
			Tractor Range Supplie	naintenance maintenance construction	<u>Units</u> 1 1 1 1	<u>Amt/Unit</u> 2,800 580 1,575 2,100 380	<u>Total</u> 2,800 580 1,575 2,100 380			

t Report			01 - GENERAL FUND						
2017 ACTUAL			Department : 11 - POLICE Section : 046 - INVESTIGA Program : 577 - IN-SERVICE	TIONS AND	SUPPORT		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,686	4,250	7800	M & S Equipment				5,800	0	0
		Descr	iption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
		Taser	- unlimited cartridge plan for 48 users	1	5,800	5,800			
46,727	42,509		TOTAL MATERIALS	AND SEI	RVICES		51,015	0	0
46,727	42,509		TOTAL REQU	IREMENT	S		51,015	0	0
	ACTUAL 5,686 46,727	2017 2018 ACTUAL AMENDED BUDGET 5,686 4,250 46,727 42,509	2017 2018 ACTUAL AMENDED BUDGET 5,686 4,250 5,686 4,250 46,727 42,509	2017 2018 Department :11 - POLICE ACTUAL AMENDED BUDGET Section :046 - INVESTIGAT 5,686 4,250 7800 M & S Equipment 5,686 4,250 7800 M & S Equipment Description Taser - unlimited cartridge plan for 48 users TOTAL MATERIALS	2017 2018 Department :11 - POLICE ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND : Program :577 - IN-SERVICE 5,686 4,250 7800 M & S Equipment Description Taser - unlimited cartridge plan for 48 users Units 46,727 42,509 TOTAL MATERIALS AND SERVICE	2017 2018 Department :11 - POLICE ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE 5,686 4,250 7800 M & S Equipment Description Taser - unlimited cartridge plan for 48 users 1 5,800 TOTAL MATERIALS AND SERVICES	OT - GENERAL FOND 2017 2018 Department :11 - POLICE ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE Section: 046 - INVESTIGATIONS AND SUPPORT 5,686 4,250 7800 M & S Equipment Units Amt/Unit Total 5,686 4,250 7800 M & S Equipment Units Amt/Unit Total 5,686 4,250 7800 M & S Equipment Units Amt/Unit Total 5,686 4,250 7800 M & S Equipment Units Amt/Unit Total 5,686 4,250 7800 M & S Equipment Units Amt/Unit Total 6,727 42,509 TOTAL MATERIALS AND SERVICES Section Section <t< td=""><td>2017 2018 Department :11 - POLICE 2019 ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE 2019 5,686 4,250 7800 M & S Equipment 5,800 Description Taser - unlimited cartridge plan for 48 users 1 5,800 5,800 46,727 42,509 TOTAL MATERIALS AND SERVICES 51,015</td><td>2017 2018 Department :11 - POLICE 2019</td></t<>	2017 2018 Department :11 - POLICE 2019 ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE 2019 5,686 4,250 7800 M & S Equipment 5,800 Description Taser - unlimited cartridge plan for 48 users 1 5,800 5,800 46,727 42,509 TOTAL MATERIALS AND SERVICES 51,015	2017 2018 Department :11 - POLICE 2019

get Documer	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	ENDED Section :046 - INVESTIGATIONS AND SUPPORT						2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREN	IENTS					
				PERSONNEL SERVICES						
55,909	57,013	58,840	7000-05 Police Evide	Salaries & Wages - Regular Full Tin nce and Property Technician - 1.00 FTE	ne			60,036	0	(
0	0	0	7000-10 Office Speci	Salaries & Wages - Regular Part Tir alist I - 0.48 FTE	ne			16,053	0	(
686	880	737	7000-20	Salaries & Wages - Overtime				999	0	C
3,435	3,511	3,702	7300-05	Fringe Benefits - FICA - Social Secu	ırity			4,794	0	C
803	821	866	7300-06	Fringe Benefits - FICA - Medicare				1,122	0	0
11,330	11,186	13,621	7300-15	Fringe Benefits - PERS - OPSRP - I	٩P			19,378	0	0
22,528	24,106	25,028	7300-20	Fringe Benefits - Medical Insurance				17,350	0	0
107	108	108	7300-25	Fringe Benefits - Life Insurance				108	0	0
303	309	316	7300-30	Fringe Benefits - Long Term Disabi	lity			324	0	0
177	177	261	7300-35	Fringe Benefits - Workers' Compen	sation Ins	surance		328	0	0
32	28	29	7300-37	Fringe Benefits - Workers' Benefit F	und			43	0	0
95,309	98,139	103,508		TOTAL PERSONNI	EL SERV	ICES		120,535	0	0
				MATERIALS AND SERVICES						
733	69	400	7550	Travel & Education				400	0	0
			-	Police Officer Association membership ociation of property/evidence member dues	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 50 50 300	<u>Total</u> 50 50 300			
183	369	400	7590	Fuel - Vehicle & Equipment				400	0	0
288	631	300	7630-05	Uniforms - Employee				300	0	0
3,379	4,478	4,000	7660	Materials & Supplies				4,000	0	0
			<u>Descrip</u> Tow ch Evidenc		<u>Units</u> 1 1	<u>Amt/Unit</u> 2,000 2,000	<u>Total</u> 2,000 2,000			
63	58	350	7720-14	Repairs & Maintenance - Vehicles				350	0	0
239	0	250	7790 Evidence ste	Maintenance & Rental Contracts prage building alarm contract				250	0	C
0	0	0	7800	M & S Equipment				0	0	0

udget Document Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
4,885	5,604	5,700	TOTAL MATERIALS AND SERVICES	5,700	0	0
100,195	103,744	109,208	TOTAL REQUIREMENTS	126,235	0	0

Budget Documer	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREN	IENTS					
				MATERIALS AND SERVICES						
1,550	1,550	2,000	7550	Travel & Education				2,000	0	0
			Descr	iption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Orego	n Accreditation Alliance membership dues	1	1,750	1,750			
			Traini	ng	1	250	250			
0	0	200	7660	Materials & Supplies				200	0	0
1,550	1,550	2,200		TOTAL MATERIALS	AND SE	RVICES		2,200	0	0
1,550	1,550	2,200		TOTAL REQUI	REMENT	S		2,200	0	0



MUNICIPAL COURT



Organization Set – Sections

- Court
- Parking Tickets

Organization Set # 01-13-060 01-13-063



Court

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

Core Services

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

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

Future Challenges and Opportunities

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



Department Cost Summary

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

Full-Time Equivalents (FTE)

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

2017 Statistics

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



General Fund – Municipal Court

- 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 windowsbased Caselle Software.
- 2006 Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.

0

Historical Highlights

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

General Fund - Municipal Court

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

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

dget Documer	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				RESOURCES			
				FINES AND FORFEITURES			
511,243	500,666	500,000	The City of	Fines & Bail Forfeitures McMinnville's share of the Municipal Court fine and bail collections from Police issuance of citations into Municipal Court or Circuit Court.	500,000	0	0
1,843	1,494	500		Peer Court Assessment 2, individuals cited were assessed \$10 which was passed through to the Yamhill r Court Program. The Court will continue to collect assessments on citations to 2012.	500	0	0
10,547	5,842	5,000	Municipal C expense if t	Court Appointed Attorney Fees ourt defendants charged with misdemeanors must be provided an attorney at City he defendants allege they can not afford to hire counsel. Whenever possible, are required to reimburse the City for court-appointed attorney costs.	4,500	0	C
523,634	508,002	505,500		TOTAL FINES AND FORFEITURES	505,000	0	C
				MISCELLANEOUS			
485	965	850	6600-93	Other Income - Municipal Court	950	0	(
485	965	850		TOTAL MISCELLANEOUS	950	0	(
524,118	508,967	506,350		TOTAL RESOURCES	505,950	0	0

get Docume				01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
5,098	386	0	7000	Salaries & Wages	0	0	0
142,262	161,968	217,322	Deputy City Senior Cour	Salaries & Wages - Regular Full Time y - 0.10 FTE Attorney - 0.50 FTE rt Clerk - 2.00 FTE II - 1.30 FTE	233,707	0	C
85,924	77,236	41,384	7000-10 Judge - 0.20 Municipal C	Salaries & Wages - Regular Part Time 0 FTE court - Interpreter - 0.05 FTE	42,679	0	C
7,538	7,526	8,800	7000-15 Extra Help -	Salaries & Wages - Temporary Municipal Court Security - 0.17 FTE	8,800	0	0
0	18	0	7000-20	Salaries & Wages - Overtime	200	0	0
756	0	0	7000-32	Salaries & Wages - Moving Allowance	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	600	0	0
2,252	283	0	7300	Fringe Benefits	0	0	0
14,036	14,642	16,560	7300-05	Fringe Benefits - FICA - Social Security	17,684	0	0
3,283	3,425	3,879	7300-06	Fringe Benefits - FICA - Medicare	4,148	0	0
36,703	36,189	57,149	7300-15	Fringe Benefits - PERS - OPSRP - IAP	62,993	0	0
48,445	50,207	60,948	7300-20	Fringe Benefits - Medical Insurance	51,244	0	0
9,599	4,830	5,925	7300-22	Fringe Benefits - VEBA Plan	8,600	0	0
362	369	420	7300-25	Fringe Benefits - Life Insurance	420	0	0
868	914	1,182	7300-30	Fringe Benefits - Long Term Disability	1,268	0	0
454	364	479	7300-35	Fringe Benefits - Workers' Compensation Insurance	484	0	0
124	113	126	7300-37	Fringe Benefits - Workers' Benefit Fund	126	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
357,704	358,468	414,174		TOTAL PERSONNEL SERVICES	432,953	0	0
				MATERIALS AND SERVICES			
6,656	8,865	6,200		Credit Card Fees fees for Municipal Court collections.	9,000	0	0
758	3,062	5,000	7520	Public Notices & Printing	5,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGET
60	138	400	7540 Costs share	Employee Events city-wide for employee training, materials, and events.	400	0	0
3,973	3,769	5,000		Travel & Education memberships, dues, subscriptions, reference materials, and attendance a the City Judge, City Prosecutor, and Municipal Court staff; also includes t ts.		0	0
2,200	2,000	2,900	7610-05	Insurance - Liability	3,200	0	0
5,689	5,822	6,200	7620	Telecommunications	6,500	0	0
1,491	2,107	1,700	7630	Uniforms	1,700	0	0
6,121	4,051	7,000	7660-05	Materials & Supplies - Office Supplies	7,500	0	0
2,156	2,829	4,000	7660-15	Materials & Supplies - Postage	5,000	0	0
1,117	1,048	610	7750	Professional Services	655	0	0
500 14,277	500 27,068		Section 7750-12 Back-up Jud 7750-15 Attorney cos	on Units Amt/Unit allocation 1 500 25 administration fee 1 155 Professional Services - Contract Judge le if necessary to cover Judge's absences. Professional Services - Court Appointed Attorney s for legal defense of Municipal Court defendants unable to afford their or nbursement of costs assessed against defendants received through reversional services		0 0	0 0
585	0	500	7750-18	, Court Appointed Attorney Fees. Professional Services - Contract Prosecutor ecutor if necessary to cover City Prosecuter's absences and legal conflic	500	0	0
60	60	100	7750-21	Professional Services - Security act to provide panic button monitoring.	100	0	0
1,843	1,494	500		Professional Services - Peer Court Assessment sessments collected by Municipal Court are passed through to the Yaml Court Program.	500 nill	0	0
1,587	1,195	3,600	7800	M & S Equipment	3,600	0	0
8,924	6,612	7,995		M & S Computer Charges erials & supplies costs shared city-wide	8,533	0	0
12,687	6,531	8,800	7840-25	M & S Computer Charges - Municipal Court	12,400	0	0
			Caselle E-ticketi	onUnitsAmt/UnitIg maintenance - 33% shared with Police14,200naintenance13,200Ig import1500nent workstations31,500	<u>Total</u> 4,200 3,200 500 4,500		

Budget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
200	905	1,000	8050 Trial Expense Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.	2,000	0	0
70,883	78,057	87,505	TOTAL MATERIALS AND SERVICES	92,588	0	0
			CAPITAL OUTLAY			
1,850	1,676	1,319	8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	0	0	0
1,850	1,676	1,319	TOTAL CAPITAL OUTLAY	0	0	0
430,437	438,201	502,998	TOTAL REQUIREMENTS	525,541	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			FINES AND FORFEITURES			
19,515	25,037	24,000	6130 Parking Tickets Downtown Parking Patrol and Police Officer parking citations revenue.	25,000	0	0
19,515	25,037	24,000	TOTAL FINES AND FORFEITURES	25,000	0	0
19,515	25,037	24,000	TOTAL RESOURCES	25,000	0	0

get Documer	nt Report			01 - GENERAL FUND				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program :N/A		2019 POSED UDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS				
				PERSONNEL SERVICES				
0	3,344	8,645	7000-05 Court Clerk I	Salaries & Wages - Regular Full Time		9,547	0	(
6,310	3,901	0	7000-10	Salaries & Wages - Regular Part Time		0	0	(
0	0	0	7000-20	Salaries & Wages - Overtime		0	0	(
376	420	536	7300-05	Fringe Benefits - FICA - Social Security		592	0	(
88	98	125	7300-06	Fringe Benefits - FICA - Medicare		138	0	C
1,263	1,403	1,954	7300-15	Fringe Benefits - PERS - OPSRP - IAP		2,196	0	C
1,195	1,168	1,186	7300-20	Fringe Benefits - Medical Insurance		1,318	0	(
199	120	100	7300-22	Fringe Benefits - VEBA Plan		200	0	(
23	22	22	7300-25	Fringe Benefits - Life Insurance		22	0	(
36	40	48	7300-30	Fringe Benefits - Long Term Disability		52	0	(
21	24	31	7300-35	Fringe Benefits - Workers' Compensation Insurance		33	0	(
6	6	6	7300-37	Fringe Benefits - Workers' Benefit Fund		6	0	(
0	0	0	7300-40	Fringe Benefits - Unemployment		0	0	(
9,517	10,546	12,653		TOTAL PERSONNEL SERVICES	1	4,104	0	(
				MATERIALS AND SERVICES				
0	1	0	7750	Professional Services		10	0	(
			Descript	tion Units Amt/Unit	<u>Total</u>			
			Section	125 administration fee 1 10	10			
0	1	0		TOTAL MATERIALS AND SERVICES		10	0	
9,517	10,547	12,653		TOTAL REQUIREMENTS	1	4,114	0	(



FIRE DEPARTMENT

<u> Organization Set – Sections</u>

- Fire Administration & Operations
- Fire Prevention & Life Safety

Organization Set # 01-15-070 01-15-073



Budget Highlights

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

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

Core Services

Fire Operations

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

General Fund – Fire

Fire & Life Safety

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

Future Challenges and Opportunities

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

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



Department Cost Summary

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

Full-Time Equivalents (FTE)

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



General Fund – Fire

- 1874 A group of McMinnville businessmen start the McMinnville Fire Department, known at that time as the Star Hose Company #1.
- 1916 McMinnville Fire Department hires first paid Fire Chief.
- 1916 McMinnville purchases their first motorized fire engine, a 1916 Laverne.
- 1924 The second motorized fire engine is purchase for \$13,000, a 1924 American LaFrance. This vehicle currently sits in the fire museum at the fire station and is still operational.
- McMinnville voters pass the "Fireman's Compensation Millage Levy" on May 21st
 @ 3 mills (~\$1.50/1,000 assessed value). These monies were dedicated to the sole purpose of hiring fireman. This was a continuing millage levy.

- 1952 McMinnville voters pass the "Fire Equipment Millage Levy" on November 4th @ ½ mill (~\$.25/1,000 assessed value). This levy provided monies for the purchase of fire apparatus and also was a continuing millage levy.
- 1967 McMinnville Fire Department hires first paid Fire Marshall.
- 1974 McMinnville Fire Department celebrates 100-year anniversary. The completely restored 1924 American LaFrance Fire engine makes re-debut in April at the celebration.



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

Historical Highlights

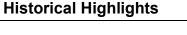
- 1994 McMinnville Fire Department Length of Service Awards Program (LOSAP) implemented to reward volunteer fire fighters for their service.
- 1994 City adds fire inspector position.
- 1996 Fire Department Cost of Service Study completed and designates fire portion of operations at 35% and ambulance at 65% of operations.
- 1996 New College Intern Program implemented taking the place of Sleeper Program.
- 2000 Fire Training Tower constructed on City land next to the Water Reclamation Facility.
- 2003 Fire and Police Departments begin implementing new 450 MHz voice radio system, financed with a \$1,300,000 full faith and credit obligation.

General Fund – Fire

- 2004 New fire engine purchased from H & W Emergency Equipment in Hillsboro. Purchase replaced Engine 13. a 1967 Ford.
- 2005 New strategic plan was developed with the help from BOLA Consultants. The 2005 – 2007 plans were approved by the City Council.
- 2008 The Fire Department becomes part of the General Fund as opposed to having its own specific Fire Fund as it has in the past. Measures 49/50. eliminated special millage levies including those for fire operations.
- 2009 City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS responses.
- 2009 Established 20% response requirements for volunteers. Result is improved response time for fire response vehicles to major incidents.



- 2009 Realigned staffing to provide crew on the first out Engine Company with career staff. Reduced average first unit response time from 9:05 to 5:38
- 2010 Budget challenges and lack of sleeping quarters force the elimination of the student program at the Fire Department.
- 2010 Fire Department purchased new brush vehicle that will be used as a secondary rescue vehicle. A large portion of this purchase was funded by an anonymous donor.
- 2012 Budget challenges force the elimination of the Fire Marshal position.
- 2014 Council authorizes purchase of fire apparatus, including a new aerial truck, engine, and water tender.
 - The City takes delivery of the new aerial truck, engine, and refurbished water tender





- 2016 The Department internally restructured to eliminate the Operations Chief and created a Duty Chief role for the Assistant Chiefs and Battalion Chiefs to improve emergency response incident management.
- 2016 Three FTE's are added to reduce the overtime costs of the department and reduce the work stress on employees.
- 2017 Prevention Division is realigned to improve code enforcement and inspection services to the Citizens. Emergency Management responsibilities move to a Battalion Chief.
- 2018 Focus will be on station repairs to address firefighter safety including station alerting and sleep deprivation issues.

2015

General Fund - Fire

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

Position Description

Fund	Number of	_	Total		ed Summary
Department	Employees	Range	Salary	Page	Amount
<u>Fire Chief</u> General Fund Fire	1	364	133,748		
Administration & Operations Ambulance Fund (0.25 FTE)	6 (0.75 FTE)			73 232	100,311 33,437
Fire Battalion Chief General Fund Fire	3	245	317,616		
Administration & Operations Ambulance Fund (1.95 FTE)	s (1.05 FTE)			73 232	111,166 206,450
<u>Fire Lieutenant</u> General Fund Fire	3	235	268,729		
Administration & Operations Ambulance Fund (1.95 FTE)	s (1.05 FTE)			73 232	94,055 174,674
<u>Fire Engineer</u> General Fund Fire	3	230	273,956		
Administration & Operations Ambulance Fund (1.95 FTE)	s (1.05 FTE)			73 232	95,885 178,071
<u>Firefighter</u> General Fund Fire	25	220	1,938,252		
Administration & Operations Ambulance Fund (16.25 FTE)	6 (8.75 FTE)			73 232	678,388 1,259,863

Position Description

Department <u>Firefighter / Paramedic</u> General Fund Fire	Employees 1 ns (0.28 FTE)	Range 330	Salary 52,214	Page	Amount
General Fund Fire		330	52,214		
	ns (0.28 FTE)				
Administration & Operation Ambulance Fund (0.52 FTE)				73 232	18,275 33,939
<u>Firefighter / EMT</u> General Fund Fire	1	322	42,507		
Administration & Operation Ambulance Fund (0.52 FTE)	ns (0.28 FTE)			73 232	14,877 27,630
<u>Office Manager</u> General Fund Fire	1	332	61,195		
Administration & Operation Ambulance Fund (0.25 FTE)	ns (0.75 FTE)			73 232	45,896 15,299
<u>Administrative Specialist II</u> General Fund Fire	1	324	48,153		
Administration & Operation Ambulance Fund (0.75 FTE)	ns (0.25 FTE)			73 232	12,038 36,115
<u>Support Services Specialist</u> General Fund Fire	1	324	22,440		
Administration & Operation Ambulance Fund (0.25 FTE)	ns (0.25 FTE)			73 232	11,220 11,220

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

dget Docume	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEE BUDGET
500	1,800	1,800		TOTAL FINES AND FORFEITURES	300	0	0
				MISCELLANEOUS			
64	0	0	6310-02	Interest - Loan Proceeds	0	0	0
17,054	18,472	15,000	Interest earr	Interest - LOSAP ned on funds set aside for Length of Service Award Program (LOSAP), the City's penefit program for volunteer firefighters.	18,680	0	0
202	2,426	1,000	6410 Donations re	Donations - Fire eceived to help support the Fire Department.	1,000	0	0
10,308	10,945	500	<u>Descrip</u>	c upgrade grant reimbursement split 75/25 with 1 33 750 33 750	33,750	0	C
1,062	1,998	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	C
4,482	8,054	7,500		Other Income - LOSAP nder value of life insurance policies purchased for volunteer firefighters as part of of Service Award Program (LOSAP).	7,652	0	C
33,173	41,895	24,000		TOTAL MISCELLANEOUS	61,082	0	0
451,159	552,196	417,679		TOTAL RESOURCES	912,831	0	0

udget Docume	nt Report		01 - GENERAL FUND							
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET			
				REQUIREMENTS						
				PERSONNEL SERVICES						
28,536	1,313	0	7000	Salaries & Wages	0	0	0			
898,115	981,159	1,052,080	Fire Chief - Fire Battalic Fire Lieuter Fire Engine Firefighter - Office Mana Support Se	on Chief - 1.05 FTE nant - 1.05 FTE ver - 1.05 FTE	1,152,159	0	0			
14,301	35,221	29,836	0	Salaries & Wages - Regular Part Time Paramedic - 0.28 FTE EMT - 0.28 FTE	33,152	0	0			
2,518	0	5,000		Salaries & Wages - Temporary - Clerical - 0.07 FTE - Fire - 0.10 FTE	5,000	0	0			
21,740	24,175	30,000		Salaries & Wages - Volunteer Reimbursement McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers ation on a "point-per-event" basis and helps off-set volunteers' costs for clothing, aining, etc.	35,000	0	0			
173,366	133,864	87,496	7000-20	Salaries & Wages - Overtime	133,495	0	0			
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	300	0	0			
15,639	1,233	0	7300	Fringe Benefits	0	0	0			
66,945	70,581	74,638	7300-05	Fringe Benefits - FICA - Social Security	84,019	0	0			
15,708	16,610	17,465	7300-06	Fringe Benefits - FICA - Medicare	19,710	0	0			
271,566	269,330	336,649	7300-15	Fringe Benefits - PERS - OPSRP - IAP	374,442	0	0			
155,131	172,287	181,716	7300-20	Fringe Benefits - Medical Insurance	213,143	0	0			
26,360	41,244	41,900	7300-22	Fringe Benefits - VEBA Plan	48,825	0	0			
2,022	1,613	1,474	7300-25	Fringe Benefits - Life Insurance	1,582	0	0			
4,595	5,102	5,498	7300-30	Fringe Benefits - Long Term Disability	6,046	0	0			
34,401	36,790	47,841	7300-35	Fringe Benefits - Workers' Compensation Insurance	52,495	0	0			
542	515	526	7300-37	Fringe Benefits - Workers' Benefit Fund	563	0	0			
677	2,794	1,003	7300-40	Fringe Benefits - Unemployment	1,002	0	0			

dget Docum	-			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :15 - FIRE Section :070 - FIRE ADMI Program :N/A	NISTRATION	& OPERATIO	ONS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
1,221	1,865	2,500	7400-05	Fringe Benefits - Volunteers - Life	Insurance			2,500	0	(
13,691	13,085		7400-10	Fringe Benefits - Volunteers - Wo			surance	14,000	0	(
89,387	19,200		7400-15 Length of Se volunteer rea	Fringe Benefits - Volunteers - Fire rvice Award Program (LOSAP) is retiremen aches entitlement age, City either purchases ectly from plan assets.	90,000	0	C			
5,889	6,101	7,500	7400-21 Volunteer Le active fire vo	Fringe Benefits - Volunteers - Fire ngth of Service Awards (LOSA) Program in lunteers.	7,500	0	(
7,521	7,475	8,000	7400-25	Fringe Benefits - Volunteers - Vol	8,000	0	(
1,849,873	1,841,556	2,035,123		TOTAL PERSON	2,282,933	0	(
				MATERIALS AND SERVICES						
210	0	500	7530	Safety Training/OSHA				500	0	
207	756	1,300		Employee Events I city-wide for employee training, materials,	and events.			1,200	0	
22,306	16,243	22,100		Travel & Education sts listed in transactions.				27,000	0	
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			-	Fire Chiefs meetings and Conference	6	1,000	6,000			
			0	Executive Development Institute	3 4	1,500	4,500			
				re Officer Class Managment Class	4	1,000 1,000	4,000 4,000			
				Fire Academy Class	3	500	1,500			
				nd Firefighting	4	1,000	4,000			
			Recruit	Training	3	1,000	3,000			
16,306	17,885	22,000	7590	Fuel - Vehicle & Equipment				25,000	0	
16,931	17,592	19,000	7600	Electric & Natural Gas				19,000	0	
17,900	17,400	21,500	7610-05	Insurance - Liability				22,200	0	
17,400	30,000	30,400	7610-10	Insurance - Property				28,300	0	
20,861	21,829	23,000	This represe	Telecommunications ents a 75% Fire 25% Ambulance for Yamhi lity charges for the department.	ll County Tele	ecom to be cor	nsistent	23,000	0	
9,184	8,910	11,000	7630-05	Uniforms - Employee time, and volunteer fire uniforms increase d	ue to number	r of new emplo	yees and	15,000	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Section :070 - FIRE ADMINISTRATION & OPERATIONS						2019 APPROVED BUDGET	2019 ADOPTED BUDGET
24,650	24,533	25,000	compliance.	Uniforms - Protective Clothing to number of new hire employees. Safety clo National Fire Protection Association (NFPA) is s old. Also continue to upgrade and purchase	30,000	0	0			
5,575	5,766	7,000		Janitorial ber week janitorial services and supplies - 25%	7,500	0	0			
24,121	16,102	22,000		Materials & Supplies fire operations, fire prevention, administration.	22,000	0	0			
0	2,426	1,000	7680	Materials & Supplies - Donations	1,000	0	0			
630	1,848	3,000	7700	Hazardous Materials	3,000	0	0			
1,345	0	0	7710	Materials & Supplies - Grants				0	0	0
4,264	5,291	6,000	7720	Repairs & Maintenance	6,000	0	0			
4,943	7,203	5,000	7720-06	Repairs & Maintenance - Equipmen	7,000	0	0			
27,232	22,744	30,000	7720-08	Repairs & Maintenance - Building R	35,000	0	0			
47,585	72,788	60,000	7720-14 Account use	Repairs & Maintenance - Vehicles d for Fleet maintenance both PM and unsched	60,000	0	0			
1,527	3,572	3,000	7720-16	Repairs & Maintenance - Radio & Pa	5,000	0	0			
4,940	8,518	10,000	7720-22 Repairs and	7720-22 Repairs & Maintenance - Breathing Apparatus Repairs and Maintenance of SCBA'a					0	0
42,713	40,452	47,425	7750	Professional Services				56,855	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				egotiations arbitrator 35/65 with Ambulance	1	750	750			
				hysicals 125 administration fee	65 1	700 205	45,500 205			
				e allocation	1	2,800	2,800			
				actuarial valuation	1	7,600	7,600			
3,948	4,768	10,000		Maintenance & Rental Contracts ystem, fire sprinkler system, HVAC system, an	d fire alarn	n system main	tenance	5,000	0	0
14,983	2,096	11,000	7800	M & S Equipment				15,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Therma	l imaging cameras	3	1,500	4,500			
			RIT pac	k for truck	1	5,000	5,000			
			Helmet		1	2,000	2,000			
			Swivel of	dump for tenders	2	1,750	3,500			
5,191	2,541	7,500	7800-09	M & S Equipment - Radios				15,000	0	0

dget Document Report				01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 15 - FIRE Section : 070 - FIRE ADMINIS Program :N/A	TRATION	& OPERATIC	INS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGET
8,551	3,237	10,000	7800-30 50 SCBA u maintenanc	M & S Equipment - Breathing Appara units and 90 masks are 9 years old and starting e.		more parts ar	nd	10,000	0	0
13,114	16,421	0	7820	M & S Equipment - Grants				0	0	0
25,780	16,898	23,986		M & S Computer Charges aterials & supplies costs shared city-wide				22,399	0	0
26,447	27,409	27,150	7840-30	M & S Computer Charges - Fire				28,900	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
				100% RMS maint, 50% split with Amb for nel module	1	5,500	5,500			
			Netmot Police	tion MDT maintenance-25%, shared with Amb,	1	1,200	1,200			
			Tritech	maintenance-65%, shared with Amb	1	5,200	5,200			
			Fire Ins	spection software maintenance	1	2,500	2,500			
			Target	Vehicle maintenance-50% shared with Amb	1	3,000	3,000			
			Replac	ement workstations	3	1,500	4,500			
			Surface	e docking stations	2	150	300			
			Monito	r replacements	2	400	800			
			R12 wa	arranty extensions	2	350	700			
			Replac	ement MDTs	2	1,300	2,600			
			Surface	e tablet	1	2,600	2,600			
60,434	60,686	60,788		Hydrant Rental & Maintenance tal and maintenance fee paid monthly to McMini	nville Wate	er & Light.		61,000	0	0
17,739	14,182	15,000		Hoses, Nozzles, & Adapters nozzles, and adapters with values under \$5,000.				15,000	0	0
4,878	4,863	7,500	Testing of a	Hose & Ladder Testing Il department hose and ground ladder inventory and safety standards. Increase is to add annua	per Natio	onal Fire Protects	ction ccount.	7,500	0	0
491,894	494,961	543,149		TOTAL MATERIALS A	ND SEI	RVICES		584,354	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
5,344	4,283	3,956		Capital Outlay Computer Charges apital outlay costs shared city-wide				0	0	0

I.S. Fund capital outlay costs shared city-wide

2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS				2019 PROPOSED	2019 APPROVED	2019 ADOPTED
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET			
0	0	0	8800	Building Improvements				146,250	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Seismi Ambula	upgrade engineering split 75/25 with nce	1	33,750	33,750			
			Mold re Ambula	mediation plumbing repair split 75/25 with nce	1	75,000	75,000			
			Station	alerting system split 75/25 with Ambulance	1	37,500	37,500			
97,699	137,568	0	8850	Vehicles				43,000	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Replac	e Command Vehicle	1	43,000	43,000			
103,043	141,851	3,956		TOTAL CAPITA		<u>Y</u>		189,250	0	0
				DEBT SERVICE						
75,529	77,888	80,322	Principal pa	2014 Fire Vehicle Financing - Princi yment for loan authorized in 2014-15. Loan p , engine and used water tender		ed to purchas	e new	82,831	0	0
39,763	37,403	34,970	9442-10 Interest pay	2014 Fire Vehicle Financing - Intere ment for loan	st			32,461	0	0
115,291	115,291	115,292		TOTAL DEBT	SERVICE	<u> </u>		115,292	0	0
,560,101	2,593,660	2,697,520		TOTAL REQUI	REMENT	S		3,171,829	0	0

				01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
148,934	156,367		Fire Marshal	Salaries & Wages - Regular Full Time I - 1.00 FTE Marshal -1.00 FTE	196,945	0	0
15,595	15,728	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
2,461	3,115	0	7000-15	Salaries & Wages - Temporary	0	0	0
1,335	1,150	1,000	7000-17	Salaries & Wages - Volunteer Reimbursement	1,500	0	C
5,229	2,594	5,004	7000-20	Salaries & Wages - Overtime	7,501	0	C
10,749	11,104	10,851	7300-05	Fringe Benefits - FICA - Social Security	12,770	0	C
2,514	2,597	2,538	7300-06	Fringe Benefits - FICA - Medicare	2,987	0	C
41,994	42,338	54,971	7300-15	Fringe Benefits - PERS - OPSRP - IAP	61,965	0	C
26,968	28,513	34,603	7300-20	Fringe Benefits - Medical Insurance	37,642	0	C
3,875	3,000	6,000	7300-22	Fringe Benefits - VEBA Plan	7,500	0	C
213	207	216	7300-25	Fringe Benefits - Life Insurance	216	0	C
819	827	924	7300-30	Fringe Benefits - Long Term Disability	1,062	0	C
6,348	6,630	7,273	7300-35	Fringe Benefits - Workers' Compensation Insurance	8,525	0	C
79	59	58	7300-37	Fringe Benefits - Workers' Benefit Fund	87	0	C
0	0	9,999	7300-40	Fringe Benefits - Unemployment	10,002	0	0
117	2,388	3,001	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	120	0	C
267,228	276,617	305,448		TOTAL PERSONNEL SERVICES	348,822	0	0
				MATERIALS AND SERVICES			
33	81		7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	200	0	C
3,665	4,250	5,200	7550 Training and	Travel & Education I travel costs for critical areas of certification and required fire training with development provided. Increase due to addition of Deputy Fire Marshal	7,000	0	(
0	1,276	0	7550-15	Travel & Education - Emergency Management	0	0	(
0	1,431	1,000	7660-40	Materials & Supplies - Emergency Management	0	0	(
202	0	0	7680	Materials & Supplies - Donations	0	0	C

Budget Document Report				01 - GENERAL FUNI)					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program :N/A					2019 APPROVED BUDGET	2019 ADOPTEI BUDGET
45	41	50	Desc	750 Professional Services IFPA Subscription service			<u>Total</u> 45	1,545	0	0
11,806	11,472	9,000	8080 Materials	a Professional membership Fire Prevention Education and handouts, Self-Inspection Program doc vertising of public classes and events, and v				9,000	0	C
15,752	18,551	15,550		TOTAL MATERIALS AND SERVICES			17,745	0	C	
282,980	295,168	320,998		TOTAL REQUIREMENTS			366,567	0	0	

PARKS & RECREATION



Organization Set – Sections

Organization Set

01-17-096

Administration

Aquatics Center

- 01-17-001
- - 01-17-087
- Community Center & Rec Prog 01-17-090 01-17-093
- Kids on the Block
- **Recreational Sports** •
- Senior Center 01-17-099



General Fund – Parks & Recreation

- Administration

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

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

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

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

Core Services

- o Department oversight and management
- Park system planning and development
- $_{\circ}$ $\,$ Community advocacy, collaboration, and coordination
- Resource development
- Management of park improvement projects

Future Challenges and Opportunities

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

General Fund – Parks & Recreation -Administration

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

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



General Fund – Parks & Recreation – Administration

Historical Highlights

2011

- 1948 McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~\$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance.
- 1968 First Director of Parks and Recreation, Galen McBee is hired.
- 1968 Recreation Commission abolished.
- 1969 City hires first Swimming Pool Manager.
- 1977 City hires first city-funded Recreation Coordinator. Federal grant dollars had previously supported a shortterm position.
- 1981 Community Center opens and Parks & Recreation Department headquarters move from City Hall to the new Center
- 1985 City hires first full-time Youth/Adult Sports Coordinator.

1986 New Aquatic Center opens.

1990 Part-time Volunteer Coordinator for the new Kids on the Block Program is hired.

- 1995 McMinnville Senior Center opens in October 1995.
- 1997 Long-time Park & Rec. Director, Galen McBee retires. Asst. Director Jay Pearson is appointed Director.
- 2008 The Parks and Recreation Department becomes part of the General Fund as opposed to having its own specific Parks and Recreation Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for Parks and Recreation.

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

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

dget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATIC Section : 001 - ADMINISTRATION Program :N/A	DN 2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
			RESOURCES			
			MISCELLANEOUS			
6,050	4,176	7,500	20 Donations - Parks & Recreation nations received from various community organizations and busine oport our summer concerts program.	1,500 sses primarily to	0	C
10,811	9,137	10,000	00 Other Income ome received from sale of advertising space within Parks & Recrea ludes income from sale of metal detecting permits and misc. park of		0	(
6,000	0	6,000	00-26 Other Income - Park Rangers ved to Police Department	0	0	C
22,861	13,313	23,500	TOTAL MISCELLANEOU	<u>IS</u> 7,500	0	0
22,861	13,313	23,500	TOTAL RESOURCES	7,500	0	0

2016	2017	2018		01 - GENERAL FUND Department :17 - PARKS & RECREATION	2019	2019	2019
ACTUAL	ACTUAL	AMENDED BUDGET		Section :001 - ADMINISTRATION Program :N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,476	-290	0	7000	Salaries & Wages	0	0	0
107,930	111,625	113,328	7000-05 Parks & Red	Salaries & Wages - Regular Full Time creation Director - 1.00 FTE	111,764	0	0
34,450	46,860	39,460	7000-15	Salaries & Wages - Temporary	0	0	0
226	304	300	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	0	0
1,552	-839	0	7300	Fringe Benefits	0	0	0
8,584	9,624	9,492	7300-05	Fringe Benefits - FICA - Social Security	7,004	0	0
2,008	2,251	2,219	7300-06	Fringe Benefits - FICA - Medicare	1,638	0	0
30,867	30,406	40,354	7300-15	Fringe Benefits - PERS - OPSRP - IAP	36,126	0	0
13,477	13,605	17,056	7300-20	Fringe Benefits - Medical Insurance	0	0	0
3,000	1,500	1,500	7300-22	Fringe Benefits - VEBA Plan	0	0	0
107	108	108	7300-25	Fringe Benefits - Life Insurance	108	0	0
566	559	594	7300-30	Fringe Benefits - Long Term Disability	614	0	0
3,537	3,571	4,417	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,325	0	0
82	75	78	7300-37	Fringe Benefits - Workers' Benefit Fund	29	0	0
202	0	99	7300-40	Fringe Benefits - Unemployment	0	0	0
601	414	651	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	901	0	0
211,666	219,773	229,656		TOTAL PERSONNEL SERVICES	161,709	0	0
				MATERIALS AND SERVICES			
29,922	29,110	30,000		Public Notices & Printing 520-15, Public Notice & Printing - Brochure	0	0	0
0	0	1,500	7520-15 Production a	Public Notices & Printing - Brochure and publication of four Parks and Recreation Program brochures.	30,000	0	0
29	373	400	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	400	0	0
1,609	4,679	5,700	Professiona	Travel & Education I development conferences and workshop fees including membership fees for ational Park and Recreation Association for Director.	7,000	0	0
1,000	900	1,100	7610-05	Insurance - Liability	1,200	0	0
100	200	200	7610-10	Insurance - Property	200	0	0
of McMinnville	Budaet Docume	nt Report		Page 81 of 256		4/13/2	2018

City of McMinnville Budget Document Report

dget Documer	nt Report			01 - GENERAL FL	JND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program :N/A					2019 APPROVED BUDGET	201 ADOPTE BUDGE
1,037	1,558	1,100	7620	Telecommunications				0	0	(
1,526	2,186	2,000	7660 Park Rang	Materials & Supplies er supplies, moved with the staffing re	esources to the Police	e budget.		0	0	(
6,050	112	7,500	7680	Materials & Supplies - Dona	ations	-		0	0	(
767	1,075	450	7750	Professional Services				110,300	0	
			Descri	ption	<u>Units</u>	Amt/Unit	Total			
			Audit f	ee allocation	1	300	300			
			Recre	ation buildings master plan	1	75,000	75,000			
			Broch	ure assessment	1	10,000	10,000			
			Fee st	udy	1	15,000	15,000			
			Buildir	ng maintenance contract	1	10,000	10,000			
1,983	1,469	1,999		M & S Computer Charges naterials & supplies costs shared city-	wide			1,067	0	
1,200	1,200	1,200	7840-35	M & S Computer Charges -	Parks & Rec Adm	ninistration		1,200	0	
			Descri	ption	<u>Units</u>	Amt/Unit	Total			
				net annual maintenance		1,200	1,200			
5,910	12,092	5,500	The overal	Summer Concerts I summer concert budget proposed fo August. Revenue (donations) is anti-		providing for	5 concerts	13,000	0	
51,133	54,954	58,649		TOTAL MATE	RIALS AND SE	RVICES		164,367	0	
				CAPITAL OUTLAY						
411	372	330	8750 I.S. Fund c	Capital Outlay Computer C apital outlay costs shared city-wide	harges			0	0	
411	372	330		TOTAL	CAPITAL OUTL	<u>AY</u>		0	0	
263,209	275,100	288,635	-	TOTAL	REQUIREMENT	S		326,076	0	



PARKS & RECREATION Aquatic Center

<u>Organization Set – Programs</u>

- Administration
- Swim Lessons
- Fitness Programs
- 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



- Aquatic Center

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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



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

General Fund – Parks & Recreation -Aquatic Center

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	427,142	460,300	424,200	(36,100)
Personnel Services	504,861	551,212	584,111	32,899
Materials & Services	214,148	234,221	263,038	28,817
Capital Outlay	5,055	4,989	-	(4,989)
Total Expenditures	724,065	790,422	847,149	56,727
Net Expenditures	(296,923)	(330,122)	(422,949)	92,827

Full-Time Equivalents (FTE)

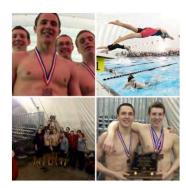
	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	11.57		
Extra Help - Aquatics I, II, III (Lifeguard)		0.01	
Extra Help - Aquatics I, II, III (Office)		(0.04)	
Extra Help - Aquatics I, II, III (Swim Less	sons)	(0.02)	
Extra Help - Aquatics I, II, III (Fitness Cla	asses)	0.01	
FTE Proposed Budget		(0.04)	11.53



Ron Kam Survival Swimming Program

Partnership Program for over 35 Years!

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



Mac High Swim Team (Grizzlies) Partner Program for over 50 Years!



Chemeketa Community College

Partner Program for 7 Years! Partners for a "More Fit Tomorrow".



General Fund – Parks & Recreation – Aquatic Center

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

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



1908 to 1922

1910

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



1910 to 1927

1927 Funds are approved for the construction of Soper Fountain and the Star Mills property is purchased. A new kidney shaped pond/pool is built in upper CityPark. Another concrete pool is constructed later near West 2nd Street and Star Mill Road. The pool is heated in the winter by the boiler works from the old Star Mill.



1927 to 1950's

Historical Highlights

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

1975 The facility is remodeled.



1984 McMinnville voters pass Swimming Pool Renovation Bond Levy - \$1,885,000.

- 1986 The current AquaticCenter is opened and dedicated in 1986 as **"A Pool for Everybody."** The new facility includes a renovated 20 yard recreational pool and new 25 yard lap pool. The old entrance and bathhouse are remodeled into the new weight room and maintenance areas. A new office, locker rooms, and enclosure are constructed.
- 1990'S In the early 1990's, the original roof is replaced due to poor construction and the HVAC controls are re-engineered.



1986 to present

- 2007 The Aquatic Center's main roof (metal) is replaced with an asphalt shingle roof that will be less impacted by high winds and condensation related damage.
- 2008 Use of the weight room is added to memberships. Weight room attendance grows from 4,300 in fiscal year 2005-06 to over 9,000 in fiscal year 2007-08.

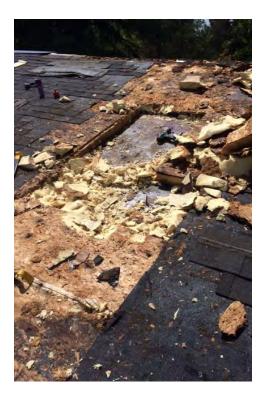
- 2008 The Aquatic Center begins a relationship with Chemekta Community College (CCC) in the Spring of 2008. CCC students receive college credit for working out in the weight room, swimming laps or taking fitness clasees. Weight room attendance grows to over 12,300 visits.
- 2010 Heating Ventilation and Air Conditioning (HVAC) renovation, \$800,000, as part of a Bonneville Power Administration and McMinnville Water & Light supported energy conservation project. In the first two months of 2010 the energy usage is reduced by 94,000 kilowatt hours (kWh) over historical averages.
- 2011 Parks and Recreation Department implements ActiveNet. This provides the AC with its very first credit card machine and automated membership tracking system.
- 2015 Deteriorating upper spectator windows and front entry doors and door frames are replaced.

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



- 2016 The Aquatic Center partners in new Medicare based health plan fitness memberships for older adults. In the first year, 200 patrons enroll to use the pool through these entities.
- 2016 For the first time, the Aquatic Center introduces a "day pass" which includes unlimited access, and daily readmission, to any pool class or program. Access to any fitness class or program is added to all pool memberships, as well.

2017 After years of deferred maintenance, a study shows the Aquatic Center roof has serious issues, including ongoing leaks and continued damage that will need to be addressed as part of the city's overall facilities work.



get Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
49,401	45,000	52,000	5360-05Admissions - Child/StudentAquatic Center daily child/student admission fees.	44,500	0	C
56,694	58,113	62,500	5360-10Admissions - Adult/SeniorsAquatic Center daily adult/senior admission fees.	55,000	0	C
			Budget Note: Reflects Fee Increase.			
111,637	103,091	114,000	5370-05 Memberships - Family Aquatic Center 12, 6, and 3-month family memberships.	94,500	0	0
			Budget Note: Reflects Fee Increasee.			
95,767	101,580	103,500	5370-10 Memberships - Individual Aquatic Center 12, 6 and 3-month individual memberships.	100,000	0	0
			Budget Note: Reflects Fee Increase.			
13,258	11,434	12,000	5380-05 Facility Rentals - Pool & Facility Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, annual triathlon and other organizations.	12,000	0	0
14,092	10,905	10,000	5380-10 Facility Rentals - McM Swim Club & McM High School Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices.	10,000	0	C
			Budget Note: In addition, the MSC families purchase approximately \$19,000-\$20,000 in family and single memberships.			
2,780	2,868	3,000	5380-15 Facility Rentals - Lockers & Equipment	3,000	0	0
343,629	332,990	357,000	TOTAL CHARGES FOR SERVICES	319,000	0	0
			MISCELLANEOUS			
0	0	0	6420 Donations - Parks & Recreation	1,500	0	0
966	1,068	500	6420-05 Donations - Parks & Recreation - Scholarships Donations that fund expenditure account 7680, Materials & Supplies-Donations. Donations provide swim lesson scholarships (Ken Hill Scholarship Fund).	500	0	0
0	0	0	6420-10 Donations - Parks & Recreation - Equipment Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. Donations used to purchase Aquatic Center equipment.	0	0	C
339	251	200	6600 Other Income	200	0	C
1,305	1,319	700	TOTAL MISCELLANEOUS	2,200	0	0
344,934	334,309	357,700	TOTAL RESOURCES	321,200	0	0

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

2016	2017	2018		Department :17 - PARKS	& RECREATION	ON		2019	2019	201
ACTUAL	ACTUAL	AMENDED BUDGET		Section :087 - AQUAT Program :501 - ADMINIS	IC CENTER			PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGE
60	118	400	7540	Employee Events				300	0	(
015	1 400	1 050		ed city-wide for employee training, mater	als, and events.			1 000	0	C
815	1,400	1,050	Registration	Travel & Education n fees and other expenses associated w , and re-certification training for Aquatic		evelopment wo	rkshops,	1,000	0	(
78,865	84,906	84,000	7600	Electric & Natural Gas				84,000	0	(
3,600	3,100	3,900	7610-05	Insurance - Liability				4,100	0	(
6,600	7,800	7,900	7610-10	Insurance - Property				6,700	0	(
3,455	3,439	3,500	7620	Telecommunications				4,000	0	(
19,200	24,058	25,575	7650-10	Janitorial - Services				33,710	0	(
5,343	4,878	5,000	7650-15	Janitorial - Supplies				5,000	0	(
1,127	1,828	1,500	7660-05	Materials & Supplies - Office	Supplies			1,500	0	(
0	0	500		Materials & Supplies - Donation revenue account 6420-05, Donations-Pa m lesson scholarships (Ken Hill Scholars	arks & Recreation-	Scholarships.	Aquatic	500	0	(
11,650	11,499	11,500	7690 Chemicals	Chemicals used to sanitize, oxidize, and test pool w arbon dioxide, sodium bicarbonate, soda	ater as prescribed			13,000	0	(
86,101	31,266	41,000	General da	Repairs & Maintenance y to day repairs and maintenance of the nical systems.	AC building incluc	ling electrical,	plumbing	61,000	0	
			This include	es the safety add package \$1,000						
1,452	1,463	950	7750	Professional Services				845	0	(
			Descri	ption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				n 125 administration fee	1	45	45			
				Fee Allocation	1	800	800			
14,031	13,077	15,000	7790	Maintenance & Rental Contra	cts			15,400	0	(
			<u>Descri</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				PM service	1	6,500	6,500			
				I chlorinator service	1	2,500	2,500			
			- 3	t room PM service	1	2,000	2,000			
			-	stem inspection & service	1	1,500	1,500			
				ge service	1	1,000	1,000			
				Machine service contract	1	800	800			
				mployee background checks	1	200	200			
				arm monitoring	1	400	400			
			Parkin	g lot sweeping	1	500	500			

dget Docume	nt Report			01 - GENERAL F	UND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PA Section : 087 - AQ Program : 501 - AD	UATIC CENTER	N		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
0	0	0	7800	M & S Equipment				0	0	0
297	749	300	7800-03 Miscellane	M & S Equipment - Office bus office equipment such as tables,	chairs and advertising	screens.		300	0	C
3,345	0	0	7800-36	M & S Equipment - Weight	Room			0	0	0
0	0	0	Donations	M & S Equipment - Donations used to purchase Aquatic Center equipment.		evenue accou	nt 6420-	0	0	C
4,958	4,408	5,996		M & S Computer Charges naterials & supplies costs shared city	/-wide			5,333	0	C
4,166	4,128	6,700	7840-40	M & S Computer Charges	- Aquatic Center			7,900	0	C
			Replac Active Printer	<u>ption</u> net annual maintenance cement workstation net peripherals · - Front desk etworking for back room	<u>Units</u> 1 1 1 1 1	<u>Amt/Unit</u> 1,200 1,500 1,000 1,200 3,000	<u>Total</u> 1,200 1,500 1,000 1,200 3,000			
3,039	2,356	3,500		Recreation Program Expe				4,000	0	(
256,672	209,020	227,871		TOTAL MAT	ERIALS AND SEF	RVICES		256,688	0	C
				CAPITAL OUTLAY						
0	3,937	4,000	8710	Equipment				0	0	C
1,028	1,117	989	8750 I.S. Fund c	Capital Outlay Computer (apital outlay costs shared city-wide	Charges			0	0	C
0	0	0	8800	Building Improvements				0	0	C
1,028	5,055	4,989		<u>TOTAL</u>	CAPITAL OUTLA	<u>vy</u>		0	0	C
749,298	691,236	747,987		ΤΟΤΑΙ	REQUIREMENT	S		801,720	0	0

dget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
86,123	79,613	88,600 5350 Aquati	Registration Fees ic Center - Swim Lessons	90,000	0	0
86,123	79,613	88,600	TOTAL CHARGES FOR SERVICES	90,000	0	0
86,123	79,613	88,600	TOTAL RESOURCES	90,000	0	0

lget Documer	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
20,902	18,280	22,003	7000-15 Extra Help -	Salaries & Wages - Temporary Aquatics I, II, III - 1.00 FTE	23,004	0	0
1,296	1,134	1,367	7300-05	Fringe Benefits - FICA - Social Security	1,425	0	0
303	265	319	7300-06	Fringe Benefits - FICA - Medicare	333	0	0
1,998	1,173	2,485	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,588	0	0
0	0	945	7300-35	Fringe Benefits - Workers' Compensation Insurance	933	0	0
36	29	31	7300-37	Fringe Benefits - Workers' Benefit Fund	29	0	0
24,535	20,880	27,150		TOTAL PERSONNEL SERVICES	28,312	0	0
				MATERIALS AND SERVICES			
788	609	850	8130 Swimming le devices).	Recreation Program Expenses esson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation	850	0	0
788	609	850		TOTAL MATERIALS AND SERVICES	850	0	0
25,323	21,490	28,000		TOTAL REQUIREMENTS	29,162	0	0

Budget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGE1
			RESOURCES			
			CHARGES FOR SERVICES			
14,654	4,835	5,000	5350 Registration Fees Reduction in fitness class fees reflects fee structure changes. As of 2015-16 membership fees now include participation in fitness classes. As a result, fitness class fees have decreased while membership fees have increased. Revenue shown is received from non-member "walk-in" participants.	4,000	0	0
14,654	4,835	5,000	TOTAL CHARGES FOR SERVICES	4,000	0	0
14,654	4,835	5,000	TOTAL RESOURCES	4,000	0	0

lget Documer	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,139	5,842	6,999	7000-15 Extra Help -	Salaries & Wages - Temporary Aquatics I, II, III - 0.32 FTE	8,490	0	0
257	362	432	7300-05	Fringe Benefits - FICA - Social Security	527	0	0
60	85	101	7300-06	Fringe Benefits - FICA - Medicare	124	0	0
397	522	792	7300-15	Fringe Benefits - PERS - OPSRP - IAP	956	0	0
0	0	300	7300-35	Fringe Benefits - Workers' Compensation Insurance	344	0	0
7	9	10	7300-37	Fringe Benefits - Workers' Benefit Fund	11	0	0
4,860	6,820	8,634		TOTAL PERSONNEL SERVICES	10,452	0	0
				MATERIALS AND SERVICES			
1,404	535	1,500		Recreation Program Expenses gram supplies (i.e. exercise belts & hand weights).	1,500	0	0
1,404	535	1,500		TOTAL MATERIALS AND SERVICES	1,500	0	0
6,264	7,356	10,134		TOTAL REQUIREMENTS	11,952	0	0

dget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program :632 - PRO SHOP	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
7,245	6,526	7,250	5410 Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	7,500	0	0
7,245	6,526	7,250	TOTAL CHARGES FOR SERVICES	7,500	0	0
7,245	6,526	7,250	TOTAL RESOURCES	7,500	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program :632 - PRO SHOP	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
3,370	3,803	3,750	7660Materials & SuppliesRetail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic CenterSwim Shop.	3,750	0	0
3,370	3,803	3,750	TOTAL MATERIALS AND SERVICES	3,750	0	0
3,370	3,803	3,750	TOTAL REQUIREMENTS	3,750	0	0

Budget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
1,691	1,859	1,750	 Registration Fees Center - Classes & Programs (Lifeguard Training)	1,500	0	0
1,691	1,859	1,750	TOTAL CHARGES FOR SERVICES	1,500	0	0
1,691	1,859	1,750	 TOTAL RESOURCES	1,500	0	0

udget Documer	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	243	7000-15 Extra Help -	Salaries & Wages - Temporary Aquatics I, II, III - 0.01 FTE	257	0	0
0	0	15	7300-05	Fringe Benefits - FICA - Social Security	15	0	0
0	0	4	7300-06	Fringe Benefits - FICA - Medicare	4	0	0
0	0	29	7300-15	Fringe Benefits - PERS - OPSRP - IAP	29	0	0
0	0	10	7300-35	Fringe Benefits - Workers' Compensation Insurance	10	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	301		TOTAL PERSONNEL SERVICES	315	0	0
				MATERIALS AND SERVICES			
271	180	250		Recreation Program Expenses raining Class materials and student certification fees.	250	0	0
271	180	250		TOTAL MATERIALS AND SERVICES	250	0	0
271	180	551	-	TOTAL REQUIREMENTS	565	0	0

PARKS & RECREATION Community Center & Rec Programs

Organization Set – Programs

Organization Set #

Administration

- Classes and Programs
- Tiny Tots

Special Events

• Summer Stars

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



Budget Highlights

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

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

Core Services

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



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

Future Challenges and Opportunities

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

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



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

Historical Highlights

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



1908 to 1922

- 1948 McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~ \$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance operations.
- 1977 First full-time, City-funded Recreation Coordinator hired. Programs begin to expand beyond recreational sports to include special interest classes, summer concerts, etc.

- 1978 March 1978, Voters pass 5-year bond levy for City to purchase the old National Guard Armory at 6th and Evans - \$190,000.
- 1979 November 1978, Voters pass 20year bond levy to remodel the old National Guard Armory into a McMinnvilleCommunity Center. -\$2,622,000.
- 1981 New McMinnville Community Center opens. Recreation classes expand drastically to include art, dance, pottery, cooking, finance, etc. Community special events also expand including craft fairs, concert series, home and garden shows, teen activities, dances, senior activities, etc.
- 1981 Senior Citizen's Inc. move into Community Center to provide recreation programs for older adults. Old city-owned community building on 1st and Galloway Streets, where seniors had been meeting, was demolished when the Post Office was moved to its current location.
- 1993 Spring Break Quake damages Community Center.

- 1994 Major seismic retrofit and renovation is completed, funded from the Insurance Reserve Fund.
- 1995 Seniors move from Community Center to new McMinnville Senior Center upon its completion.
- 2005 New carpet and other cosmetic renovations upgrade Center facilities. 56,000 participants attend 887 meetings at the Center.
- 2011 Parks & Recreation Department implements ActiveNet Online Registration, improving customer service and staff efficiency.

get Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
34,292	35,254	40,000	5380-20 Facility Rentals - Meeting Rooms Community Center general meeting room rentals.	40,000	0	1
6,439	17,339	7,000	5380-25 Facility Rentals - Auditorium Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	15,000	0	0
5,282	1,512	2,000	5380-30 Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from contracted vendors.	3,000	0	
9,574	8,326	8,500	5380-35 Facility Rentals - Athletic Facilities Community Center "athletic membership" fees for locker room, track, racquetball, basketball, pickleball, and table tennis.	8,500	0	
2,637	6,208	5,000	5380-40 Facility Rentals - Staff Fees Staff fees charged to user groups when the Community Center is rented beyond normal operating hours.	7,500	0	
0	0	50	5380-42 Facility Rentals - Contract Event Security Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	200	0	
58,224	68,639	62,550	TOTAL CHARGES FOR SERVICES	74,200	0	
			MISCELLANEOUS			
656	703	500	6600 Other Income Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc .	400	0	(
0	1,503	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	
656	2,206	500	TOTAL MISCELLANEOUS	400	0	
58,880	70,845	63,050	TOTAL RESOURCES	74,600	0	(

get Docume				01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ADOPT BUDG
				REQUIREMENTS			
				PERSONNEL SERVICES			
6,690	-2,523	0	7000	Salaries & Wages	0	0	
84,027	87,486	96,755	Recreation F	Salaries & Wages - Regular Full Time Center Manager - 1.00 FTE Program Coordinator II - 0.20 FTE ve Analyst - 0.50 FTE	79,324	0	
29,639	29,653	34,000	7000-15 Extra Help -	Salaries & Wages - Temporary Community Center - 2.58 FTE	58,858	0	
				s additional staff hours to allow for double coverage during open hours as a neement measure.			
241	2,210	0	7000-20	Salaries & Wages - Overtime	0	0	
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	192	0	
2,255	-1,112	0	7300	Fringe Benefits	0	0	
6,922	7,288	8,106	7300-05	Fringe Benefits - FICA - Social Security	8,578	0	
1,619	1,705	1,896	7300-06	Fringe Benefits - FICA - Medicare	2,006	0	
15,900	20,428	29,917	7300-15	Fringe Benefits - PERS - OPSRP - IAP	26,031	0	
10,595	8,935	22,985	7300-20	Fringe Benefits - Medical Insurance	16,738	0	
2,000	1,000	2,750	7300-22	Fringe Benefits - VEBA Plan	4,000	0	
206	171	216	7300-25	Fringe Benefits - Life Insurance	184	0	
489	419	532	7300-30	Fringe Benefits - Long Term Disability	436	0	
1,842	1,679	1,739	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,935	0	
112	98	103	7300-37	Fringe Benefits - Workers' Benefit Fund	125	0	
0	-8	99	7300-40	Fringe Benefits - Unemployment	99	0	
41	33	60	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	59	0	
162,577	157,462	199,158		TOTAL PERSONNEL SERVICES	198,565	0	
				MATERIALS AND SERVICES			
7,240	8,424	7,500	7500	Credit Card Fees	7,500	0	
0	0	1,500	7520-15	Public Notices & Printing - Brochure	0	0	
33	65	200	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	200	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Section :090 - COMMUNITY CENTER & REC PROGRAMS				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE	
735	340	1,620		Travel & Education development conferences and workshops and m and Parks Association and National Recreation ar			on	300	0	C
70,895	60,940	66,000	7600	Electric & Natural Gas				66,000	0	0
4,300	3,800	4,700	7610-05	Insurance - Liability				4,900	0	C
15,800	18,800	18,700	7610-10	Insurance - Property				15,800	0	(
5,639	5,832	6,000	7620	Telecommunications				6,000	0	(
31,559	38,091	41,265	7650-10	Janitorial - Services				51,715	0	(
2,899	4,018	3,200	7650-15	Janitorial - Supplies				3,200	0	C
3,297	2,130	2,200	7660	Materials & Supplies				3,000	0	(
16,190	29,566	41,800	7720 Routine annu enhancemer	Repairs & Maintenance al maintenance. This includes an increase of \$1 ts.	16,500 fc	or building safe	ty	56,500	0	C
793	664	650	7750	Professional Services				600	0	
			<u>Descript</u> Audit fee	on allocation	<u>Units</u> 1	<u>Amt/Unit</u> 600	<u>Total</u> 600			
9,256	11,480	16,175	7790	Maintenance & Rental Contracts				16,500	0	(
3,260	2,310	2,800	7800 Misc. equipm	M & S Equipment ent replacement				3,000	0	(
3,966	2,939	3,998	7840 I.S. Fund ma	M & S Computer Charges erials & supplies costs shared city-wide				3,200	0	(
3,768	2,599	2,400	7840-45	M & S Computer Charges - Communit	y Cente	er		1,200	0	(
			<u>Descript</u> Activene	<u>on</u> t annual maintenance	<u>Units</u> 1	<u>Amt/Unit</u> 1,200	<u>Total</u> 1,200			
0	0	50	events requir	Recreation Program Expenses - Contr ated with event security provided by a private ag e additional security. Costs are recovered throu ount 5380-42, Facility Rentals-Contract Event Se	ency wh gh fees o	en Community		200	0	(
179,631	191,998	220,758		TOTAL MATERIALS AN	ND SEF	RVICES		239,815	0	(
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	(
822	745	659	8750	Capital Outlay Computer Charges ital outlay costs shared city-wide				0	0	
822	745	659		TOTAL CAPITAL	OUTLA	<u>Y</u>		0	0	
343,031	350,205	420,575		TOTAL REQUIRE		S		438,380	0	C

nt Report		01 - GENERAL FUND			
2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
		RESOURCES			
		CHARGES FOR SERVICES			
151,836	140,000	5350 Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.	160,000	0	C
480	100	5350-12Registration Fees - PianoRegistration fees for students taking piano lessons.	0	0	0
152,316	140,100	TOTAL CHARGES FOR SERVICES	160,000	0	0
		MISCELLANEOUS			
1,724	650	6420-27 Donations - Parks & Recreation - Piano Local donations for the piano lesson program.	1,000	0	0
1,724	650	TOTAL MISCELLANEOUS	1,000	0	0
154,041	140,750	TOTAL RESOURCES	161,000	0	0
	2017 ACTUAL 151,836 480 152,316 1,724 1,724	2017 ACTUAL 2018 AMENDED BUDGET 151,836 140,000 480 100 152,316 140,100 1,724 650 1,724 650	2017 ACTUAL2018 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS RESOURCES151,836140,0005350Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.4801005350-12Registration Fees - Piano Registration fees for students taking piano lessons.152,316140,000TOTAL CHARGES FOR SERVICES1,7246506420-27Donations - Parks & Recreation - Piano Local donations for the piano lesson program.1,7246506420-27Donations of the piano lesson program.	2017 ACTUAL2018 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS Program :635 - CLASSES & PROGRAMS2019 PROPOSED BUDGETRESOURCES151,836140,0005350Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.160,0004801005350-12Registration Fees - Piano Registration fees of students taking piano lessons.0152,316140,100TOTAL CHARGES FOR SERVICES160,0001,7246506420-27Donations - Parks & Recreation - Piano Local donations for the piano lesson program.1,0001,7246506420-27Donations - Parks & Recreation - Piano Local donations for the piano lesson program.1,000	2017 ACTUAL2018 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS2019 PROPOSED BUDGET2019 APPROVED BUDGETACTUALACTUALAMENDED BUDGETSection :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS2019 PROPOSED BUDGET2019 APPROVED BUDGETEESOURCESCHARGES FOR SERVICES151,836140,0005350Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth. Revenues are increasing due to program growth.160,00004801005350-12Registration Fees - Piano Registration fees for students taking piano lessons.00152,316140,100TOTAL CHARGES FOR SERVICES160,00001,7246506420-27Donations - Parks & Recreation - Piano Local donations for the piano lesson program.1,00001,7246506420-27Donations - Parks & Recreation - Piano Local donations for the piano lesson program.1,0000

get Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
45,373	56,580	50,528	7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 1.30 FTE	57,000	0	(
2,813	3,508	3,133	7300-05 Fringe Benefits - FICA - Social Security	3,534	0	(
658	820	733	7300-06 Fringe Benefits - FICA - Medicare	827	0	(
7,541	8,548	11,430	7300-15 Fringe Benefits - PERS - OPSRP - IAP	13,115	0	(
2,117	2,612	2,617	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,947	0	C
37	51	41	7300-37 Fringe Benefits - Workers' Benefit Fund	38	0	(
58,539	72,118	68,482	TOTAL PERSONNEL SERVICES	77,461	0	(
			MATERIALS AND SERVICES			
15,138	21,442	19,500	8130 Recreation Program Expenses Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors.	35,000	0	(
894	1,730	700	8130-33 Recreation Program Expenses - Piano Contract payments for piano instructor as well as other incidental support fees; i.e. piano tuning.	1,000	0	(
16,033	23,172	20,200	TOTAL MATERIALS AND SERVICES	36,000	0	
74,572	95,291	88,682	TOTAL REQUIREMENTS	113,461	0	(

Budget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
6,600	7,136	7,000	5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	7,000	0	0
6,600	7,136	7,000	TOTAL CHARGES FOR SERVICES	7,000	0	0
6,600	7,136	7,000	TOTAL RESOURCES	7,000	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
77	180	800 8130 Materi	Recreation Program Expenses ials and supplies needed to support Tiny Tots Indoor Playpark.	1,000	0	0
77	180	800	TOTAL MATERIALS AND SERVICES	1,000	0	0
77	180	800	TOTAL REQUIREMENTS	1,000	0	0

dget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
7,200	10,598	16,500	5350 Registration Fees Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, Alien Abduction Dash, MAC Monster Mania, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	9,000	0	C
7,200	10,598	16,500	TOTAL CHARGES FOR SERVICES	9,000	0	C
7,200	10,598	16,500	TOTAL RESOURCES	9,000	0	C

get Documen	t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
			REQUIREMENTS			
			MATERIALS AND SERVICES			
3,586	6,721	10,500	8130 Recreation Program Expenses Expenses for major community events such as Missoula Children's Theater Summer Residency, and other department-sponsored special events included Alien Abduction Dash and MAC Monster Mania.	7,500	0	0
3,586	6,721	10,500	TOTAL MATERIALS AND SERVICES	7,500	0	0
3,586	6,721	10,500	TOTAL REQUIREMENTS	7,500	0	0

3	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
63,600	57,400	67,500		Registration Fees Arts Recreation & Sports (STARS) Program registration fees for elementary n.	80,000	0	C
63,600	57,400	67,500		TOTAL CHARGES FOR SERVICES	80,000	0	(
				MISCELLANEOUS			
400	0	100		Donations - Parks & Recreation - STARS at provide additional STARS Program materials and supplies through account 7680, Materials & Supplies-Donations.	100	0	C
0	2,421	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	C
400	2,421	100		TOTAL MISCELLANEOUS	100	0	0
64,000	59,821	67,600		TOTAL RESOURCES	80,100	0	C

dget Document Report				01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0		Salaries & Wages - Regular Full Time Program Manager - 0.25 FTE	18,594	0	(
26,830	27,985	34,000	Extra Help - Site Director			0	
13	1	0	7000-20	Salaries & Wages - Overtime	0	0	
1,664	1,735	2,108	7300-05	Fringe Benefits - FICA - Social Security	3,546	0	(
389	406	492	7300-06	Fringe Benefits - FICA - Medicare	829	0	(
3,071	2,607	3,844	7300-15	Fringe Benefits - PERS - OPSRP - IAP	8,620	0	
0	0	0	7300-20	Fringe Benefits - Medical Insurance	1,646	0	
0	0	0	7300-22	Fringe Benefits - VEBA Plan	250	0	
0	0	0	7300-25	Fringe Benefits - Life Insurance	28	0	
0	0	0	7300-30	Fringe Benefits - Long Term Disability	102	0	
814	1,109	1,761	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,250	0	
45	45	41	7300-37	Fringe Benefits - Workers' Benefit Fund	50	0	
32,827	33,888	42,246		TOTAL PERSONNEL SERVICES	74,503	0	
				MATERIALS AND SERVICES			
0	0	100	STARS Pro	Materials & Supplies - Donations gram materials and supplies funded through revenue account 6420-50, Parks & Recreation-STARS.	100	0	
10,328	11,295	10,000	Recreation p	Recreation Program Expenses program supplies for summer STARS. Also includes field trip bus and entry fee eded, staff shirts and participant t-shirts.	10,500	0	
10,328	11,295	10,100		TOTAL MATERIALS AND SERVICES	10,600	0	
43,155	45,183	52,346		TOTAL REQUIREMENTS	85,103	0	





Budget Highlights

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

personnel have let us know that upcoming policy and personnel changes may affect their ability to continue the KOB work-study program in the future.

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

General Fund – Parks & Recreation - Kids on the Block

2018 – 2019 Proposed Budget --- Budget Summary

Core Services

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

Future Challenges and Opportunities

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

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



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



General Fund – Parks & Rec – Kids on the Block

Historical Highlights

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

- 2013 The 2013-2014 fiscal year marks the city's 25th anniversary of operating the KOB program.
- 2017 The Mayor's Ball, a primary source of funding for the KOB program, is discontinued. KOB Inc. has approximately 3 years of reserve funds to continue the program as it currently operates.
- 2018 The Parks & Recreation Department is conducting an in-depth program and financial sustainability assessment of Kids on the Block. Results of the study will inform the FY20 budget and the future of the program after KOB Inc. reserve funds are exhausted.



lget Docume	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 [.] ADOPTE BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
189,174	178,920	200,625		Registration Fees - KOB - Elementary Block After-School Program registration fees.	185,000	0	
189,174	178,920	200,625		TOTAL CHARGES FOR SERVICES	185,000	0	
				MISCELLANEOUS			
1,000	0	0	Budget Note	Donations - Parks & Recreation E: Donations from sources other than Kids on the Block, Inc. earmarked for chment projects & programs.	0	0	
116,955	91,575	133,430		Donations - Parks & Recreation - KOB, Inc Elementary Block, Inc. support of the day-to-day operations of the Kids on the Block After- rram.	139,651	0	
16,742	13,876	24,000	6420-20 Kids On The School Prog	Donations - Parks & Recreation - KOB, Inc Enrichment Block, Inc. support of the day-to-day operations of the Kids on the Block After- rram.	24,000	0	
2,823	2,381	4,000		Donations - Parks & Recreation - KOB, Inc Misc Block, Inc. support of the day-to-day operations of the Kids on the Block After- rram.	4,500	0	
4,000	0	0	6420-30	Donations - Parks & Recreation - Mayor's Ball	0	0	
315	394	200	6600	Other Income	200	0	
141,836	108,226	161,630		TOTAL MISCELLANEOUS	168,351	0	
331,009	287,146	362,255		TOTAL RESOURCES	353,351	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,590	867	0	7000	Salaries & Wages	0	0	0
69,104	69,811	71,810	7000-05 Recreation P	Salaries & Wages - Regular Full Time rogram Manager - 0.75 FTE	55,780	0	0
178,695	152,634	187,250	Site Director Assistant Site	Salaries & Wages - Temporary Management Assistant - 0.48 FTE II - 1.74 FTE 2 Director - 1.33 FTE 2 adership - 4.57 FTE	206,006	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
844	-103	0	7300	Fringe Benefits	0	0	0
15,293	13,721	16,062	7300-05	Fringe Benefits - FICA - Social Security	16,230	0	0
3,576	3,209	3,756	7300-06	Fringe Benefits - FICA - Medicare	3,797	0	0
29,240	26,793	37,401	7300-15	Fringe Benefits - PERS - OPSRP - IAP	36,010	0	0
5,528	5,671	5,929	7300-20	Fringe Benefits - Medical Insurance	4,940	0	0
1,000	500	500	7300-22	Fringe Benefits - VEBA Plan	750	0	0
107	108	108	7300-25	Fringe Benefits - Life Insurance	80	0	0
381	382	390	7300-30	Fringe Benefits - Long Term Disability	304	0	0
3,395	3,243	3,730	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,586	0	0
317	236	264	7300-37	Fringe Benefits - Workers' Benefit Fund	260	0	0
0	364	1,001	7300-40	Fringe Benefits - Unemployment	1,000	0	0
42	15	50	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	0	0
309,112	277,451	328,251		TOTAL PERSONNEL SERVICES	328,793	0	0
				MATERIALS AND SERVICES			
6,289	6,186	6,250	7500	Credit Card Fees	10,000	0	0
0	0	1,500	7520-15	Public Notices & Printing - Brochure	0	0	0
17	33	200	7540 Costs shared	Employee Events city-wide for employee training, materials, and events.	200	0	0
700	600	700	7610-05	Insurance - Liability	800	0	0
810	756	800	7620	Telecommunications	800	0	0
20	38	25	7660-05	Materials & Supplies - Office Supplies	25	0	0
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City of McMinnville Budget Document Report

4/13/2018

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARI Section : 093 - KIDS Program : N/ A		DN		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	7680	Materials & Supplies - Dona	tions			0	0	0
674	498	500	7750	Professional Services				400	0	0
			<u>Descrip</u> Audit fe	otion ee allocation	<u>Units</u> 1	<u>Amt/Unit</u> 400	<u>Total</u> 400			
4,000	0	0	7750-39	Professional Services - May	or's Ball Director			0	0	0
1,983	1,469	1,999		M & S Computer Charges aterials & supplies costs shared city-v	vide			2,133	0	0
1,200	1,200	1,200	7840-50	M & S Computer Charges - I	Kids on the Block	ĸ		1,200	0	0
			<u>Descrip</u> Activen	<u>otion</u> let annual maintenance	<u>Units</u> 1	<u>Amt/Unit</u> 1,200	<u>Total</u> 1,200			
14,254	9,351	12,500	Arts and cra	Recreation Program Expense afts materials, sports and games equip KOB After-School Program. Some tr e included.	oment, staff training a			10,000	0	0
16,742	13,876	24,000	Kids on the science, vis	Recreation Program Expense Block Enrichment Programs and suppliting artists, environmental instruction and awareness of the world around the	plies including music , all of which broader	, theater, stor	ytellers	24,000	0	0
2,823	2,281	4,000	8130-40	Recreation Program Expense Block expenses for miscellaneous pro	ses - Miscellaneo			4,500	0	0
6,974	8,577	10,000	Linfield Coll	Recreation Program Expense ege Work Study Program provides fur e students work as program staff.		B leadership	costs	10,500	0	0
			actually tota benefits KO	e: Budget amount represents the Cit al approximately \$40,000 annually. T B by reducing overall Recreation Lea ed through higher fees for participants,	his joint program with dership costs that other	h Linfield Coll herwise would	ege d have to			
56,486	44,866	63,674		TOTAL MATE	RIALS AND SEP	RVICES		64,558	0	0
				CAPITAL OUTLAY						
411	372	330		Capital Outlay Computer Ch apital outlay costs shared city-wide	narges			0	0	0
411	372	330		TOTAL C	APITAL OUTLA	<u>NY</u>		0	0	0
366,009	322,690	392,255		τοται	REQUIREMENT	.c		393,351	0	0

PARKS & RECREATION Recreational Sports

Organization Set – Programs

Administration

- Adult Sports
- Youth Soccer
- Youth Basketball
- Youth Baseball/Softball
- Youth Sports Camps
- Field Rentals

Organization Set #

01-17-096-501 01-17-096-647 01-17-096-650 01-17-096-653 01-17-096-659 01-17-096-659 01-17-096-662



General Fund – Parks & Recreation

- Recreational Sports

Budget Highlights

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



Core Services

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

Future Challenges and Opportunities

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

General Fund – Parks & Recreation - Recreational Sports

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



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



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



General Fund – Parks & Recreation – Recreational Sports

- 1968 First Director of Parks and Recreation hired. Helps organize men's and women's softball programs.
- 1975 Adult sports expanded to include men's and women's softball, coed volleyball, church volleyball, and men's basketball. Youth sports programs begin including pigtail and ponytail girls' softball, gymnastics, tennis lessons, county and statewide tennis tournaments, and a summer track meet. Little league baseball is independently run with volunteers.
- 1977 Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails. Little League volunteers build four "rough" baseball fields on that site.
- 1982 Fall season Youth Soccer Program begins.

- 1983 McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property -80 floodplain acres. Water & Light "trades" the McDaniel property for Cityowned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985 City hires first full-time Youth/Adult Sports Coordinator.
- 1985 Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, 4 soccer fields although without irrigation system. Seasonal irrigation accomplished with farm pipe and water cannons.
- 1986 Parks and Recreation Department assumes responsibility for youth basketball, previously run by volunteer Jaycee's.

Historical Highlights

- 1990 Dancer Park Phase II expands irrigation systems and completes new soccer field areas.
- 1991 At the request of McMinnville Area Little League, Parks and Recreation Department assumes responsibility for youth baseball/softball.
- 1996 From 1996 2000, Dancer Park fields re-aligned and expanded to include 11 soccer fields and baseball fields for T-Ball and Rookie Leagues. Wild Rose Fast-Pitch Softball Program for girls is established and grows to four teams.
- 2000 Voters pass 20-year park improvements bond -\$9,500,000. Bond projects include new baseball/ softball/soccer fields at Dancer Park, new access road, and skate park improvements.
- 2001 Parks and Recreation Department assumes responsibility for Babe Ruth Baseball which becomes MAX Baseball for 13 and 14 year old players.

General Fund – Parks& Recreation – Recreational Sports

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

2013

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

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

Historical Highlights

2017

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

dget Documer	t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
3,815	3,285	5,000	5380-60 Facility Rentals - Field Rentals Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery Meadows Parks. Facility use fees charged to leagues and event sponsors who are independent of Park and Recreation sponsored programs.	4,000	0	0
3,815	3,285	5,000	TOTAL CHARGES FOR SERVICES	4,000	0	0
3,815	3,285	5,000	TOTAL RESOURCES	4,000	0	C

get Docume	•			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
3,264	-113	0	7000	Salaries & Wages	0	0	0
73,213	73,581	75,112	7000-05 Recreation F	Salaries & Wages - Regular Full Time Program Manager - 1.00 FTE	77,728	0	0
9,600	8,438	22,975	7000-15 Extra Help - Program Ass	Salaries & Wages - Temporary Management Assistant - 0.42 FTE sistant - 0.46 FTE	22,975	0	0
25	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
1,304	-181	0	7300	Fringe Benefits	0	0	0
4,971	4,903	6,081	7300-05	Fringe Benefits - FICA - Social Security	6,243	0	0
1,163	1,147	1,422	7300-06	Fringe Benefits - FICA - Medicare	1,460	0	0
21,835	20,979	26,324	7300-15	Fringe Benefits - PERS - OPSRP - IAP	27,444	0	0
11,497	11,792	12,330	7300-20	Fringe Benefits - Medical Insurance	13,706	0	0
2,000	1,000	1,000	7300-22	Fringe Benefits - VEBA Plan	2,000	0	0
107	108	108	7300-25	Fringe Benefits - Life Insurance	108	0	0
383	382	390	7300-30	Fringe Benefits - Long Term Disability	404	0	0
2,788	2,942	1,305	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,260	0	0
43	37	54	7300-37	Fringe Benefits - Workers' Benefit Fund	54	0	0
276	73	299	7300-40	Fringe Benefits - Unemployment	300	0	0
3,294	2,785	3,399	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,399	0	0
135,762	127,872	150,799		TOTAL PERSONNEL SERVICES	157,081	0	0
				MATERIALS AND SERVICES			
5,238	4,899	6,500	7500	Credit Card Fees	6,500	0	0
0	0	1,500	7520-15	Public Notices & Printing - Brochure	0	0	0
17	33	100	7540 Costs shared	Employee Events d city-wide for employee training, materials, and events.	100	0	0
170	250	300	7550 Professional	Travel & Education memberships and miscellaneous workshops.	300	0	0
202	269	300	7590	Fuel - Vehicle & Equipment	300	0	0
900	800	1,000	7610-05	Insurance - Liability	1,100	0	0
200	300	200	7610-10	Insurance - Property	200	0	0

udget Documer	nt Report			01 - GENERAL FL	JND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PAR Section : 096 - REC Program : 501 - ADM I	REATIONAL SPOR			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
1,614	1,730	1,800	7620	Telecommunications				1,800	0	0
14	25	20	7660-05	Materials & Supplies - Offic	e Supplies			20	0	0
528	415	450	7750	Professional Services				445	0	0
				<u>tion</u> 125 administration fee e allocation	<u>Units</u> 1 1	<u>Amt/Unit</u> 45 400	<u>Total</u> 45 400			
0	0	0	7800	M & S Equipment				0	0	C
1,983	1,469	1,999	7840 I.S. Fund ma	M & S Computer Charges aterials & supplies costs shared city-	wide			2,133	0	(
2,367	1,200	1,500	7840-55	M & S Computer Charges -	Recreational Spo	rts		2,700	0	(
				<u>tion</u> et annual maintenance ement desktop	<u>Units</u> 1 1	<u>Amt/Unit</u> 1,200 1,500	<u>Total</u> 1,200 1,500			
0	0	0	8130-15	Recreation Program Expen	ses - Concession	s		0	0	(
13,233	11,390	15,669		TOTAL MATE	RIALS AND SE	RVICES		15,598	0	C
				CAPITAL OUTLAY						
411	372	330	8750 I.S. Fund ca	Capital Outlay Computer C pital outlay costs shared city-wide	harges			0	0	C
411	372	330		TOTAL	CAPITAL OUTLA	<u>AY</u>		0	0	0
149,406	139,634	166,798		TOTAL	REQUIREMENT	S		172,679	0	0

dget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
24,750	16,901	25,000	5350 Registration Fees Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	17,000	0	0
24,750	16,901	25,000	TOTAL CHARGES FOR SERVICES	17,000	0	0
24,750	16,901	25,000	TOTAL RESOURCES	17,000	0	0

lget Documer	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,711	4,245	4,802	7000-15 Recreation F	Salaries & Wages - Temporary Program Labor - 0.20 FTE	5,003	0	0
292	263	297	7300-05	Fringe Benefits - FICA - Social Security	310	0	0
68	62	69	7300-06	Fringe Benefits - FICA - Medicare	72	0	0
819	156	543	7300-15	Fringe Benefits - PERS - OPSRP - IAP	563	0	0
0	0	249	7300-35	Fringe Benefits - Workers' Compensation Insurance	259	0	0
8	6	6	7300-37	Fringe Benefits - Workers' Benefit Fund	6	0	C
5,899	4,732	5,966		TOTAL PERSONNEL SERVICES	6,213	0	C
				MATERIALS AND SERVICES			
12,766	10,583	12,125	8130 Sports officia Sports Progr	Recreation Program Expenses als, portable toilet rentals, trophies, and other expenses related to the Adult ram.	12,000	0	C
12,766	10,583	12,125		TOTAL MATERIALS AND SERVICES	12,000	0	0
18,665	15,314	18,091		TOTAL REQUIREMENTS	18,213	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
93,881	92,852	100,500	5350 Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons. \$7000 goes to needed soccer field maintenance improvements (matched by park maintenance).	98,000	0	C
621	0	1,000	5380-55 Facility Rentals - Concessions Soccer concessionaire profit sharing with City.	0	0	0
94,502	92,852	101,500	TOTAL CHARGES FOR SERVICES	98,000	0	0
94,502	92,852	101,500	TOTAL RESOURCES	98,000	0	0

dget Documen	t Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
17,494	16,995	19,001	7000-15 Recreation F	Salaries & Wages - Temporary Program Labor - 0.86 FTE	20,048	0	(
			Increase ref	lects minimum wage increases.			
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	C
1,085	1,054	1,178	7300-05	Fringe Benefits - FICA - Social Security	1,243	0	(
254	246	275	7300-06	Fringe Benefits - FICA - Medicare	291	0	0
243	140	2,147	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,255	0	C
0	0	984	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,036	0	C
32	27	25	7300-37	Fringe Benefits - Workers' Benefit Fund	25	0	C
19,107	18,463	23,610		TOTAL PERSONNEL SERVICES	24,898	0	(
				MATERIALS AND SERVICES			
22,557	20,129	30,625		Recreation Program Expenses pment, team t-shirts, field supplies, and printing, etc. ver additional field maintenance.	31,000	0	(
22,557	20,129	30,625		TOTAL MATERIALS AND SERVICES	31,000	0	C
41,664	38,592	54,235		TOTAL REQUIREMENTS	55,898	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
17,840	19,945	20,600	 Registration Fees onal Sports registration fees and team sponsorships for Youth Basketball.	20,000	0	0
17,840	19,945	20,600	TOTAL CHARGES FOR SERVICES	20,000	0	0
17,840	19,945	20,600	TOTAL RESOURCES	20,000	0	0

dget Documer	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
7,523	9,548	9,148	7000-15 Recreation F	Salaries & Wages - Temporary Program Labor - 0.41 FTE	9,588	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
466	592	567	7300-05	Fringe Benefits - FICA - Social Security	594	0	0
109	138	133	7300-06	Fringe Benefits - FICA - Medicare	139	0	0
216	-151	1,033	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,079	0	0
0	0	474	7300-35	Fringe Benefits - Workers' Compensation Insurance	495	0	0
13	15	12	7300-37	Fringe Benefits - Workers' Benefit Fund	12	0	0
8,327	10,143	11,367		TOTAL PERSONNEL SERVICES	11,907	0	0
				MATERIALS AND SERVICES			
3,254	3,097	3,275		Recreation Program Expenses ketballs, printing, and other supplies related to the Youth Basketball Program.	3,650	0	0
3,254	3,097	3,275		TOTAL MATERIALS AND SERVICES	3,650	0	0
11,581	13,239	14,642		TOTAL REQUIREMENTS	15,557	0	0

get Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
57,246	51,647	61,700	5350 Registration Fees Recreational Sports registration fees for Youth Baseball and Softball Programs. Program fees will off-set costs associated with sick leave and minimum wage increases.	60,500	0	(
500	425	1,000	5380-55 Facility Rentals - Concessions Baseball/Softball concessionaire profit sharing with City.	1,000	0	(
57,746	52,072	62,700	TOTAL CHARGES FOR SERVICES	61,500	0	
			MISCELLANEOUS			
16,444	14,678	15,500	6420-35 Donations - Parks & Recreation - Base/Softball Sponsorships Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8.	15,500	0	
5,152	3,971	3,000	6420-40 Donations - Parks & Recreation - Base/Softball Fundraisers Net income received from annual Youth Baseball and Softball Fundraiser.	3,000	0	(
21,596	18,649	18,500	TOTAL MISCELLANEOUS	18,500	0	
79,341	70,721	81,200	TOTAL RESOURCES	80,000	0	(

get Documen	t Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
14,727	14,685	20,002		Salaries & Wages - Temporary Program Labor - 0.89 FTE	20,831	0	(
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
913	910	1,240	7300-05	Fringe Benefits - FICA - Social Security	1,291	0	(
214	213	290	7300-06	Fringe Benefits - FICA - Medicare	302	0	C
154	310	2,260	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,344	0	(
0	0	1,036	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,077	0	C
26	23	26	7300-37	Fringe Benefits - Workers' Benefit Fund	26	0	C
16,034	16,142	24,854		TOTAL PERSONNEL SERVICES	25,871	0	(
				MATERIALS AND SERVICES			
12,980	14,678	15,500	Baseball/So	Materials & Supplies - Donations oftball field improvements and other equipment purchased in support of the Youth oftball Program funded by revenue account 6420-35, Donations-Parks & Baseball & Softball Sponsorships.	15,500	0	(
18,584	17,023	21,625		Recreation Program Expenses ball/softball related materials, supplies, and equipment necessary to sustain erations for boys and girls 6-14 years.	22,000	0	(
31,564	31,701	37,125		TOTAL MATERIALS AND SERVICES	37,500	0	(
47,598	47,843	61,979		TOTAL REQUIREMENTS	63,371	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
597	748	750	5350 Registration Fees Recreational Sports registration fees for several summer skill development youth sports camps and classes.	750	0	0
597	748	750	TOTAL CHARGES FOR SERVICES	750	0	0
597	748	750	TOTAL RESOURCES	750	0	0

Budget Docume	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	47		Salaries & Wages - Temporary Program Labor - 0.01 FTE	50	0	0
0	0	3	7300-05	Fringe Benefits - FICA - Social Security	4	0	0
0	0	1	7300-06	Fringe Benefits - FICA - Medicare	1	0	0
0	0	6	7300-15	Fringe Benefits - PERS - OPSRP - IAP	4	0	0
0	0	3	7300-35	Fringe Benefits - Workers' Compensation Insurance	3	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	60		TOTAL PERSONNEL SERVICES	62	0	0
				MATERIALS AND SERVICES			
0	0	50		Recreation Program Expenses quipment or supplies to support youth sports camps and classes as needed.	50	0	0
0	0	50		TOTAL MATERIALS AND SERVICES	50	0	0
0	0	110		TOTAL REQUIREMENTS	112	0	0

PARKS & RECREATION
Senior CenterOrganization Set – ProgramsOrganization Set #• Administration01-17-099-501• Classes and Programs01-17-099-635• Special Events01-17-099-641• Day Tours01-17-099-665• Overnight Tours01-17-099-668



General Fund – Parks & Recreation

- Senior Center

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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



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

General Fund – Parks & Recreation - Senior Center

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	2.40		
TTE Adopted Budget	2.49		
Extra Help - Senior Center	2.49	0.74	



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



General Fund – Parks & Recreation – Senior Center

- 1965 Bessie Cornie and other community senior citizens establish McMinnville Senior Citizens, Inc. to provide social functions, recreation activity, and assistance to area seniors. Their membership meetings and activities are held in the City-owned community building at 1st Street and Galloway.
- 1979 McMinnville Senior Citizens Inc. assists the City in planning and passing bond levies to purchase and remodel the old National Guard building as a Community Center.
- 1981 The new McMinnville Community Center opens to the public. McMinnville Senior Citizens, Inc. moves its programs to the Community Center where rooms are dedicated for their use.

- 1987 From 1987 1993, Senior Programs expand at the Community Center and Senior Citizens, Inc. asks the City Council for a "stand alone" Senior Center, "a place of our own" that can better serve older adults without the scheduling difficulties of the busy Community Center. City Council approves preliminary planning efforts.
- 1993 City applies for and is awarded a \$600,000 Community Development Block Grant to build a "stand alone" Senior Center. Senior Citizen's Inc. donates \$100,000 and the City adds \$300,000 to support the construction of a new Senior Center on the edge of Wortman Park.



Over 4,100 participants in special interest recreation

Historical Highlights

- 1995 In October, new McMinnville Senior Center opens with great fanfare. Seniors move from the Community Center to the new facility. The Mid-Willamette Valley Senior Services Agency also moves their meal site to the Senior Center and provides meals five days a week including Meals On Wheels to home bound seniors.
- 1995 From 1995 2005, Senior Programs continue to expand at the Senior Center. Senior Citizens, Inc. proves to be an outstanding partner in supporting the Senior Center by providing continued cash donations and thousands of volunteer hours annually to support operations.
- 2005 10th anniversary of Senior Center was held in October 2005. Senior Programs continue as do general facility rentals for receptions and community events at the Senior Center.

- 2006 Quilt Relief Project continues at the Senior Center. This group of hard working quilters uses donations of fabrics received from community members and makes quilts and lap blankets and in turn donates them to community agencies such as Habitat for Humanity, Juliette's House, and the Yamhill County Health Start
- 2014 Friends of the McMinnville Senior Center (FMSC) donate \$10,000+ for future SC roof replacement to be completed in the next 2-3 years.

program.

2016 The "Wortman Park Café" began operating the Tuesday and Thursday lunch program. The Café offers a fresh salad bar, fresh baked bread, soup and fresh baked cookies. There were 5,816 visits in 2016. The new collaborative with the Northwest Senior and Disabled Services replaced the long standing daily meals program on these days. Home delivered meals continue to operate Monday through Thursday.



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



Guests enjoy a delicious lunch at the Wortman Park Café

2016	2017	2018	01 - GENERAL FUND Department :17 - PARKS & RECREATION	2010	2019	20
ACTUAL	ACTUAL	AMENDED	Section :099 - SENIOR CENTER	2019 PROPOSED	APPROVED	ADOPTE
		BUDGET	Program :501 - ADMINISTRATION	BUDGET	BUDGET	BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
8,204	8,159	9,000	5380-20 Facility Rentals - Meeting Rooms Senior Center meeting room rentals.	11,000	0	(
160	420	300	5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals.	100	0	(
4,721	6,379	8,000	5380-40 Facility Rentals - Staff Fees Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	5,000	0	
9,937	9,357	9,000	5380-45 Facility Rentals - Reception Facilities Senior Center main hall rentals.	6,000	0	
6,000	4,800	4,800	5380-50 Facility Rentals - Meal Site Northwest Senior & Disabled Services fees paid for the use of Senior Center kitchen and dining areas for Senior Meals Program and Meals on Wheels; contract renewed every two years.	4,800	0	
15,108	32,213	29,100	5410-05 Sales - Wortman Park Cafe Revenues from the popular "Wortman Park Café", the Tues./Thurs. fresh salad, soup, bread and dessert lunch at the Senior Center. The Café averages 60 daily attendees.	34,500	0	
1,533	1,101	1,350	5420 Newsletter Senior Program subscription fees for monthly senior newsletter.	1,000	0	
45,663	62,428	61,550	TOTAL CHARGES FOR SERVICES	62,400	0	
			MISCELLANEOUS			
6,760	10,165	3,500	6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities.	4,190	0	
599	2,299	5,563	6420-46 Donations - Parks & Recreation - SC-Fry Family Irrevocable Trust Unused portion of \$10,000 estate donation received in 2013-14. Unused donation funds will	7,102	0	
0	0	37,480	 carry forward year-to-year until funds are exhausted. 6420-60 Donations - Parks & Recreation - Building Improvements Donations received from the Friends of the McMinnville Senior Center (\$10,000), Virginia Klein Estate (\$18,800) and other individuals for future SC roof replacement. Funds will carry over year-to-year until project is initiated. 	37,708	0	
473	1,413	300	6600 Other Income Senior Center equipment rental fees and other incidental revenues.	500	0	
846	2,317	1,500	6600-35 Other Income - Wortman Gallery Income received from the sale of art work displayed in the Wortman Gallery at the Senior Center. Senior Center receives a small percentage of art sales proceeds. Payments to artists are reflected in expense account # 8135. Contributions which support incidental expenses related to Gallery programs are also recorded in this revenue account.	1,500	0	
8,678	16,194	48,343	TOTAL MISCELLANEOUS	51,000	0	

Budget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
54,341	78,622	109,893	TOTAL RESOURCES	113,400	0	0

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

Budget Docume	nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & Section : 099 - SENIOR CE Program :501 - ADMINISTRA	ENTER	NC		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
9,050	9,818	9,000	7600	Electric & Natural Gas				10,000	0	0
1,600	1,400	1,700	7610-05	Insurance - Liability				2,500	0	0
2,600	3,100	3,100	7610-10	Insurance - Property				2,700	0	0
4,344	4,365	4,350	7620	Telecommunications				4,800	0	0
8,400	9,373	10,040	7650-10	Janitorial - Services				12,050	0	0
2,290	1,233	1,200	7650-15	Janitorial - Supplies				1,200	0	0
1,998	2,591	1,700	7660	Materials & Supplies				2,000	0	0
12,391	27,219	22,600	7660-37	Materials & Supplies - Wortman F	Park Cafe			27,000	0	0
4,092	2,261	2,500	Materials ar	Materials & Supplies - Donations and supplies purchased from general donation enue account 6420-45, Donations-Parks & F	ns that suppor		Center	2,500	0	0
6,998	13,698	12,000	Routine ma <u>Descrip</u> Genera Roof re	Repairs & Maintenance intenance & repairs, including \$5,500 for add <u>ation</u> Il repairs and maintenance pair/replacement portion funded by City nal safety measures	ditional safety <u>Units</u> 1 1 1	measures <u>Amt/Unit</u> 20,000 20,000 5,500	<u>Total</u> 20,000 20,000 5,500	45,500	0	0
300	718	43,043	revenue acc 46 and 6420 balance is " used for re- <u>Descrip</u>	Repairs & Maintenance - Donation equipment repairs and maintenance funded count 6420-45, Donations-Parks & Recreation D-60. None of this line-item total is planned fr in-holding" unless needed unexpectedly. App roofing the senior center when matching city option & & maintenance funded by SC Friends	by donations on-Seniors and or expenditure oprox. \$30,000	from seniors d donation ac e is 2018-19. 0 of these fun	cts. 6420- The	45,500	0	0
506	374	10,400		Professional Services	1	45,500	43,300	400	0	0
006	374	10,400	Descrip		<u>Units</u> 1	<u>Amt/Unit</u> 400	<u>Total</u> 400	400	0	0
6,446	6,789	9,248	7790	Maintenance & Rental Contracts				10,000	0	0
0	0	0	7800	M & S Equipment				0	0	0
2,968	9,485	1,000	Equipment	M & S Equipment - Donations purchased from general donations that supp 20-45, Donations-Parks & Recreation-Senior		Center throu	gh revenue	1,000	0	0
2,852	2,204	2,998	7840	M & S Computer Charges aterials & supplies costs shared city-wide				3,200	0	0

dget Documer	nt Report			01 - GENERAL FU	IND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PAR Section : 099 - SEN Program :501 - ADMI	IOR CENTER	N		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,323	1,200	1,200	7840-60	M & S Computer Charges -	Senior Center			1,200	0	0
			<u>Descri</u> Activer	<u>otion</u> let annual maintenance	<u>Units</u> 1	<u>Amt/Unit</u> 1,200	<u>Total</u> 1,200			
515	394	400		Recreation Program Expen and mailing senior newsletter, a moni- benses recovered through subscriptio	thly publication maile			100	0	0
870	2,012	1,350		Wortman Gallery Expenses yments to Gallery artists from sales o xpenses supporting the Gallery.		also include	small,	1,350	0	C
72,773	102,368	143,069		TOTAL MATE	RIALS AND SEF	RVICES		176,900	0	C
				CAPITAL OUTLAY						
617	559	495	8750 I.S. Fund ca	Capital Outlay Computer Cl apital outlay costs shared city-wide	narges			0	0	0
617	559	495		TOTAL (CAPITAL OUTLA	<u>Y</u>		0	0	0
229,968	262,629	314,069		TOTAL	REQUIREMENT	S		377,614	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
36,500	42,843	43,500	5350 Registration Fees Senior Center fees for recreational and special interest classes and programs. Classes and program services at the SC has grown significantly in the past three years.	42,000	0	0
36,500	42,843	43,500	TOTAL CHARGES FOR SERVICES	42,000	0	0
36,500	42,843	43,500	TOTAL RESOURCES	42,000	0	0

dget Documen	t Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	100	7000-15 Classes & Pr	Salaries & Wages - Temporary rograms Labor - 0.01 FTE	100	0	0
0	0	6	7300-05	Fringe Benefits - FICA - Social Security	6	0	0
0	0	1	7300-06	Fringe Benefits - FICA - Medicare	1	0	0
0	0	11	7300-15	Fringe Benefits - PERS - OPSRP - IAP	11	0	0
0	0	3	7300-35	Fringe Benefits - Workers' Compensation Insurance	3	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	121		TOTAL PERSONNEL SERVICES	121	0	0
				MATERIALS AND SERVICES			
18,913	24,447	21,100	Materials and	Recreation Program Expenses d supplies for Senior Center special interest classes and programs including ated with instructors who are independent contractors.	20,000	0	C
18,913	24,447	21,100		TOTAL MATERIALS AND SERVICES	20,000	0	C
18,913	24,447	21,221		TOTAL REQUIREMENTS	20,121	0	0

		01 - GENERAL FUND			
2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
		RESOURCES			
		CHARGES FOR SERVICES			
3,156	2,500	5350 Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	1,000	0	C
3,156	2,500	TOTAL CHARGES FOR SERVICES	1,000	0	C
3,156	2,500	TOTAL RESOURCES	1,000	0	C
	ACTUAL 3,156 3,156	ACTUAL AMENDED BUDGET 3,156 2,500 3,156 2,500	ACTUALAMENDED BUDGETSection :099 - SENIOR CENTER Program :641 - SPECIAL EVENTSRESOURCES3,1562,5005350Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.3,1562,5005350Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.3,1562,500TOTAL CHARGES FOR SERVICES	ACTUALAMENDED BUDGETSection :099 - SENIOR CENTER Program :641 - SPECIAL EVENTSPROPOSED BUDGETRESOURCES3,1562,5005350 Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.1,0003,1562,50010001000	ACTUALAMENDED BUDGETSection :099 - SENIOR CENTER Program :641 - SPECIAL EVENTSPROPOSED BUDGETAPPROVED BUDGETRESOURCES3,1562,5005350Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.1,00003,1562,5005350TOTAL CHARGES FOR SERVICES1,0000

Budget Documer	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
668	2,712	1,000	 Recreation Program Expenses sociated with Senior Center special fund raising events and other major programs.	500	0	0
668	2,712	1,000	TOTAL MATERIALS AND SERVICES	500	0	0
668	2,712	1,000	TOTAL REQUIREMENTS	500	0	0

lget Documen	t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :665 - DAY TOURS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
16,000	16,957	15,200	5350 Registration Fees Registration income from Senior Center sponsored day-long field trip and tour event registration fees; examples include Rose Parade, Lincoln City Salmon Bake, performing arts events in Portland, etc.	10,000	0	0
16,000	16,957	15,200	TOTAL CHARGES FOR SERVICES	10,000	0	0
16,000	16,957	15,200	TOTAL RESOURCES	10,000	0	0

lget Documen	t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :665 - DAY TOURS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	100	Y000-15 Salaries & Wages - Temporary Extra Help - Senior Center Day Tours - 0.01 FTE	100	0	0
0	0	6	300-05 Fringe Benefits - FICA - Social Security	6	0	C
0	0	1	300-06 Fringe Benefits - FICA - Medicare	1	0	C
0	0	11	300-15 Fringe Benefits - PERS - OPSRP - IAP	11	0	(
0	0	3	300-35 Fringe Benefits - Workers' Compensation Insurance	3	0	C
0	0	0	300-37 Fringe Benefits - Workers' Benefit Fund	0	0	(
0	0	121	TOTAL PERSONNEL SERVICES	121	0	(
			MATERIALS AND SERVICES			
13,438	15,200	13,400	Recreation Program Expenses Senior Center day tour excursions including bus transportation, admission fees, me ther event related expenses.	10,000 eals, and	0	(
13,438	15,200	13,400	TOTAL MATERIALS AND SERVICES	10,000	0	(
13,438	15,200	13,521	TOTAL REQUIREMENTS	10,121	0	C

dget Documer	t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
11,618	4,417	5,000	5350 Registration Fees Revenues received from Senior Center sponsored overnight trip registration fees for multi-day tours and other trips which require major transportation and accommodation planning; examples include Canadian Rockies, Vancouver BC, etc.	2,000	0	0
11,618	4,417	5,000	TOTAL CHARGES FOR SERVICES	2,000	0	C
11,618	4,417	5,000	TOTAL RESOURCES	2,000	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
9,136	2,575	4,300	8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accomodations, and event admissions.	250	0	0
9,136	2,575	4,300	TOTAL MATERIALS AND SERVICES	250	0	0
9,136	2,575	4,300	TOTAL REQUIREMENTS	250	0	0



PARK MAINTENANCE





General Fund – Park Maintenance

Budget Highlights

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

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

- Some maintenance needs will continue to be addressed through the use of independent contractors. This can be work that requires specialized licenses, equipment, or expertise. Contract forces are also used to address work for which there is no staff capacity. The work is a mix of demand and planned work. Contract services represent approximately 8% of the Division's budget.
- A key component in McMinnville's livability lies in the City's ability 0 to develop and maintain quality open spaces throughout the community. These spaces are diverse; from formal landscapes to undeveloped natural areas. Each meets the needs of our residents in its own fashion. In order to continue the invitation to our residents to come and enjoy the benefits of these spaces, quality maintenance is essential. Fiscal constraints and competing priorities have resulted in reduced maintenance resources in recent years, and so unfortunately that invitation has not been as attractive as it might be. The 2018-19 budget is reflective of the City's overall move towards addressing staffing and deferred maintenance needs and represents the first steps toward improving that "invitation" to McMinnville residents to visit our facilities.

Core Services

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

Park Services

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

Turf/Landscape Maintenance

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

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

Sports Turf Maintenance

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

Recreation Sports Program Facility Support

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

Tree Maintenance

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



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

Park Amenities

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

Park Building Maintenance

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

Skate Park Maintenance

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

Play Equipment Maintenance

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

Community Event/Volunteer support

• Prepare facilities for special community events.

Emergency Response

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

level as the Street Maintenance staff in this area, and function as integral team members on these first responder crews.



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

Future Challenges and Opportunities

Maintenance planning

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

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



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

Capital Planning

As the park system overall continues to age, planning for and 0 funding capital improvements continues to be a critical element of the City's asset management strategy relative to parks. Buildings, play structures, pavements, skate park elements, park amenities, vehicles and equipment all will continue to age, and will eventually need to be replaced or removed. Adding new facilities or elements to the system only increases this need. At this time, there is not a comprehensive funding strategy or available resources to address capital replacement needs within the park system. The needs range from replacing aging play structures such as the Recreation Station in upper City Park to replacing a 50+ year old shelter in Wortman Park. Vehicle and equipment needs including addressing aging mowing equipment as well as an aging fleet. The current proposal provides resources to replace an 11 foot rotary mower and to purchase a surplus vehicle from McMinnville Water and Light. Locating, assessing and purchasing suitable surplus vehicles has proven to be a economical way to replace certain types of fleet units at a reduced cost, and represents good public fleet management practice. Overall, the challenge will continue to be to identify those capital needs, develop fundable replacement strategies, and begin to plan for those replacements in a manner that fits the City's resources and priorities.

Continue to develop strategies to provide acceptable maintenance levels

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

Develop and implement water conservation strategies

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

Americans with Disability Act (ADA) Compliance

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

Department Cost Summary

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

Full-Time Equivalents (FTE)

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

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



General Fund – Parks Maintenance

- 1994 James Addition park -1.29 acre park - developed with turf, irrigation, benches, and play equipment.
- 1995 Senior Center built in West Wortman Park along with upgrades to the grounds.
- 1996 Dancer Park Phase II completed, increasing the total acreage maintained to 35 acres.
- 1996 Installation of recreation station in UpperCityPark.
- 1997 Parks Maintenance managerial oversight transferred to Public Works Superintendent and becomes part of the newly created Community Development Department.
- 1997 Goucher Street Linear Pathway - 2.46 acres developed with turf, irrigation, benches, and plantings.
- 1998 Lower City Park remodeled and upgraded with new irrigation, parking lot, and turf.

- 2000 Development of Bend-O-River Park - 0.33 acre including play equipment, basketball hoop, lawn area, and irrigation system.
- 2002 Development of Thompson Park - 2.40 acre - with restroom facility, play equipment, horseshoe court, basketball court, and shelter.
- 2003 Ash Meadows Park upgraded - 1.29 acres with turf, irrigation, benches, and plantings.
- 2004 Dancer Park Phase III completed increasing the total acreage maintained to 75 acres.
- 2004 McMinnville Rotary donates completed Tice Park - 32.82 acres - with 1.2 miles of paths, 2 kiosks, pond, bridges, restroom facility, and irrigation.
- 2005 Remodel of City Park and Wortman Park completed.

Historical Highlights

- 2005 BPA Pathway completed 8.43 acres – with 51 miles of concrete path and five benches.
- 2005 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.
- 2006 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.
- 2007 Computerized maintenance management program implemented, including a work order system and an asset management system.
- 2007 Dancer and Star Mill Parks play areas renovated with new play equipment, fall protection surfaces, walks, benches and landscaping.

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

General Fund - Park Maintenance

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

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

Budget Docume	nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 19 - PARK MAINTENANCE Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
10,176	11,425	10,000		Park Rentals reservation fees for Wortman and Discovery Meadows picnic facilities.	10,500	0	0
10,176	11,425	10,000		TOTAL CHARGES FOR SERVICES	10,500	0	0
				MISCELLANEOUS			
580	36	100	6600	Other Income	300	0	0
580	36	100		TOTAL MISCELLANEOUS	300	0	0
10,756	11,461	10,100		TOTAL RESOURCES	10,800	0	0

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

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 19 - PARK MA Section : N/A Program :N/A	INTENANCE			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEE BUDGET
11,841	11,621	12,500	7590	Fuel - Vehicle & Equipment				14,500	0	0
21,438	23,173	23,000	7600	Electric & Natural Gas				23,500	0	0
9,900	8,900	10,900	7610-05	Insurance - Liability				10,800	0	0
11,600	14,000	13,500	7610-10	Insurance - Property				12,100	0	0
5,297	4,530	5,800	7620	Telecommunications				6,200	0	0
1,200	1,258	1,700	7650	Janitorial				1,500	0	0
14,257	20,003	14,500	7660	Materials & Supplies				16,500	0	0
3,077	1,271	2,500	7720-10 Parks Mainternance	Repairs & Maintenance - Buildin enance Department's shared cost of Public e.			rounds	13,700	0	0
			PW con PW offic	tion naintenance nplex piping replacement (50% w/Street) ce heat pump replacement (50% w/Street) ineous repairs	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 200 7,500 5,000 1,000	<u>Total</u> 200 7,500 5,000 1,000			
17,942	15,543	18,000	7720-14	Repairs & Maintenance - Vehicle	es			20,500	0	0
75,001	89,783	84,000	amenity repa	Repairs & Maintenance - Park Ma nance costs include solid waste disposal, f airs/replacement, herbicides, garbage bags quipment parts, landscape bark, fall attenu g material.	ⁱ ertilizer, lime, ja s, dog waste sta	ation supplies,	irrigation	90,250	0	0
8,913	5,916	3,500	7720-27 Park vandali	Repairs & Maintenance - Park Va sm costs including contract and material e elements in the park system.		an up graffiti ar	nd repair	4,000	0	0
1,918	1,555	1,620		Professional Services				1,315	0	0
				t <u>ion</u> 125 administration fee e allocation	<u>Units</u> 1 1	<u>Amt/Unit</u> 115 1,200	<u>Total</u> 115 1,200			
15,209	16,459	16,000	7780-07 Downtown 8	Contract Services - Downtown Alpine Avenue litter patrol and solid waste	e disposal			26,800	0	0
68,142	70,238	83,000	7780-15 Contract ser maintenance repairs, tree	Contract Services - Park Mainter vices augment staff capacity to address sy a, electrical, plumbing, light construction, in planting/pruning/removal, turf/landscape n sticide applications and water feature main	nance vstems needs re rigation repairs naintenance pre	, play equipme	-	93,000	0	0
1,480	2,728	2,000	7800-39 Miscellaneo	M & S Equipment - Parks us small equipment for operations and mai	intenance			2,000	0	0
709	657	500	7800-42 Miscellaneo	M & S Equipment - Shop				500	0	0

dget Docume	ent Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 19 - PARK MAINT Section : N/A Program :N/A	ENANCE			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
3,470	2,939	4,497	7840 I.S. Fund m	M & S Computer Charges aterials & supplies costs shared city-wide				4,800	0	C
6,754	4,720	6,625	7840-65	M & S Computer Charges - Park Mai	ntenance	9		6,050	0	C
			<u>Descri</u> ESRI A Street,	arcview-17% shared with Plan, Bldg, Eng,	<u>Units</u> 1	<u>Amt/Unit</u> 2,050	<u>Total</u> 2,050			
			Hansei	ement workstation	1 1	3,250 750	3,250 750			
280,642	299,221	308,592		TOTAL MATERIALS A		RVICES		354,115	0	C
				CAPITAL OUTLAY						
719	745	742	8750 I.S. Fund ca	Capital Outlay Computer Charges apital outlay costs shared city-wide				0	0	(
0	0	0	8750-65	Capital Outlay Computer Charges - I	Park Mai	ntenance		5,000	0	(
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Hansei Street,	n software upgrade (25% shared with WWS, Eng)	1	5,000	5,000			
0	0	50,000	8800	Building Improvements				0	0	(
12,869	0	0	8850	Vehicles				62,500	0	(
			<u>Descri</u> 11 foot	<u>otion</u> rotary mower (replaces 2001 unit)	<u>Units</u> 1	<u>Amt/Unit</u> 55,000	<u>Total</u> 55,000			
			2009 C Street)	compact pick up (W&L surplus transfer from	1	7,500	7,500			
0	0	0	8920	Land Improvements				10,500	0	(
			<u>Descri</u> Replac	otion e piping-Discovery Meadows water feature	<u>Units</u> 1	<u>Amt/Unit</u> 10,500	<u>Total</u> 10,500			
0	0	25,000	9300-05	Park Improvements - Play Equipmer	t			0	0	(
13,588	745	75,742		TOTAL CAPITAL	OUTLA	<u>NY</u>		78,000	0	(
996,103	1,011,185	1,176,863		TOTAL REQUIR	EMENT	S		1,328,774	0	C



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Budget Highlights

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

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

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

Accomplishments

Library Building:

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

Staff:

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

Challenges

Library Building and Staffing:

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

Open Hours:

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

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

General Fund – Library

2018 – 2019 Proposed Budget --- Budget Summary

Core Services

Reference and Information Services

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

Children's Services

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

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

Circulation Services

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

Technical Services

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

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



General Fund – Library

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



- 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 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 for to over 130 public libraries.

Historical Highlights



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.

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

Budget Document Report				01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	MENDED Section :N/A		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	1	0	6440-20	Donations - Library - Adult Programs	0	0	0
1,364	1,799	1,500	received for Children's S	Donations - Library - Children's Programs eceived from the public and local service groups and donations and compensation trainings performed by children's staff for children's programming, including the summer Reading Program. This money expended through expenditure account aterials & Supplies-Donations-Children's Programs.	8,000	0	0
7,282	5,272	6,000	loans, public	Other Income - Library ous library revenues including reimbursement for postage charge on inter-library c access computer terminal printing fees, public access copy machine copy fees, aneous library revenues.	6,300	0	0
23,909	30,065	20,150		TOTAL MISCELLANEOUS	26,700	0	0
204,017	220,229	210,359		TOTAL RESOURCES	228,061	0	0

2016	2017	2018		Department :21 - LIBRARY	2019	2019	2019
ACTUAL	ACTUAL			Section :N/A	PROPOSED		
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
16,697	119	0	7000	Salaries & Wages	0	0	0
473,120	517,948	548,808	7000-05 Library Dire Library Serv Librarian III Librarian III Librarian II Librarian I - Librarian I - Library Tech	519,000	0	0	
252,706	244,236	261,996	7000-10 Librarian II - Library Tecl Library Tecl Library Assi Library Assi Library Assi	Salaries & Wages - Regular Part Time - Reference - 1.18 FTE Children's - 0.75 FTE hnical Assistant - Children's - 0.75 FTE hnical Assistant - Circulation - 2.46 FTE istant - Children's - 0.30 FTE istant - Circulation - 0.75 FTE istant - Technical Services - 0.70 FTE e - 0.73 FTE	322,883	0	0
			Book Buddi	es - Labor - 0.09 FTE			
2,067	2,251	2,590	7000-15 Program As	Salaries & Wages - Temporary sistant - 0.08 FTE	2,940	0	0
			Book Buddi	es - Labor - 0.05 FTE			
0	110	0	7000-20	Salaries & Wages - Overtime	0	0	0
2,800	4,325	4,800	7000-37	Salaries & Wages - Medical Opt Out Incentive	3,000	0	0
6,610	923	0	7300	Fringe Benefits	0	0	0
44,220	46,554	50,729	7300-05	Fringe Benefits - FICA - Social Security	52,567	0	0
10,342	10,888	11,864	7300-06	Fringe Benefits - FICA - Medicare	12,293	0	0
164,530	164,846	209,525	7300-15	Fringe Benefits - PERS - OPSRP - IAP	224,604	0	0
80,385	79,917	82,747	7300-20	Fringe Benefits - Medical Insurance	97,218	0	0
14,000	7,167	6,500	7300-22	Fringe Benefits - VEBA Plan	15,000	0	0
1,614	1,584	1,620	7300-25	Fringe Benefits - Life Insurance	1,620	0	0
3,638	3,699	3,964	7300-30	Fringe Benefits - Long Term Disability	4,052	0	0
2,315	2,428	2,927	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,956	0	0
488	441	450	7300-37	Fringe Benefits - Workers' Benefit Fund	460	0	0
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City of McMinnville Budget Document Report

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 21 - LIBRARY Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
0	0	99	7300-40	Fringe Benefits - Unemployment	99	0	0
176	167	200	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	200	0	0
1,075,705	1,087,602	1,188,819		TOTAL PERSONNEL SERVICES	1,258,892	0	0
				MATERIALS AND SERVICES			
940	1,400	1,500		Credit Card Fees credit card payment at circulation desk for overdue fines, lost items and out of card fees.	1,500	0	0
259	857	1,600		Employee Events d city-wide for employee training, materials, and events.	1,500	0	0
7,886	3,971	8,000		Travel & Education in professional organizations, registration and travel to workshops, conferences s.	7,500	0	0
1,077	1,545	1,500	Online back	Volunteer Recognition ground checks for library volunteers, recognition and gifts, including annual opreciation Day program and refreshments.	2,500	0	0
811	529	1,000	Mileage reim	Fuel - Vehicle & Equipment hoursement for homebound program deliveries and outreach to preschools and cluding fuel for the bookmobile.	1,000	0	0
28,835	28,091	35,000	7600	Electric & Natural Gas	35,000	0	0
11,500	9,400	11,900	7610-05	Insurance - Liability	13,600	0	0
9,300	11,000	11,200	7610-10	Insurance - Property	9,400	0	0
15,158	14,679	16,000	Telephone a	Telecommunications nd cell lines, elevator phone, bookmobile laptop connection, new internet service installation costs, and alarm phones.	16,000	0	0
20,608	24,254	26,500		Janitorial itorial services and supplies.	30,000	0	0
599	541	650	7660 General libra	Materials & Supplies ary and staff room supplies.	650	0	0
466	394	500	7660-15 Inter-library I	Materials & Supplies - Postage loan books returned by mail and other library mailing costs.	500	0	0
5,421	5,323	5,000		Materials & Supplies - Public Services reference area, Children's Room, and Homework Help Center; costs for toners intriges, copy paper and supplies for technology wall.	4,000	0	0
2,099	1,197	500	7660-30 Library yello	Materials & Supplies - Public Information w pages listing, bookmarks with hours and contact information.	500	0	0
4,781	1,891	1,800		Materials & Supplies - Administration us expenses for employment ads, name tags and library signage, refreshments held in the library and other administrative expenses.	2,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 21 - LIB Section : N/A Program : N/A	RARY			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,124	3,913	3,500		Materials & Supplies - Libr Cooperative Regional Library Servio y cases, miscellaneous expenses a	ce (CCRLS) chargeba			3,500	0	0
4,985	5,051	5,000		Materials & Supplies - Libr ervices supplies: office and printer s materials; book covers, labels and	upplies, processing s		books and	5,000	0	0
1,697	2,256	1,700	7660-65 Craft supplie	Materials & Supplies - Chil es, paper and miscellaneous costs for		ming.		2,500	0	0
0	0	0	7680-10	Materials & Supplies - Don	ations - Adult Pro	grams		0	0	0
0	6,150	5,500	revenue acc	Materials & Supplies - Don es bookmobile program supplies con ount 01-21.6440-10 includes funds posts for Book Buddies.	me from this budget.	Library Fo	undation	5,500	0	0
1,363	1,799	1,500		Materials & Supplies - Don rogramming and supplies, including enue account 6440-25, Donations-L	the Summer Reading	g Program,		7,000	0	0
0	0	0	7680-16	Materials & Supplies - Don	ations - Friends o	f the Libr	ary	0	0	0
8,684	11,298	10,000	7720-08	Repairs & Maintenance - B	uilding Repairs			10,000	0	0
16,803	20,743	18,000	cleaning, mo	Repairs & Maintenance - B ntenance including pest control, ala ses treatment for roof, elevator and ing and other regularly scheduled b	rm inspections, extra HVAC maintenance,	scheduled		18,000	0	0
361	1,518	400	7720-14 Repairs, ma	Repairs & Maintenance - V intenance and supplies for the libra				600	0	0
2,436	1,985	1,900	•	Professional Services				1,770	0	0
				<u>tion</u> 125 administration fee ee Allocation	<u>Units</u> 1 1	<u>Amt/Uni</u> 27(1,500	270			
7,203	7,874	7,800	Equipment r	Maintenance & Rental Con naintenance agreements, leases, so ge meter lease, book vendor acces	oftware license renew		e space	8,500	0	0
0	5,984	6,000	Furniture an	M & S Equipment d other items have previously been w be tracked here.	budgeted in Materials	s & Supplie	s. These	6,000	0	0
0	0	0	7810-05	M & S Equipment - Donation	ons - Library Foun	dation		0	0	0
59,492	49,960	64,962		M & S Computer Charges aterials & supplies costs shared city	-wide			65,065	0	0

				01 - GENERAL FL						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 21 - LIBF Section : N/A Program :N/A	RARY			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
19,411	17,795	4,600	7840-70	M & S Computer Charges -	Library			13,200	0	(
			<u>Descript</u> Replace Printer/S	ment workstations	<u>Units</u> 8 1	<u>Amt/Unit</u> 1,500 1,200	<u>Total</u> 12,000 1,200			
19,021	19,979	20,000	8150-05 Fiction and r	Books & Materials - Adult E				20,000	0	
1,000	0	0	Items previo	Books & Materials - Referent ooks and materials for adult print refusive purchased for the non-circulation It Books budget.	erence collection.	n will now be	purchased	0	0	
4,649	3,910	4,500	8150-15	Books & Materials - Reference criptions for public use: Consumer R			s A to Z,	4,000	0	
13,997	13,801	14,000	8150-20 Library book	Books & Materials - Childre s, audio visual, and other materials		2.		14,000	0	
4,492	4,451	4,500	8150-25 Library mate	Books & Materials - Young rials for young adults ages 12 - 17.	Adult Books			4,500	0	
3,987	3,990	4,000	8150-30 Large print b	Books & Materials - Large I ooks for visually impaired adults.	Print Books			4,000	0	
3,261	3,234	3,650	8150-35 Books, medi	Books & Materials - Spanis a, magazines and newspapers in Sp		rials		3,650	0	
0	0	0	8150-40	Books & Materials - Bookm	obile			0	0	
5,349	5,470	5,500	8150-45 Newspaper a	Books & Materials - Period		titles.		5,500	0	
5,997	5,988	6,000	8150-50 Adult nonfict	Books & Materials - Audio Vion and entertainment DVDs.	Visuals-DVD			6,000	0	
5,369	5,321	-,		Books & Materials - Audio				5,500	0	
4,204	4,274	4,280	State Aid Grand State Aid Grand State Aid Grand State Aid State Ai	Books & Materials - State G -to-Read Grant expenditures funded ant-Library. Ready to Read Grant pr ita basis to all Oregon libraries. \$42 oks & Materials-State Grant Materia	l through revenue acc ovided annually by th 80 expended through	e Oregon St	ate Library account	4,280	0	
13,550	10,904	400	8160 Various libra Library.	Donations - Library ry purchases and materials funded to	hrough revenue acco	unt 6440, Do	onations-	400	0	
102	0	250	8160-05 Books and m -Library-Boo	Donations - Library - Booki naterials for the bookmobile funded to kmobile.		unt 6440-05	, Donations	0	0	
322,277	322,722	326,092		TOTAL MATE	RIALS AND SEF	RVICES		344,115	0	

udget Docum	ent Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			CAPITAL OUTLAY			
12,333	12,663	10,714	Capital Outlay Computer Charges capital outlay costs shared city-wide	0	0	0
35,000	0	75,000	 Building Improvements D lighting upgrade	25,000	0	0
47,333	12,663	85,714	TOTAL CAPITAL OUTLAY	25,000	0	0
1,445,315	1,422,988	1,600,625	TOTAL REQUIREMENTS	1,628,007	0	0



GENERAL FUND NON-DEPARTMENTAL





General Fund -Non- Departmental

Budget Highlights

Revenues

Property Taxes - Current

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

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

Franchise Fees

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

Intergovernmental

State Shared Revenues - Oregon state shared revenues are a significant source of funding for General Fund operations. Cigarette taxes are projected to remain consistent with prior years. However, the City's allocation of State shared revenue, which is a distribution of the State's liquor and marijuana receipts, is expected to increase slightly compared to the prior year. The City entered into an intergovernmental agreement with the State authorizing the State to collect the City's local marijuana tax. To date, the amount of State and local marijuana taxes distributed by the State have not shown a consistent trend. However, based on early distributions, it is estimated that local marijuana tax will be approximately \$100,000 and State shared tax will be approximately \$72,000 annually.

Urban Renewal

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

PERS Transition Liability

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

Transfers In

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

Expenditures

Transfers Out

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

Future Challenges and Opportunities

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

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

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



General Fund – Non-Departmental

- 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 3year 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.

- **Historical Highlights**
- 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.
- 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 "nonassigned" 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 Docum	ent Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			PROPERTY TAXES			
11,428,581	11,813,466	11,982,150	4100-05 Property Taxes - Current \$13,529,197 2018-19 Permanent operating property tax levy, \$5.02 per \$1,000 (\$1,082,336) Less: Uncollectible taxes - 8%. \$12,446,861 2018-19 Current property taxes	12,446,861	0	0
433,245	478,022	400,000	4100-10 Property Taxes - Prior Collection of delinquent property taxes due from prior year permanent rate property tax levies.	400,000	0	0
11,861,826	12,291,488	12,382,150	TOTAL PROPERTY TAXES	12,846,861	0	0
			LICENSES AND PERMITS			
1,778,731	1,892,474	1,850,000	4205-05 Franchise Fees - McMinnville Water & Light McMinnville Water and Light Department payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users, 3% special class of heavy industrial users - presently only Cascade Steel Rolling Mills and Air Liquide.	1,905,000	0	0
5,316	6,008	5,000	4205-06 Franchise Fees - Miscellaneous-Telecommunications Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	3,000	0	0
31,782	32,865	32,000	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for managment of local public access channel.	33,000	0	0
38,473	34,819	40,000	4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	37,000	0	0
170,452	177,209	172,000	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	177,000	0	0
149,085	154,778	155,000	4205-20 Franchise Fees - Recology Western Oregon Recology - Western Oregon franchise fee was increased from 3% to 4% effective October 2017 and from 4% to 5% effective July 2018	291,000	0	0
134,959	122,157	122,000	4205-25 Franchise Fees - Northwest Natural NW Natural gas franchise fee is 5%.	190,000	0	0
0	14,139	0	4215 Marijuana Tax - Local Local City tax is based on 3% of marijuana sales	100,000	0	0

	ent Report		01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
3,406	4,328	2,500	9	3,600	0	(
2,312,205	2,438,776	2,378,500	TOTAL LICENSES AND PERMITS	2,739,600	0	C
			INTERGOVERNMENTAL			
43,386	42,229	42,000	4720 OR State Cigarette Taxes State Shared Revenue Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.	42,000	0	(
308,483	346,810	315,000	4730 OR State Revenue Sharing State Shared Revenue Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.	357,000	0	(
473,287	510,199	473,000	4750 OR State Liquor Taxes State Shared Revenue Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.	520,000	0	
0	0	0	4755 OR State Marijuana Taxes State shared revenue - statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis	72,000	0	
21,347	197,690	0	5080-05Inter-Agency Loan Repayment - Principal2017 - 2018 Moved to Transfers In 01-99-6900-59.	0	0	(
0	1,417	0	5080-10Inter-Agency Loan Repayment - Interest2017 - 2018 Moved to Transfers In 01-99-6900-59.	0	0	
846,503	1,098,345	830,000	TOTAL INTERGOVERNMENTAL	991,000	0	(
			MISCELLANEOUS			
37,003	65,484	76,900	6310 Interest Estimated interest income earned on investments	78,100	0	(
1,285	6,011	1,500	6600 Other Income	1,500	0	(
0	0	332,746	6600-03 Other Income - PERS Transition Liability Reimb City refinanced PERS transition liability for lower interest rate in 2016. General Fund is paying debt service payments on refinancing loan and operating departments reimburse the General Fund based on the department's covered payroll.	344,496	0	(
38,288	71,494	411,146	TOTAL MISCELLANEOUS	424,096	0	(
			OTHER FINANCING SOURCE			
0	0	0	6820-10 Bond Proceeds - Premium	0	0	(
0	2,192,300	0	6830-10 Loan Proceeds - Alpine Avenue-Urban Renewal	0	0	(
	3,525,860		6830-15 Loan Proceeds - PERS Transition Liability	0	0	(

lget Docum	ent Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 99 - NON-DEPART Section : N/A Program :N/A	MENTA	L		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	5,718,160	0		TOTAL OTHER FINAN	CING S	OURCE		0	0	0
				TRANSFERS IN						
5,817	6,020	6,337	6900-05	Transfers In - Special Assessments				6,540	0	C
,	,		Descrip	•	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Adminis support	tration and Finance personnel services	1	6,540	6,540			
188,401	209,171	204,174	6900-07	Transfers In - Transient Lodging Tax				375,375	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Finance	personnel services support.	1	13,945	13,945			
			Transfe	r 30% of transient lodging taxes collected	1	361,430	361,430			
200,375	198,721	238,144	6900-20	Transfers In - Street				249,418	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				und support of Engineering operations.	1	19,177	19,177			
			Enginee support	ering, Admin, & Finance personnel services	1	230,241	230,241			
73,871	75,721	123,902	6900-25	Transfers In - Airport				125,619	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Fund support of Engineering operations.	1	10,602	10,602			
			Enginee support	ering, Admin, & Finance personnel services	1	115,017	115,017			
105,354	149,480	165,846	6900-45	Transfers In - Transportation				173,824	0	
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				ortation Fund support of Engineering	1	14,251	14,251			
			operatic Enginee support	ering, Admin, & Finance personnel services	1	159,573	159,573			
52,236	54,999	58,359	6900-50	Transfers In - Park Development				54,723	0	
,	,		Descrip	-	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Parks &	Rec Admin, Admin, & Finance personnel support.	1	54,723	54,723			
0	0	25,026	6900-58	Transfers In - Urban Renewal				44,031	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			· · · ·	g personnel services support	1	44,031	44,031			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 99 - NON-DEPAR Section : N/A Program :N/A	ΓΜΕΝΤΑ	L		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
0	0	313,905	6900-59	Transfers In - Urban Renewal Debt S	Service			457,730	0	0
			Bank lo	<u>tion</u> nent of prior year expenses an payment - Principal an payment - Interest	<u>Units</u> 1 1	<u>Amt/Unit</u> 10,000 100,000 43,499	<u>Total</u> 10,000 100,000 43,499			
				nent of current year expenses	1	304,231	304,231			
30,954	33,628	75,788	6900-70	Transfers In - Building				69,875	0	(
			<u>Descrip</u> Enginee support	ering, Admin, & Finance personnel services	<u>Units</u> 1	<u>Amt/Unit</u> 69,875	<u>Total</u> 69,875			
256,975	258,977	287,543	6900-75	Transfers In - Wastewater Services				304,257	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			operatio		1	21,064	21,064			
			Enginee support	ring, Admin, & Finance personnel services	1	283,193	283,193			
230,222	203,109	221,294	6900-77	Transfers In - Wastewater Capital				228,203	0	(
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			operatio		1	17,645	17,645			
			Enginee support	ring, Admin, & Finance personnel services	1	210,558	210,558			
188,467	196,754	191,973	6900-79	Transfers In - Ambulance				228,605	0	(
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Adminis Billing s	tration and Finance personnel including Amb taff	1	228,605	228,605			
38,503	44,196	45,768		Transfers In - Insurance Services ervices Fund distribution is to fund salaries and nanager in General Fund Administration Depart		nefits for Hum	nan	140,347	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adminis support	tration and Finance personnel services	1	48,291	48,291			
			Insuran	ce Service Fund distribution	1	92,056	92,056			
,371,175	1,430,776	1,958,059		TOTAL TRANS	FERS IN	<u>1</u>		2,458,547	0	
,429,996	23,049,039	17,959,855		TOTAL RESO	URCES			19,460,104	0	(

get Docume	ent Report			01 - GENERAL FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 99 - NON-DEPAR Section : N/A Program : N/ A	TMENTA	L		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
0	23,300	0	7750-63	Professional Services - Financing Is	suance (Cost		0	0	C
0	23,300	0		TOTAL MATERIALS	AND SE	RVICES		0	0	C
				SPECIAL PAYMENTS						
205,131	2,220,084	0	9395	Inter-Agency Loan - Urban Renewal				0	0	(
205,131	2,220,084	0		TOTAL SPECIAL	PAYME	<u>NTS</u>		0	0	(
				DEBT SERVICE						
0	3,502,560	0	9417	PERS Transition Liability				0	0	(
0	0	213,420	9417-05 In 2016-17, P	016-17, PERS Transition Liability was refinanced with a 10 year bank loan.				255,780	0	(
0	0	119,326	9417-10 In 2016-17, F	17-10 PERS Transition Liability - Interest 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.				88,717	0	(
0	0	33,667					100,000	0	(
0	0	57,362	9540-10 Payment of ir portion of Alp	Alpine Avenue-Urban Renewal - Interest on debt issued by City in 2016-17 for c ine Ave		of Urban Re	enewal	43,499	0	(
0	3,502,560	423,775		TOTAL DEBT	SERVICE	<u> </u>		487,996	0	(
				TRANSFERS OUT						
662,400	689,100	721,400	9700-15	Transfers Out - Emergency Commu	nications	;		728,100	0	(
			<u>Descripti</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			for PD &	Fund support for YCOM dispatching service Fire.	1	728,100	728,100			
0	0	212,876	9700-58	Transfers Out - Urban Renewal				304,231	0	(
			<u>Descripti</u> Urban Re	<u>on</u> enewal current year expenses	<u>Units</u> 1	<u>Amt/Unit</u> 304,231	<u>Total</u> 304,231			
1,150,000	800,000	800,000	9700-79	Transfers Out - Ambulance				800,000	0	(
			Descripti		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			General services	Fund support of City emergency medical	1	800,000	800,000			

udget Docum	ent Report			01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
313,802	321,055	324,966	9700-80	Transfers Out - Information Systems	350,177	0	0
			<u>Descript</u> Informat	tion Units Amt/Unit Total tion Systems personnel services support. 1 350,177 350,177			
2,126,202	1,810,155	2,059,242		TOTAL TRANSFERS OUT	2,182,508	0	0
				CONTINGENCIES			
0	0	900,000	9800	Contingencies	900,000	0	0
0	0	900,000		TOTAL CONTINGENCIES	900,000	0	0
				ENDING FUND BALANCE			
572,141	673,697	463,786	Designated of	Designated End FB - General Fd - LOSAP carryover from proposed budget year to sbusequent for the Length of Service am (LOSAP), the City's retirement benefit program for volunteer firefighters.	622,461	0	0
75,000	112,500	112,500	9901-25	Designated End FB - General Fd - Facility Improvements	0	0	0
6,623,209	6,341,482	2,086,861		Unappropriated Ending Fd Balance d carryover from proposed budget year to subsequent year, includes the excess venues over (under) expenditures from prior year operations.	1,194,206	0	0
7,270,350	7,127,679	2,663,147		TOTAL ENDING FUND BALANCE	1,816,667	0	0
9,601,683	14,683,778	6,046,164		TOTAL REQUIREMENTS	5,387,171	0	0

Budget Docum	ent Report		01 - GENERAL FUND			
2016 ACTUAL	ACTUAL ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
27,908,089	33,367,033	26,985,774	TOTAL RESOURCES	28,738,695	0	0
27,908,088	33,367,033	26,985,774	TOTAL REQUIREMENTS	28,738,695	0	0

SPECIAL ASSESSMENT FUND



Special Assessment Fund

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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

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



Special Assessment Fund

- 1976 City Council establishes Villard Street Local Improvement District.
- 1986 City Council establishes Cleveland Avenue Local Improvement District - \$77,500.
- 1986 City Council establishes Downtown Economic Improvement District (DEID) – 1st three-year assessment district ~\$33,000. DEID assessments collected "passed through" to McMinnville Downtown Association (MDA).
- 1987 City Council establishes Michelbook Lane Local Improvement District - \$71,500.
- 1989 City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected "passed through" to MDA.
- 1991 City Council establishes NE Hembree Street Local Improvement District -\$130,000.
- 1991 City Council establishes NE Newby Street Local Improvement District - \$98,000.

- 1992 City Council reestablishes DEID – 3rd three-year assessment district ~\$42,000.
- 1993 City Council establishes Pacific Avenue Local Improvement District -\$30,000.
- 1995 City Council reestablishes DEID – 4th three-year assessment district ~\$42,000.
- 1998 City Council establishes Burnette Road Local Improvement District -\$361,500.
- 1998 City Council reestablishes DEID – 5th three-year assessment district ~\$44,500.
- 1999 City Council establishes Newby Sidewalk Local Improvement District -\$23,000.
- 2001 City Council reestablishes DEID – 6th three-year assessment district ~\$47,000.

- Historical Highlights
- 2004 City Council re-establishes DEID – 7th three-year assessment district ~\$51,500.
- 2007 City Council re-establishes DEID – 8th three-year assessment district.
- 2010 City Council re-establishes DEID – 9th three-year assessment district. DEID assessments collected passed through to MDA.
- 2013 City Council re-established DEID – 10th three-year assessment district. DEID assessments collected are passed through to MDA.
- 2015 City is awarded a \$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.

0040	0047	0040	Department :N/A	2010	0040	0040
2016 ACTUAL	2017 ACTUAL	2018 AMENDED	Department : N/A Section : N/A	2019 PROPOSED	2019 APPROVED	2019 ADOPTED
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
159,630	154,888	150,357	4090Beginning Fund BalanceEstimated July 1 carryover from prior year	146,147	0	0
159,630	154,888	150,357	TOTAL BEGINNING FUND BALANCE	146,147	0	0
			INTERGOVERNMENTAL			
321,022	73,606	0	4520-15 Community Development Block Grnt - 2015 Housing Rehabilitation	0	0	0
321,022	73,606	0	TOTAL INTERGOVERNMENTAL	0	0	0
			SPECIAL ASSESSMENTS			
57,151	53,265	72,300	6250 Downtown Economic Assessment Collections from the Downtown Economic Improvement District (DEID) Assessment. Fund collected are passed through to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance.		0	0
			Budget Note: The three-year DEID Assessment District's duration is from August 1, 2016 to July 31, 2019.	D		
57,151	53,265	72,300	TOTAL SPECIAL ASSESSMENTS	72,300	0	0
			MISCELLANEOUS			
611	1,216	1,600	6310 Interest	1,700	0	0
464	0	0	6310-25 Interest - Assessments Interest collected on past due assessment accounts.	0	0	0
1,075	1,216	1,600	TOTAL MISCELLANEOUS	1,700	0	0
538,878	282,975	224,257	TOTAL RESOURCES	220,147	0	0

get Documer	it Report		05 - SPECIAL ASSESSMENT FUND			
2016	2017	2018	Department :N/A	2019	2019	201
ACTUAL	ACTUAL	AMENDED BUDGET	Section :N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
		BUDGET	Program :NA	BUDGET	BUDGET	BUDGEI
			REQUIREMENTS			
			MATERIALS AND SERVICES			
57,151	53,265	72,300	8020 McMinnville Downtown Association Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	72,300	0	0
321,022	73,606	0	8220-15 Yamhill Co Affordable Housing - 2015 Comm Dev Block Grant	0	0	0
378,173	126,871	72,300	TOTAL MATERIALS AND SERVICES	72,300	0	0
			TRANSFERS OUT			
5,817	6,020	6,337	9700-01 Transfers Out - General Fund	6,540	0	0
			Description Units Amt/Unit Tota	al		
			Administration and Finance personnel services 1 6,540 6,54 support.	0		
5,817	6,020	6,337	TOTAL TRANSFERS OUT	6,540	0	0
			CONTINGENCIES			
0	0	20,000	9800 Contingencies	20,000	0	0
0	0	20,000	TOTAL CONTINGENCIES	20,000	0	0
			ENDING FUND BALANCE			
154,888	150,083	125,620	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the exces (deficit) of revenues over (under) expenditures from proposed budget year operations.	121,307 s	0	0
154,888	150,083	125,620	TOTAL ENDING FUND BALANCE	121,307	0	0
538,878	282,974	224,257	TOTAL REQUIREMENTS	220,147	0	0

lget Docume	nt Report		05 - SPECIAL ASSESSMENT FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
538,878	282,975	224,257	TOTAL RESOURCES	220,147	0	0
538,878	282,975	224,257	TOTAL REQUIREMENTS	220,147	0	0

TRANSIENT LODGING TAX FUND



Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

• Ensure that TLT revenues are used effectively to significantly impact tourism and to benefit local businesses and citizens with an emphasis on improving off-season tourism activity.

 Visit McMinnville has created an achievable business/strategic plan, established a comprehensive financial management system, and adopted policies and procedures that provide appropriate levels of accountability and transparency.

	2017-18	2018-19	
2016-17	Amended	Proposed	Budget
Actual	Budget	Budget	Variance
691,765	957,374	1,219,212	261,838
481,642	643,200	834,441	191,241
209,171	314,174	375,375	61,201
690,813	957,374	1,209,816	252,442
952	-	9,396	(9,396)
	Actual 691,765 481,642 209,171 690,813	2016-17 Actual Amended Budget 691,765 957,374 481,642 643,200 209,171 314,174 690,813 957,374	2016-17 ActualAmended BudgetProposed Budget691,765957,3741,219,212481,642643,200834,441209,171314,174375,375690,813957,3741,209,816







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 standalone, 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.

nt Report		07 - TRANSIENT LODGING TAX FUND			
2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
		RESOURCES			
		BEGINNING FUND BALANCE			
151,327	0	4090Beginning Fund BalanceEstimated July 1 carryover from prior year	229,000	0	(
151,327	0	TOTAL BEGINNING FUND BALANCE	229,000	0	(
		LICENSES AND PERMITS			
691,102	955,674	4220 Transient Lodging Tax Transient Lodging Taxes (TLT) are collected by lodging providers and are turned over to the City. In 2017-18, TLT rates were increased from 8% to 10% and RV parks and campgrounds became subject to the tax	1,216,825	0	(
691,102	955,674	TOTAL LICENSES AND PERMITS	1,216,825	0	
		MISCELLANEOUS			
176	700	6310 Interest Interest on past due transient lodging tax payments	600	0	C
487	1,000	6600 Other Income Penalties on past due transient lodging tax payments	1,787	0	(
663	1,700	TOTAL MISCELLANEOUS	2,387	0	(
843,092	957,374	TOTAL RESOURCES	1,448,212	0	0
	2017 ACTUAL 151,327 151,327 691,102 691,102 176 487 487 663	2017 ACTUAL 2018 AMENDED BUDGET 151,327 0 151,327 0 691,102 955,674 691,102 955,674 176 700 487 1,000 663 1,700	2017 ACTUAL2018 AMENDED BUDGETDepartment :N/A Section :N/A Program :WAACTUALAMENDED BUDGETDepartment :N/A Section :N/A Program :WARESOURCESBEGINNING FUND BALANCE151,32704090 Beginning Fund Balance Estimated July 1 carryover from prior year151,3270TOTAL BEGINNING FUND BALANCE151,3270TOTAL BEGINNING FUND BALANCE691,102955,6744220 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 tax691,102955,674MISCELLANEOUS1767006310 Interest Interest on past due transient lodging tax payments4871,0006600 6600 Other Income Penalties on past due transient lodging tax payments6631,700TOTAL MISCELLANEOUS	2017 ACTUAL2018 AMENDED BUDGETDepartment :N/A Section :N/A Program :N/A2019 PROPOSED BUDGETACTUALAMENDED BUDGETSection :N/A Program :N/A2019 PROPOSED BUDGETIST 1,32704090 4090 Beginning Fund Balance Estimated July 1 carryover from prior year229,000151,3270TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year229,000151,3270TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year229,000691,102955,6744220 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 tax1,216,825691,102955,6744220 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 tax1,216,825691,102955,6746310 Interest Interest on past due transient lodging tax payments6001767006310 6600 Interest on past due transient lodging tax payments6004871,0006600 Other Income Penalties on past due transient lodging tax payments1,7876631,7005310 6600TOTAL MISCELLANEOUS2,387	2017 ACTUAL2018 AMENDED BUDGETDepartment: IV/A Department: IV/A Section :N/A Program :N/ADepartment: IV/A Program: IVA2019 PROPOSED BUDGET2019 APPROVED BUDGETRESOURCES151,32704090 4090 Beginning Fund Balance Estimated July 1 carryover from prior year229,0000151,3270TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year229,0000151,3270TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year229,0000691,102955,6744220 4220 Transient Lodging Tax Transient Lodging Taxs Transient Lodging Tax Transient Lodging Tax ToTAL LICENSES AND PERMITS1,216,8250691,102955,674TOTAL LICENSES AND PERMITS1,216,82501767006310 Interest on past due transient lodging tax payments60004871,0006600 Penalties on past due transient lodging tax payments1,78706631,700TOTAL MISCELLANEOUS2,3870

dget Documer	nt Report			07 - TRANSIENT LODO	SING T	AX FU	ND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
				REQUIREN	IENTS					
				MATERIALS AND SERVICES						
0	13	0	7660	Materials & Supplies				0	0	C
27,666	6,470	16,800	7750	Professional Services				500	0	C
			<u>Descrip</u> Audit fe	<u>ation</u> ee allocation	<u>Units</u> 1	<u>Amt/Unit</u> 500	<u>Total</u> 500			
733,220	475,160	626,400	8017 Transient Lo	Tourism Promotion & Programs odging Taxes paid to Visit McMinnville				833,941	0	C
760,886	481,642	643,200		TOTAL MATERIALS	AND SEI	RVICES		834,441	0	C
				TRANSFERS OUT						
188,401	209,171	314,174	9700-01	Transfers Out - General Fund				375,375	0	(
				ntion ar 30% of transient lodging taxes collected e personnel services support.	<u>Units</u> 1 1	<u>Amt/Unit</u> 361,430 13,945	<u>Total</u> 361,430 13,945			
188,401	209,171	314,174		TOTAL TRANS	FERS OL	<u>JT</u>		375,375	0	
				CONTINGENCIES						
0	0	0	9800	Contingencies				238,396	0	(
0	0	0		TOTAL CONTIN	IGENCIE	<u>:S</u>		238,396	0	(
				ENDING FUND BALANCE						
151,327	152,278	0		Unappropriated Ending Fd Balance budgeted as expenditures instead of being c all available dollars to be spent during the fisca	arried over	o ending fun	d balance.	0	0	(
151,327	152,278	0		TOTAL ENDING FU	IND BAL	ANCE		0	0	(
1,100,614	843,091	957,374		TOTAL REQUI		· ^		1,448,212	0	(

Budget Docume	ent Report		07 - TRANSIENT LODGING TAX FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,100,614	843,092	957,374	TOTAL RESOURCES	1,448,212	0	0
1,100,614	843,092	957,374	TOTAL REQUIREMENTS	1,448,212	0	0

TELECOMMUNICATIONS FUND



Telecommunications Fund

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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

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



Telecommunications Fund

- 1982 Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.
- 1999 Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and "past sins" negotiations with TCI Cablevision of Oregon dba AT&T Broadband.
- 2001 New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.
- 2001 New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.
- 2001 New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.

- 2001 City contracts with McMinnville Community Media (MCM), a nonprofit corporation, newly formed to operate the local access channel.
- 2001 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.
- 2001 City receives \$453,500 from TCI / AT&T a combination of \$352,500 of "past sins money", \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.
- 2002 April 1, 2002 MCM takes over operating McMinnville's local access Channel 11 from MCTV.

Historical Highlights

- 2003 January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
- 2005 MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.
- 2006 January 2006, Major upgrade of **mcm11.org** website, allowing form submittal and easy access to program listings.
- 2007 Estimated "past sins" balance remaining at July 1, 2007 is ~\$120,000.
- 2008 MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
- 2009 "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.

2016	2017	2018	Department : N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
1,650	1,668	1,767	4090Beginning Fund BalanceEstimated July 1 carryover from the prior year	1,925	0	0
1,650	1,668	1,767	TOTAL BEGINNING FUND BALANCE	1,925	0	0
			LICENSES AND PERMITS			
25,486	27,407	26,000	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	27,000	0	0
139,461	144,989	140,785	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	145,000	0	0
13,479	13,311	15,000	4275-07 Subscriber Fees - PEG - Frontier-Cable \$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	14,000	0	0
57,574	57,679	62,000	4275-15 Subscriber Fees - PEG - Comcast-Cable \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	59,000	0	0
236,000	243,386	243,785	TOTAL LICENSES AND PERMITS	245,000	0	0
			MISCELLANEOUS			
17	157	100	6310 Interest	100	0	0
17	157	100	TOTAL MISCELLANEOUS	100	0	0
237,668	245,211	245,652	TOTAL RESOURCES	247,025	0	0

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

lget Docume	nt Report		10 - TELECOMMUNICATIONS FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEE BUDGET
237,668	245,211	245,652	TOTAL RESOURCES	247,025	0	0
237,668	245,211	245,652	TOTAL REQUIREMENTS	247,025	0	0

EMERGENCY COMMUNICATIONS FUND



Fund

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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

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



Emergency Communications Fund

- 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.

Historical Highlights

2002 YCOM Policy Board revises funding formula to allocate costs 85% to police member entities and 15% to fire member entities.

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

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

Board management structure to a 5-member Executive Board.

YCOM Policy Board votes to change the YCOM 190 intergovernmental agreement reorganizing the YCOM Policy

The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one

2006

"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.

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
109,721	117,120	134,819	Beginning Fund Balance Estimated July 1 carryover from the prior year	150,512	0	0
109,721	117,120	134,819	TOTAL BEGINNING FUND BALANCE	150,512	0	0
			LICENSES AND PERMITS			
1,634	3,079	1,800	Franchise Fees - Miscellaneous-Telecommunications Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) Emergency Communications Fund (3%). S dedicated to "Enhanced 911" emergency communications system.		0	0
28,858	26,154	30,000	I205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) Emergency Communications Fund (3%). State dedicated to "Enhanced 911" emergency communications system.	28,000 and Fund	0	0
30,492	29,233	31,800	TOTAL LICENSES AND PERMITS	30,000	0	0
			INTERGOVERNMENTAL			
0	7,500	7,500	Signature Yamhill Communications Agency - Radio System City funds for radio equipment reserve held by Yamhill County	7,500	0	0
0	7,500	7,500	TOTAL INTERGOVERNMENTAL	7,500	0	0
			CHARGES FOR SERVICES			
12,090	15,730	15,730	System Access Fees Fees charged for access to City's radio system.	15,990	0	0
12,090	15,730	15,730	TOTAL CHARGES FOR SERVICES	15,990	0	0
			MISCELLANEOUS			
656	780	1,000	310 Interest	1,600	0	0
656	780	1,000	TOTAL MISCELLANEOUS	1,600	0	0
			TRANSFERS IN			
662,400	689,100	721,400	900-01 Transfers In - General Fund	728,100	0	0
			Description Units Amt/Unit	<u>Total</u>		
			General Fund support for YCOM dispatching service 1 728,100 728 for PD & Fire.	s,100		

dget Docume	nt Report			15 - EMERGENCY COM	ΙΜυΝΙ	CATIO	NS FUN	ID		
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
81,000	84,200	88,200	6900-79	Transfers In - Ambulance				89,000	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			Ambular services	nce Fund support for YCOM dispatching .	1	89,000	89,000			
743,400	773,300	809,600		TOTAL TRAN	SFERS IN	<u>l</u>		817,100	0	0
896,359	943,663	1,000,449		TOTAL RES	OURCES			1,022,702	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A					2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
467	503	10,000	7720-06	Repairs & Maintenance - Equipment				10,000	0	0
36,425	36,007	36,016	7750	Professional Services				36,816	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				e allocation	1	800	800			
			equipm	ance agreement for public safety radio system ent	1	36,016	36,016			
742,347	770,915	809,600		0-05 YCOM - Other Governmental Services s member contribution for dispatching emergency communication services provided by hill Communications Agency (YCOM).				817,100	0	0
779,238	807,425	855,616		TOTAL MATERIALS A	ND SE	RVICES		863,916	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
0	0	0		TOTAL CAPITAL	OUTL	<u> </u>		0	0	0
				CONTINGENCIES						
0	0	75,000	9800	Contingencies				75,000	0	0
0	0	75,000		TOTAL CONTIN	GENCIE	<u>ES</u>		75,000	0	0
				ENDING FUND BALANCE						
117,120	136,238	69,833	Undesignate	Unappropriated Ending Fd Balance ad carryover from proposed budget year to sub- evenues over (under) expenditures from propos				83,786	0	0
117,120	136,238	69,833		TOTAL ENDING FUI	ID BAL	ANCE		83,786	0	0
896,358	943,663	1,000,449		TOTAL REQUIR				1,022,702	0	0

lget Docume	nt Report		15 - EMERGENCY COMMUNICATIONS FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE			
896,359	943,663	1,000,449	TOTAL RESOURCES	1,022,702	0	0			
896,358	943,663	1,000,449	TOTAL REQUIREMENTS	1,022,702	0	0			





Street (State Gas Tax) Fund 2018 – 2019 Propos

Budget Highlights

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

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

Core Services

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



Street Crew Training Session

Pavement Maintenance

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

Pedestrian Facilities

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

Storm Water

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

Vehicle/Equipment Maintenance

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



PW Mechanic

Right-of-Way (ROW) maintenance

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

Community Event support

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

Traffic Operations

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



Carlos Ochoa – New signage installation

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

Street Trees

- This program supports the Planning Department's administration of the street tree ordinance, and is an element in the City's "Tree City USA" designation. Site inspections and recommendations are provided on various street tree removal/planting requests. Tree related sidewalk issues are inspected in support of Engineering's sidewalk permit program.
- Staff waters and prunes City owned trees; major pruning work is by contract. This work is primarily in the downtown tree zone and in beautification areas.
- Storm damaged trees in the right of way are removed and replaced as appropriate. This work is typically done via contract.

Emergency Response

 Activities related to inclement weather, accidents, and hazardous materials spills. Tasks include anti-icing/deicing, sanding, plowing, catch basin clearing, spill clean-up, closing flooded streets, sanitary sewer/storm drainage problems, removing downed trees from rights-of-way, etc. This work is done with support from the Park Maintenance and Wastewater Conveyance System crews.

Future Challenges and Opportunities

Newberg/Dundee By-Pass Local Funding

 A portion of the City's gas tax revenue increase from the 2009 House Bill 2001 is dedicated to meet this obligation. Principal and interest payments will be approximately \$200,000 per year over the twenty year life of the loan. Payments began in 2017.

Maintenance Planning

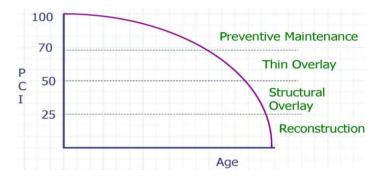
- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts. As a note, efforts have begun to evaluate the current CMMS software and to make recommendations towards updating it the next several years.
- Continuous Improvement: As part of an on-going effort, Street Maintenance staff reviews various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- Plan for and implement storm water facility maintenance programs: these types of facilities will require a more proactive, planned maintenance effort as compared to existing facilities.
- Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs.

Pavement Management

Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a "Pavement Condition Index" (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a "like new" street. A common industry standard is that \$1 spent on preventive maintenance (slurry seal) can delay and save \$3-10 on rehabilitation (overlays) and perhaps \$30 or more on reconstruction work. Streets that are in "very good" condition have a PCI of 70 or greater.

Street (State Gas Tax) Fund

 The City's current overall system PCI stands at 70. At this point, about 69% of the City's network meets that "very good" condition threshold:



To maintain that level will require an annual investment of approximately \$1.30 million dollars. In recent years, resource availability has limited the City's annual investment to approximately \$525,000. Competing requirements such as the Newberg/Dundee bypass loan repayment negatively impact that amount. While the 2014 Transportation Bond provides an infusion of approximately \$5.3 million dollars, over time, without additional resources, pavement conditions will continue to fall below the preventive maintenance threshold, leading to increase preservation costs. Additionally, the bond focused on repair and repaving efforts on neighborhood streets in poor condition. That means that facilities such as Lafayette Avenue and 2nd Street (west of Adams), as well as other collectors, will need pavement preservation work in the very near future using Street Fund resources. House Bill 2017 will provide additional resources; however it is clear that without increasing the annual investment in the pavement network, pavement conditions will decline. As a note, House Bill 2017 requires that all cities report pavement conditions to ODOT in order to receive funding. The format of such reporting has not yet been established.

Storm Water Management

 As noted above there currently is no direct funding source for storm water related work. A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance of the storm system in known problem areas. Thus there is no funding for system improvements or to address deficiencies within the system. The City is currently planning for storm water quality facilities as part of the Alpine and Hill Road bond projects. Absent another funding source, maintenance costs for those facilities will be funded by the Street Fund, further impacting available resources for pavement maintenance work or other street system demands. At this point, the City is not under a storm water quality mandate. Should this change in the future, it may be necessary to consider a dedicated funding source to address both water quality mandates as well as system improvements.

Aging Fleet

• The Street Maintenance Division's powered rolling stock includes 25 units with an estimated replacement value of \$1.6 million.

TYPE (# of units owned)	AVERAGE AGE
Street sweepers (1)	18 years
Utility trucks and vans (11)	19.8 years
Dump trucks (5)	26.4 years
Construction / maintenance equip (7) **	27.6 years

** Includes backhoes, right-of-way mower, tractors, water truck/flusher, and roller.

- Staff has developed a methodology that identifies replacement candidates based on condition, usage and need, and not just age. Replacement strategies can range from equipment replacements to re-evaluating operations to determining least cost options (contracts, rentals, lease, etc.).
- The use of repurposed units, as well as the acquisition of surplus units from other agencies (McMinnville Water and Light) has proven to be a useful strategy for the Street Fund. Over the past several years the Division has purchased and re-purposed units from other City departments as well as McMinnville Water and Light. This is good public fleet practice, and provides a value to the public in that units that are no longer useful in one role can be repurposed to another.

Street (State Gas Tax) Fund

 However, as the fleet continues to age, the challenge will be to regularly assess reliability, repair costs and functionality for various fleet units, including those used in emergency operations, and assess the most effective manner to fund their replacement. This results in another pressing demand for resources that impacts available funding for pavement preservation investments. Thus, developing a funding strategy within the available resources to continue to update the fleet continues to be a pressing priority.

Americans with Disabilities Act (ADA) compliance

- Continue to partner with residents and businesses during sidewalk repairs to install ADA compliant curb ramps.
- o Maintain ADA parking stalls throughout downtown area
- Continue to upgrade curb ramps along with street overlays as per Federal requirements. This work typically comprises 30-35% of the total construction cost of a typical pavement overlay project.
- Continue work to identifying pedestrian access challenges throughout the community and in the downtown core, and address as opportunities arise.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	2,007,671	2,020,750	2,450,087	429,337
Personnel Services	711,555	800,977	868,716	67,739
Materials & Services	612,625	907,017	943,476	36,459
Capital Outlay	3,431	45,906	125,500	79,594
Transfers Out	807,202	646,741	828,694	181,953
Total Expenditures	2,134,814	2,400,641	2,766,386	365,745
Net Expenditures	(127,143)	(379,891)	(316,299)	(63,592)

2018 – 2019 Proposed Budget --- Budget Summary

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	8.82		
Police Community Support Coordin	ator	(0.02)	
Utility Worker I		0.25	
Extra Help - Street		(0.04)	
FTE Proposed Budget		0.19	9.01



Jeff York – National Public Works Week



Street (State Gas Tax) Fund

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

Historical Highlights

Street (State Gas Tax) Fund

- 2010 In 20th year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.
- 2010 Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.
- 2010 Implemented the use of liquid deicer on streets as a tool during snow and ice events.
- 2011 City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2nd to Wallace Road.
- 2011 8th Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.
- 2012 2nd & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.

- 2012 Pedestrian crossing at 15th & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.
- 2012 2nd & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks
- 2013 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.
- 2014 Public Works crews in partnership with local contractors responded to a major February snow storm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.

2015

Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters as recommended by Federal Highway Administration. Work to be completed over a 3 year period.

Historical Highlights

Street Fund

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

<u>Position Description</u> Fund Department						<u>Position Description</u> Fund Department					
Section	Number of		Total	Detailed	Summary	Section	Number of		Total	Detailed	d Summary
Program	Employees	Range	Salary	Page	Amount	Program	Employees	Range	Salary	Page	Amount
Public Works Superintendent General Fund	1	352	103,010			<u>Mechanic - Public Works</u> General Fund	1	330	57,387		
Park Maintenance (0.50 FTE)				136	51,505	Park Maintenance (0.45 FTE)				136	25,824
Street Fund (0.50 FTE)				167	51,505	Street Fund (0.45 FTE)				167	25,824
Park Maintenance Supervisor General Fund	1	342	78,953			Wastewater Services Fund Administration (0.10 FTE)				210	5,739
Park Maintenance (0.95 FTE)				136	75,005	Utility Worker II - WWS	4	329	208,076		
Street Fund (0.05 FTE)				167	3,948	Street Fund (0.40 FTE)	•	020	200,010	167	20,808
					0,010	Wastewater Services Fund					_0,000
<u>Street Maintenance Supervisor</u> General Fund	1	342	81,531			Conveyance Systems Sanitary (3.60 FTE)				220	187,268
Park Maintenance (0.05 FTE)				136	4,077					220	107,200
Street Fund (0.95 FTE)				167	77,454	Operations Support Specialist	1	330	57,386		
						General Fund					
SS & SD Maintenance Supervisor	1	342	78,053			Park Maintenance (0.50 FTE)				136	28,693
Street Fund (0.10 FTE) Wastewater Services Fund Conveyance Systems				167	7,805	Street Fund (0.50 FTE)				167	28,693
Sanitary (0.90 FTE)				220	70,248						
<u>Senior Utility Worker - WWS</u> Street Fund (0.10 FTE) Wastewater Services Fund Conveyance Systems	1	333	63,637	167	6,364						
Sanitary (0.90 FTE)				220	57,273						

udget Docum	ent Report			20 - STREET FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ⁷ ADOPTE BUDGE
				RESOURCES			
				BEGINNING FUND BALANCE			
1,796,928	2,107,690	1,827,275		Beginning Fund Balance y 1 undesignated carryover from prior year	1,797,159	0	
1,796,928	2,107,690	1,827,275		TOTAL BEGINNING FUND BALANCE	1,797,159	0	
				LICENSES AND PERMITS			
28	14	50	4300	Bicycle Fees	50	0	
28	14	50		TOTAL LICENSES AND PERMITS	50	0	
				INTERGOVERNMENTAL			
1,947,630	1,989,985	2,000,000		OR State Gas Taxes y revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly r capita basis.	2,425,000 / to	0	
				In 2017, the State Legislature passed HB 2017 which will provide for an ansportation revenues distributed to cities.			
1,947,630	1,989,985	2,000,000		TOTAL INTERGOVERNMENTAL	2,425,000	0	
				MISCELLANEOUS			
7,529	15,190	19,700	6310	Interest	19,200	0	
727	2,482	1,000	6600	Other Income	500	0	
174	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	
8,430	17,672	20,700		TOTAL MISCELLANEOUS	19,700	0	
				TRANSFERS IN			
0	0	0	6900-85	Transfers In - Insurance Services	5,337	0	
			<u>Descripti</u> Insurance	on <u>Units</u> <u>Amt/Unit</u> e Service Fund distribution 1 5,337	<u>Total</u> 5,337		
0	0	0		TOTAL TRANSFERS IN	5,337	0	

2016 ACTUAL						2019 APPROVED BUDGET	201 ADOPTE BUDGE
				PERSONNEL SERVICES			
10,175	860	0	7000	Salaries & Wages	0	0	0
382,583	401,789	436,374	Supervisor - Supervisor - Supervisor - Mechanic - I Senior Utility Senior Utility Utility Worke Utility Worke Utility Worke	Salaries & Wages - Regular Full Time ent - Public Works - 0.50 FTE Street Maintenance - 0.95 FTE Park Maintenance - 0.05 FTE SS & SD Maintenance - 0.10 FTE Public Works - 0.45 FTE / Worker - Street - 1.00 FTE / Worker - Street - 1.00 FTE er II - Street - 3.00 FTE er II - Street - 3.00 FTE er II - Street - 0.25 FTE Support Specialist - Public Works - 0.50 FTE	464,000	0	C
28,070	34,160	45,800	7000-15	Salaries & Wages - Temporary Streets - 1.71 FTE	46,531	0	C
6,980	8,585	7,500	7000-20	Salaries & Wages - Overtime	7,200	0	C
70	120	120	7000-37	Salaries & Wages - Medical Opt Out Incentive	120	0	0
5,664	415	0	7300	Fringe Benefits	0	0	0
24,855	26,323	30,366	7300-05	Fringe Benefits - FICA - Social Security	32,105	0	0
5,813	6,156	7,103	7300-06	Fringe Benefits - FICA - Medicare	7,509	0	0
86,740	88,571	119,426	7300-15	Fringe Benefits - PERS - OPSRP - IAP	128,809	0	0
102,529	97,898	97,690	7300-20	Fringe Benefits - Medical Insurance	112,808	0	0
18,300	8,508	8,500	7300-22	Fringe Benefits - VEBA Plan	18,125	0	0
752	761	758	7300-25	Fringe Benefits - Life Insurance	784	0	0
2,089	2,184	2,352	7300-30	Fringe Benefits - Long Term Disability	2,504	0	0
32,325	34,895	44,631	7300-35	Fringe Benefits - Workers' Compensation Insurance	46,957	0	0
258	244	258	7300-37	Fringe Benefits - Workers' Benefit Fund	264	0	0
0	85	99	7300-40	Fringe Benefits - Unemployment	1,000	0	0
707,204	711,555	800,977		TOTAL PERSONNEL SERVICES	868,716	0	0
				MATERIALS AND SERVICES			
813	1,745	1,000	7530	Safety Training/OSHA	500	0	0
118	231	700	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	600	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGET
1,498	1,848	3,875	7550	Travel & Education				4,000	0	0
14,430	16,010	14,300	7590	Fuel - Vehicle & Equipment				19,000	0	0
10,976	12,197	12,450	7600	Electric & Natural Gas				12,500	0	0
56,800	45,800	57,400	7610-05	Insurance - Liability				59,700	0	0
11,600	8,700	8,800	7610-10	Insurance - Property				7,700	0	0
6,857	5,384	7,000	7620	Telecommunications				6,500	0	0
1,200	1,257	1,700	7650	Janitorial				1,500	0	0
17,837	18,129	14,500	7660	Materials & Supplies				15,000	0	0
64,924	70,060	75,000		Repairs & Maintenance d supplies for street maintenance activities				80,000	0	0
25,522	19,840	24,000	7720-06	Repairs & Maintenance - Equipmer	it			26,500	0	0
0	0	0	7720-07	Repairs & Maintenance - Equipmer	t-Invento	ry		0	0	0
3,665	1,271	2,500	7720-10 Street Mainternance	Repairs & Maintenance - Building Menance Section's shared cost of Public Works			nds	13,700	0	0
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				naintenance	1	200	200			
			Mainten	ce heat pump replacement (50% w/Park ance	1	5,000	5,000			
			PW Cor Mainten	nplex piping replacement (50% w/Park ance	1	7,500	7,500			
			Miscella	neous repairs	1	1,000	1,000			
1,300	0	0	7720-14	Repairs & Maintenance - Vehicles				0	0	0
2,354	2,555	6,500	7720-28 Materials an right-of-way.	Repairs & Maintenance - Right of V d supplies for maintenance of right-of-way and		e areas within	city street	10,000	0	0
2,750	33,013	40,000	7720-30 Repair and c	Repairs & Maintenance - Sidewalks construction of city sidewalks and wheelchair i				40,000	0	0
4,585	9,912	6,500	7720-32 Oregon Dep owned traffic	Repairs & Maintenance - Traffic Sig artment of Transportation (ODOT) contract fo signals.		al maintenanc	e of City-	10,000	0	0
0	1,920	0	7720-34	Repairs & Maintenance - Parking S	tructure &	Lots		0	0	0
0	5,492	100.000	7720-35	Repairs & Maintenance - Storm Dra	ins			100,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEE BUDGET
10,391	2,795	8,320	7750	Professional Services				17,760	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Section	125 administration fee	1	160	160			
			Audit fe	e allocation	1	1,600	1,600			
			Pavem	ent rating	1	6,000	6,000			
			Facilitie	es assessment	1	10,000	10,000			
108,515	105,654	247,100		Contract Services - Street Maintena tract services with private companies and othe set repair, landscape, maintenance, snow rem	r agencies	for sweeping	, striping,	229,600	0	0
			Descrip		Units	Amt/Unit	Total			
				wn contract sweeping	1	20,000	20,000			
				le contract sweeping	1	70,000	70,000			
			•	work crew	1	3,600	3,600			
			Striping		1	25,000	25,000			
			Snow r	emoval services	1	10,000	10,000			
			Pavem	ent Repairs	1	100,000	100,000			
			Backflo	w Testing	1	1,000	1,000			
1,720	957	4,000		M & S Equipment us small equipment for operations and mainter	nance			3,000	0	0
709	657	500	7800-42 Miscellaneo	M & S Equipment - Shop us small equipment and tools for shop operation	ons and ma	intenance		500	0	0
4,462	3,674	5,497		M & S Computer Charges aterials & supplies costs shared city-wide				5,866	0	0
9,254	8,570	10,125	7840-75	M & S Computer Charges - Street				9,550	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				rcview-17%, shared with Plan, Bldg,Eng, Pk	1	2,050	2,050			
			Hanser Maint, V	i sewer database-25%, shared with Eng, Pk WWS	1	3,250	3,250			
			Street S	Saver maintenance / subscription	1	3,500	3,500			
			Replac	ement workstation	1	750	750			
13,059	11,940	16,250		Signs ng materials and supplies, along with replacem	ent of dowr	ntown parking	ı signage.	18,000	0	0
226,953	223,015	227,000	McMinnville					240,000	0	0
14,447	0	12,000	The street to trees in the	Street Tree Program ree program includes activities related to planti downtown core. It also includes work on right orm damage, including clean-up, pruning, and	of way tree			12,000	0	C

				20 - STREET FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ADOPTI BUDG
616,738	612,625	907,017		TOTAL MATERIALS A	ND SEI	RVICES		943,476	0	
				CAPITAL OUTLAY						
11,800	2,500	45,000	8710	Equipment				120,500	0	
				e/loader (replaces 1991 unit)	<u>Units</u> 1	<u>Amt/Unit</u> 100,000	<u>Total</u> 100,000			
			Backho unit)	e debris removal attachement (replaces 1991	1	10,500	10,500			
			9 foot s	now plow attachment	1	10,000	10,000			
925	931	906	8750 I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide				0	0	
0	0	0	8750-75	Capital Outlay Computer Charges - S	Street			5,000	0	
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			WWS,	n software upgrade (25% shared with Park Mnt, Eng)	1	5,000	5,000			
12,725	3,431	45,906		TOTAL CAPITAL	OUTLA	<u> </u>		125,500	0	
				TRANSFERS OUT						
200,375	198,721	238,144	9700-01	Transfers Out - General Fund				249,418	0	
				Fund support of Engineering operations.	<u>Units</u> 1	<u>Amt/Unit</u> 19,177	<u>Total</u> 19,177			
			Engine	ering, Admin, & Finance personnel services	1	230,241	230,241			
100,000	600,000	400,000	9700-45	Transfers Out - Transportation				570,000	0	
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Gas tax expens	revenues used to fund Transportation Fund es.	1	570,000	570,000			
8,284	8,481	8,597	9700-80	Transfers Out - Information Systems				9,276	0	
			<u>Descrip</u> Informa	<u>tion</u> tion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 9,276	<u>Total</u> 9,276			
308,659	807,202	646,741		TOTAL TRANSF	ERS OL	<u>JT</u>		828,694	0	
				CONTINGENCIES						
0	0	250,000	9800	Contingencies				250,000	0	
0	0	250,000		TOTAL CONTIN	GENCIE	S		250,000	0	

Budget Docum	ent Report		20 - STREET FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
2,107,690	1,980,548	1,197,384	ENDING FUND BALANCE Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	1,230,860	0	0
2,107,690	1,980,548	1,197,384	TOTAL ENDING FUND BALANCE	1,230,860	0	0
3,753,015	4,115,362	3,848,025	TOTAL REQUIREMENTS	4,247,246	0	0

dget Docum	ent Report		20 - STREET FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,753,016	4,115,361	3,848,025	TOTAL RESOURCES	4,247,246	0	0
3,753,015	4,115,361	3,848,025	TOTAL REQUIREMENTS	4,247,246	0	0

AIRPORT MAINTENANCE FUND

• Airport Layout Map

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Budget Highlights

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of the B & G Hangar but expected to have a temporary office by the end of FY18.
- The 2018-19 proposed budget includes some carry over Federal Aviation Administration (FAA) grant funds to complete the rehabilitation/reconstruction of the main runway 4-22. Contractor delays have moved final completion into the summer of 2019 when the weather is more suitable for grading.
- The 2018-19 proposed budget includes Federal Aviation Administration (FAA) grant funds for design work related to Apron improvements/reconstruction. FAA grants will pay for 90% of the project with a 10% match from the City. The City's match for design will come from an Oregon Department of Aviation (ODA) Critical Oregon Airport Relief (COAR) Program grant. Construction is expected to begin in July of 2019.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$18 million dollars.

Core Services

- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.
- MMV is classified as a "Category II Urban General Aviation Airport" in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and

functions to accommodate corporate aviation activities (including business jets and helicopters), and other general aviation activities.

- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.
- The adopted "Minimum Standards for Commercial Aeronautical Activities" for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft



storage; self-piloted business flights; corporate flights; and personal flying.

There are 121 based aircraft at the McMinnville Municipal Airport.

- Per the FAA's Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airports in Oregon, with an estimated 63,500 total aircraft operations during FAA fiscal year 2009.
- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the FBO building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

Airport Maintenance Fund

Future Challenges and Opportunities

- City owned buildings and facilities (including hangers, maintenance hangars, and hanger taxiways) are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources (such as the partnership with Evergreen Aviation which funded the City's required 5% match for the 17-35 Runway/Taxiway project completed in 2010; and the successful procurement of a ConnectOregon V grant in 2014 which will fund the City's required 10% match for the runway 4-22 project). With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan. Potcake Aviation is moving forward with their own plan for a new FBO facility.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	2,025,298	6,263,461	574,033	(5,689,428)
Materials & Services	372,908	569,086	431,833	(137,253)
Capital Outlay	1,809,981	5,604,741	-	(5,604,741)
Transfers Out	75,721	123,902	125,619	1,717
Total Expenditures	2,258,610	6,297,729	557,452	(5,740,277)
Net Expenditures	(233,312)	(34,268)	16,581	(50,849)



Threatened species such as the "Streaked Horn Lark" pose significant environmental challenges related to airport development and improvement projects.



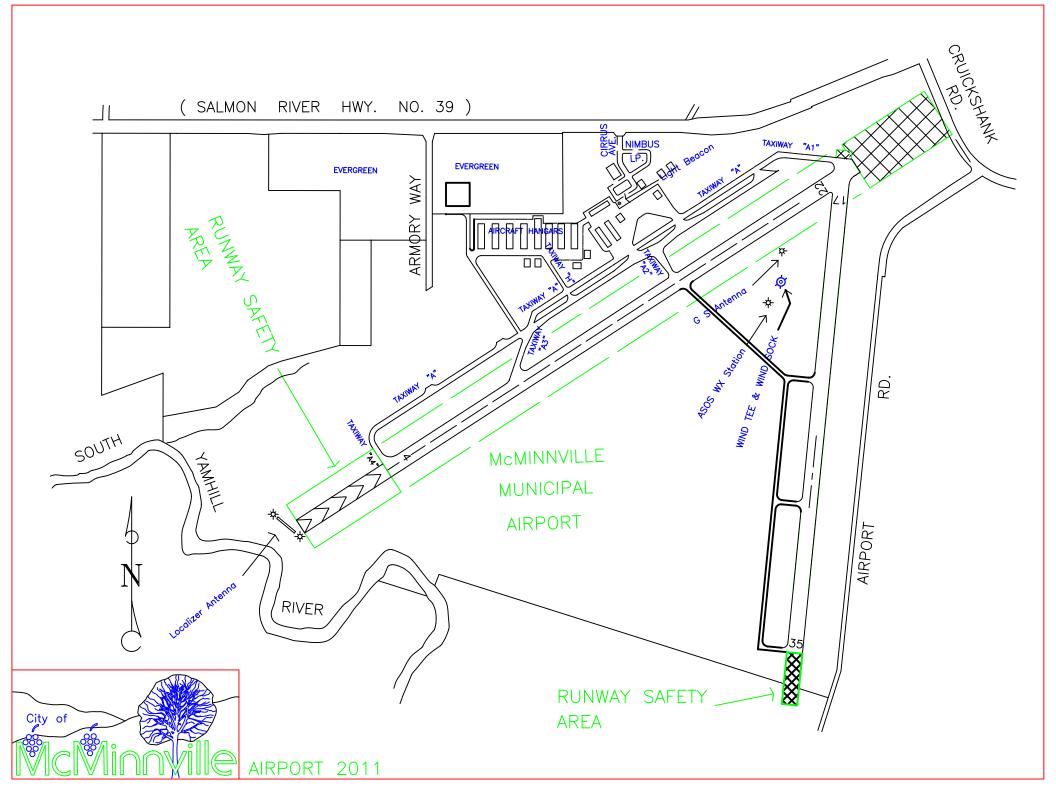
Airport Maintenance Fund

- 1942 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.
- 1957 East Hangar is constructed.
- 1973 Airport Layout Plan (ALP) and Master Plan is written.
- 1982 Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.
- 1987 Annual \$60,000 Transfer to Debt Service Fund eliminated.
- 1992 Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.
- 1999 New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.

- 2001 Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.
- 2003 Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.
- 2004 Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.
- 2005 Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off aboveground fuel tanks, and completed major runway lighting repairs.
- 2006 FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.
- 2006 City and Evergreen Aviation reach agreement on partnership for major airport improvements.

- **Historical Highlights**
- 2007 Environmental and design work begin for major airport improvements.
- 2008 City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
- 2008 New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.
- 2009 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.
- 2010 Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
- 2014 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.
- 2016 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 ConnectOregon V Grant.
- 2018 City secures an Oregon Department of Aviation (ODA) Critical Oregon Airports Relief (COAR) Program grant for the 10% matching funds for Phase 1 design and bidding for \$333,000 of apron/taxiway work.



dget Docume	ent Report			25 - AIRPORT MAINTENANCE FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	50,000	100,000	4025-15	Designated Begin FB-Airport Fd - Facility Improvements	0	0	0
835,256	818,722	708,459	4090 Estimated J	Beginning Fund Balance uly 1 carryover from prior year	763,883	0	0
835,256	868,722	808,459		TOTAL BEGINNING FUND BALANCE	763,883	0	0
				INTERGOVERNMENTAL			
507,982	1,699,071	5,397,933	FAA grant for	FAA Grant or environmental and design work related to the rehabilitation and reconstruction runway 4-22 project planned for 2016-17. Grant will fund 90% of the cost; City vill be 10%.	219,000	0	0
56,442	50,979	599,518	4775-10 Connect Ore	ODOT State Grants - Connect Oregon egon V grant funds used for 10% match which is required with FAA grants	0	0	0
0	0	0		OR Aviation Department Grant gon Airport Relief (COAR) Program grant funds used for 10% match which is h FAA grants. The state collects these funds via a tax on aviation fuel sales.	20,333	0	0
564,425	1,750,050	5,997,451		TOTAL INTERGOVERNMENTAL	239,333	0	0
				CHARGES FOR SERVICES			
13,654	13,654	13,600	5400-05	Property Rentals - Crop Share & USDA	66,800	0	0
60,530	61,242	62,100	5400-10	Property Rentals - Land Leases	63,500	0	0
124,488	128,322	127,600	5400-15	Property Rentals - OSP Building	135,100	0	0
9,773	8,844	8,910	5400-20	Property Rentals - Fixed Base Operator Lease	9,200	0	0
32,586	44,792	37,000	5400-25	Property Rentals - City Hangar	51,300	0	0
241,031	256,854	249,210		TOTAL CHARGES FOR SERVICES	325,900	0	0
				MISCELLANEOUS			
3,477	5,523	8,800	6310	Interest	800	0	0
9,029	12,871	8,000		Other Income e fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	8,000	0	0
12,506	18,394	16,800		TOTAL MISCELLANEOUS	8,800	0	0
1,653,217	2,894,020	7,071,920		TOTAL RESOURCES	1,337,916	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
6,900	6,100	6,800	7610-05	Insurance - Liability				6,700	0	0
5,800	7,000	5,600	7610-10	Insurance - Property				4,800	0	0
2,987	3,633	3,400		Materials & Supplies nom, janitorial and office supplies, miscellaneou	ıs permits.			4,000	0	0
45,980	40,993	55,000	7720-40	Repairs & Maintenance - Runway/Ta	xiway			57,300	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Airport n etc	niscellanous repairs - minor paving, painting,	1	17,300	17,300			
			Airport g	rounds weed spraying rounds mowing	1 1	10,000 30,000	10,000 30,000			
22,188	45,426	26,200	7740-05	Rental Property Repair & Maint - Bui	lding			31,300	0	0
				<u>ion</u> nous repairs, maintenance, landscaping, etc ce - liability	<u>Units</u> 1 1	<u>Amt/Unit</u> 28,500 2,800	<u>Total</u> 28,500 2,800			
15,855	21,162	24,700	7740-10	Rental Property Repair & Maint - OS	Р			28,200	0	0
			Insuranc	<u>ion</u> nous repairs, maintenance, landscaping, etc ce - property ce - liability	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 25,000 2,500 700	<u>Total</u> 25,000 2,500 700			
35,604	21,982	26,600	7750	Professional Services				42,200	0	0
			Miscelle Contract	<u>ion</u> e allocation with single audit nous professional services t Airport management s assessment	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 10,700 5,000 16,500 10,000	<u>Total</u> 10,700 5,000 16,500 10,000			
566,925	223,336	405,786	7760-45	Professional Svcs - Plan/Study - Env Svc	/ironmer	ntal Design	& Const	40,000	0	0
			Environment planned for 2	al, design, and bidding work related to apron re	ehabilitatio	n/reconstructi	on project			
0	0	0	7770-53	Professional Services - Projects - Ap	oron Reh	abilitation		203,333	0	0
8,386	3,277	15,000		Airport Lighting acon, street, and parking area lighting maintena	ince and p	ower costs.		14,000	0	0
710,624	372,908	569,086		TOTAL MATERIALS A		RVICES		431,833	0	0

dget Docume	ent Report		25 - AIRPORT MAINTENANCE FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
			CAPITAL OUTLAY			
0	0	0	8800 Building Improvements	0	0	0
0	1,767,936	5,604,741	8920-10 Land Improvements - FAA - Runway & Taxiway Const	0	0	0
0	42,045	0	9120 Sewer Construction	0	0	0
0	1,809,981	5,604,741	TOTAL CAPITAL OUTLAY	0	0	0
			TRANSFERS OUT			
73,871	75,721	123,902	9700-01 Transfers Out - General Fund	125,619	0	0
			DescriptionUnitsAmt/UnitTotalAirport Fund support of Engineering operations.110,60210,602Engineering, Admin, & Finance personnel services support.1115,017115,017			
73,871	75,721	123,902	TOTAL TRANSFERS OUT	125,619	0	0
			CONTINGENCIES			
0	0	300,000	9800 Contingencies	300,000	0	0
0	0	300,000	TOTAL CONTINGENCIES	300,000	0	0
			ENDING FUND BALANCE			
50,000	100,000	100,000	9925-15 Designated End FB - Airport Fd - Facility Improvements	0	0	0
818,722	535,409	374,191	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	480,464	0	0
868,722	635,409	474,191	TOTAL ENDING FUND BALANCE	480,464	0	0
1,653,217	2,894,019	7,071,920	TOTAL REQUIREMENTS	1,337,916	0	0

udget Docum	ent Report		25 - AIRPORT MAINTENANCE FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,653,217	2,894,020	7,071,920	TOTAL RESOURCES	1,337,916	0	0
1,653,217	2,894,020	7,071,920	TOTAL REQUIREMENTS	1,337,916	0	0

PUBLIC SAFETY FACILITIES CONSTRUCTION FUND



Public Safety Facilities Construction Fund

Budget Highlights

- The McMinnville Civic Hall and Edward J. Gormley Plaza were completed in 2009-10. The Civic Hall is currently used for City Council meetings, Municipal Court sessions, and other City meetings and functions.
- In 2014, City Council designated Civic Hall as the "Kent L. Taylor Civic Hall", to honor former City Manager Kent Taylor, who retired after 27 years of dedicated service to the City of McMinnville.
- An arbitrage liability occurred when the bond proceeds from the 2006 Public Safety/Civic Buildings Construction Bonds were invested and earned interest at a rate higher than the rate the City was paying for debt service on the 2006 bonds. Approximately \$115,000 was paid to the Internal Revenue Service (IRS) for the rebatable arbitrage liability.
- The final rebatable arbitrage liability calculation for the bonds was completed in 2017 and no additional payments to the IRS were required.
- Remaining bond proceeds of approximately \$3,000 were transferred to the Debt Service Fund in 2017-18 and the fund has been closed.



2018 – 2019 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

 Costs for janitorial services, maintenance and repairs are budgeted in the General Fund, Administration, City Hall and City Property section.

PROJECT REVENUE:

Bond Proceeds	\$13,315,000
Bond Interest / Misc Income:	\$1,100,000

Total Available Revenue: \$14,415,000

PROJECT EXPENSES:

Total Expenses:	\$14,415,000
Miscellaneous Costs	<u>\$406,000</u>
Civic Hall	\$3,688,000
Police Building	\$10,342,000

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	27	100	-	(100)
Materials & Services	550	-	-	-
Transfer Out	-	3,052	-	(3,052)
Total Expenditures	550	3,052	-	(3,052)
Net Expenditures	(523)	(2,952)	-	(2,952)



Public Safety Facilities Construction Fund

Historical Highlights

- **1940'S** Police Department housed in south administrative area of old Fire Hall Building.
- **1940's** When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.
- **1960's** In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.
- 1986 City of McMinnville purchased the building from McMinnville Water & Light Department.
- 1987 City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).
- 1987 City of McMinnville Police Department and YCOM move into remodeled facilities.
- **1990's** Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.

- 2006 City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.
- 2006 The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.
- 2007 Construction of the new Public Safety Facility, located at the SW corner of 2nd St / Adams St, commences.
- 2008 The construction of the new Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.
- 2009 The construction of the new Civic Hall and Mayor Edward J. Gormley Plaza completed.

- 2011 90% of arbitrage rebate liability paid to Internal Revenue Service. 10% of liability reserved for final arbitrage calculation which will be completed in 2016.
- 2012 Projects are complete. Unspent bond proceeds of \$42,337 transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds debt service.



2014 Civic Hall Building is named after retiring City Manager, Kent L. Taylor, to honor his 27 years of service to the City of McMinnville.

idget Documei	nt Report			40 - PUBLIC SAFETY FACILITIES CONSTR	RFUND		
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
11,476	3,184	2,952	4040-05	Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve	0	0	0
			Proceeds fro rebate liabili	om 2006 issuance of bonds carried forward for payment of possible arbitrage ity.			
169	219	0	4090 Estimated Ju	Beginning Fund Balance uly 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	0	0	0
11,645	3,403	2,952		TOTAL BEGINNING FUND BALANCE	0	0	0
				MISCELLANEOUS			
50	27	100	6310	Interest	0	0	0
50	27	100		TOTAL MISCELLANEOUS	0	0	0
11,695	3,430	3,052		TOTAL RESOURCES	0	0	0

2017			40 - PUBLIC SAFETY FACILITIES CONSTR FUND					
ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET		
			REQUIREMENTS					
			MATERIALS AND SERVICES					
550	0	7750-57	Professional Services - Financing Administration	0	0	0		
550	0		TOTAL MATERIALS AND SERVICES	0	0	0		
			TRANSFERS OUT					
0	3,052	9700-60	Transfers Out - Debt Service	0	0	0		
0	3,052		TOTAL TRANSFERS OUT	0	0	0		
			ENDING FUND BALANCE					
0	0	9940-05	Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve	0	0	0		
2,880	0	9999	Unappropriated Ending Fd Balance	0	0	0		
2,880	0		TOTAL ENDING FUND BALANCE	0	0	0		
3,430	3,052		TOTAL REQUIREMENTS	0	0	0		
	550 550 0 0 2,880 2,880	BUDGET 550 0 550 0 550 0 0 3,052 0 3,052 0 0 2,880 0 2,880 0	BUDGET 550 0 550 0 0 3,052 0 3,052 0 3,052 2,880 0 2,880 0	BUDGET Decominant Program :N/A REQUIREMENTS REQUIREMENTS MATERIALS AND SERVICES 550 0 7750-57 Professional Services - Financing Administration 550 0 TOTAL MATERIALS AND SERVICES 550 0 TOTAL MATERIALS AND SERVICES 0 3,052 9700-60 10 3,052 9700-60 11 Transfers Out - Debt Service 0 3,052 TOTAL TRANSFERS OUT 0 3,052 Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve 2,880 0 Unappropriated Ending Fd Balance 2,880 0 TOTAL ENDING FUND BALANCE	BUDGET BUDGET BUDGET Program :NA REQUIREMENTS Control I MAR REQUIREMENTS MATERIALS AND SERVICES 0 550 0 7750-57 550 0 7750-57 550 0 7750-57 550 0 Tofessional Services - Financing Administration 0 550 0 TofAL MATERIALS AND SERVICES 0 550 0 Transfers Out 0 550 3,052 9700-60 Transfers Out - Debt Service 0 0 3,052 9700-60 Transfers Out - Debt Service 0 0 3,052 Professional End FB - Dublic Safety Facility - Arbitrage Rebate 0 0 0 9940-05 Designated End FB - Public Safety Facility - Arbitrage Rebate 0 2,880 0 Unappropriated Ending Fd Balance 0 2,880 0 TOTAL ENDING FUND BALANCE 0	BUDGET BUDGET BUDGET BUDGET Program :NA Program :NA REQUIREMENTS MATERIALS AND SERVICES 550 0 7750-57 Professional Services - Financing Administration 0 0 550 0 7750-57 Professional Services - Financing Administration 0 0 550 0 7750-57 Professional Services - Financing Administration 0 0 550 0 TOTAL MATERIALS AND SERVICES 0 0 550 0 Transfers OUT 0 0 0 3,052 9700-60 Transfers Out - Debt Service 0 0 0 3,052 9700-60 Transfers Out - Debt Service 0 0 0 3,052 9700-60 Transfers Out - Debt Service 0 0 0 3,052 9940-05 ENDING FUND BALANCE 0 0 0 9940-05 Designated End FB - Public Safety Facility - Arbitrage Rebate 0 0 2,880 0 9999 Unappropriated Ending Fd Balance 0 0 2,880 0 Serve TOTAL ENDING FUND BALANCE 0 0		

nt Report		40 - PUBLIC SAFETY FACILITIES CONSTR FUND						
2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE			
3,430	3,052	TOTAL RESOURCES	0	0	(
3,430	3,052	TOTAL REQUIREMENTS	0	0	C			
	ACTUAL 3,430	2017 2018 ACTUAL AMENDED BUDGET 3,430 3,052	40 - POBLIC SAFETT PACILITIES CC20172018ACTUALAMENDED BUDGET3,4303,052TOTAL RESOURCES	20172018Department :N/A2019ACTUALAMENDED BUDGETSection :N/APROPOSED BUDGET3,4303,052TOTAL RESOURCES0	40 - FOBLIC SAFETT FACILITIES CONSTR FOND20172018ACTUALAMENDED BUDGETDepartment :N/AACTUALAMENDED BUDGETSection :N/A Program :N/A3,4303,052TOTAL RESOURCES0			





Budget Highlights

- Planned capital improvements during fiscal year 2018-19 include:
 - The completion of the Hill Road corridor improvements project (Transportation Bond);
 - The construction of the 1st & 2nd Street pedestrian improvements project (Transportation Bond);
 - The construction of pedestrian & safety improvement projects (Transportation Bond);
 - The construction of the 2018 Contract Overlays (Transportation Bond) & 2018 Slurry Seals (State Gas Taxes) projects;
 - The design and construction of the Old Sheridan Road corridor improvements project (Transportation Bond);
- The 2018-19 proposed budget includes a transfer of \$570,000 from the Street Fund to help fund street preservation (nontransportation bond overlay work & slurry seal applications) work in various areas around the community.
- Also included in the 2018-19 budget proposal is the \$201,248 principal & interest payment on the ODOT loan for the City's portion of the Newberg Dundee bypass project. The City will use a portion of our allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment. The remainder of the City's STP funds will be aggregated with future STP allotments and fund exchanged with ODOT in a future fiscal year to help pay for street preservation work.

Core Services

- Capital improvements to the City's transportation system that increase the system capacity.
- Contracted maintenance projects that extend the life of the City's transportation system.

Future Challenges and Opportunities

 Develop an implementation plan to address the remaining transportation capital needs identified in the updated Transportation System Plan.



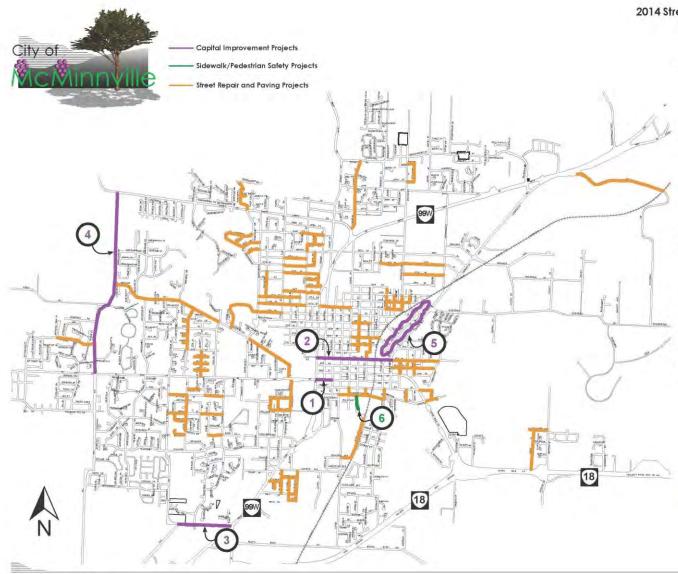
During the summer of 2017, the \$2.6-million NE 5th Street Improvements Project was completed. The purpose of the project is to improve traffic flow in the City's core and enhance roadway and pedestrian safety. These improvements are part of the transportation bond measure approved by the voters in 2014.

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	1,496,997	9,190,487	1,028,448	(8,162,039)
Materials & Services	1,932,463	1,992,700	489,700	(1,503,000)
Capital Outlay	5,082,698	11,322,000	5,680,000	(5,642,000)
Debt Service	201,248	201,248	201,248	-
Transfers Out	149,480	165,846	173,824	7,978
Total Expenditures	7,365,889	13,681,794	6,544,772	(7,137,022)
Net Expenditures	(5,868,892)	(4,491,307)	(5,516,324)	1,025,017

1

2

3



Measure #36-165 | Election Information

2014 Street Improvements & Repair Bond Projects

Capital Improvement Projects

Improvements to NE 2nd Street between Adams Street and Cowls Street to address traffic congestion, including installing an additional left turn lane; a westbound right turn lane; upgraded traffic signals, bike lanes; and pedestrian improvements

Upgrades to NE 5th Street between Lafayette Avenue and Adams Street to improve downtown traffic flow, including new traffic signals, intersection curb extensions to improve pedestrian safety and new pavement surfacing

Reconstruction of SW Old Sheridan Road between 99W and Cypress Lane, including traffic signal upgrades, new turn lanes, bridge reconstruction, bike lanes and pedestrian improvements to improve traffic flow and safety.



Widening and improvement of NW Hill Road between 2nd Street and Baker Creek Road,

including new travel lanes, traffic control, turn lanes, bike lanes, sidewalks, landscaping and realignment of the existing s-curves to improve safety along the corndor.



6

Improvement of a portion of NE Alpine Avenue in the City's Northeast Gateway District including street surfacing, pedestrian facilities, utility upgrades and landscaping to encourage economic development.

Sidewalk/Pedestrian Safety Projects

SE Ford: add sidewalk to SE Ford from Washington to Cozine Creek

School/Public Facility Sidewalk/Pedestrian

Improvements: add sidewalks and pedestrian safety improvements in various areas adjacent to schools and public facilities. An example would be Star Mill Way adjacent to Lower City Park (project not shown)

1st/2nd Street Pedestrian Safety Improvements:

Curb extensions and pedestrian safety improvements at various intersections on 1st and 2nd Streets in the downtown area (project not shown)

Street Repair and Repaying

Rehabilitation and Repaving of portions of 84 City

Streets: totaling about 14 miles, locations as shown on the map. A complete list of streets can be found on the City's website at www.ci.mcminnville.or.us

McMinnville Street Improvement and Repair Bonds



Transportation Fund

- 1856 The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1st Street / Evans Street / 5th Street.
- 1900 In the early 1900's, many of the downtown area streets constructed.
- 1950 Approximately 15 miles of City streets --- mostly from the downtown area north to 15th Street - both east and west of Adams / Baker Streets.
- 1970 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.
- 1975 Voters pass 5-year roadway serial levy -\$120,000 per year.
- 1980 Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.

- 1983 Voters pass 3-year street and traffic signal serial levy -\$140,000 per year.
- 1986 Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.
- 1990 Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area.
- 1994 City adopts "Transportation Master Plan."
- 1995 May 1995, voters failed 10year transportation debt service bond levy by 5 votes - \$5,995,000.
- 1995 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.

- 1995 Transportation Fund implemented to account for SDCs and street capital projects.
- 1996 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.
- 1997 West 2nd Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
- 1997 Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W bond project.
- 1999 In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.

Transportation Fund

- 2000 Pedestrian improvements along Fellows Street west of 99W are installed - bond project.
- 2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.
- 2007 City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.
- 2009 Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.

- 2010 City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.
- 2010 In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.
- 2013 City Council authorizes Mayor to accept ODOT's terms & conditions on proposed Oregon Transportation Infrastructure bank loan for City's share of local funding match for the Newberg-Dundee bypass project.
- 2014 The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.

- 2017
 - The City worked with the School District to identify needed pedestrian safety improvements near schools and other public facilities. In 2017, the City completed \$1.2-million of work to sidewalks and crosswalks in many areas of the community, including:
 - Adding sidewalk along Ford Street south of 1st Street;
 - Upgrades to the Fellows Street / Agee Street crossing;
 - Installation of sidewalk and crossing improvements along South Davis Street (Alethea Way to Cleveland Avenue);
 - Upgrades to the Michelbook Lane / Ash Street crossing;
 - Upgrades to the Galloway Street / 15th Street crossing;
 - Completion of the Star Mill Way - Wallace Road sidewalk; and
 - Sidewalk improvements along Grandhaven Street (Lucas Drirve to Grandhaven Drive)



idget Docum	ent Report		45 - TRANSPORTATION FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
2,049,290	2,271,426	2,606,177	1045-05 Designated Begin FB-Transport Fd - Transportation SDC Estimated system development charge (SDC) designated carryover at July 1 from prio he accumulation of transportation SDC revenues has been MORE than qualifying ransportation SDC expenditures since the implementation of the transportation SDC.	2,190,757 r year;	0	0
18,110,675	15,163,208	8,712,583	1045-15 Designated Begin FB-Transport Fd - Bond Proceeds Proceeds carried forward from GO bonds designated for projects, as defined in Novem 2014 ballot measure	7,206,664 aber	0	C
138,213	11,244	139,032	IO90 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	-165,741	0	0
20,298,178	17,445,877	11,457,792	TOTAL BEGINNING FUND BALANCE	9,231,680	0	0
			INTERGOVERNMENTAL			
40,361	57,882	399,639	OR Department of Transportation DDOT's contribution to the 2nd Street transportation bond project per IGA #30520	0	0	0
0	201,248	201,248	R810 OR Federal Exchange - TEA 21 The City exchanges its Federal Surface Transportation Program (STP) allocations for Sunds. The exchange rate is 94 cents of state funds for every \$1 of federal funds exchavious the fund exchange, the federal dollars would need to be spent on a federal aid project. The funds are also used to cover the principal/interest on the ODOT loan for the City's share of the Newberg/Dundee Bypass (exchanged at \$1 state for \$1 federal).	anged.	0	0
40,361	259,130	600,887	TOTAL INTERGOVERNMENTAL	201,248	0	0
			CHARGES FOR SERVICES			
252,413	479,540	200,000	500 System Development Charges Fransportation system development charges (SDC) received from new development. Dregon Revised Statutes require transportation SDCs be used to fund projects that inc he city's transportation system capacity.	200,000 rrease	0	0
252,413	479,540	200,000	TOTAL CHARGES FOR SERVICES	200,000	0	0
			MISCELLANEOUS			
4,067	13,280	14,100	310 Interest	16,700	0	0
115,157	145,047	60,500	310-30 Interest - Bond	40,500	0	0
0	0	0	600 Other Income	0	0	0
119,224	158,327	74,600	TOTAL MISCELLANEOUS	57,200	0	0
			OTHER FINANCING SOURCE			
	0	7,915,000	820-05 Bond Proceeds - Par Amount	0	0	0

Budget Docum	ent Report			45 - TRANSPORTATION	I FUN	D				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
0	0	0	6820-10	Bond Proceeds - Premium				0	0	0
0	0	7,915,000		TOTAL OTHER FINAN	CING S	OURCE		0	0	0
				TRANSFERS IN						
100,000	600,000	400,000	6900-20	Transfers In - Street				570,000	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Gas tax expense	revenues used to fund Transportation Fund s.	1	570,000	570,000			
100,000	600,000	400,000		TOTAL TRANS	FERS IN	<u>l</u>		570,000	0	0
20,810,177	18,942,875	20,648,279		TOTAL RESO	URCES			10,260,128	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				QUIREMENTS					
			MATERIALS AND SERVI	<u>CES</u>					
20,276	27,385	41,700	7750 Professional Services				92,200	0	0
			<u>Description</u> Audit fee allocation Yamhill Parkway Committee Support Miscellaneous consulting services Lafayette Avenue Pavement Design Service	Units 1 1 es 1	Amt/Unit 14,200 18,000 10,000 50,000	<u>Total</u> 14,200 18,000 10,000 50,000			
800	0	0	7750-57 Professional Services - Fina	ancing Administrat	tion		0	0	0
0	0	0	7750-63 Professional Services - Fina	ancing Issuance C	ost		0	0	0
0	0	0	7770-65 Professional Services - Pro	jects - Curb Ramp	Replacem	ent	0	0	0
85,202	20,214	25,000	7770-67 Professional Services - Pro Consulting services related to street repair and re				25,000	0	0
185,071	306,870	191,000	7770-70 Professional Services - Pro Consulting services related to 2nd Street improve			ents	0	0	0
490,804	118,132	0	7770-71 Professional Services - Pro Consulting services related to 5th Street improve			nts	0	0	0
410,411	227,011	50,000	7770-72 Professional Services - Pro Consulting services related to Alpine Avenue imp)	0	0	0
243,942	862,382	1,115,000	7770-73 Professional Services - Pro Consulting services related to Hill Road improver			nts	82,500	0	0
0	0	150,000	7770-74 Professional Services - Pro Consulting services related to Old Sheridan Road			isure)	145,000	0	0
43,858	118,254	60,000	7770-75 Professional Services - Pro Consulting services related to Ford Street sidewa				0	0	0
5,599	101,606	195,000	7770-76 Professional Services - Pro Improvement Consulting services related to 1st and 2nd Street (bond measure)	-		project	20,000	0	0
37,845	150,607	165,000	7770-77 Professional Services - Pro Improvements Consulting services related to pedestrian safety p	-	-		125,000	0	0
1,523,807	1,932,463	1,992,700	TOTAL MATE	RIALS AND SER	VICES		489,700	0	0
			CAPITAL OUTLAY						
0	90,240	100,000	9020-05 Street Resurfacing - Seal Co Slurry seal application on various City streets, pri		nange resou	rces.	100,000	0	0
16,330	540,899	0	9020-10 Street Resurfacing - Contra Pavement overlay of various City streets, primari	ct Overlays	-		0	0	0
v of McMinnville	e Budget Docume	ent Report	Page 1	182 of 256				4/13/2	2018

Budget Document Report

45 - TRANSPORTATION FUND

	2019 APPROVED	2019 PROPOSED			Department : N/A Section : N/A	2018 AMENDED	2017 ACTUAL	2016 ACTUAL
BUDG	BUDGET	BUDGET			Program :N/A	BUDGET		
	0	900,000		Measure		1,427,000	1,789,991	1,717,692
	0	0			9030-05 Street Improvements - 2r Improvements to NE 2nd St between Adams a	1,860,000	128,450	0
	0	0	re)	Street nd Adams St (bond measure	0	1,987,580	1,116	
	0	0	,	ne Avenue		910,000	544,800	0
	0	2,300,000	l (bond measure)	Road North		4,525,000	281	0
	0	0	(******,	d Street Sidewalk		300,000	228	0
	0	1,500,000	n	& 2nd Street Pedestrian		900,000	0	0
	0	880,000		estrian & Safety		1,300,000	230	0
	0	0		- Storm Drainage drainage systems that benef	9150-05 Developer Reimburseme Developer reimbursements for oversizing stor requirements of the city beyond a particular de	0	0	0
	0	5,680,000		CAPITAL OUTLAY		11,322,000	5,082,698	1,735,138
					DEBT SERVICE			
	0	154,409	I	dee Bypass - Principal	9472-05 ODOT Loan - Newberg/D Payment on ODOT loan for Phase I of project	159,942	155,400	0
	0	46,839		idee Bypass - Interest	9472-10 ODOT Loan - Newberg/Di Interest payment for City's loan balance	41,306	45,848	0
	0	201,248		DEBT SERVICE	TOTA	201,248	201,248	0
					TRANSFERS OUT			
	0	173,824		nd	9700-01 Transfers Out - General F	165,846	149,480	105,354
			<u>t/Unit</u> <u>Total</u>	<u>Units</u> <u>Amt/</u>	Description			
			4,251 14,251	1 14,	Transportation Fund support of Engineeri operations.			
			9,573 159,573	ervices 1 159,	Engineering, Admin, & Finance personne support.			
	0	173,824		TRANSFERS OUT	TOTA	165,846	149,480	105,354
					CONTINGENCIES			

Budget Docum	ent Report		45 - TRANSPORTATION FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGE1
0	0	500,000	TOTAL CONTINGENCIES	500,000	0	0
			ENDING FUND BALANCE			
2,271,426	2,643,395	1,991,593	9945-05 Designated End FB - Transport Fd - Transportation SDC Designated system development charge (SDC) carryover from proposed budget year to subsequent year; accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	2,047,392	0	0
15,163,208	9,150,486	4,267,692	9945-15Designated End FB - Transport Fd - Bond ProceedsProceeds from GO bonds carried forward from proposed budget year to subsequent year; proceeds designated for transportation projects, as defined in November 2014 ballot measure	1,156,097	0	0
11,243	-216,896	207,200	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	11,867	0	0
17,445,877	11,576,986	6,466,485	TOTAL ENDING FUND BALANCE	3,215,356	0	0
20,810,176	18,942,875	20,648,279	TOTAL REQUIREMENTS	10,260,128	0	0

Budget Document Report						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
20,810,177	18,942,875	20,648,279	TOTAL RESOURCES	10,260,128	0	0
20,810,176	18,942,875	20,648,279	TOTAL REQUIREMENTS	10,260,128	0	0

PARK DEVELOPMENT FUND



Budget Highlights

- The Park Development Fund's main funding source has been the voter approved \$9.1 million parks bond measure from 2000. That funding source is slated to be spent after the construction of the NW Neighborhood Park. There is no other revenue source currently identified, other than Parks SDC's or potential grants, to facilitate additional improvements, upgrades or new construction to McMinnville's park system. The projection for SDC revenue over the next few years is not sufficient to fund much beyond the debt service payments and administrative fees. The 2000 bonds are scheduled to be paid off in 2021.
- The 2018-19 proposed budget estimate for park systems development charge (SDC's) revenue is based on approximately 125 single family residential permits generating a total of \$291,000. The current Park SDC rate is \$2331 per residential unit.
- The new NW Neighborhood park project continues moving forward and is scheduled to go out to bid at the end of FY 17/18.

Future Challenges and Opportunities

- The 1999 Master Plan paved the way for great park projects and it has served our community very well over the years. After almost 20 years, it needs to be updated to create a vision for the next 20 years of park development in McMinnville. The Planning Commission work plan tentatively has this planning effort occurring around 2021-2023 within existing resources. This timeframe could be accelerated if additional funding or grants are obtained.
- Through the master planning process, new or improved funding sources for park acquisition, development and maintenance should be determined.
- The community has an expectation that parks will continue to develop, that unfinished park projects will be completed, and that deteriorating or deferred projects will be funded and completed.

 The challenge of bringing the existing parks back to conditions prior to the reductions from 2013-14 is critical to ensuring public support for parks and future funding mechanisms. The 2018-19 budget includes some increase in maintenance staff to begin to work on the backlog from deferred maintenance.

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	253,097	850,148	958,805	108,657
Materials & Services	45,909	135,258	97,008	(38,250)
Capital Outlay	142,519	1,545,330	1,545,380	50
Transfers Out	154,999	158,359	54,723	(103,636)
Total Expenditures	343,427	1,838,947	1,697,111	(141,836)
Net Expenditures	(90,331)	(988,799)	(738,306)	(250,493)



City Park



- 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.
- 1956 McMinnville Aquatic Center constructed.

- 1960 Wortman Park acquisition completed - Wortman/ Koch family donations.
- 1968 Quarry Park Site on West Second Street acquired from State of Oregon.
- 1977 Airport Park completed.
- 1979 Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.
- 1979 Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.
- 1979 From 1979 1981, old National Guard Armory at 6th and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.

- 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.
- 1990 Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.
- 1991 City Council adopts a park system development charge (SDC) of \$300 per residential unit.

- 1993 Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.
- 1994 From 1994 1995, City receives \$600,000 Community Development Block Grant to help construct Senior Center; Senior Center opens at Wortman Park, October 1995.
- 1996 Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the weeklong construction project.



1996 Major flood damage to Dancer Park facilities; 300 community volunteers remove gravel and debris from fields and help repair damage; local contractors make facility and roadway repairs and reconstruct new skatepark foundation. Original skatepark opens.

- 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 20year 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 From 2004 2005, City Park and Wortman Park Renovation Projects begin; and in the spring of 2005 are substantially complete. New trail systems, restrooms, picnic area improvements, playgrounds.
- 2004 Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.
- 2004 In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.
- 2005 SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.
- 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 offstreet Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.
- 2010 McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water.

2011 "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April.



- 2014 The acquisition of a new park property was finalized; the new four-acre neighborhood park will serve area residents in NW McMinnville.
- 2015 Neighborhood park planning workshops for the new NW Neighborhood park were initiated in January. The resulting park master plan will be finalized in April or May.

	ent Report		50 - PARK DEVELOPMENT FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ADOPTI BUDG
			RESOURCES			
			BEGINNING FUND BALANCE			
965,924	1,102,610	986,478	4050-05Designated Begin FB-Park Dev Fd - Park Development Bond ProceedsEstimated July 1, 2018 designated carryover of 2001 Park Improvement Bond proceeds.	972,987	0	
16,000	16,000	16,000	4050-25 Designated Begin FB-Park Dev Fd - Heather Hollow July 1, 2018 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	0	
12,500	12,500	0	4050-30 Designated Begin FB-Park Dev Fd - Howard F Nice Trust	0	0	
4,229	3,840	5,677	4090 Beginning Fund Balance Estimated July 1, 2018 undesignated carryover from the 2017-2018 fiscal year.	22,772	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 fo the forseeable future.			
998,653	1,134,950	1,008,155	TOTAL BEGINNING FUND BALANCE	1,011,759	0	
			INTERGOVERNMENTAL			
0	60,863	0	4540 Federal LWCF Grant Land and Water Conservation Fund (LWCF) Grant funds to support City Park project design and renovation expenditures described in line items 7770-30 (Professional Services) and 9300-15 (Park Improvements - City Park).	0	0	
0	7,930	260,000	4770-27 OR State Park & Recreation Grant - NW Neighborhood Park	267,075	0	
0	68,792	260,000	TOTAL INTERGOVERNMENTAL	267,075	0	
			CHARGES FOR SERVICES			
301,180	129,198	248,860	5500 System Development Charges Park system development charges (SDC) for park development from apartment and new home construction projects. Oregon Revised Statutes require SDCs be used to fund projects related to population growth.	233,100	0	
			Budget Note: Current Park SDC is \$2,331 per residential unit. Budget assumes 125 new residential units in 18-19.			
301,180	129,198	248,860	TOTAL CHARGES FOR SERVICES	233,100	0	(
			MISCELLANEOUS			

Budget Document Report

50 - PARK DEVELOPMENT FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,425	8,514	4,700		Interest - Bond ed on unspent Park System Improvement Bond proceeds.	3,200	0	0
0	0	60,000	The Collins	Grants - The Collins Foundation Foundation has awarded the City \$60,000 to support the NW Neighborhood P Inclusive Playground.	60,000 Park	0	0
0	0	25,000	The Ford Fa	Grants - Ford Family Foundation mily Foundation has awarded the City \$25,000 to support the NW Neighborho Free, Inclusive Playground.	25,000 pod	0	0
260	0	258		Donations - Park Development ons carried over from 2017 to 2018 (\$308 is for Dog Park.) Other donations for pecified park improvements are sometimes received within this account.)	350 or	0	0
0	0	133,830	6450-21	Donations - Park Development - NW Neighborhood Park	133,880	0	0
0	42,785	112,000	6600	Other Income	0	0	0
6,623	55,106	341,288		TOTAL MISCELLANEOUS	228,630	0	0
				TRANSFERS IN			
0	0	0	6900-77	Transfers In - Wastewater Capital	230,000	0	0
			<u>Descrip</u> Loan fo	ionUnitsAmt/UnitTpark construction1230,000230,'	<u>otal</u> 000		
0	0	0		TOTAL TRANSFERS IN	230,000	0	0
306,456	1,388,047	1,858,303		TOTAL RESOURCES	1,970,564	0	0

-	nt Report			50 - PARK DEVE	LOPMENT	UND				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/ A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ADOPTE BUDGI
				RE	QUIREMENTS					
				MATERIALS AND SERV	ICES					
260	0	258	7680	Materials & Supplies - Dor	ations			308	0	
1,351	1,371	2,500	7750	Professional Services				2,200	0	
			<u>Descrip</u> Audit fe	<u>otion</u> ee allocation	<u>Units</u> 1	<u>Amt/Unit</u> 2,200	<u>Total</u> 2,200			
500	3,700	500	7750-57	Professional Services - Fin	nancing Administra	ation		500	0	
6,309	27,470	132,000		Professional Services - Pr eighborhood park master plan refine management services.				94,000	0	
				e: Project funded by Park Improver 80% park SDC funding.	ment Bonds & grants, a	although projec	t			
6,200	13,368	0	7770-30	Professional Services - Pr	ojects - City Park F	Renovations		0	0	
14,620	45,909	135,258		TOTAL MAT	ERIALS AND SE	RVICES		97,008	0	
				CAPITAL OUTLAY						
0	0	218,830	8725-05 Funds expe revenue line	Equipment - Donations - N nded in this account come from spe e-items 6360-16, 6360-18, and 6450	cified donations and g		in	218,880	0	
4,650	0	0	9250-20 Pathway co	Park Construction - NE Ne nnection for new neighborhood acc		parimeter.		0	0	
0	0	1,326,500	Construction	Park Construction - NW Non starting in June '18 - through Octo provement Bonds, although project of	ber '18. Budget Note:	Construction SDC funding.	funded	1,326,500	0	
0	142,519	0	9300-15	Park Improvements - City	Park Renovations			0	0	
0	0	0	will be ident	Park Improvements - Heat nprovements within Heather Hollow ified through discussions with reside who provided the money for the ye	Neighborhood Park.	Specific improv en subdivision i	n SW	0	0	
			Budget Note	e: Project funded 100% by donation	1					
4,650	142,519	1,545,330		TOTAL	CAPITAL OUTLA	AY		1,545,380	0	

udget Docume	ent Report			50 - PARK DEVELOPM	IENT F	UND				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				TRANSFERS OUT						
52,236	54,999	58,359	9700-01	Transfers Out - General Fund				54,723	0	0
				<u>ion</u> Rec Admin, Admin, & Finance personnel support.	<u>Units</u> 1	<u>Amt/Unit</u> 54,723	<u>Total</u> 54,723			
100,000	100,000	100,000	funded the S	Transfers Out - Debt Service artially off-set debt service for the Park Impre DC portion of projects built with bond funds.				0	0	C
152,236	154,999	158,359	Proposed 20	18-19 does not include transfer of SDC reve TOTAL TRANS			1.	54,723	0	(
152,250	134,335	150,559			FERS U	<u> </u>		54,725	U	
				CONTINGENCIES					_	
0	0	3,356	9800	Contingencies				257,453	0	(
0	0	3,356		TOTAL CONTI	NGENCIE	<u></u>		257,453	0	(
				ENDING FUND BALANCE						
1,102,610	1,009,534	0		Designated End FB - Park Dev Fd Proceeds naining at June 30 are budgeted as continged		-		0	0	(
16,000	16,000	16,000	which allows 9950-25	those funds to be spent Designated End FB - Park Dev Fd	Heather	Hollow		16,000	0	(
12,500	0	0	9950-30	Designated End FB - Park Dev Fd			t	0	0	(
3,840	19,086	0	9999 All funds rem	Unappropriated Ending Fd Balanc naining at June 30 are budgeted as contingen those funds to be spent	9			0	0	C
1,134,950	1,044,620	16,000		TOTAL ENDING F	JND BAL	ANCE		16,000	0	0
1,306,456	1,388,047	1,858,303		TOTAL REQU		re		1,970,564	0	0

udget Docum	ent Report		50 - PARK DEVELOPMENT FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,306,456	1,388,047	1,858,303	TOTAL RESOURCES	1,970,564	0	0
1,306,456	1,388,047	1,858,303	TOTAL REQUIREMENTS	1,970,564	0	0



DEBT SERVICE FUND





Debt Service Fund

Budget Highlights

Debt Service – Current Property Taxes

- In fiscal year 2018-19, the City will levy \$3,661,900 in property taxes for principal and interest debt service payments on general obligation bonds. This levy will result in an estimated tax rate for debt service of \$1.4675 per \$1,000 of assessed property values. This tax rate compares to the actual debt service tax rate of \$1.3360 in 2017-18.
- The increase in the taxes levied is due to principal and interest payments on the \$7,915,000 in general obligation bonds (GO) issued in February 2018 to fund major street improvement projects.
- When calculating the tax levy for debt service, the City takes into account that approximately 8% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- 2011 Park Improvement Refunding Bonds In 2011, GO bonds were issued to refund (i.e., pay off) Park Improvement Bonds issued in 2001. The 2011 Refunding Bonds will be fully paid in 2021.
- 2015 Transportation Bonds In April 2015 the City issued \$16,085,000 in GO bonds for transportation projects. Issuance of the bonds was approved by the voters in November 2014. The bonds are 15-year bonds and will be fully paid in 2030.
- 2015 Refunding Bonds In April 2015, the City issued \$7,235,000 in GO refunding bonds, with proceeds of the bonds used to pay off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The 2016 Refunding bonds are 10-year bonds and will be fully paid in 2025.
- 2018 Transportation Bonds In February 2018, the City issued \$7,915,000 in GO bonds for completion of transportation projects.

This issuance was the second series of the \$24 million in GO bonds approved by the voters in 2014. The first series of transportation bonds was issued in 2015. The bonds are 15-year bonds and will be fully paid in 2033.

Transfers from Other Funds

- All costs or certain percentages of the costs of capital projects are frequently funded with systems development charge (SDC) revenue. SDC revenue may be transferred to the Debt Service Fund to offset the cost of debt service payments on bonds that were issued to fund the project. SDC revenue can only be used in this manner in proportion to the percentage of a project that was eligible for funding with SDC revenue.
- Transfer from Transportation Fund After all bond proceeds and interest earned on the proceeds are spent, the final SDC percentage will be calculated. In the future, the City intends to transfer qualifying SDC revenues from the Transportation Fund to the Debt Service Fund to reduce the related debt service tax levy.
- Transfer from Park Development Fund Since 2001 when the \$9,500,000 General Obligations Bonds for Park System Improvements were issued, park SDC revenues have been transferred to the Debt Service Fund to reduce the related debt service tax levy. In the past, \$100,000 in park SDC revenue has been transferred from the Park Development Fund to the Debt Service Fund. However, there is no proposed transfer of SDC revenues in the proposed 2018-19 budget, due to an anticipated reduction in SDC revenues for park improvement projects.

Designated Ending Fund Balance (DEFB)

 DEFB's are used to pay debt service payments due prior to the collection of property taxes in November; therefore, the prior fiscal year's debt service levy must be sufficient to cover debt service payments due from July 1 through November 1.

Future Challenges and Opportunities

- Major capital projects, building repairs, and equipment related to general services provided by the City must be funded with general operating revenues or by the issuance of debt.
- The City has issued general obligation bonds in the past and used the proceeds to finance the Police Station, the Civic Hall, Park System improvements, and Transportation improvement projects. Since property taxes are used to pay debt service on general obligation bonds, these bonds must be approved by the voters and are exempt from property tax limitations.
- The City will continue to evaluate and identify fiscally responsible options for the funding of major capital projects, building repairs, and equipment purchases in the future.

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	2,738,537	3,364,252	3,724,400	360,148
Debt Service	3,358,950	3,417,100	3,731,138	314,038
Other Financing Uses	-	-	-	-
Total Expenditures	3,358,950	3,417,100	3,731,138	314,038
Net Expenditures	(620,413)	(52,848)	(6,738)	(46,110)



Debt Service Fund

- 1969 Voters approve \$710,000 sixyear sewage disposal general obligation bond issue.
- 1975 City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.
- 1978 March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.
- 1978 November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.
- 1980 February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.
- 1982 May 1982, voters approve a seven-year property tax serial levy to construct airport office building.
- 1982 August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.

- 1984 Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.
- 1986 September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.
- 1989 Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.
- 1995 Voters fail 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.
- 1996 Bonds issued for advance refunding of 1989 bonds.
- 1996 Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.
- 1997 Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.

- 2002 November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.
 2006 Voters approve 20-year
 - Voters approve 20-year
 \$13,120,000 general obligation
 bonds for public safety and
 courtroom/civic buildings.
 Bonds sold November 2006.
- 2011 2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.
- 2012 Projects in Public Safety Facilities Construction Fund completed.
- 2014 November 2014, voters approve 15-year general obligation bonds for transportation system improvements
- 2015 Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
- 2015 First series of GO bonds approved in 2014 are issued
- 2016 Second series of GO bonds approved in 2014 are issued

2016	2017	2018		Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
615,000	640,000	0	4060-20	Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1	0	0	0
25,100	12,800	0	4060-25	Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1	0	0	0
0	158,650	158,650	4060-27	Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	148,900	0	0
			July 1 design interest due	ated carryover from prior year to pay Public Safety Building Refunding Bond August 1, which is prior to receipt of proposed budget year property taxes			
535,000	550,000	555,000	4060-32	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	570,000	0	0
				ated carryover from prior year to pay 2011 Park Refunding Bond principal due ich is prior to receipt of proposed budget year property taxes			
52,100	46,750	41,250	4060-33	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	35,700	0	0
				ated carryover from prior year to pay 2011 Park Refunding Bond interest due ich is prior to receipt of proposed budget year property taxes			
0	325,425	308,925	4060-35	Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	290,925	0	0
				ated carryover from prior year to pay Transportation Bond Interest due August 1, to the receipt of proposed budget year property taxes			
0	0	0	4060-36	Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	0
242,683	115,088	77,737		Beginning Fund Balance ly 1 undesignated carryover from prior year	138,355	0	0
,469,88 3	1,848,713	1,141,562		TOTAL BEGINNING FUND BALANCE	1,183,880	0	0
				PROPERTY TAXES			
2,649,494	2,545,919	3,207,200	\$3,980,326 (\$318,426)	Property Taxes - Current 2018-2019 debt service property tax levy Less uncollectible taxes - 8% 2018-2019 Current property taxes	3,661,900	0	0
			Debt Service to \$1.3360 in	property tax rate estimated at \$1.4670 per \$1,000 of assessed value compared 2017-2018			
58,696	83,819	50,000	4100-10	Property Taxes - Prior f delinquent property taxes from prior year Debt Service Fund property tax levies.	50,000	0	0
2,708,189	2,629,738	3,257,200		TOTAL PROPERTY TAXES	3,711,900	0	0

udget Docume	ent Report			60 - DEBT SERVICE FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				MISCELLANEOUS			
6,264	8,799	4,000	6310	Interest	12,500	0	C
6,264	8,799	4,000		TOTAL MISCELLANEOUS	12,500	0	C
				TRANSFERS IN			
0	0	3,052	6900-40 All funds fro	Transfers In - Public Safety Facilities Const om Public Safety Facilities Fund were transferred to Debt Service Fund in 2017-18	0	0	C
100,000	100,000	100,000	Transfer fro	Transfers In - Park Development m Park Development Fund to off-set property taxes levied to pay park at bond debt service.	0	0	C
			Proposed 20	018-19 does not include transfer in of SDC revenue from Park Development Fund.			
100,000	100,000	103,052		TOTAL TRANSFERS IN	0	0	0
4,284,337	4,587,250	4,505,814		TOTAL RESOURCES	4,908,280	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
				REQUIREMENTS			
				DEBT SERVICE			
615,000	640,000	0	9460-05	2006 PS & Court/Civic Bldg Bond - Principal - Aug 1	0	0	0
12,800	0	0	9460-10	2006 PS & Court/Civic Bldg Bond - Interest - Feb 1	0	0	0
25,100	12,800	0	9460-15	2006 PS & Court/Civic Bldg Bond - Interest - Aug 1	0	0	0
65,000	0	650,000	9462-05 2015 Public	2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 Safety Building Bond Refunding principal payment due February 1, 2018.	670,000	0	0
252,482	158,650	158,650	9462-10 2015 Public	2015 Public Safety Bldg Refunding Bond - Interest - Feb 1 Safety Building Bond Refunding interest payment due February 1, 2018.	148,900	0	0
0	158,650	158,650	9462-15 2015 Public	2015 Public Safety Bldg Refunding Bond - Interest - Aug 1 Safety Building Bond Refunding principal payment due August 1, 2017.	148,900	0	0
310,000	1,100,000	1,200,000		2015 Transportation Bond - Principal - Feb 1 ortatioin Bond principal payment due February 1, 2018	875,000	0	0
521,392	325,425	308,925	9475-10 2015 Transp	2015 Transportation Bond - Interest - Feb 1 ortation Bond interest payment due February 1, 2018	290,925	0	0
0	325,425	308,925	9475-15 2015 Transp	2015 Transportation Bond - Interest - Aug 1 portation Bond interest payment due August 1, 2017	290,925	0	0
0	0	0	9476-05	2018 Transportation Bond - Principal - Feb 1	440,000	0	0
0	0	0	9476-10	2018 Transportation Bond - Interest - Feb 1	230,788	0	0
0	0	0	9476-15	2018 Transportation Bond - Interest - Aug 1	0	0	0
535,000	550,000	555,000	9485-05 2011 Park R	2011 Park Bond Refunding - Principal - Aug 1 efunding Bond principal payment due August 1, 2017	570,000	0	0
46,750	41,250	35,700	9485-10 2011 Park R	2011 Park Bond Refunding - Interest - Feb 1 efunding Bond interest payment due February 1, 2018	30,000	0	0
52,100	46,750	41,250	9485-15 2011 Park R	2011 Park Bond Refunding - Interest - Aug 1 efunding Bond interest payment due August 1, 2017	35,700	0	0
0	0	0	9490	Bond Refunding	0	0	0
,435,624	3,358,950	3,417,100		TOTAL DEBT SERVICE	3,731,138	0	0
				ENDING FUND BALANCE			
640,000	0	0	9960-20	Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1	0	0	0
12,800	0	0	9960-25	Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1	0	0	0

2016	2017	2018		Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
158,650	158,650	148,900	9960-27	Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	135,500	0	0
			2015 Public	nated carryover from proposed budget year to subsequent year for payment of Safety Building Refunding Bond interest due August 1, which is prior to receipt of dget year property taxes			
550,000	555,000	570,000	9960-32	Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	580,000	0	0
			the 2011 Par	nated carryover from proposed budget year to subsequent year for payment of rk Refunding Bond principal due August 1, which is prior to receipt of proposed property taxes			
46,750	41,250	35,700	9960-33	Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	30,000	0	0
				nated carryover from prior year to subsequent year for payment of the 2011 Park ond interest due August 1, which is prior to receipt of proposed budget year			
325,425	308,925	290,925	9960-35	Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	273,425	0	0
				nated carryover from proposed budget year to subsequent year for payment of ortation Bond interest due August 1, which is prior to receipt of proposed budget			
0	0	0	9960-36	Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	118,150	0	0
				nated carryover from proposed budget year to subsequent year for payment of ortation Bond interest due August 1, which is prior to receipt of proposed budget			
115,088	164,475	43,189		Unappropriated Ending Fd Balance d carryover to July 1 from proposed budget year to subsequent year, includes	40,067	0	0
				deficit) of revenues over (under) expenditures from proposed budget year			
,848,713	1,228,300	1,088,714		TOTAL ENDING FUND BALANCE	1,177,142	0	0
,284,337	4,587,250	4,505,814		TOTAL REQUIREMENTS	4,908,280	0	0

dget Docum	ent Report		60 - DEBT SERVICE FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
4,284,337	4,587,250	4,505,814	TOTAL RESOURCES	4,908,280	0	0
4,284,337	4,587,250	4,505,814	TOTAL REQUIREMENTS	4,908,280	0	0



BUILDING FUND

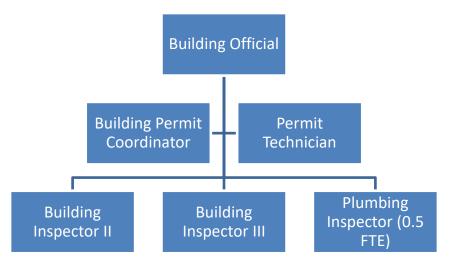




Building Fund

Budget Highlights

- In 2017-18, management of the Building Division moved from the Community Development Department to the Planning Department as part of the city's efforts to implement process improvements and efficiencies. Planning and Building staff work collaboratively and extensively together on building and site development permit review and associated code enforcement. With this change, the Planning Director assumed leadership and support for the Building Official and the Building Division team.
- In 2018-2019, the Building Division will transition to a new Accela software platform allowing for online permitting, credit card payments, and system integration with McMinnville Water & Light, Inc. This new software should improve some of the customer service efficiencies at the Community Development Center permit counter with the ability to request permits, plan review and inspections electronically,
- The 2018-19 proposed budget reflects a staff restructuring in the Planning and Building divisions to respond to this new efficiency at the permit counter by restructuring the two current permit technicians to one full-time permit technician that serves the permit counter and one full-time building permit coordinator that will focus on plan review and permit efficiencies to ensure timely customer service.
- The 2018-19 proposed budget also adds 1.5 Building Inspector FTEs. This addition frees up the Building Official's time to focus on plan review, administration and development community relationships by revitalizing a building advisory committee and providing code training for the development community.



Proposed new staffing structure of the Building Division

Core Services

Building Division

- Hold pre-application meetings to identify and clarify issues particular to a commercial project prior to submittal of construction documents. These meetings are also attended by various other City departments as well as those interested parties on the applicant side of the project.
- Provide plan review services for residential, commercial and industrial projects prior to permit issuance.
- Conduct inspections in the field at various job sites during the construction process of the projects.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

Building Fund

2017 Accomplishments



Future Challenges and Opportunities

- Specialized plumbing and electrical inspectors continue to be difficult to find. The City of McMinnville will continue to partner with Yamhill County for those services.
- Most of the team were hired in 2017-18. 2018-19 will be a year of team-building and adaptations.
- The software transition in 2018-19 will be time consumptive for the new building team.



From Left to Right: Robert Reygers – Building Inspector, Katie Land – Permit Technician, Sarah Sullivan – Permit Technician

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	618,953	438,000	575,668	137,668
Personnel Services	231,035	399,897	577,546	177,649
Materials & Services	57,735	119,968	101,758	(18,210)
Capital Outlay	760	20,671	27,000	6,329
Transfers Out	42,109	84,385	79,151	(5,234)
Total Expenditures	331,639	624,921	785,455	160,534
Net Expenditures	287,315	(186,921)	(209,787)	22,866

Building Fund

Full-Time Equivalents (FTE)

· · · ·	/		
	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	3.75		
Building Inspector III		(0.83)	
Building Inspector II		1.00	
Building Permit Coordinator		1.00	
Permit Technician - Eng/Bldg		(0.50)	
Permit Technician - Combined Dept	s	0.15	
Extra Help - Building Inspector		0.43	
FTE Proposed Budget		1.25	5.00



New Winery Equipment

2018 – 2019 Proposed Budget --- Budget Summary



Residential Roof Inspection



Building Fund

- 1969 State of Oregon adopts 1968 edition of National Electrical Code.
- 1970s Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.
- 1988 City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.
- 1991 Building Division Advisory Board created from various stakeholders in the building community.
- 1994 Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.
- 1995 Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.
- 1997 Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.
- 1997 Building Division management moved into newly created Community Development Department with ultimate goal of a "one-stop" development center.

- 2000 Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.
- 2002 City Council increases building permit fees increasing revenues to self-supporting level in Building Division.
- 2005 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%.
- 2006 An additional inspector position filled.
- 2007 Division moved to new Community Development Center.
- 2009 Downturn in construction industry, eliminated one inspector position upon staff retirement.
- 2010 Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.

- Historical Highlights
- 2012 General Fund transfer of \$50,000 to support Building Division activities.

2012 Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to parttime. Division support of one Permit Technician was also eliminated making General Fund support unnecessary.

- 2012 Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.
- 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 inhouse.

Building Fund

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

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

					70 - BUILDING FUI				
20 ADOPT	2019 APPROVED	2019 PROPOSED			Department : N/A Section : N/A		2018 AMENDED	2017 ACTUAL	2016 ACTUAL
BUDG	BUDGET	BUDGET			Program :N/A		BUDGET	,	
				ESOURCES					
				ANCE	BEGINNING FUND BALAN				
	0	1,123,293			Beginning Fund Balance luly 1 carryover from prior year		773,488	680,918	605,656
	0	1,123,293		NNING FUND BALANCE	TOTAL BEGINI		773,488	680,918	605,656
				<u>'S</u>	LICENSES AND PERMITS				
	0	435,000			Building Fees - Building Perror n review and permit fees; fire and life s	4400-05 Building plan	335,000	468,214	297,385
	0	70,000		Permit Fees	Building Fees - Mechanical F plan review and permit fees.		40,000	83,615	37,821
	0	40,000			Building Fees - Plumbing Pe lan review and permit fees.		50,000	56,782	54,198
	0	1,500	and permit		Building Fees - Mobile Home ed home setup permit fees including m	4400-20 Manufactured fees.	2,000	1,075	3,440
	0	500			Building Fees - Miscellaneou ous Building Division charges including	4400-25 Miscellaneou	500	0	235
	0	547,000		ENSES AND PERMITS	TOTAL LICE		427,500	609,686	393,079
					MISCELLANEOUS				
	0	12,100			Interest	6310	8,000	6,295	2,678
	0	0		omp Reimbursement	Other Income - Workers' Cor	6600-05	0	0	0
	0	13,900	Division's		Other Income - Building e 1% Administration Fee paid by the So f their Construction Excise Tax on new	Includes the	2,500	2,972	2,673
				<u>Units</u> <u>Amt/Ur</u>		<u>Descripti</u>			
			-	1 2,50 1 11,40	Excise Tax Administration Fee, 1% ed Worker reimbursement				
			0 11,400			Fleielled			
	0	26,000		MISCELLANEOUS	<u>TOTAL M</u>		10,500	9,268	5,351
					TRANSFERS IN				
	0	2,668		ervices	Transfers In - Insurance Serv	6900-85	0	0	0
			<u>iit Total</u>	<u>Units</u> <u>Amt/Ur</u>	otion	<u>Descripti</u>			
			8 2,668	1 2,66	nce Service Fund distribution	Insuranc			
							•	0	0
	0	2,668		<u>TRANSFERS IN</u>	<u>TOTAL</u>		0	0	0

0040	0047			70 - BUILDING FUND	00/0	0040	
2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Department : N/A Section : N/A	2019 PROPOSED	2019 APPROVED	20 ADOPT
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDG
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,016	665	0	7000	Salaries & Wages	0	0	(
94,905	93,625	236,429	Building Ins Building Ins Building Per	Salaries & Wages - Regular Full Time icial - 1.00 FTE pector III - 1.00 FTE pector II - 1.00 FTE mit Coordinator - 1.00 FTE mit Coordinator - 1.00 FTE inician - Combined Depts - 0.40 FTE	305,325	0	
53,416	43,955	0	7000-10 Building Ins	Salaries & Wages - Regular Part Time pector III - 0.17 FTE	13,666	0	
0	12,325	0	7000-15 Extra Help -	Salaries & Wages - Temporary Building Inspector - 0.43 FTE	32,000	0	
0	0	200	7000-20	Salaries & Wages - Overtime	5,000	0	
1,100	-320	0	7300	Fringe Benefits	0	0	
8,898	8,938	16,841	7300-05	Fringe Benefits - FICA - Social Security	22,072	0	(
2,081	2,090	3,938	7300-06	Fringe Benefits - FICA - Medicare	5,163	0	(
40,403	36,560	77,057	7300-15	Fringe Benefits - PERS - OPSRP - IAP	93,209	0	(
24,022	26,779	52,984	7300-20	Fringe Benefits - Medical Insurance	80,148	0	
4,250	3,292	4,625	7300-22	Fringe Benefits - VEBA Plan	12,617	0	
196	167	292	7300-25	Fringe Benefits - Life Insurance	512	0	(
766	711	1,486	7300-30	Fringe Benefits - Long Term Disability	1,668	0	(
2,041	2,185	4,933	7300-35	Fringe Benefits - Workers' Compensation Insurance	6,020	0	(
65	63	109	7300-37	Fringe Benefits - Workers' Benefit Fund	146	0	(
0	0	1,003	7300-40	Fringe Benefits - Unemployment	0	0	(
234,158	231,035	399,897		TOTAL PERSONNEL SERVICES	577,546	0	(
				MATERIALS AND SERVICES			
157	334	650		Public Notices & Printing pection/correction notices and various building inspection job cards, as well as o inform contractors of code changes, departmental policies, and other relevant	650	0	
33	107	300	7540	Employee Events d city-wide for employee training, materials, and events.	300	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
3,190	3,527	6,000	Training ser	Travel & Education minars and classes to maintain staff co rmit program) annual conference.	ertifications; attendar	nce	at the Acce	la	9,500	0	0
760	726	1,500	7590	Fuel - Vehicle & Equipment					2,500	0	0
2,082	2,288	2,500		Electric & Natural Gas nare of Community Development Cen	ter's electricity exper	nse	e, ~25%.		2,650	0	0
2,100	2,500	3,200	7610-05	Insurance - Liability					4,100	0	0
1,100	1,300	1,200	7610-10	Insurance - Property					1,200	0	0
3,638	3,779	5,000	7620	Telecommunications					7,500	0	0
1,574	1,905	2,100		Janitorial nare of Community Development Cen	ter janitorial service a	and	d supplies co	st,	2,250	0	0
2,754	6,013	6,000		Materials & Supplies and related material regarding struct ies; postage; uniforms and safety equ		umb	bing, and fire	codes;	9,000	0	0
185	620	1,500	-	Repairs & Maintenance	quipment.				1,500	0	0
1,149	2,095	2,500	7720-08 Division's sl	Repairs & Maintenance - Bu nare of Community Development Cen		orov	vements, ~25	% .	2,500	0	0
647	692	2,100	alarm and li	Repairs & Maintenance - Bu nare of routine building maintenance of ghting repair and maintenance, gutter e, and carpet cleaning, ~25%.	costs including pest of	con	trol, garbage	service,	2,750	0	0
474	1,836	550	7750	Professional Services					590	0	0
			Descrip	otion	<u>Units</u>	A	Amt/Unit	<u>Total</u>			
				125 administration fee	1		90	90			
			Audit F	ee Allocation	1		500	500			
12,702	10,342	62,000		Professional Services - Con spection services for large commercial when needed.			nt staff build	ing	15,000	0	0
0	0	2,500	7750-36 Contract pla	Professional Services - Con an reviews and engineering services of					5,000	0	0
994	1,040	2,400		Maintenance & Rental Contr Center hare of Community Development Cen naintenance; and copier leases, ~25%	ter HVAC services; a	-	-		2,400	0	0
0	0	0	7800	M & S Equipment					0	0	0
3,302	2,998	4,068	7840	M & S Computer Charges					7,018	0	0

get Documen	t Report		70 - BUILDING FUND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
12,245	15,634	13,900		ng			25,350	0	(
			Description	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ESRI Arcview-17% shared with Plan, Bldg,Eng,Pk Maint, WWS	1	2,050	2,050			
			Accela Permits Plus-70%, shared with Eng, Plan	1	13,300	13,300			
			Replacement workstations	3	1,500	4,500			
			Screen upgrades	1	850	850			
			Ram upgrade	1	150	150			
			Mobile computers for Accela upgrade	3	1,500	4,500			
49,087	57,735	119,968	TOTAL MATERIAL	AND SE	RVICES		101,758	0	(
			CAPITAL OUTLAY						
684	760	671	Capital Outlay Computer Charges S. Fund capital outlay costs shared city-wide				0	0	(
0	0	0	750-80 Capital Outlay Computer Charges	- Building			2,000	0	
			Description	<u>Units</u>	Amt/Unit	Total			
			Fullsize Scanner/Plotter Replacement (20%, shared with Eng)		2,000	2,000			
0	0	20,000	850 Vehicles /ehicle for new inspector position				25,000	0	
684	760	20,671	TOTAL CAPIT	AL OUTLA	<u>AY</u>		27,000	0	
			TRANSFERS OUT						
30,954	33,628	75,788	700-01 Transfers Out - General Fund				69,875	0	(
			Description	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Engineer, Plan, Admin, & Finance personnel servic support.	es 1	69,875	69,875			
8,284	8,481	8,597	700-80 Transfers Out - Information Syste	ms			9,276	0	
			Description	<u>Units</u>	Amt/Unit	Total			
			Information Systems personnel services support.	1	9,276	9,276			
39,238	42,109	84,385	TOTAL TRAN	SFERS OL	<u>JT</u>		79,151	0	
			CONTINGENCIES						
0	0	75,000	800 Contingencies				75,000	0	

Budget Docum	ent Report		70 - BUILDING FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
680,918	968,233	511,567	ENDING FUND BALANCE 9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations	838,506	0	0
680,918	968,233	511,567	TOTAL ENDING FUND BALANCE	838,506	0	0
1,004,086	1,299,872	1,211,488	TOTAL REQUIREMENTS	1,698,961	0	0

udget Docum	ent Report		70 - BUILDING FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEE BUDGET
1,004,086	1,299,872	1,211,488	TOTAL RESOURCES	1,698,961	0	0
1,004,086	1,299,872	1,211,488	TOTAL REQUIREMENTS	1,698,961	0	0

WASTEWATER SERVICES

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



Budget Highlights

- The 2018-19 proposed budget continues the City's commitment to meet and exceed environmental requirements; to protect water resources; and to guard public health while providing vital utilities at reasonable rates.
- The Water Reclamation Facility (WRF) is now in its 23rd year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
 - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
 - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.
- Per the approved 2015 Updated Wastewater Services Financial Plan, the 2018-19 proposed budget includes a \$6,429,189 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines.
- New Programs, Projects, or Equipment:
 - Tertiary treatment system expansion engineering design.
 - Ultra-violet (UV) system upgrade.
 - Begin design and engineering for a new biosolids storage tank.

Core Services

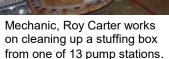
Administration

- Provide organization, planning and support to meet the needs of all of Wastewater Services sections.
- Ensure the reporting requirements to Environmental Protection Agency (EPA), DEQ and other regulatory agencies are achieved.

Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve National Pollution Discharge Elimination System (NPDES) permit requirements and protect the environment.
- Perform predictive, preventive, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Land application of exceptional quality biosolids.

Environmental Services



- Provide the public and local industries information and education on pretreatment programs and goals.
- Issue permits to industrial dischargers, and perform required sampling and monitoring.
- Provide protection for the sewer system and WRF to prevent illicit discharges and harmful wastes that impact the treatment processes, environment or may be harmful to employees working in the collection system.
- Perform required laboratory analysis per the NPDES permit.

- Maintain precision and accuracy through extensive quality assurance and quality control measures.
- Provide technical assistance in evaluating plant processes and preparing for coming regulations.

Conveyance Systems

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.
- Select sewer project repairs to be performed by staff, including replacing sanitary sewer laterals from the sewer mainline to property line, mainline repairs, and install Cured-in-Place-Pipe (CIPP) patches as needed.
- Continue to maintain and repair the stormwater system as a cooperative effort with the Public Works Division to remove pollutants before they are discharged to the streams and rivers.
- o Coordinate sewer rehabilitation and replacement projects.
- Reduce inflow and infiltration (I&I) through rehabiliation of manholes.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow I&I into the system.
- Utilize an asset management system to record sewer maintenance and condition to prioritize repairs and rehabilitation projects.

Future Challenges and Opportunities

Administration

- NPDES Permit Renewal is ongoing. The current permit has been administratively extended. Issues over mixing zones, mercury and silver limits, and new toxics regulations are likely to need attention.
- Participation in South Yamhill River TMDL process with DEQ.

- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Upgrade and replace fire alarm system, which is outdated and no longer supported by the manufacturer.

Plant / Pump Stations

• Planning for new discharge permit with its contingent monitoring and compliance challenges.



The new 3 Mile Lane # 3 pump station, completed in 2017, replaces the aging pump station with a station that has a greater capacity, reliability, and newer technology to accommodate future population and commercial growth.

- Continued focus on sustainability goals and opportunities for improvements through energy conservation projects.
- Monitoring for progress with I&I issues and other improvements to the collections system.
- Increased reliability of systems to minimize the potential for sanitary sewer overflows.
- Increased focus on preventive maintenance and corrosion abatement on the aging WRF equipment and processes.

Environmental Services

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.

2018 – 2019 Proposed Budget --- Budget Summary

• Maintain compliance record with the EPA quality assurance program by continuing to score 100% on all test parameters.



The Lab staff performs over 6,000 analyses each year, using US EPA approved methods that must meet DEQ quality assurance / quality control standards. – *pictured Jason Hight, Lab Tech*

- Continue Wastewater Services Laboratory internship program with Linfield College for the 14th year.
- o Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Public outreach and education related to wastewater issues, which include distribution of information regarding keeping wipes and other items out of the sewer system to reduce clogs and providing tours and career fair participation at local high schools.
- Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of commercial kitchen grease intercepters.
- Continue to place markers identifying stormwater catch basins that drain to river.

Conveyance Systems

- Prioritization of conveyance video and cleaning work.
- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Maintain the sanitary sewer collection system in compliance with the NPDES permit.
- Plan for stormwater system management in cooperation with Engineering, Public Works and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.
- Continue to develop in-house sewer rehabilitation capabilities through lining projects.



Conveyance System crew members, Matt Bernards, Randy Clow, Taylor Senn, and Robert Paola (pictured from left to right), install a cured-in-place-pipe patch. This allows the crew to make repairs and stop I&I without costly excavation.

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	9,321,117	9,856,328	9,933,003	76,675
Personnel Services	1,879,418	2,064,102	2,178,639	114,537
Materials & Services	1,239,734	1,471,034	1,518,006	46,972
Capital Outlay	112,306	210,132	145,500	(64,632)
Transfers Out	6,538,984	5,973,386	6,780,115	806,729
Total Expenditures	9,770,442	9,718,654	10,622,260	903,606
Net Expenditures	(449,325)	137,674	(689,257)	826,931

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget Extra Help - WWS	21.37	(0.03)	
·			
FTE Proposed Budget		(0.03)	21.34



- 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.

Historical Highlights

- 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.
- 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.

- 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.

Historical Highlights

- 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 PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.
- 2008 DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.

- 2008 Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.
- 2010 City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.
- 2011 Modifications to the WRF processes allow for increased hydraulic capacity. Dave Gehring is selected as the PNCWA Oregon Operator of the Year.
- 2012 Downtown area I&I project completed, which included separation of combined sanitary and storm lines. Pump project was completed at Cozine pump station, which will increase efficiency and reduce energy usage during the summer. Received Requests for Proposals for WRF expansion and CH2M Hill was selected to design the project.

- Historical Highlights
- 2013 Miller Addition sanitary sewer rehabilitation project completed to reduce I & I. Updated control system and data collection software to improve reliability and efficiency. WRF expansion process began with CH2M Hill preliminary design.
- 2014 Ground breaking commenced in July of 2014 for the expansion of the secondary treatment process at the Water Reclamation Facility (WRF). When completed, the WRF will be able to better manage flow during wet weather conditions and to increase capacity to accommodate future population growth, while continuing to produce high quality effluent and Class A biosolids that benefit the environment.



- 2014 Completion of the City's updated Sewer Use Ordinance and Significant Industrial User Implementation Manual for the Wastewater Services Pretreatment Program. This process involved major changes to incorporate federally mandated language into the City's Municipal Code. After several years, multiple revisions, and a public hearing period, the new ordinance was approval by the Oregon DEQ and the EPA. The City Council adopted Sewer Use Ordinance 4987 in early January 2015.
- 2015 Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.



Replacement of two main pumps and variable frequency drives (VFD) at the Cozine Pump Station.

Engineering and design for the replacement of the 3 Mile Lane #3 Pump Station.

2016 Completion of the Water Reclamation Facility secondary treatment expansion.



The expansion project received Project of the Year 2016 award from American Public Works Association (APWA) Oregon Chapter. Project of the Year awards are given to recognize "excellence, innovation and cooperation with regard to the management and administration of public works projects." 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.

Historical Highlights

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

Position Description Fund					
Department	Number of		Total	Detailed	Summary
Section	Employees	Range	Salary	Page	Amount
<u>SS & SD Maintenance Supervisor</u> Street Fund (0.10 FTE) Wastewater Services Fund Conveyance Systems	1	342	78,053	167	7,805
Sanitary (0.90 FTE)				220	70,248
Senior Utility Worker - WWS Street Fund (0.10 FTE) Wastewater Services Fund Conveyance Systems Sanitary (0.90 FTE)	1	333	63,637	167 220	6,364 57,273
<u> Mechanic - Public Works</u>	1	330	57,387		
General Fund Park Maintenance (0.45 FTE) Street Fund (0.45 FTE) Wastewater Services Fund Administration (0.10 FTE)			,	136 167 210	25,824 25,824 5,739
<u>Utility Worker II - WWS</u> Street Fund (0.40 FTE) Wastewater Services Fund Conveyance Systems	4	329	208,076	167	20,808
Sanitary (3.60 FTE)				220	187,268

Budget Docum	ent Report		75 - WASTEWATER SERVICES FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
1,000,000	1,000,000	1,000,000	4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1	1,000,000	0	0
2,351,570	1,699,949	1,265,183	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,327,850	0	0
3,351,570	2,699,949	2,265,183	TOTAL BEGINNING FUND BALANCE	2,327,850	0	0
3,351,570	2,699,949	2,265,183	TOTAL RESOURCES	2,327,850	0	0
						_



ADMINISTRATION



2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADMINIS Section : N/A Program : N/A	FRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEE BUDGET
					EMENTS					
				PERSONNEL SERVICES						
3,510	-394	0	7000	Salaries & Wages				0	0	0
144,571	146,364	152,518	Office Speci	stewater Services Manager - 1.00 FTE ce Specialist II - 1.00 FTE chanic - Public Works - 0.10 FTE				158,574	0	0
18,255	960	0	7000-15	Salaries & Wages - Temporary				0	0	0
244	392	800	7000-20	Salaries & Wages - Overtime				801	0	0
1,808	146	0	7300	Fringe Benefits				0	0	0
9,735	8,768	9,506	7300-05	Fringe Benefits - FICA - Social S	ecurity			9,882	0	0
2,277	2,051	2,224	7300-06	Fringe Benefits - FICA - Medicar	е			2,311	0	0
39,081	38,661	47,939	7300-15	Fringe Benefits - PERS - OPSRP	- IAP			50,455	0	0
28,552	29,287	30,620	7300-20	Fringe Benefits - Medical Insura	nce			34,034	0	0
5,200	2,600	2,600	7300-22	Fringe Benefits - VEBA Plan				5,200	0	0
224	227	226	7300-25	Fringe Benefits - Life Insurance				228	0	0
779	788	820	7300-30	Fringe Benefits - Long Term Dis	ability			848	0	0
5,244	4,523	5,244	7300-35	Fringe Benefits - Workers' Com	pensation Ins	surance		5,405	0	0
90	54	61	7300-37	Fringe Benefits - Workers' Bene	fit Fund			61	0	0
1,995	762	2,001	7300-40	Fringe Benefits - Unemploymen	t			1,000	0	0
261,563	235,188	254,559		TOTAL PERSO	NEL SERV	ICES		268,799	0	0
				MATERIALS AND SERVICES						
1,047	0	1,100		Safety Training/OSHA ings, training films, posters, and handouts,	etc.			1,500	0	0
344	672	1,800		Employee Events d city-wide for employee training, materials	s, and events.			1,700	0	0
12,753	14,152	16,000	Membership Environmen approved ed	Travel & Education os and registrations to professional organiz t Federation National Conference; and reir ducation programs and travel expenses inc employee state certification.	nbursements to	employees	for	16,000	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				ional memberships	1	900	900			
			Training	g/conferences	1	12,700	12,700			

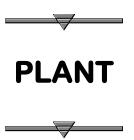
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADMINIS Section : N/A Program : N/A	TRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
56,000	48,900	61,700	7610-05	Insurance - Liability				64,800	0	0
49,100	70,000	80,000	7610-10	Insurance - Property				68,900	0	0
19,416	20,108	22,000	Telephone a	Telecommunications and fax usage, pagers, and Verizon commu e costs for fiber connection to Water Reclar			nputer	22,000	0	0
6,919	8,574	9,000		Janitorial nistration and Headworks building janitorial	charges.			9,300	0	0
			<u>Descrip</u>	otion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Janitori	al services contract	1	8,300	8,300			
			Janitori	al supplies	1	1,000	1,000			
23,220	20,539	30,000	Department	Materials & Supplies costs for employee protective clothing, saf ies, garbage service, advertisement, printin				30,000	0	0
3,192	6,036	7,350	7740-05	Rental Property Repair & Maint -				7,350	0	0
			Descrip	otion	Units	<u>Amt/Unit</u>	Total			
			Insurar	nce - liability	1	200	200			
				nce - property	1	600	600			
			Propert		1	2,450	2,450			
			Misc m	aintenance, repair, etc	1	4,100	4,100			
22,165	21,963	33,000	Engineering	Professional Services g, professional services and membership du /IDL), permitting, plans development, etc.	ues: Total Max	imum Daily Lo	bad	43,000	0	0
			<u>Descrip</u>	ption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Section	125 administration fee	1	45	45			
			Audit fe	ee allocation	1	3,500	3,500			
			Wastew	vater rate brochure	1	3,000	3,000			
			Water a	& Light annual sewer billing fee	1	600	600			
			Enviror	nmental legal assistance	1	5,000	5,000			
			Miscell	aneous wastewater facilites consulting	1	15,900	15,900			
			Northw	est Biosolids Association dues	1	455	455			
				program fees	1	2,000	2,000			
				membership fees	1	1,400	1,400			
				agreement	1	1,100	1,100			
			Facilitie	es assessment	1	10,000	10,000			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADMINISTRA Section : N/A Program :N/A	ΓΙΟΝ			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
20,542	24,088	30.000	7700	Maintenance & Rental Contracts				30,000	0	C
20,342	24,000	30,000		er Services contracts for maintenance and inspect	ions of va	rious facility s	systems	30,000	0	U
			Descr		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Lands	caping contract	1	19,000	19,000			
			Elevat	tor maintenance contract	1	3,000	3,000			
			Fire a	larm system inspection contract and monitoring	1	4,000	4,000			
			Fire e	xtinguisher and backflow preventer certification	1	3,000	3,000			
			Lands	caping contract additions	1	1,000	1,000			
16,856	13,225	18,989		M & S Computer Charges naterials & supplies costs shared city-wide				20,266	0	C
30,616	25,736	29,325	7840-85	M & S Computer Charges - WWS				26,175	0	(
			Descr	iption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			ESRI	Arcview-17%, shared with Plan, Bldg,Eng, Pk Street	1	2,050	2,050			
			WWS	- MP2 Maint Management Software	1	2,500	2,500			
				vell Control Software	1	5,500	5,500			
			Wond	erware software	1	5,500	5,500			
				en sewer maintenance-25%, shared with Eng, Pk Street	1	3,125	3,125			
			Hach	WIMS software	1	2,500	2,500			
			Win 9	11 software	1	500	500			
			Repla	cement workstations	3	1,500	4,500			
39,129	40,353	42,000		Permit & Basin Council Fees federal agency fees and permits.				45,000	0	(
			Descr	iption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			DEQ I	National Pollutant Discharge Elim (NPDES)	1	25,700	25,700			
				al USGS monitoring site fee - Yamhill	1	13,800	13,800			
			DEQ	certification program fee	1	1,900	1,900			
			Orego	n Hazardous substance fee	1	400	400			
			Electr	ical inspection	1	200	200			
			DEQ	stormwater program fee	1	1,000	1,000			
			DEQ	blan review fee	1	2,000	2,000			
301,298	314,346	382,264		TOTAL MATERIALS A	ND SEI	RVICES		385,991	0	(
				CAPITAL OUTLAY						
3,494	3,352	0.400	8750	Capital Outlay Computer Charges				0	0	C

Budget Document Report

75 - WASTEWATER SERVICES FUND

2016	2017	2018		Department :01 - ADMINISTRATION	2019	2019	201
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTE
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
0	0	0	8750-85	Capital Outlay Computer Charges - Wastewater Services	5,000	0	C
			<u>Descrip</u>	otion Units Amt/Unit Total			
			Hanser Street,	n software upgrade (25% shared with Park Mnt, 1 5,000 5,000 Eng)			
0	0	0	8800	Building Improvements	0	0	(
0	0	0	8850	Vehicles	0	0	(
3,494	3,352	3,132		TOTAL CAPITAL OUTLAY	5,000	0	C
566,355	552,885	639,955		TOTAL REQUIREMENTS	659,790	0	



2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 72 - PLANT Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
11,034	517	0	7000	Salaries & Wages	0	0	0
504,350	514,377	535,887	Senior Oper Operator II - Operator I -	1.00 FTE nanic/SCADA Technician - 1.00 FTE	558,693	0	0
0	3,898	10,699	7000-15 Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.40 FTE	10,414	0	0
14,338	11,361	14,500	7000-20	Salaries & Wages - Overtime	14,999	0	0
5,723	954	0	7300	Fringe Benefits	0	0	0
30,578	31,044	34,788	7300-05	Fringe Benefits - FICA - Social Security	36,216	0	0
7,151	7,260	8,136	7300-06	Fringe Benefits - FICA - Medicare	8,470	0	0
115,610	115,579	145,368	7300-15	Fringe Benefits - PERS - OPSRP - IAP	153,393	0	0
97,664	108,977	115,556	7300-20	Fringe Benefits - Medical Insurance	130,134	0	0
18,750	10,375	10,000	7300-22	Fringe Benefits - VEBA Plan	21,000	0	0
941	972	972	7300-25	Fringe Benefits - Life Insurance	972	0	0
2,744	2,817	2,916	7300-30	Fringe Benefits - Long Term Disability	3,054	0	0
17,551	19,240	24,968	7300-35	Fringe Benefits - Workers' Compensation Insurance	25,876	0	0
269	253	273	7300-37	Fringe Benefits - Workers' Benefit Fund	273	0	0
0	0	48	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
826,703	827,623	904,111		TOTAL PERSONNEL SERVICES	963,494	0	0
				MATERIALS AND SERVICES			
0	0	0	7550	Travel & Education	0	0	0
3,402	4,037	5,400		Fuel - Vehicle & Equipment sel - vehicles, rolling stock and generators.	5,400	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 72 - PLANT Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGET
408,972	408,656	405,000		Electric & Natural Gas I natural gas for the Water Reclamation Facilons	410,000	0	0			
			Descri	otion	<u>Units</u>	Amt/Unit	Total			
			Natura	Gas	1	23,000	23,000			
			Electric	sity	1	387,000	387,000			
0	0	0	7660	Materials & Supplies				0	0	0
92,613	87,927	96,000		Chemicals micals used at the Water Reclamation Facili	ty.			99,000	0	0
			Descri	<u>otion</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Alumin	um compounds	1	57,000	57,000			
			Polyme	ers	1	18,000	18,000			
			Sodiun	n hypochlorite	1	4,500	4,500			
			Alkalin	ty compounds	1	16,000	16,000			
			Miscell	aneous plant chemicals	1	3,500	3,500			
27,193	31,429	34,000	7720-04 Supplies re	Repairs & Maintenance - Supplies lated to the Water Reclamation Facility and p				34,000	0	0
			<u>Descri</u>	otion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Tools		1	2,000	2,000			
			Landso	ape - barkdust, irrigation, etc	1	4,000	4,000			
			Operat	ions lab supplies - gloves, analyticals	1	3,000	3,000			
			Fasten	ers, belts, seals, filters, etc	1	11,000	11,000			
			Lubrica	ants - oil, grease	1	5,000	5,000			
				als for equipment rehabilitation	1	5,000	5,000			
				parts and accessories	1	1,000	1,000			
				cal components	1	1,500	1,500			
			Grit/Ga	irbage service	1	1,500	1,500			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 72 - PLAN Section : N/A Program :N/A	Г			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
172,912	128,633	184,000	7720-06 Repairs an and proces	Repairs & Maintenance - Equ d replacement of existing Water Reclam		oump station	equipment	204,000	0	0
			Descri		<u>Units</u>	Amt/Unit	<u>Total</u>			
			-	nentation and controls	1	12,000	12,000			
				equipment	1	5,000	5,000			
				g and structure repairs	1	50,000	50,000			
				cal systems	1	15,000	15,000			
				systems	1	10,000	10,000			
				inical equipment repairs	1	70,000	70,000			
				caping and irrigation	1	2,000	2,000			
				cal delivery system	1	5,000	5,000			
				station SCADA systems	1	10,000	10,000			
				gear service	1	25,000	25,000			
7,196	2,618	5,000	7720-14 Water Rec	Repairs & Maintenance - Veh amation Facility vehicle and forklift repa		e maintenano		5,000	0	0
			Descri		Units	Amt/Unit	<u>Total</u>			
			-	tems - batteries, tires, etc	1	3,000	3,000			
				inical repairs	1	3,000 1,000	3,000 1,000			
				ntative maintenance	1	1,000	1,000			
266	330	380	7750	Professional Services		.,	.,	315	0	0
			Descri	ption	<u>Units</u>	Amt/Unit	Total			
				n 125 administration fee	1	315	315			
100,240	121,293	130,000		Contract Services - Biosolids		es minor road	d dust	135,000	0	0
				associated costs.	Linita	A	Tatal			
			<u>Descri</u>		<u>Units</u>	Amt/Unit	Total			
				g and application anagement	1 1	132,500 2,500	132,500 2,500			
3,945	2,894	5,000	7800	M & S Equipment		ŗ	2,500	5,000	0	0
			Equipment	necessary for plant and pump station of						
816,739	787,818	864,780		TOTAL MATER	IALS AND SE	RVICES		897,715	0	0
				CAPITAL OUTLAY						
0	0	25,000	8710	Equipment				0	0	0
0	0	0	8800	Building Improvements				0	0	0
0	0	25,000	8850	Vehicles				0	0	0
0	0	50,000			PITAL OUTLA			0	0	0

Budget Docum	ent Report		75 - WASTEWATER SERVICES FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,643,442	1,615,441	1,818,891	TOTAL REQUIREMENTS	1,861,209	0	0



2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 74 - ENVIRONMENTAL SERVICES Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
5,189	407	0	7000	Salaries & Wages	0	0	0
236,079	241,986	252,842	Senior Envir Environmen	Salaries & Wages - Regular Full Time - Environmental Services - 1.00 FTE ronmental Technician - 1.00 FTE tal Technician II - 1.00 FTE Technician - 1.00 FTE	266,604	0	0
0	8,915	11,297	7000-15 Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.44 FTE	11,451	0	0
0	0	1,001	7000-20	Salaries & Wages - Overtime	1,000	0	0
2,646	304	0	7300	Fringe Benefits	0	0	C
14,298	15,281	16,871	7300-05	Fringe Benefits - FICA - Social Security	17,742	0	0
3,344	3,574	3,946	7300-06	Fringe Benefits - FICA - Medicare	4,149	0	0
51,424	52,750	64,088	7300-15	Fringe Benefits - PERS - OPSRP - IAP	68,444	0	0
44,427	45,571	47,645	7300-20	Fringe Benefits - Medical Insurance	52,956	0	0
7,000	3,500	3,500	7300-22	Fringe Benefits - VEBA Plan	7,000	0	0
426	432	432	7300-25	Fringe Benefits - Life Insurance	432	0	C
1,293	1,323	1,380	7300-30	Fringe Benefits - Long Term Disability	1,456	0	0
8,757	9,798	11,799	7300-35	Fringe Benefits - Workers' Compensation Insurance	12,362	0	0
120	122	129	7300-37	Fringe Benefits - Workers' Benefit Fund	129	0	0
375,002	383,963	414,930		TOTAL PERSONNEL SERVICES	443,725	0	0
				MATERIALS AND SERVICES			
19,185	14,912	23,000	Materials an <u>Descrip</u> Permit	Materials & Suppliesad supplies to support permit, pretreatment, and laboratory work and activities.ad supplies to support permitUnitsAmt/UnitTotallab materials and supplies to support permit121,00021,000tment training and outreach supplies12,0002,000	23,000	0	C

Budget Documer	nt Report			75 - WASTEWATER	SERVICI	ES FUN	D			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 74 - ENVIRO Section : N/A Program : N/A	NMENTAL SE	RVICES		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,626	5,691	9,990	7750	Professional Services				10,200	0	0
			Descri	otion	<u>Units</u>	Amt/Unit	Total			
			Section	125 administration fee	1	135	135			
			Lab ins	trumentation calibration	1	1,705	1,705			
			Spectre	ophotometer annual warranty	1	1,400	1,400			
			DI Wat	er System rental/sanitization	1	2,960	2,960			
			Pretrea	tment assistance	1	4,000	4,000			
28,121	24,660	40,000	Outside lab	Contract Services - Lab oratory services necessary for permit and ter quality sampling of South Yamhill Rive		iance which in	cludes	45,000	0	0
3,856	3,820	0	7800 Laboratory	M & S Equipment instrumentation or sampling monitoring ec	quipment			5,000	0	0
56,787	49,082	72,990		TOTAL MATERIA	LS AND SEI	RVICES		83,200	0	0
				CAPITAL OUTLAY						
0	0	7,000	8710	Equipment				0	0	0
0	0	7,000		TOTAL CAP	VITAL OUTL	<u> </u>		0	0	0
431,789	433,045	494,920		TOTAL RE	QUIREMENT	S		526,925	0	0



CONVEYANCE SYSTEMS

Organization Set – Sections

• Sanitary

Organization Set #

75-78-320

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
6,016	261	0	7000	Salaries & Wages	0	0	0
271,591	281,086	309,028	Senior Utility	Salaries & Wages - Regular Full Time SS & SD Maintenance - 0.90 FTE / Worker - 0.90 FTE er II - 3.60 FTE	313,710	0	0
1,126	2,070	3,999	7000-20	Salaries & Wages - Overtime	4,000	0	0
630	1,080	1,080	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,080	0	0
3,334	116	0	7300	Fringe Benefits	0	0	0
16,367	17,156	19,476	7300-05	Fringe Benefits - FICA - Social Security	19,767	0	0
3,828	4,012	4,554	7300-06	Fringe Benefits - FICA - Medicare	4,623	0	0
65,472	66,152	86,372	7300-15	Fringe Benefits - PERS - OPSRP - IAP	88,583	0	0
45,488	37,726	38,204	7300-20	Fringe Benefits - Medical Insurance	40,782	0	0
9,000	3,225	3,150	7300-22	Fringe Benefits - VEBA Plan	6,300	0	0
568	559	588	7300-25	Fringe Benefits - Life Insurance	588	0	0
1,502	1,532	1,684	7300-30	Fringe Benefits - Long Term Disability	1,712	0	0
16,561	17,534	22,211	7300-35	Fringe Benefits - Workers' Compensation Insurance	21,320	0	0
152	136	156	7300-37	Fringe Benefits - Workers' Benefit Fund	156	0	0
441,635	432,645	490,502		TOTAL PERSONNEL SERVICES	502,621	0	0
				MATERIALS AND SERVICES			
12,594	11,812	23,000	7590	Fuel - Vehicle & Equipment	23,000	0	0
688	861	1,000		Electric & Natural Gas s associated with Conveyance building.	1,100	0	0
13,837	15,865	20,000		Repairs & Maintenance - Supplies maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, camera seals, and root cutter blades, etc.	20,000	0	0
9,540	14,265	20,000		Repairs & Maintenance - Equipment tine repairs of the cameras, monitors, computers, generator, transporters, and inical devices not associated with vehicle repairs.	20,000	0	0
19,401	15,437	22,000		Repairs & Maintenance - Vehicles tine repairs for VacCon, TV van, conveyance service truck, and rental s when equipment is out of service.	22,000	0	0

Iget Documer	nt Report		75 - WASTEWATER SERVICES FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program :NA	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
32,054	25,302	50,000	7720-36 Repairs & Maintenance - Sanitary Sewer Mainline/Lateral 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	C
0	0	10,000	7750 Professional Services Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	10,000	0	C
3,890	4,947	5,000	7800 M & S Equipment Conveyance System maintenance equipment.	5,000	0	C
92,004	88,488	151,000	TOTAL MATERIALS AND SERVICES	151,100	0	0
			CAPITAL OUTLAY			
0	7,958	0	8710 Equipment Large diameter root cutter	0	0	0
0	0	0	8850 Vehicles	0	0	C
116,289	100,996	150,000	9110-05 Sanitary Sewer Replacements - Mainline/Lateral Preservation repair and replacement of sewer system mainlines and manholes.	140,500	0	C
116,289	108,954	150,000	TOTAL CAPITAL OUTLAY	140,500	0	C
649,928	630,087	791,502	TOTAL REQUIREMENTS	794,221	0	0



NON-DEPARTMENTAL



	ent Report			75 - WASTEWATER SERVICES FUN	U		
2016	2017	2018		Department :99 - NON-DEPARTMENTAL	2019	2019	201
ACTUAL	ACTUAL	AMENDED BUDGET		Section :N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTEI BUDGE
		BODGET		Program :N/A		BODOLI	DODGE
				RESOURCES			
				CHARGES FOR SERVICES			
12,650	12,600	12,650	5400-40 Riverside Dri	Property Rentals - House re house rental income.	12,600	0	C
6,989	7,001	7,000	5400-45 Farm land lea	Property Rentals - Farm se on Water Reclamation Facility property.	7,028	0	0
9,107,387	9,218,311	9,774,359	5520 Monthly sew			0	0
			Budget Note	Proposed amount reflects a 2.8% rate increase effective July 1, 2018	3.		
59,155	69,621	48,219	5530 Dumping fee	O Septage Fees nping fees collected from haulers for septic tank and portable toilet waste.		0	C
9,186,181	9,307,533	9,842,228		TOTAL CHARGES FOR SERVICES	9,907,761	0	C
				MISCELLANEOUS			
8,071	11,677	13,100	6310	Interest	10,900	0	C
1,121	1,907	1,000	6600	Other Income	1,000	0	0
2,946	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
12,137	13,583	14,100		TOTAL MISCELLANEOUS	11,900	0	0
				TRANSFERS IN			
0	0	0	6900-85	Transfers In - Insurance Services	13,342	0	C
			<u>Descript</u> Insuranc	on <u>Units Amt/Unit</u> e Service Fund distribution 1 13,342	<u>Total</u> 13,342		
•	0	0		TOTAL TRANSFERS IN	13,342	0	C
0	•	•			•		

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 99 - NON-DEPA Section : N/A Program :N/A	RTMENTA	L		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIRE	MENTS					
				TRANSFERS OUT						
256,975	258,977	287,543	9700-01	Transfers Out - General Fund				304,257	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Wastew operatio	ater Services Fund support of Engineering ns.	1	21,064	21,064			
			Enginee support.	ring, Admin, & Finance personnel services	1	283,193	283,193			
6,260,990	6,238,346	5,643,071	9700-77 Transfer to V Wastewater	Transfers Out - Wastewater Capita Vastewater Capital Fund for wastewater sys System (WWS) Financial Plan.		mprovements	s per the	6,429,189	0	0
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Ratepay	ver contribution for FY19	1	6,429,189	6,429,189			
40,459	41,661	42,772	9700-80	Transfers Out - Information Syste	ns			46,669	0	C
			<u>Descript</u> Informat	ion ion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 46,669	<u>Total</u> 46,669			
6,558,424	6,538,984	5,973,386		TOTAL TRAN	SFERS O	<u>UT</u>		6,780,115	0	0
				CONTINGENCIES						
0	0	300,000	9800	Contingencies				300,000	0	0
0	0	300,000		TOTAL CONT	NGENCIE	<u>ES</u>		300,000	0	0
				ENDING FUND BALANCE						
1,000,000	1,000,000	1,000,000	9975-05 Non-cash De balance at Ju	Designated End FB - WW Svc Fd - esignated Ending Fund Balance for estimate une 30			vable	1,000,000	0	0
1,699,949	1,250,624	1,102,857	Undesignate	Unappropriated Ending Fd Baland d carryover for July 1 from proposed budget deficit) of revenues over (under) expenditure	year to subs	sequent year osed budge y	, includes rear	338,593	0	C
2,699,949	2,250,624	2,102,857		TOTAL ENDING F	UND BAL	ANCE		1,338,593	0	0
9,258,373	8,789,608	8,376,243		TOTAL REQU				8,418,708	0	0

Budget Document Report			75 - WASTEWATER SERVICES FUND				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
12,549,887	12,021,066	12,121,511	TOTAL RESOURCES	12,260,853	0	0	
12,549,887	12,021,066	12,121,511	TOTAL REQUIREMENTS	12,260,853	0	0	

WASTEWATER CAPITAL FUND



Budget Highlights

- \$500,000 Engineering services for the design of the grit system expansion project.
- \$1,175,000 Design work for the addition of a new 1-million gallon biosolids storage tank.
- \$1,130,000 Design and construction of the tertiary filter expansion project.
- \$90,000 Complete the design of the new Three Mile Lane force main to be constructed with ODOT's planned bridge replacement project.
- \$2,350,000 Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$2,640,000 Planned major equipment replacement projects, including ultraviolet (UV) disinfection process replacement, recoating of the tertiary clarifiers, recoating of ATAD #3, and control system upgrades.
- \$6,429,189 Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2017 Wastewater Services Financial Plan.

Core Services

- Capital improvement planning and construction for the City's wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue projects to reduce the infiltration and inflow of ground water and rain into the City's sanitary collection system.

Future Challenges and Opportunities

- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Future Wastewater Financial Plan efforts should include a review of policy options related to rates for low income/senior users.



The City continued to invest in upgrades to the public sanitary sewer system in 2017. Work included the replacement of the 1970's vintage 3-mile Lane #3 pump station at a cost of approximately \$700,000. Additionally, work to remove unwanted storm water and groundwater (inflow and infiltration) from the sanitary sewer system near Riverside Drive was completed. Over 2,700 lineal feet of sanitary sewer pipes were lined at a cost of approximately \$100,000.

Department Cost Summary

		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	6,807,667	6,153,221	6,997,339	844,118
Materials & Services	194,999	2,065,393	2,151,100	85,707
Capital Outlay	1,653,544	3,375,509	6,005,000	2,629,491
Debt Service	-	-	-	-
Transfers Out	203,109	221,294	458,203	236,909
Total Expenditures	2,051,651	5,662,196	8,614,303	2,952,107
Net Expenditures	4,756,015	491,025	(1,616,964)	2,107,989



Wastewater Capital Fund

- IY6YVoters approve \$710,000 six-
year sewage disposal general
obligation bond issue.
- 1987 Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.
- 1992 April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for preincurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance.
- 1992 August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program.
- 1993 December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility.

1994

January 1994, City Council passes Resolution 1994 -01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves.

- 1994 February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.
- 1995 New Water Reclamation Facility and Raw Sewage Pump Station complete.
- 1996 Major repair and replacement of Cozine Trunk Line and Pump Station complete.

Historical Highlights

- 2000 July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.
- 2000 Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
- 2001 Evans Street Sewer Reconstruction Project complete.
- 2002 High School Basin Sewer Reconstruction Project complete.
- 2003 Three Mile Lane Pump Station #1 Replacement Project complete.
- 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.

Wastewater Capital Fund

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

from service.

- 2007 The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.
- 2009 DEQ approves the WRF Facilities Plan.
- 2009 The Elm Street Sewer Rehabilitation Project was completed.

- 2010 The Saylor's Addition and High School Basin Sewer Rehabilitation projects were completed.
- 2012 The Downtown Basin Sewer Rehabilitation project was completed.
- 2013 Design work begins for the expansion of the WRF
- 2016 Construction of the WRF Expansion is completed. The final project cost of ~\$13-million was ~ \$2.5million less than the project estimate included in the adopted 2010 Wastewater **Treatment Facilities master** plan. The City was awarded a "2016 Project of the Year" award by the Oregon Chapter of the American Public Works Association (OR **APWA**) for the project work.



2016 ACTUAL	2017 ACTUAL	2018 AMENDED	Department : N/A Section : N/A	2019 PROPOSED	2019 APPROVED	201 ADOPTE
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	3,645,200	4077-99 Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve	3,401,200	0	0
14,150,612	14,864,301	15,710,737	4090Beginning Fund BalanceEstimated July 1 undesignated carryover from prior year	20,177,678	0	0
			Budget Note: SDC accounting discloses an extremely large negative system development charge fund balance. This negative balance indicates that the building of the WRF and sewer system improvements could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available.			
14,150,612	14,864,301	19,355,937	TOTAL BEGINNING FUND BALANCE	23,578,878	0	0
			CHARGES FOR SERVICES			
490,088	418,303	325,000	5500 System Development Charges Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system.	325,000	0	0
490,088	418,303	325,000	TOTAL CHARGES FOR SERVICES	325,000	0	0
			MISCELLANEOUS			
63,590	137,318	172,400	6310 Interest	230,400	0	0
0	0	2,500	6500-05 Private Sewer Lateral - Loan Repayment Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	0	0
6,900	13,700	10,000	6500-10 Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	10,000	0	0
			Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.			
53	0	250	6600 Other Income	250	0	0
70,543	151,018	185,150	TOTAL MISCELLANEOUS	243,150	0	0
			TRANSFERS IN			
6,260,990	6,238,346	5,643,071	6900-75 Transfers In - Wastewater Services Transfer from the Wastwater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	6,429,189	0	C
			DescriptionUnitsAmt/UnitTotalRatepayer contribution for 2018-1916,429,1896,429,189			
6,260,990	6,238,346	5,643,071		6,429,189	0	0
20,972,234	21,671,968	25,509,158	TOTAL RESOURCES	30,576,217	0	0

City of McMinnville Budget Document Report

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A					2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUI	REMENTS						
			MA	ERIALS AND SERVICE	<u>S</u>						
23,733	9,846	43,600	7750 Prof	essional Services					20,100	0	0
			<u>Description</u> Audit fee allocati Miscellaneous p	on ofessional services	<u>Units</u> 1 1	<u>Amt/Unit</u> 5,100 15,000)	<u>Total</u> 5,100 15,000			
0	0	0		essional Services - Financ paying agent for 2004 Sewer R		ation			0	0	0
434,383	24,903	0		Professional Services - Projects - WRF Expansion Design services for the design of the expansion of the Water Reclamation Facility.					0	0	0
0	0	500,000		Professional Services - Projects - Dewatering Process					0	0	0
0	0	506,708		essional Services - Project for the grit system expansion p		n Expans	sion		500,000	0	0
0	0	0		essional Services - Project for the construction of an additi					1,175,000	0	0
60,718	35,768	0		essional Services - Project for the replacement of 3 Mile La			Statio	on	0	0	0
0	117	651,585		essional Services - Project for the tertiary filtration system			xpar	nsion	130,000	0	0
0	0	0		essional Services - Project for the installation of a 16" dian ane Bridge.					90,000	0	0
170,827	122,922	360,000	7770-57 Prof Engineering services Reduction Projects.	essional Services - Project for the design and contract doc	:s - I&I Reduct uments for the In	i on Desiç flow and Ir	gn hfiltra	tion (I&I)	230,000	0	0
640	1,442	3,500	Private Sewer Latera	ate Sewer Lateral Repair In I Repair Incentive Program - ma days of Notice of Defect.		er private	latera	al repair	3,500	0	0
0	0	0	8240-10 Priva	te Sewer Lateral Loans - I made to property owners to ena			epair	а	2,500	0	0
690,302	194,999	2,065,393		TOTAL MATERIA	LS AND SEF	RVICES			2,151,100	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				<u>CAPITAL OUTLAY</u>						
99,295	666,190	980,000	Planned majo	Equipment or equipment replacement at the WRF and/or s				2,640,000	0	C
				ion et (UV) Disinfection Process Upgrade clarifiers #1 & #2 recoating	<u>Units</u> 1 1	<u>Amt/Unit</u> 2,215,000 150,000	<u>Total</u> 2,215,000 150,000			
			Autotherr recoating	mic thermophilic aerobic digester (ATAD) #3	1	150,000	150,000			
				mable Logic Controller (PLC) upgrades	1	125,000	125,000			
1,735,441	987,354	1,742,000	Sewer rehabi	Sewer Construction - I&I Reduction Projects er rehabilitation and reconstruction at various locations around the City to address inflow nfiltration (I&I).		2,350,000	0	(
3,352,673	0	0	9120-36					0	0	
0	0	638,509	9120-44 Expansion of			1,000,000	0			
0	0	15 000	0450 40	150-10 Developer Reimbursement - Sanitary Sewer eimbursement to commercial and subdivision developers for sewer pipe constructed with stra capacity over what the developer requires which benefits the future growth requirements						
0	0	15,000	Reimburseme	ent to commercial and subdivision developers	for sewer			15,000	0	
5,187,409	1,653,544	3,375,509	Reimburseme extra capacity of the city.	ent to commercial and subdivision developers	for sewer fits the fu	ture growth r		15,000 6,005,000	0	
			Reimburseme extra capacity of the city.	ent to commercial and subdivision developers y over what the developer requires which bene	for sewer fits the fu	ture growth r				(
		3,375,509	Reimburseme extra capacity of the city.	ent to commercial and subdivision developers y over what the developer requires which bene TOTAL CAPITAL	for sewer fits the fu	ture growth r				
5,187,409	1,653,544	3,375,509	Reimburseme extra capacity of the city. 9700-01 Description	ent to commercial and subdivision developers y over what the developer requires which bene <u>TOTAL CAPITAL</u> <u>TRANSFERS OUT</u> Transfers Out - General Fund ion	for sewer fits the fu	ture growth r		6,005,000	0	
5,187,409	1,653,544	3,375,509	Reimburseme extra capacity of the city. 9700-01 Description	ent to commercial and subdivision developers y over what the developer requires which bene <u>TOTAL CAPITAL</u> <u>TRANSFERS OUT</u> Transfers Out - General Fund ion ater Capital Fund support of Engineering	for sewer fits the fu . OUTL	ture growth r	equirements	6,005,000	0	
5,187,409	1,653,544	3,375,509	Reimburseme extra capacity of the city. 9700-01 Description Wastewa operation	ent to commercial and subdivision developers y over what the developer requires which bene <u>TOTAL CAPITAL</u> <u>TRANSFERS OUT</u> Transfers Out - General Fund ion ater Capital Fund support of Engineering	for sewer fits the fu . OUTL	ture growth r AY <u>Amt/Unit</u>	equirements	6,005,000	0	
5,187,409	1,653,544	3,375,509 221,294	Reimburseme extra capacity of the city. 9700-01 <u>Description</u> Wastewa operation Engineer	ent to commercial and subdivision developers y over what the developer requires which bene <u>TOTAL CAPITAL</u> <u>TRANSFERS OUT</u> Transfers Out - General Fund ton ater Capital Fund support of Engineering ns.	for sewer fits the fu . OUTL <u>Units</u> 1	AY Amt/Unit 17,645	equirements <u>Total</u> 17,645	6,005,000	0	
5,187,409 230,222	1,653,544 203,109	3,375,509 221,294	Reimburseme extra capacity of the city. 9700-01 Descriptin Wastewa operation Engineer support. 9700-50 Descriptin	ent to commercial and subdivision developers y over what the developer requires which bene <u>TOTAL CAPITAL</u> <u>TRANSFERS OUT</u> Transfers Out - General Fund ton ater Capital Fund support of Engineering ns. ring, Admin, & Finance personnel services Transfers Out - Park Development	for sewer fits the fu . OUTL <u>Units</u> 1	AY Amt/Unit 17,645	equirements <u>Total</u> 17,645	6,005,000 228,203	0	
5,187,409 230,222	1,653,544 203,109	3,375,509 221,294	Reimburseme extra capacity of the city. 9700-01 Description Wastewa operation Engineer support. 9700-50 Description Loan for	ent to commercial and subdivision developers y over what the developer requires which bene <u>TOTAL CAPITAL</u> <u>TRANSFERS OUT</u> Transfers Out - General Fund ion ater Capital Fund support of Engineering ns. ring, Admin, & Finance personnel services Transfers Out - Park Development ion	for sewer fits the fu . OUTL Units 1 Units 1	<u>AY</u> <u>Amt/Unit</u> 17,645 210,558 <u>Amt/Unit</u> 230,000	equirements <u>Total</u> 17,645 210,558 <u>Total</u>	6,005,000 228,203	0	
5,187,409 230,222 0	1,653,544 203,109 0	3,375,509 221,294 0	Reimburseme extra capacity of the city. 9700-01 Description Wastewa operation Engineer support. 9700-50 Description Loan for	ent to commercial and subdivision developers y over what the developer requires which bene <u>TOTAL CAPITAL</u> <u>TRANSFERS OUT</u> Transfers Out - General Fund ion ater Capital Fund support of Engineering ns. ring, Admin, & Finance personnel services Transfers Out - Park Development ion park construction	for sewer fits the fu . OUTL Units 1 Units 1	<u>AY</u> <u>Amt/Unit</u> 17,645 210,558 <u>Amt/Unit</u> 230,000	equirements <u>Total</u> 17,645 210,558 <u>Total</u>	6,005,000 228,203 230,000	0 0 0	
5,187,409 230,222 0	1,653,544 203,109 0	3,375,509 221,294 0	Reimburseme extra capacity of the city. 9700-01 Descriptin Wastewa operation Engineer support. 9700-50 Descriptin Loan for	ent to commercial and subdivision developers y over what the developer requires which bene <u>TOTAL CAPITAL</u> <u>TRANSFERS OUT</u> Transfers Out - General Fund on ater Capital Fund support of Engineering ns. ring, Admin, & Finance personnel services Transfers Out - Park Development on park construction <u>TOTAL TRANSF</u>	for sewer fits the fu . OUTL Units 1 Units 1	<u>AY</u> <u>Amt/Unit</u> 17,645 210,558 <u>Amt/Unit</u> 230,000	equirements <u>Total</u> 17,645 210,558 <u>Total</u>	6,005,000 228,203 230,000	0 0 0	

ent Report			77 - WASTEWATER CAPITAL FUND			
2016 2017 2018 Department :N/A ACTUAL AMENDED Section :N/A BUDGET Program :N/A		Section :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
			ENDING FUND BALANCE			
3,645,200	3,431,780	9977-99	Designated End FB - WW Cap Fd - PERS Refinancing Reserve	3,139,300	0	0
15,975,116	15,915,182	Undesignate		18,322,614	0	0
19,620,316	19,346,962		TOTAL ENDING FUND BALANCE	21,461,914	0	0
21,671,967	25,509,158		TOTAL REQUIREMENTS	30,576,217	0	0
	ACTUAL 3,645,200 15,975,116 19,620,316	2017 ACTUAL 2018 AMENDED BUDGET 3,645,200 3,431,780 15,975,116 15,915,182 19,620,316 19,346,962	2017 ACTUAL 2018 AMENDED BUDGET 3,645,200 3,431,780 9977-99 15,975,116 15,915,182 9999 Undesignate the excess (operations. Undesignate the excess (operations. 19,620,316 19,346,962	2017 ACTUAL2018 AMENDED BUDGETDepartment :N/A Section :N/A Program :N/A3,645,2003,431,7809977-99Designated End FB - WW Cap Fd - PERS Refinancing Reserve15,975,11615,915,1829999Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.19,620,31619,346,962TOTAL ENDING FUND BALANCE	2017 ACTUAL2018 AMENDED BUDGETDepartment :N/A Section :N/A Program :N/A2019 PROPOSED BUDGET3,645,2003,431,7809977-99Designated End FB - WW Cap Fd - PERS Refinancing Reserve Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year3,139,30019,620,31619,346,962Image: Total Ending Fund Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.2019 PROPOSED BUDGET19,620,31619,346,962Image: Image: Ima	2017 ACTUAL2018 AMENDED BUDGETDepartment :N/A Section :N/A Program :N/A2019 PROPOSED BUDGET2019 APPROVED BUDGET3,645,2003,431,7809977-99Designated End FB - WW Cap Fd - PERS Refinancing Reserve I 15,975,1163,139,300015,975,11615,915,1829999Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year18,322,614019,620,31619,346,96219,346,962Ito Ito Ito Ito Ito Ito Ito Ito Ito Ito

Budget Docum	ent Report		77 - WASTEWATER CAPITAL FUND					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET		
20,972,234	21,671,968	25,509,158	TOTAL RESOURCES	30,576,217	0	0		
20,972,234	21,671,968	25,509,158	TOTAL REQUIREMENTS	30,576,217	0	0		





Budget Highlights

- Two years ago City Council authorized the purchase of three used ambulances from the Portland Fire Department. This purchase did buy us some time and provided a unit for our Day Car. This year we will be purchasing a new ambulance to replace one that will pass 200,000 miles this year. The Portland units remain an integral part of our back up fleet for mechanical downtime.
- The impact of inadequate Medicare and Medicaid reimbursements remain significant because approximately 83% of the City's total transports are Medicare or Medicaid accounts. We will be monitoring these numbers for accuracy since there is uncertainty around this area due to current political issues. Commercial insurance payers generally reimburse the City for about 84% of the total amount charged. The City will continue to discuss funding strategies around businesses that impact the ambulance service.
- There is legislation enacted that will create an additional revenue source for Medicaid calls. It is expected that this legislation will be approved by the Federal Government and fund recovery should be in place by January of 2019. The City will recover as much as \$400 per Medicaid call, which last year was over 23% of our transports.
- There were several injuries as a result of lifting patients into the ambulances recently. This budget includes a lift system that eliminates the need for staff to lift the gurney into the ambulance.

Core Services

- Provide Advanced Life Support Care to City's 450 square mile Ambulance Service Area.
- Provide Advanced & Basic Life Support training to all department Emergency Medical Services personnel.
- Provide training to City partner rescue companies within Ambulance Service Area.
- Ensure that the City meets the requirements of the Yamhill County Ambulance Service Area plan.

- 2018 2019 Proposed Budget --- Budget Summary
- Provide for a Quality Assurance Program to continue to improve the ambulance delivery system.
- Continue and improve partnerships with physician advisor and Willamette Valley Medical Center.



Future Challenges and Opportunities

- Address the challenge of the sustainability of the ambulance service given that user fee revenue does not cover the cost of providing ambulance service.
- Develop funding strategies for operation of the ambulance service that reduce reliance on General Fund support.
- Improve department public service to both internal and external customers.
- Attempt to meet the requirements of the Yamhill County Ambulance Service Agreement.
- o Implement goals and objectives of Self-Assessment.
- Identify future staffing needs to accommodate increasing call volume.
- Evaluate response needs of entire Ambulance Service Area.
- Continue to improve partnerships with outlying rescue agencies.
- Develop partnerships to meet and maintain requirements of the McMinnville Ambulance Service.

Department Cost Summary									
		2017-18	2018-19						
	2016-17	Amended	Proposed	Budget					
	Actual	Budget	Budget	Variance					
Revenue	4,610,697	4,740,300	5,493,652	753,352					
Personnel Services	3,264,187	3,454,925	3,766,324	311,399					
Materials & Services	798,803	941,305	971,084	29,779					
Capital Outlay	4,656	24,285	313,750	289,465					
Transfers Out	325,326	325,092	366,015	40,923					
Total Expenditures	4,392,972	4,745,607	5,417,173	671,566					
Net Expenditures	217,725	(5,307)	76,479	(81,786)					

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	25.02		
Firefighter		0.65	
Firefighter / Paramedic - PT+		0.06	
Firefighter / EMT - PT+		0.06	
Office Manager		(0.40)	
Support Services Specialist		0.50	
FTE Proposed Budget		0.87	25.89



- IYZØ McMinnville ⊢ire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.
- 1950 A typical ambulance transport cost ~\$2.50.
- 1971 First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1's. Paid staff operates the ambulance during the day and volunteers at night.
- 1979 First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department.
- 1982 Fire Department's first state certified paramedic hired.
- 1983 Three ALS employees reassigned to work 24-hour shifts in three-day rotations. Paid staff continues to provide ambulance transports during the day. Volunteers are called in at night to supplement ambulance response.
- 1987 Ambulance subscription sold for the first time at \$35 per household – FireMed.

- 1996 Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.
- 1997 Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day. Volunteers are assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day.
- 2001 Fire Department EMS Division starts Non-Emergency Transport (NET) Team to provide nonmedical transports from the hospital to care facilities and also to provide service to doctor appointments.
- 2002 Medicare begins their new fee schedule with a fiveyear implementation process significantly decreasing the amount paid for medical transports.
- 2004 First Fire Fund property tax transfer to support ambulance operations -\$50,000.

Historical Highlights

2004 Non-Emergency Transport (NET) Team program discontinued due to inadequate funding from Medicare and Medicaid.

2004 Yamhill County completes Ambulance Service Area plan required by the State of Oregon. McMinnville Fire Department (MFD) is awarded MFD's current Ambulance Service Area; implemented July 1, 2005.

- 2005 Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.
- 2005 Second Fire Fund property tax transfer to supplement ambulance operations - \$100,000.
- 2005 First time Ambulance Fund operations cannot support purchase of a new ambulance. Improvements Fund budgets to purchase \$130,000 with a combination of property taxes and remaining public safety full-faith and credit obligation certificates financing dollars.



Historical Highlights

- 2006 Third Fire Fund property tax transfer to supplement ambulance operations - \$300,000.
- 2006 Field Data program implemented. Integrates pre-hospital care reports directly with the ambulance billing system using lap top computers in each of the ambulances.
- 2007 Purchase of new ambulance funded with combination of remaining dollars from the 2002 public safety full faith and credit financing and property taxes.
- 2007 Continuance of the Fire Fund property tax transfer to subsidize EMS service operations -\$300,000.
- 2007 Average 27% rate increase to help offset increasing property tax subsidy.
- 2008 Purchase of four new defibrillators completes transition to new technology, enhancing paramedic's ability to provide first rate medical service.
- 2009 Transfer from General Fund to subsidize ambulance operations \$500,000.



- 2009 Self Assessment process identifies emergency response challenges for the EMS service.
- 2009 Realigned staffing to provide peak activity unit and Advanced Life Support Engine in an effort to improve service levels to the community.
- 2010 City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS.

- 2011 City Council adopts new EMS delivery model and approves implementation of phase one. 1st phase includes new EMS Division Chief, 3 additional 24 hour staff, and establishing north substation.
- 2011 Part Time Plus positions converted to FT EMT Firefighter positions allowing department to provide 3-24 hour ambulances improving service during the evening hours.
- 2012 Property is rented on Baker Creek Road to house substation for Ambulance services.



2012 Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,600.

- 2014 Affordable Care Act changes taking place this year. Impacts include an increase of 484 EMS calls driven mostly by increasing Medicaid membership in the county.
- 2015 Expected increases in call volume due to four new care homes being built in McMinnville; 187 rooms equal anticipated 267 call increase.
- 2015 Yamhill County indicates that there were 9000 new Medicaid members in Yamhill County this year with an overall increase to 16,000 by the end of 2015.
- 2016 The City will partner with Amity to provide a Peak activity unit. This vehicle will be cofounded by Amity and the City of McMinnville to improve service to the ASA.
- 2016 Ambulance reduces its general fund subsidy by \$350,000 due to an increase in revenues from an increase of call volume.
- 2016 Three FTE are added to reduce the overtime costs of the department and reduce work stress due to overtime.

- 2017 Test new partnership with Lafayette by deploying an ambulance from rental house to determine response time performance.
- 2018 Health and safety issues rise to the front. Increased staff by 1 FTE to cover vacancies requiring mandatory overtime. Lift assist system for ambulance to help reduce injuries.



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

Position Description

Fund	Number of	_	Total		d Summary
Department	Employees	Range	Salary	Page	Amount
<u>Fire Chief</u> General Fund Fire	1	364	133,748		
Administration & Operations Ambulance Fund (0.25 FTE)	6 (0.75 FTE)			73 232	100,311 33,437
Fire Battalion Chief General Fund Fire	3	245	317,616		
Administration & Operations Ambulance Fund (1.95 FTE)	s (1.05 FTE)			73 232	111,166 206,450
<u>Fire Lieutenant</u> General Fund Fire	3	235	268,729		
Administration & Operations Ambulance Fund (1.95 FTE)	s (1.05 FTE)			73 232	94,055 174,674
<u>Fire Engineer</u> General Fund Fire	3	230	273,956		
Administration & Operations Ambulance Fund (1.95 FTE)	s (1.05 FTE)			73 232	95,885 178,071
<u>Firefighter</u> General Fund Fire	25	220	1,938,252		
Administration & Operations Ambulance Fund (16.25 FTE)	6 (8.75 FTE)			73 232	678,388 1,259,863

Position Description

ary	Fund	Number of		Total	Detailed	I Summary
nt	Department	Employees	Range	Salary	Page	Amount
	<u>Firefighter / Paramedic</u> General Fund Fire	1	330	52,214		
11 37	Administration & Operations Ambulance Fund (0.52 FTE)	s (0.28 FTE)			73 232	18,275 33,939
	<u>Firefighter / EMT</u> General Fund Fire	1	322	42,507		
66 50	Administration & Operations Ambulance Fund (0.52 FTE)	s (0.28 FTE)			73 232	14,877 27,630
	<u>Office Manager</u> General Fund Fire	1	332	61,195		
55 74	Administration & Operations Ambulance Fund (0.25 FTE)	s (0.75 FTE)			73 232	45,896 15,299
	<u>Administrative Specialist II</u> General Fund Fire	1	324	48,153		
85 71	Administration & Operations Ambulance Fund (0.75 FTE)	s (0.25 FTE)			73 232	12,038 36,115
	<u>Support Services Specialist</u> General Fund Fire	1	324	22,440		
88 63	Administration & Operations Ambulance Fund (0.25 FTE)	6 (0.25 FTE)			73 232	11,220 11,220

dget Docum	ent Report		79 - AMBULANCE FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
650,996	841,823	850,000	4079-05 Designated Begin FB-Ambulance Fd - EMS A/R Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1	1,100,000	0	C
0	0	37,500	4079-25 Designated Begin FB-Ambulance Fd - Facility Improvements	0	0	C
163,197	508,539	642,075	4090Beginning Fund BalanceEstimated July 1 undesignated carryover from prior year	148,817	0	C
814,193	1,350,362	1,529,575	TOTAL BEGINNING FUND BALANCE	1,248,817	0	C
			LICENSES AND PERMITS			
0	0	0	4213-15 Specialty Business License - Care Homes Proposed 2018-19 budget includes revenue for specialty business licensing of adult care homes	143,000	0	0
0	0	0	TOTAL LICENSES AND PERMITS	143,000	0	C
			INTERGOVERNMENTAL			
0	0	0	4555 Ground Emergency Medical Transport (GEMT) Reimbursement Federal funds passed through State to City. Reimbursement to City for 50% of difference between amount paid by Medicaid and cost for service, as calculated using pre-approved methodology.	599,315	0	C
46,484	0	2,500	4840-05 OR Conflagration Reimbursement - Personnel Reimbursement for personnel costs due to conflagration deployment during the last year.	4,875	0	C
0	0	0	4840-10 OR Conflagration Reimbursement - Equipment	0	0	C
0	10,000	10,000	5035-05 City of Amity - Paramedic Ambulance	10,000	0	C
46,484	10,000	12,500	TOTAL INTERGOVERNMENTAL	614,190	0	0
			CHARGES FOR SERVICES			
3,577,616	3,627,278	3,765,000	5700 Transport Fees Transport fee revenue for Medicare and Medicaid patient accounts includes only "allowed" amounts (Medicare) or the amount that will actually be reimbursed (Medicaid). All other patient accounts reflect the full amount of charges for the transport base rate and mileage.	3,640,000	0	C
0	0	0	5705 Care Home Charges Proposed 2018-19 budget includes charges collected from adult care homes for ambulance calls when medical treatment is not necessary	65,000	0	(
124,860	132,225	130,000	5710 FireMed Fees Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider.	130,000	0	C

udget Docum	ent Report			79 - AMBULANCE FUN	D					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
3,702,476	3,759,503	3,895,000		TOTAL CHARGES F	OR SER	VICES		3,835,000	0	C
				MISCELLANEOUS						
1,831	1,737	2,300	6310	Interest				200	0	C
0	0	0		Donations - Ambulance eceived to help support ambulance operations 80, Materials and Supplies-Donations.	expended	hrough expe	nditure	0	0	(
8,162	15,889	500	6600	Other Income				11,250	0	(
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Seismi Fire	c upgrade grant reimbursement split 25/75 with	1	11,250	11,250			
0	3,711	0	6600-05	Other Income - Workers' Comp Rei	nbursem	ent		0	0	(
31,274	19,859	30,000		Collections - EMS agency payments from ambulance past-due Actured to collections.	counts Rec	eivable accou	unts	25,000	0	C
41,267	41,195	32,800		TOTAL MISCEL	LANEOL	JS		36,450	0	(
				TRANSFERS IN						
1,150,000	800,000	800,000	Decrease ir	Transfers In - General Fund a transfer amount compared to prior year is due unsport (GEMT) reimbursement from State of C		of Ground En	nergency	800,000	0	C
			Descri		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Genera service	al Fund support of City emergency medical s	1	800,000	800,000			
0	0	0	6900-85	Transfers In - Insurance Services				65,012	0	(
			Descri		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				nce Service Fund distribution	1	20,012	20,012			
			Ambula	ance gurney with lift assist	1	45,000	45,000			
1,150,000	800,000	800,000		TOTAL TRANS	SFERS I	<u>l</u>		865,012	0	(
5,754,419	5,961,059	6,269,875		TOTAL RESO	OURCES			6,742,469	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
45,518	458	0	7000	Salaries & Wages	0	0	0
1,644,136	1,800,215	1,926,882	Fire Chief - Emergency Fire Battalio Fire Lieuten Fire Enginee Firefighter - Office Mana Support Ser	Medical Services Chief - 1.00 FTE n Chief - 1.95 FTE ant - 1.95 FTE er - 1.95 FTE	2,040,006	0	0
15,834	65,410	55,410		Salaries & Wages - Regular Part Time Paramedic - 0.52 FTE EMT - 0.52 FTE	61,569	0	0
317,645	248,605	162,500	7000-20 The 2018-19	Peak Unit Amity. Salaries & Wages - Overtime 9 budgeted amount is reduced to reflect savings from the hiring of additional split between Fire and Ambulance. The overall cost will be covered by the ertime.	241,500	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	900	0	0
25,334	3,237	0	7300	Fringe Benefits	0	0	0
118,948	126,704	132,958	7300-05	Fringe Benefits - FICA - Social Security	145,237	0	0
27,915	29,825	31,097	7300-06	Fringe Benefits - FICA - Medicare	33,988	0	0
489,339	498,235	620,597	7300-15	Fringe Benefits - PERS - OPSRP - IAP	671,930	0	0
291,299	327,462	345,250	7300-20	Fringe Benefits - Medical Insurance	373,668	0	0
50,098	77,381	78,600	7300-22	Fringe Benefits - VEBA Plan	86,675	0	0
2,394	2,692	2,738	7300-25	Fringe Benefits - Life Insurance	2,794	0	0
8,325	9,342	10,016	7300-30	Fringe Benefits - Long Term Disability	10,676	0	0
62,613	68,608	86,868	7300-35	Fringe Benefits - Workers' Compensation Insurance	95,347	0	0
1,001	961	1,006	7300-37	Fringe Benefits - Workers' Benefit Fund	1,032	0	0
91	5,052	1,003	7300-40	Fringe Benefits - Unemployment	1,002	0	0
3,100,488	3,264,187	3,454,925		TOTAL PERSONNEL SERVICES	3,766,324	0	0

get Documer	n nopon		79 - AMBULANCE FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
			MATERIALS AND SERVICES			
3,615	4,468	4,000	00 Credit Card Fees	5,000	0	0
380	777	2,400	40 Employee Events sts shared city-wide for employee training, materials, and events.	2,200	0	C
22,703	21,316	22,000	50 Travel & Education reases due to number of new staff Emergency medical service training, educat vel expenses for career and volunteer staff. Training dollars will be spent on cr certification and required EMS training with professional development provided. to assist with leadership and supervisory training	itical areas	0	C
20,124	25,321	30,000	90 Fuel - Vehicle & Equipment	30,000	0	(
5,526	5,708	6,500	00 Electric & Natural Gas	6,500	0	(
18,300	17,000	25,300	10-05 Insurance - Liability	25,000	0	(
10,400	16,500	18,300	10-10 Insurance - Property	14,300	0	(
19,875	24,085	24,000	20 Telecommunications is represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be co h other utility charges for the department.	23,000 onsistent	0	
12,176	12,457	12,500		15,000	0	
0	0	500	40 Laundry	500	0	
2,115	2,409	2,500	50 Janitorial ree days per week janitorial services and supplies - 75% shared with Fire Depar eneral Fund.	2,500 rtment in	0	(
27,557	29,322	32,000	60 Materials & Supplies	32,000	0	(
6,519	4,592	7,000	60-15 Materials & Supplies - Postage	7,000	0	
99,407	123,684	110,000	60-45 Materials & Supplies - Medical Equipment & Supplies rease due to call volume increase and cost of medical supplies and medications	118,000 s increase.	0	(
1,452	1,556	1,800	60-55 Materials & Supplies - Oxygen	1,800	0	
0	0	0	80 Materials & Supplies - Donations terial and supplies funded through revenue account 6460, Donations-Ambulance	0 ce.	0	
0	0	0	20 Repairs & Maintenance	0	0	
0	1,251	12,500	20-06 Repairs & Maintenance - Equipment furbish 2 defibrillators	12,500	0	(
11,089	9,418	12,500	20-08 Repairs & Maintenance - Building Repairs	12,500	0	
35,458	52,618	55,000	jor maintenance is done by outside mechanics . Fleet is aging.	60,000	0	
952	4,205	1,500	20-16 Repairs & Maintenance - Radio & Pagers	1,500	0	

2046	2047	0040		79 - AMBULANCE FUND Department :N/A				2040	2040	201
2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Section :N/A				2019 PROPOSED	2019 APPROVED	ADOPTE
		BUDGET		Program :N/A				BUDGET	BUDGET	BUDGE
21,146	24,395	26,000	7735	Rental Property				26,000	0	0
21,140	24,000	20,000		ion rental property; includes rent and utilities and	direct co	sts associate	d with that	20,000	Ū	ŭ
18,944	24,734	19,890	7750	Professional Services				27,835	0	C
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Medica	l Director contract	1	10,000	10,000			
				negotiations arbitrator shared 35/65 with Fire	1	1,350	1,350			
				in contract	1	2,400	2,400			
				125 administration fee	1	385	385			
				ee allocation	1	3,700	3,700			
				s improvement consultant for ambulance billing	1	10,000	10,000			
15,159	18,280	18,500	7790	Maintenance & Rental Contracts				18,500	0	C
10,100	10,200	10,000	Maintenanc	e contracts for physio-control equipment, ambula ated contracts.	nce cots	, and miscella	neous	10,000	Ū	Ū
8,223	12,927	14,000	7800	M & S Equipment				14,000	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Defibril	lator batteries	15	500	7,500			
			Glide s		1	6,500	6,500			
13,108	4,720	8,000	7800-09	M & S Equipment - Radios				12,000	0	0
0	0	0	7810	M & S Equipment - Donations				0	0	0
16,856	18,368	25,985		M & S Computer Charges aterials & supplies costs shared city-wide				25,599	0	0
43,017	36,547	33,130	7840-95 In an effort vehicle	M & S Computer Charges - Ambuland of cost reduction mobile computers will be replace		ablets saving	\$4,000 per	38,350	0	0
			Descrip	<u>otion</u>	<u>Units</u>	<u>Amt/Unit</u>	Total			
			ESO cl	nart software maintenance	1	12,000	12,000			
			Netmo	ion maintenance - shared with Police, Fire	1	1,200	1,200			
				message switch maintenance-35%, shared with	1	2,800	2,800			
			ESO p	ersonnel maintenance-50%, shared with Fire	1	1,350	1,350			
			Target	software maintenance-50%, shared with Fire	1	3,000	3,000			
			Tritech	billing software maintenance	1	7,000	7,000			
				s - Upstairs EMS, card printer	2	1,500	3,000			
				ement scanner	1	1,100	1,100			
			Surface		1	150	150			
				replacement	1	400	400			
				arranty extensions	7	350	2,450			
				eplacements	3	1,300	3,900			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
0	0	0	7850	M & S Building Improvements				0	0	(
9,674	8,139	9,000	8070	FireMed Promotion				8,000	0	(
4,233	2,732	7,500		Revenue Adjustments - Bad-Debt Wa ance writeoffs for accounts deemed totally unco death without estate, or undeliverable invoices.	llectible; fo			7,500	0	(
106,969	97,838	104,000		Revenue Adjustments - Firemed Wri mber account balance writeoffs after all agency ed; write offs are recorded as expense.	t eoffs or insurar	nce payments	s have	104,000	0	
160,966	164,519	235,000		Revenue Adjustments - Turned To C counts turned to collections agency after City co write offs are recorded as expense.			ve been	235,000	0	
57,174	28,917	60,000	County Hos	Revenue Adjustments - Public Agen rovided to Yamhill County Jail, Yamhill County I pice. Also includes write offs taken automatica re recorded as expense.	Detention (Center, and		60,000	0	
773,116	798,803	941,305		TOTAL MATERIALS A	ND SEP	RVICES		971,084	0	
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				45,000	0	
			<u>Descrip</u> New gu	<u>tion</u> ırney with lift assist	<u>Units</u> 1	<u>Amt/Unit</u> 45,000	<u>Total</u> 45,000			
0	0	0	8710-22	Equipment - EMS Defibrillators				0	0	
3,494	4,656	4,285		Capital Outlay Computer Charges pital outlay costs shared city-wide				0	0	
0	0	20,000	8750-95	Capital Outlay Computer Charges - A	Mbulan	се		20,000	0	
			<u>Descrip</u> ESO Bi	<u>ntion</u> Iling Software	<u>Units</u> 1	<u>Amt/Unit</u> 20,000	<u>Total</u> 20,000			
0	0	0	8800	Building Improvements				48,750	0	
			Mold re	<u>ttion</u> c upgrade engineering split 25/75 with Fire mediation plumbing repair split 25/75 with Fire alerting system split 25/75 with Fire	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 11,250 25,000 12,500	<u>Total</u> 11,250 25,000 12,500			
214,125	0	0	8850	Vehicles				200,000	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			New Ar	nbulance including equipment	1	200,000	200,000			
217,619	4,656	24,285		TOTAL CAPITAL		Y		313,750	0	

udget Docume	ent Report			79 - AMBULANCE FUN	D					
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ⁷ ADOPTE BUDGE
				TRANSFERS OUT						
188,467	196,754	191,973	9700-01	Transfers Out - General Fund				228,605	0	
			Descript		<u>Units</u>	<u>Amt/Unit</u>	Total			
			Adminis Billing st	tration and Finance personnel including Amb taff	1	228,605	228,605			
81,000	84,200	88,200	9700-15	Transfers Out - Emergency Commu	inications	5		89,000	0	
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Ambulai services	nce Fund support for YCOM dispatching 3.	1	89,000	89,000			
43,367	44,372	44,919	9700-80	Transfers Out - Information System	IS			48,410	0	
			<u>Descript</u> Informat	tion tion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 48,410	<u>Total</u> 48,410			
312,834	325,326	325,092		TOTAL TRANS	FERS OI	<u>JT</u>		366,015	0	
				CONTINGENCIES						
0	0	300,000	9800	Contingencies				300,000	0	
0	0	300,000		TOTAL CONTIN	IGENCIE	<u> </u>		300,000	0	
				ENDING FUND BALANCE						
841,823	1,816,485	850,000		Designated End FB - Ambulance - E esignated Ending Fund Balance for estimated une 30		e Accounts R	eceivable	950,000	0	(
0	37,500	62,500	9979-25 Designated o	Designated End FB - Ambulance - F carryover for Fire Hall remodel, split 25/75 with			ts	0	0	
508,539	-285,897	311,768	Estimated de	Unappropriated Ending Fd Balance esignated carryover from proposed budget yea cit) of revenues over (under) expenditures from	ar to subse			75,296	0	
1,350,362	1,568,088	1,224,268		TOTAL ENDING FU	IND BAL	ANCE		1,025,296	0	

udget Docum	ent Report		79 - AMBULANCE FUND							
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE				
5,754,419	5,961,059	6,269,875	TOTAL RESOURCES	6,742,469	0	0				
5,754,419	5,961,059	6,269,875	TOTAL REQUIREMENTS	6,742,469	0	0				

INFORMATION SYSTEMS & SERVICES FUND

• Budgeted Computer Equipment – By Department



Information Systems & Services Fund

Budget Highlights

- The 2018-19 proposed budget does not include any changes in personnel.
- Information Systems will continue to pursue the philosophy of engaging professional services for high-skill, low frequency projects to keep up with rapid technological changes.

New Programs, Projects, or Equipment:

- Assist in migrating the Planning Department's software to provide citizens with electronic permitting, online payments, and other web functionality. City staff will also be outfitted with electronic devices for inspections and other fieldwork.
- City IS will work with our partners at YCOM as upgrades to the 911/CAD system will require upgrades to the City's mobile data terminals and e-ticketing system.
- Continued exploration and extension into cloud based and hosted processing – following industry trends as web based software continues to grow along with service security and reliability.
- Upgrade audio/visual systems at the Civic Hall, as well as conference rooms around the City for increased video and digital meeting capability.
- Continue initiative for redundancy and continuity of operations for our computer systems. By utilizing computer room facilities in the Public Safety Building and the Community Center, we are able to create "failover" systems which will ensure continued City operations in the event of a disaster.
- Continue computer security awareness training Citywide.
 Ongoing IT security efforts focusing on protecting data confidentiality, preserving data integrity and promoting the availability of data for authorized use.

- 2018 2019 Proposed Budget --- Budget Summary
- Move towards policy based guidance in all areas of service develop effective, workable policies around IT processes to promote standards of work and procedures to run City business more smoothly.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- Evaluate older city software packages in Public Works and Wastewater as they complete their original product lifecycles and plan for replacement.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support both servers and desktop for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

Future Challenges and Opportunities

- Partner with City Departments to provide internal and external services support – social media archival tools, public records request tools, time management tools, HR productivity tools, training opportunities, and others as needs are assessed and explored.
- Continue to train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Enhance and expand the City website to provide services and information for citizens and internal departments. Online payments, job applications, electronic form submission and social media communication.
- Continue to leverage cloud technologies as appropriate for City information processing needs – long term backup strategies, scalable processing, keeping security and total cost impact in mind.
- Evaluate all paper-based processes for improvement opportunities – electronic form submission, digital document management, and cloud based solutions for document archival and storage.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	972,976	1,070,946	1,137,023	66,077
Personnel Services Materials & Services	392,868 482,329	429,851 531,995	463,808 565,415	33,957 33,420
Capital Outlay	74,615	119,200	105,600	(13,600)
Total Expenditures	949,813	1,081,046	1,134,823	53,777
Net Expenditures	23,163	(10,100)	2,200	(12,300)

Full-Time Equivalents (FTE)

2017-18		2018-19
Adopted		Proposed
Budget	Change	Budget
4.00		
	-	
	-	4.00
	Adopted Budget	Adopted Budget Change 4.00



Information Systems & Services Fund

- 1993 City's first Information Systems Manager hired.
- 1995 Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.
- 1995 First system administrative specialist hired to help with expanding City IS needs.
- 1996 City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!
- 1998 City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.
- 2001 McMinnville School District #40 eliminates cost sharing of widearea network administrator position. Position assimilated into City budget.
- 2002 IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide.
- 2003 Partnership formed with Yamhill County for management of IS services; City director position eliminated.

- 2004 Physical location of IS Department moved from Fire Station to Community Center.
 2005 Completed move of all City
- 2005 Completed move of all City telephones back onto City-County telephone system.
- 2006 Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state.
- 2006 Completion of new computer equipment room with backup generator in Community Center.
- 2006 Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.
- 2006 Assisted in transition of YCOM from City-supported entity to Yamhill Countysupported entity.
- 2007 Partnered with Yamhill County assuming project management and problem resolution of the City public safety radio system.

Historical Highlights

- 2008 Supported the project of moving all communications for the City to the new Public Safety Building. 2009 Began implementation of redundant server strategy for "hot" site backup of City applications. 2010 Began utilizing virtual server technology and moved to Storage Area Network devices. 2011 Development of an IS strategic plan. 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.



The Storage Area Network devices on the City network have total storage capacity of 30 terabytes.

Fund - Department	Computer Equipment	<u>\$s</u>	<u>Department</u> <u>Total</u>	<u>Notes</u>
Administration, City Mgr 01-01-002	None		0	
Administration, City Council 01-01-005	Laptop - 1	1,600	1,600	Civic Building Laptop
Administration, Legal 01-01-008	None	_	0	
Finance/Accounting 01-03-013	Printer maintenance Printer - 1 Laptop - 1 Scanner - 1	300 1,200 1,600 1,100	4,200	Lexmark - annual maintenance cost Replacement, North Office LJ Replacement, Finance Laptop #2 Replacement, Scanner
Engineering 01-05	Workstations - 1 Maintenance - 1	1,500 1,700 –	3,200	Replacement Plotter (annual cost)
Planning 01-07	Laptop -1 Workstations - 2	1,600 3,600_	5,200	New employees

Fund - Department Police	Computer Equipment	<u>\$s</u>	<u>Department</u> <u>Total</u>	<u>Notes</u>
01-11-040				
	Workstations - 6	9,000		Replacements
	Surfaces - 4	10,400		New
	Printer - 1	1,200		Replacement, Intake LJ
	Netmotion Licenses - 4	1,400		
				Replacements, includes Verus camera system,
	MDTs (M7) - 2	25,600		Zebra printer for each
	Laptop - 1	1,600		Replacement, Admin Laptop
		_	49,200	-
Municipal Court				
. 01-13-060	Workstations - 3	4,500		Replacements
	—	,	4,500	
				-
Fire				
01-15-070	Workstations - 3	4,500		Replacements. EOC #1, EOC #2
	Surface Tablet - 1	2,600		New
	MDTs (R12) - 2	2,600		Replacements, Engine1, DC1
	Surface Docking Stations - 2	300		New
	Monitor - 2	800		Replacements
	R12 Warranty Extensions - 2	700		_
		_	11,500	_
Park & Rec Admin				
01-017-001	None	0		
	=		0	
Park & Rec Aquatic Ctr				
01-17-087	Workstation - 1	1,500		Replacement
	Activenet Peripherals	1,000		
	Printer - 1	1,200		Replacement
	TV and Networking for back room	3,000		-
		_	6,700	-

Fund - Department	Computer Equipment	<u>\$s</u>	<u>Department</u> <u>Total</u>	<u>Notes</u>
Park & Rec Comm Ctr 01-17-090	None	0	0	
Park & Rec KOB 01-17-093	None	0	0	
Park & Rec Rec Sports 01-17-096	Workstation - 1	1,500	1,500	Replacement
Park & Rec, Senior Ctr 01-17-099	None		0 0	
Park Maintenance 01-19	Workstations - 1/2	750	750	Replacement, shared position
Library 01-21	Workstations - 8 Printer/Scanner - 1	12,000 1,200	13,200	Replacements
Street 20	Workstations - 1/2	750	750	Replacement, shared position
Building 70	Workstations - 3 Screen - 1 Mobile Computers - 3 Ram upgrade	4,500 850 4,500 150		1 Replacement, 2 for new positions Upgrade New, for Accela upgrade

Fund - Department	Computer Equipment	<u>\$s</u>	<u>Department</u> <u>Total</u>	<u>Notes</u>
Wastewater Services				
75-01	Workstations - 3	4,500		Replacements
		-	4,500	
Ambulance				
79	MDTs (R12) - 3	3,900		Replacements, ambulances
	Printers -2	3,000		Upstairs EMS, Card Printer
	Scanner - 1	1,100		Replacement
	R12 Warranty Extensions - 7	2,450		
	Monitor - 1	400		Replacement
	Surface Dock - 1	150		
	-	_	11,000	
		Total	127,800	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOU	RCES					
				BEGINNING FUND BALANCE						
28,300	31,300	21,740	4080-15 July 1 carryov improvements	Designated Begin FB-Info Sys Fd er from prior year reserved for future City f			eserve	0	0	0
131,104	131,848	161,905		Beginning Fund Balance				178,347	0	0
159,404	163,148	183,645		TOTAL BEGINNING	FUND BA	LANCE		178,347	0	0
				CHARGES FOR SERVICES						
482,898	412,934	469,182		Charges for Equipment & Service artments are charged for equipment & ser are also charged a pro-rated portion of City	vices provide	d by the IS F	und.	480,841	0	0
14,641	13,175	16,528	6000-20	Charges for Equipment & Service				20,416	0	0
16,231	19,392	18,639	6000-70	Charges for Equipment & Service		34,368	0	0		
50,966	42,313	51,446	6000-75	Charges for Equipment & Services - Wastewater Services Fund					0	0
63,367	59,571	83,400	6000-79	Charges for Equipment & Service	s - Ambula	nce Fund		83,949	0	0
628,103	547,384	639,195		TOTAL CHARGES	FOR SER	VICES		671,015	0	0
				MISCELLANEOUS						
773	1,542	1,900	6310	Interest				2,200	0	0
0	0	0	6600	Other Income				0	0	0
773	1,542	1,900		TOTAL MISCE		IS		2,200	0	0
				TRANSFERS IN						
313,802	321,055	324,966	6900-01	Transfers In - General Fund				350,177	0	0
			<u>Descriptic</u> Informatic	<u>n</u> n Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 350,177	<u>Total</u> 350,177			
8,284	8,481	8,597	6900-20	Transfers In - Street				9,276	0	0
			<u>Descriptic</u> Informatic	<u>n</u> n Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 9,276	<u>Total</u> 9,276			
8,284	8,481	8,597	6900-70	Transfers In - Building				9,276	0	0
			<u>Descriptic</u>	<u>n</u> n Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 9,276	<u>Total</u> 9,276			

Budget Docum	ent Report			80 - INFORMATION SYS	STEM	S & SEI	RVICES	FUND		
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
40,459	41,661	42,772	6900-75	Transfers In - Wastewater Services				46,669	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Informa	tion Systems personnel services support.	1	46,669	46,669			
43,367	44,372	44,919	6900-79	Transfers In - Ambulance				48,410	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Informa	tion Systems personnel services support.	1	48,410	48,410			
0	0	0	6900-85	Transfers In - Insurance Services				0	0	0
414,196	424,050	429,851		TOTAL TRANS	FERS I	<u> </u>		463,808	0	0
1,202,476	1,136,124	1,254,591		TOTAL RESC	URCES			1,315,370	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A					2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RE	QUIREMENTS						
				PERSONNEL SERVICE	<u>s</u>						
5,392	339	0	7000	Salaries & Wages					0	0	0
253,570	264,583	280,954	Information	Salaries & Wages - Regula Systems Director - 1.00 FTE Systems Analyst II - 2.00 FTE Systems Analyst I - 1.00 FTE	ar Full Time				302,551	0	0
1,540	98	3,000		Salaries & Wages - Overti I maintenance scheduled after work activity periods.		onal	extra work	required	3,000	0	0
0	2,400	2,400	7000-37	Salaries & Wages - Medica	al Opt Out Incentiv	/e			2,400	0	0
2,804	-10	0	7300	Fringe Benefits					0	0	0
14,759	15,781	17,754	7300-05	Fringe Benefits - FICA - Se	ocial Security				19,093	0	0
3,452	3,691	4,153	7300-06	Fringe Benefits - FICA - M	edicare				4,465	0	0
51,073	51,848	65,043	7300-15	Fringe Benefits - PERS - C	PSRP - IAP				71,131	0	0
61,539	46,811	48,936	7300-20	Fringe Benefits - Medical	nsurance				49,896	0	0
12,000	4,500	4,500	7300-22	Fringe Benefits - VEBA PI	an				8,000	0	0
426	432	432	7300-25	Fringe Benefits - Life Insu	rance				432	0	0
1,401	1,453	1,540	7300-30	Fringe Benefits - Long Ter	m Disability				1,654	0	0
809	831	1,023	7300-35	Fringe Benefits - Workers	Compensation Ins	sura	ance		1,070	0	0
125	113	116	7300-37	Fringe Benefits - Workers	Benefit Fund				116	0	0
408,892	392,868	429,851		TOTAL PE	RSONNEL SERV	VICI	<u>ES</u>		463,808	0	0
				MATERIALS AND SERV	<u>ICES</u>						
59	471	700	7540 Costs share	Employee Events d city-wide for employee training, n	naterials, and events.				600	0	0
7,174	7,015	12,000	Technical tra	Travel & Education aining, network training, desktop tra vel and meal expenses to seminars		dev	elopment tr	aining,	12,000	0	0
			Descrip		<u>Units</u>	<u>A</u>	<u>mt/Unit</u>	<u>Total</u>			
				& Training, IS Analyst I	1		3,000	3,000			
				& Training, IS Analyst II & Training, Department Head	2		3,000 3,000	6,000 3,000			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
160	295	500	7590 Fuel and rep	Fuel - Vehicle & Equipment bair expense for IS Department vehicle				500	0	0
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS SUV	vehicle expenses	1	500	500			
2,600	2,500	3,100	7610-05	Insurance - Liability				3,400	0	0
600	700	600	7610-10	Insurance - Property				500	0	0
7,798	8,737	9,000		Telecommunications Services Department telephones, cell phone	es, and moder	m lines.		9,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Cell / M	ifi services	1	5,000	5,000			
			Telepho	one services	1	4,000	4,000			
2,693	4,708	3,000	computer su	Materials & Supplies ce supplies, postage, shipping, professional ipplies, and training materials; including pure	subscriptions chased trainin	and dues, exp g videos and	pendable	3,500	0	0
				us training materials.	l la ita	A	Tatal			
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	rds, mice, cabling, misc supplies	1	2,500 750	2,500 750			
				g costs, returns, primarily MDTs printer paper, label printer supplies	1	750 250	750 250			
88	10	0	7720	Repairs & Maintenance				1,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			· · ·	related maintenance activities	1	1,000	1,000			
1,239	779	3,000	7720-06 Equipment r	Repairs & Maintenance - Equipme epairs and software upgrades not covered b		ce contracts.		3,000	0	0
			Descrip	tion	Units	Amt/Unit	<u>Total</u>			
			Printer	& non-warranty equipment repairs	1	2,500	2,500			
			Printer	maintenance kits for in-house repairs	1	500	500			
0	0	0	7720-14	Repairs & Maintenance - Vehicles	5			0	0	0
42,430	16,268	62,840	7750	Professional Services				62,790	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Applica	tion, network, design & support services	1	50,000	50,000			
			Website	e services	1	10,000	10,000			
			Civic Bu	uilding A/V system maintenance	1	1,000	1,000			
			Security	v system monitoring	1	500	500			
			Audit fe	e allocation	1	1,000	1,000			
			Section	125 administration fee	1	90	90			
			Misc		1	200	200			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEE BUDGET
2,333	9,560	12,000	7770-03	Professional Services - Projects	- ERP			0	0	0
16,918	0	0		Contract Services - Information S nty service contract for management of Cit al IS support staff was discontinued in 201	s Information		partment	0	0	0
26,761	17,059	30,700	7792	Hardware Maintenance & Rental	Contracts			35,700	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				mmetra - server room UPS		3,000	3,000			
			,	vireless maintenance	1	2,000	2,000			
			HP serv	ver maintenance	1	6,000	6,000			
			Juniper	switch maintenance	1	1,500	1,500			
			Server I	oom generator maintenance	1	1,000	1,000			
			Mailgate	e spam filter maintenance	1	4,000	4,000			
			Firewall	maintenance	1	15,000	15,000			
			Hitachi	SAN maintenance	1	3,200	3,200			
7,253	7,799	8,000	7792-20	Hardware Maintenance & Rental	Contracts -	Police		8,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Data 91	1 MDT hardware maintenance	1	8,000	8,000			
0	0	0	7792-30	Hardware Maintenance & Rental	Contracts -	Fire		0	0	0
0	0	0	7792-95	Hardware Maintenance & Rental	Contracts -	Ambulance		0	0	0
127,287	133,177	126,400	7794	Software Maintenance & Rental	Contracts			132,400	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Desktop	Authority Maintenance	1	2,500	2,500			
			LOGOS	- Citywide ERP System Maintenance	1	74,000	74,000			
			Helpdes	sk software	1	1,500	1,500			
			Snap D	eploy renewal	1	1,000	1,000			
			Veeam	backup maintenance	1	10,000	10,000			
				e support renewal	1	13,000	13,000			
				ed Trust renewal	1	2,100	2,100			
				Connect renewal	1	2,000	2,000			
			Symant		1	2,500	2,500			
				Network monitoring	1	1,000	1,000			
				e maintenance	1	4,800	4,800			
				rs/SQL licensing Device Management Software Maintenance	1 e 1	15,000 3,000	15,000 3,000			
0	0	0	7794-02	Software Maintenance & Rental (Office		,	<u>,</u>	0	0	0
6.500	6.500	0	7704 02	Software Maintenance & Rental (Contracto (City Coursi	I	0	0	0
	n 500	0	7794-03	Sonware Maintenance & Rental (Jontracts - (Lity Counci		0	U	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	7794-05	Software Maintenance & Rental Con	tracts - A	Accounting		0	0	0
0	0	0	7794-08	Software Maintenance & Rental Con	tracts - L	_egal		0	0	0
7,605	8,690	10,975	7794-10	Software Maintenance & Rental Con	tracts - E	Engineering		11,450	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Accela	permits - 15% - Shared with Plan and Bldg	1	2,850	2,850			
				sewer database 25% - shared with Street,	1	3,250	3,250			
				aint, WWS		0,200	0,200			
			Street, V	cview 17% - shared with Bldg, Plan, End, NWS	1	2,050	2,050			
				D maintenance - 66% - shared with Planning	1	3,300	3,300			
5,458	4,880	6.250	7794-15	Software Maintenance & Rental Con	tracts - F	Planning		5,900	0	0
-,	,	,	Descrip		Units	Amt/Unit	<u>Total</u>			
			-	Permits Plus - 15% - shared with Eng, Bldg	1	2,850	2,850			
				cview 17% - shared with Bldg, Eng, Pk Maint,						
			Street,		1	2,050	2,050			
			AutoCA Enginee	D Maintenance - 33% - shared with rring	1	1,000	1,000			
39,350	38,925	41,800	7794-20	Software Maintenance & Rental Con	tracts - F	Police		42,100	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			E-ticket	ng maintenance - 67% shared with Muni Ct	1	8,000	8,000			
				DS maintenance	1	1,100	1,100			
			Evidenc	e OnQ maintenance	1	8,500	8,500			
			Tritech	remote support	1	400	400			
			Tritech	e-ticketing import	1	1,300	1,300			
			Tritech	message switch support	1	2,900	2,900			
			Tritech	mobile support	1	7,500	7,500			
			Tritech	RMS maintenance	1	9,100	9,100			
			Netmoti	on maintenance - 50% shared with Fire, Amb	1	2,500	2,500			
			E-ticket	ng annual hosting fee	1	800	800			
7,100	6,531	7,200	7794-25	Software Maintenance & Rental Con	tracts - N	Municipal Co	urt	7,900	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			E-ticket	ng maintenance-33% shared with Police	1	4,200	4,200			
				maintenance	1	3,200	3,200			
			E ticket	ng import	1	500	500			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
12,901	13,912	17,400	7794-30	Software Maintenance & Rental Cont	racts - F	ire		17,400	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
				00% RMS maint, 50% split with Amb for el module	1	5,500	5,500			
			Netmotio Police	on MDT maintenance-25%, shared with Amb,	1	1,200	1,200			
			Tritech r	naintenance-65%, shared with Amb	1	5,200	5,200			
			Fire Insp	pection software maintenance	1	2,500	2,500			
			Target V	ehicle maintenance-50% shared with Amb	1	3,000	3,000			
1,200	1,200	1,200	7794-35	Software Maintenance & Rental Cont Administration	racts - F	Parks & Rec		1,200	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
				et annual maintenance	1	1,200	1,200			
1,200	1,200	1,200	7794-40	Software Maintenance & Rental Cont	racts - A	Aquatic Cen	ter	1,200	0	C
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			•	et annual maintenance	1	1,200	1,200			
1,200	1,200	1,200	7794-45	Software Maintenance & Rental Cont	racts - C	Community	Center	1,200	0	C
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
				et annual maintenance	1	1,200	1,200			
1,200	1,200	1,200	7794-50	Software Maintenance & Rental Cont	racts - ł	Kids on the l	Block	1,200	0	C
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
				et annual maintenance	1	1,200	1,200			
1,200	1,200	1,200	7794-55	Software Maintenance & Rental Cont	racts - F	Recreational	Sports	1,200	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
				et annual maintenance	1	1,200	1,200			
1,200	1,200	1,200	7794-60	Software Maintenance & Rental Cont	racts - S	Senior Cente	er	1,200	0	C
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			Activene	et annual maintenance	1	1,200	1,200			
4,637	4,720	5,125	7794-65	Software Maintenance & Rental Cont	racts - F	Park Mainter	nance	5,300	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
				cview-17% shared with Plan, Bldg, eet,WWS	1	2,050	2,050			
			Hansen WWS	sewer database-25% shared with Eng, Street,	1	3,250	3,250			
			7794-70							(

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGET
7,137	7,220	8,625	7794-75	Software Maintenance & Rental Cont	racts - S	Streets		8,800	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			ESRI Aı Maint, V	cview-17%, shared with Plan, Bldg,Eng, Pk VWS	1	2,050	2,050			
			Hansen Maint, V	sewer database-25%, shared with Eng, Pk VWS	1	3,250	3,250			
			Street S	aver maintenance / subscription	1	3,500	3,500			
11,585	12,574	13,900	7794-80	Software Maintenance & Rental Cont	racts - I	Building		15,350	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ESRI Aı Maint, V	cview-17% shared with Plan, Bldg, Eng, Pk VWS	1	2,050	2,050			
			Accela I	Permits Plus-70%, shared with Eng, Plan	1	13,300	13,300			
19,908	20,252	21,625	7794-85	Software Maintenance & Rental Cont	racts - N	Nastewater	Services	21,675	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			ESRI Aı Maint, S	cview-17%, shared with Plan,Bldg, Eng, Pk Street	1	2,050	2,050			
			WWS -	MP2 Maint Management Software	1	2,500	2,500			
			Rockwe	Il Control Software	1	5,500	5,500			
			Wonder	ware software	1	5,500	5,500			
			Maint, S		1	3,125	3,125			
				IMS software	1	2,500	2,500			
			Win 911	software	1	500	500			
23,035	22,980	20,350	7794-95	Software Maintenance & Rental Cont	racts - /	Ambulance		27,350	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			ESO Ch	nart software maintenance	1	12,000	12,000			
			Netmoti	on maintenance-shared with Police, Fire	1	1,200	1,200			
			Fire	message switch maintenance-35%, shared with	1	2,800	2,800			
				rsonnel maintenance-50%, shared with Fire	1	1,350	1,350			
				oftware maintenance-50%, shared with Fire	1	3,000	3,000			
			Tritech	Billing software maintenance	1	7,000	7,000			
7,014	1,825	6,000	7800-15	M & S Equipment - Information Syste	ems			4,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			IS Work	station / tablet upgrades	1	4,000	4,000			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
16,705	7,634	8,000	7800-18	M & S Equipment - Hardware				9,000	0	C
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				hardware replacements	1	3,000	3,000			
				blacements	1	4,000	4,000			
			NAS rep	placement devices	1	2,000	2,000			
0	0	0	7800-21	M & S Equipment - Software				0	0	(
0	0	0		M & S Equipment - Inventory tory computer equipment for emergency rds, mice, surge strips, tools, etc.	replacements.	Miscellaneous	supplies;	0	0	
0	0	0	7840	M & S Computer Charges				0	0	
485	141	2,700	7840-02	M & S Computer Charges - City	/ Manager's O	office		0	0	
9,240	154	0	7840-03	M & S Computer Charges - City	-			1,600	0	
-,		-	Descript		Units	<u>Amt/Unit</u>	<u>Total</u>	,	-	
				ement laptop - Civic Hall	1	1,600	1,600			
4,682	5,508	1 950	7840-05	M & S Computer Charges - Acc	ounting	.,	.,	4,200	0	
4,002	5,508	1,000			-	A	Tatal	4,200	0	
			Descript	<u>aon</u> < printer maintenance	<u>Units</u> 1	<u>Amt/Unit</u> 300	<u>Total</u> 300			
				replacement	1	1,600	1,600			
				r replacement	1	1,100	1,100			
				ement printer	1	1,200	1,200			
3,730	2,645	3,500	7840-08	M & S Computer Charges - Leg	al			0	0	
13,117	4,535		7840-10	M & S Computer Charges - Eng				3,200	0	(
,	.,	-,	Descript		Units	Amt/Unit	Total	-,	-	
				ement workstation	1	1,500	1,500			
			•	naintenance	1	1,700	1,700			
3,998	8,291	0	7840-15	M & S Computer Charges - Pla	nning			5,200	0	
,			Descript		<u>Units</u>	Amt/Unit	<u>Total</u>			
				ment laptop	1	1,600	1,600			
				rkstations	2	1,800	3,600			
31,550	23.039	18.025	7840-20	M & S Computer Charges - Pol	ice			23,600	0	
- ,		-,	Descript		Units	<u>Amt/Unit</u>	Total	-,		
				ment workstations	6	1,500	9,000			
			Surface		4	2,600	10,400			
			Replace	ement printer-Intake LJ	1	1,200	1,200			
				on licenses	4	350	1,400			
			Replace	ement laptop	1	1,600	1,600			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,586	0	1,600	7840-25	M & S Computer Charges - M	unicipal Court			4,500	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Replace	ment workstation	3	1,500	4,500			
13,545	13,497	9,750	7840-30	M & S Computer Charges - Fi	ire			11,500	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Worksta		3	1,500	4,500			
			Surface	docking stations	2	150	300			
				replacements	2	400	800			
				ranty extensions	2	350	700			
				ment MDTs	2	1,300	2,600			
			Surface	tablet	1	2,600	2,600			
0	0	0	7840-35	M & S Computer Charges - Pa	arks & Rec Adm	ninistration		0	0	0
2,966	2,928	5,500	7840-40	M & S Computer Charges - A	quatic Center			6,700	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Replace	ment workstation	1	1,500	1,500			
			Activene	et peripherals	1	1,000	1,000			
				Front desk	1	1,200	1,200			
			TV / net	working for back room	1	3,000	3,000			
2,568	1,399	1,200	7840-45	M & S Computer Charges - C	ommunity Center	er		0	0	0
0	0	0	7840-50	M & S Computer Charges - K	ids on the Block	k		0	0	0
1,167	0	300	7840-55	M & S Computer Charges - R	ecreational Spo	orts		1,500	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			Replace	ment desktop	1	1,500	1,500			
0	0	0	7840-60	M & S Computer Charges - Se	enior Center			0	0	0
2,117	0	1,500	7840-65	M & S Computer Charges - Pa	ark Maintenance	е		750	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			Replace	ment workstation	1	750	750			
19,411	17,795	4,600	7840-70	M & S Computer Charges - Li	ibrary			13,200	0	0
·	·		Descript		<u>Units</u>	<u>Amt/Unit</u>	Total			
				ment workstations	8	1,500	12,000			
			Printer/S		1	1,200	1,200			
2,117	1,350	1.500	7840-75	M & S Computer Charges - St	treet			750	0	0
_,	.,000	.,				A (// 1)	T		· ·	0
			Descript	100	<u>Units</u>	<u>Amt/Unit</u>	Total			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
660	3,061	0	7840-80	M & S Computer Charges - Buildin	g			10,000	0	0
			•	ement workstations upgrades	<u>Units</u> 3 1 1	<u>Amt/Unit</u> 1,500 850 150	<u>Total</u> 4,500 850 150			
				computers for Accela upgrade	3	1,500	4,500			
10,707	5,484	7,700	7840-85	M & S Computer Charges - WWS				4,500	0	0
			<u>Descrip</u> Replace	tion ement workstations	<u>Units</u> 3	<u>Amt/Unit</u> 1,500	<u>Total</u> 4,500			
0	0	0	7840-90	M & S Computer Charges - Sewer	Maintenan	ice		0	0	0
19,982	13,567	12,780	7840-95	M & S Computer Charges - Ambula	ance			11,000	0	0
			Replace Surface Monitor R12 Wa	- Upstairs EMS, Card Printer ement scanner	<u>Units</u> 2 1 1 7 3	<u>Amt/Unit</u> 1,500 1,100 150 400 350 1,300	<u>Total</u> 3,000 1,100 150 400 2,450 3,900			
6,192	6,014	7,000	8280	Data Communications				7,400	0	0
575,351	482,329	531,995		TOTAL MATERIALS	AND SE	RVICES		565,415	0	0
				CAPITAL OUTLAY						
55,086	0	45,000	8730-05	Equipment - Computers - Hardwar	e			0	0	0
0	0	0	8730-10	Equipment - Computers - Software	•			0	0	0
0	52,513	0	8750	Capital Outlay Computer Charges				0	0	0
0	0	0	8750-10	Capital Outlay Computer Charges	- Enginee	ring		13,000	0	0
			Street, \	software upgrade (25% shared with Park Mr	<u>Units</u> ^{nt,} 1	<u>Amt/Unit</u> 5,000	<u>Total</u> 5,000			
			with Bui		1	8,000	8,000			
0	0	0	8750-15	Capital Outlay Computer Charges	- Planning	I		30,000	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			ADA co	mpliance software	1	30,000	30,000			

2016	2017	2018		Department :N/A				2019	2019	201
ACTUAL	ACTUAL	AMENDED BUDGET		Section : N/A Program : N/A				PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGE
0	22,102	54,200	8750-20	Capital Outlay Computer Charges - P	olice			25,600	0	C
			<u>Descript</u> Replace	<u>ion</u> ment MDTs	<u>Units</u> 2	<u>Amt/Unit</u> 12,800	<u>Total</u> 25,600			
0	0	0	8750-65	Capital Outlay Computer Charges - P	ark Mai	ntenance		5,000	0	(
			<u>Descript</u> Hansen Street, E	software upgrade (25% shared with WWS	<u>Units</u> 1	<u>Amt/Unit</u> 5,000	<u>Total</u> 5,000			
0	0	0	8750-75	Capital Outlay Computer Charges - S	street			5,000	0	(
			Descript		<u>Units</u>	<u>Amt/Unit</u>	Total			
			Hansen WWS, E	software upgrade (25% shared with Park Mnt, ng)	1	5,000	5,000			
0	0	0	8750-80	Capital Outlay Computer Charges - B	Building			2,000	0	
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Fullsize with Eng	Scanner/Plotter Replacement 20%, shared	1	2,000	2,000			
0	0	0	8750-85	Capital Outlay Computer Charges - V	Vastewa	ter Service	s	5,000	0	(
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Hansen Street, E	software upgrade (25% shared with Park Mnt, ing)	1	5,000	5,000			
0	0	20,000	8750-95	Capital Outlay Computer Charges - A	mbulan	ice		20,000	0	
			<u>Descript</u> ESO Bill	<u>ion</u> ing software	<u>Units</u> 1	<u>Amt/Unit</u> 20,000	<u>Total</u> 20,000			
0	0	0	8750-98	Capital Outlay Computer Charges - E	RP			0	0	(
55,086	74,615	119,200		TOTAL CAPITAL	OUTLA	<u> </u>		105,600	0	(
				CONTINGENCIES						
0	0	65,000	9800	Contingencies				65,000	0	(
0	0	65,000		TOTAL CONTING	GENCIE	<u>:S</u>		65,000	0	(
				ENDING FUND BALANCE						
31,300	21,740	9,740	9980-15	Designated End FB - Info Sys Fd - Fi	nancial	System Res	serve	0	0	
131,848	164,571	98,805	Undesignate	Unappropriated Ending Fd Balance d carryover from proposed budget year to subse venues over (under) expenditures from propose	equent ye ed budget	ear, includes t year operatio	ne excess ns	115,547	0	
163,148	186,311	108,545		TOTAL ENDING FUN		ANCE		115,547	0	

Budget Docum	ent Report		80 - INFORMATION SYSTEMS & SERV	VICES FUND		
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,202,476	1,136,124	1,254,591	TOTAL REQUIREMENTS	1,315,370	0	0

udget Docum	ent Report		80 - INFORMATION SYSTEMS & SER	VICES FUND		
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,202,476	1,136,124	1,254,591	TOTAL RESOURCES	1,315,370	0	0
1,202,476	1,136,124	1,254,591	TOTAL REQUIREMENTS	1,315,370	0	0

INSURANCE SERVICES FUND



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. Charges are budgeted to pay for insurance premiums, deductibles on claim losses, miscellaneous insurance related expenses, and to maintain an adequate but not excessive reserve.
- Property premiums are charged to Departments based on factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers' compensation premiums are charged to Departments based on wages and types of work performed by employees in the Department.
- Other Income City County Insurance Services (CIS) CIS offers multiple lines credits for entities that purchase more than one type of insurance from CIS.
- Property & Liability Insurance Property insurance premiums are projected to increase by 95% and liability premiums by 10% compared to 2017-18 premiums.
- Workers' Compensation Insurance:
 - Workers compensation rates, CIS administrative costs, and the state assessment are expected to decrease by 2% compared to the prior year.
 - City of McMinnville experience modifier for 2017-18 was 76% which means the City's losses were approximately 24% better than the average. This compares to an experience modifier of 88% in 2016-17.

Insurance Services Fund Reserve - Over several previous years, the reserve in the Insurance Services Fund has increased significantly, due to actual premium costs and claims expense being less than budgeted. In several prior year budgets, surplus funds in the Insurance Services Fund were redistributed to operating departments.

In 2018-19, the budget proposes transfers of surplus funds from the Insurance Services Fund reserve to the General Fund Administration Department to fund a full-time human resources (HR) manager position. It is anticipated that a full-time position dedicated to HR duties will positively impact the City's workers compensation claims and other risk-related activities.

The proposed budget also includes a transfer from the Insurance Services Fund of \$45,000 to the Ambulance Fund to pay for a new gurney with lift assist. The new gurney provides unassisted lift capacity, reducing situations where emergency services personnel could incur back injuries.

Core Services

- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
 - General liability insurance
 - Automobile liability, collision, and comprehensive insurance
 - Property, equipment, and excess crime insurance
 - Earthquake and boiler insurance
 - Employee workers' compensation insurance

Future Challenges and Opportunities

- Risk management of workers' compensation and potential liability claims will be enhanced with the addition of a full-time HR manager, increasing the City's ability to work with CIS to review risk management practices and limit exposure to workers comp and general liability claims.
- The City's initial premium for workers' compensation insurance is calculated using a retrospective rate. The premium is then adjusted throughout the year based on the City's actual workers' compensation claims, subject to a maximum limit. The maximum contribution for fiscal year 2017-18 was \$497,000.

The retrospective rate plan is beneficial to the City when claims are low and a limited amount of additional premium is paid during the fiscal year. However, in years with higher claims, the City may pay up to the maximum contribution amount. The City will continue to work with CIS to implement processes to limit workers' compensation claims.

For context, the City paid \$235,000, \$215,000 and \$202,000 for workers compensation insurance premiums in fiscal years 2017, 2016, and 2015, respectively.

• The City will continue to work with CIS to review risk management practices with the goal of limiting exposure related to general liability claims.

Department Cost Summary

		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	1,088,030	1,322,664	1,304,182	(18,482)
Materials & Services	827,461	1,104,300	1,034,400	(69,900)
Transfers Out	44,196	45,768	226,706	180,938
Total Expenditures	871,657	1,150,068	1,261,106	111,038
Net Expenditures	216,373	172,596	43,076	129,520



Insurance Services Fund

- 1985 City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).
- 1986 City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.
- 1989 City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.
- 1991 Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.
- 2003 Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.
- 1995 Insurance Services Fund surplus funds Community Center seismic retrofit.

- 1995 Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.
- 1997 City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.
- 2000 Fire union members first begin medical insurance cost sharing – 10% of premium.
- 2001 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.
- 2003 Police union members first begin medical insurance cost sharing – 5% of premium.
- 2006 CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.

Historical Highlights

2006 City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.

2009 Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.

- 2012 Insurance Services Fund surplus allocated to operating departments.
- 2015 Insurance Services Fund surplus allocated to operating departments.
- 2018 Insurance Services Fund surplus allocated to fund fulltime Human Resources Manager position in General Fund Administration.
- 2018 Insurance Services Fund surplus allocated to fund purchase of new gurney with lift assist in the Ambulance Fund.

2016	2017	2018	Department : N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
1,114,014	1,306,952	1,620,481	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,857,929	0	0
1,114,014	1,306,952	1,620,481	TOTAL BEGINNING FUND BALANCE	1,857,929	0	0
			CHARGES FOR SERVICES			
303,300	281,100	353,200		375,000	0	0
			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.			
179,800	242,400	248,500	6050-10 Insurance - Property	214,300	0	0
			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.			
410,734	430,504	553,564	6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage.	589,582	0	0
893,834	954,004	1,155,264	TOTAL CHARGES FOR SERVICES	1,178,882	0	0
			MISCELLANEOUS			
5,260	11,228	14,400	6310 Interest	18,300	0	0
32,448	0	28,000	6510-05 Insurance Loss Reimbursement - Property	18,000	0	0
0	6,800	25,000	6510-10 Insurance Loss Reimbursement - Parks	0	0	0
45,162	52,305	40,000	6510-15 Insurance Loss Reimbursement - Automobile	26,000	0	0
0	0	0	6600 Other Income	0	0	0
55,641	63,692	60,000	6600-15 Other Income - City County Insurance Services Revenue from CIS multi-line credit	63,000	0	0
138,512	134,026	167,400	TOTAL MISCELLANEOUS	125,300	0	0
2,146,360	2,394,982	2,943,145	TOTAL RESOURCES	3,162,111	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A					2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIR	EMENTS						
				MATERIALS AND SERVICES							
1,693	1,308	1,100	7750	Professional Services					1,100	0	0
			<u>Descri</u> Audit f	<u>ption</u> ee allocation	<u>Units</u> 1	<u>Amt/Ur</u> 1,10		<u>Total</u> 1,100			
402,445	477,245	601,700	Insurance p	Property & Liability Ins Premium premiums for the following coverages: gen ile equipment, earthquake, employee crime	eral liability, au				589,300	0	0
24,160	0	0	8330-13 Liability dec amount is S	Liability Aggregate Deductible - ductible year with no open claim. 2012-201 \$50,000.		eneral liab	ility de	ductible	0	0	0
30,000	0	0		Liability Aggregate Deductible - ductible year with no open claims. 2013-20 amount is \$50,000.		jeneral lia	bility		0	0	0
29,843	6,207	0	8330-15 Liability de	Liability Aggregate Deductible - ductible year open with one open claim. \$5		le has bee	en met		0	0	0
16,710	0	13,500	8330-16 Liability de	Liability Aggregate Deductible - ductible year open with two open claims. 20 amount was \$50,000	2015 - 2016				20,000	0	0
0	50,000	40,000	8330-17 Liability de	Liability Aggregate Deductible - ductible year open with no open claims. \$50		le has bee	en met		0	0	0
0	0	50,000		Liability Aggregate Deductible - ductible year open with one open claim. 20 amount is \$50,000		ar general	l liabili	ÿ	20,000	0	0
0	0	0	8330-19	Liability Aggregate Deductible - cal year general liability deductible amount					50,000	0	0
-7,361	0	0	8350-14	Workers' Compensation - 2013 orkers' compensation claims for this plan ye	- 2014 Retro				0	0	0
74,170	193	5,000	8350-15	Workers' Compensation - 2014 orkers' compensation claims for this plan ye	- 2015 Retro				0	0	0
148,193	30,091	5,000	8350-16	Workers' Compensation - 2015 workers' compensation claims for this plan	- 2016 Retro				4,000	0	0
0	205,536	100,000	8350-17	Workers' Compensation - 2016 workers' compensation claims for this plan	- 2017 Retro				5,000	0	0
0	0	200,000	8350-18	Workers' Compensation - 2017 workers' compensation claims for this plan	- 2018 Retro				75,000	0	0
0	0	0	8350-19 Includes in	Workers' Compensation - 2018 itial contribution paid to CIS for 2018-19 fisc iring the 2018-19 fiscal year	- 2019 Retro		for clai	ms	200,000	0	0

2046	2047	2040		85 - INSURANCE SER				2040	2040	201
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	ADOPTE BUDGE
35,448	0	26,000	8370-05 The City's p	Property & Auto Damage Claims roperty insurance carries a \$1,000 deductibl		Loss & Dam	age	25,000	0	
0	8,800	25,000	8370-10	Property & Auto Damage Claims	- Park Loss	& Damage		5,000	0	
45,602	48,081	37,000		Property & Auto Damage Claims utomobile insurance carries a \$500 collision sive deductible.	- Automobi deductible ar	le Damage nd a \$250		40,000	0	
800,905	827,461	1,104,300		TOTAL MATERIAL	S AND SE	RVICES		1,034,400	0	
				TRANSFERS OUT						
38,503	44,196	45,768	9700-01	Transfers Out - General Fund				140,347	0	(
			Descrip	<u>ition</u>	<u>Units</u>	Amt/Unit	Total			
				stration and Finance personnel services	1	48,291	48,291			
			support Insuran	 ce Service Fund distribution	1	92,056	92,056			
0	0	0	9700-20	Transfers Out - Street				5,337	0	
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	Total			
			Insuran	ce Service Fund distribution	1	5,337	5,337			
0	0	0		Transfers Out - Park Developmen eimbursement for costs associated with lowe t transfered to Park Development Fund.		itchen Shelter		0	0	
0	0	0	9700-70	Transfers Out - Building				2,668	0	
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Insuran	ce Service Fund distribution	1	2,668	2,668			
0	0	0	9700-75	Transfers Out - Wastewater Servi	ces			13,342	0	
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
_	_			ce Service Fund distribution	1	13,342	13,342			
0	0	0	9700-79	Transfers Out - Ambulance				65,012	0	
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	Total			
				ce Service Fund distribution Ince gurney with lift assist	1	20,012 45,000	20,012 45,000			
0	0	0	9700-80	Transfers Out - Information Syste	ems		,	0	0	
38,503	44,196	45,768		TOTAL TRAN		JT		226,706	0	
		· · · ·		CONTINGENCIES				· · · · · · · · · · · · · · · · · · ·		
0	0	100,000	9800	Contingencies				150,000	0	
0	0	100,000		TOTAL CONT				150,000	0	

City of McMinnville Budget Document Report

Budget Docum	ent Report		85 - INSURANCE SERVICES FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED		2019 PROPOSED	2019 APPROVED	2019 ADOPTED
ACTUAL	ACTUAL	BUDGET	Section :N/A Program :N/A	BUDGET	BUDGET	BUDGET
			ENDING FUND BALANCE			
1,306,952	1,523,325	1,693,077	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations	1,751,005	0	0
1,306,952	1,523,325	1,693,077	TOTAL ENDING FUND BALANCE	1,751,005	0	0
2,146,360	2,394,982	2,943,145	TOTAL REQUIREMENTS	3,162,111	0	0

Budget Docum	ent Report		85 - INSURANCE SERVICES FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
2,146,360	2,394,982	2,943,145	TOTAL RESOURCES	3,162,111	0	0
2,146,360	2,394,982	2,943,145	TOTAL REQUIREMENTS	3,162,111	0	0