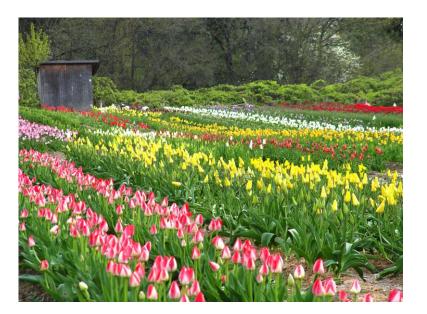
# CITY OF MCMINNVILLE 2017 - 2018 Proposed budget

BUDGET MESSAGE & SUPPLEMENTAL INFORMATION





## **2017-2018 CITY BUDGET**



## Members of the Budget Committee

## Mayor & Council Members:

Scott Hill (Mayor) Remy Drabkin Adam Garvin Kevin Jeffries Kellie Menke Alan Ruden Wendy Stassens

## **Public Members:**

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

### **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 Jay Pearson, Parks & Recreation Director Jenny Berg, Library Director



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## **BUDGET MESSAGE**



May, 2017 The Honorable Scott Hill, Mayor City Council and Members of the Budget Committee

#### I. INTRODUCTION

We are about the practical affairs of public life.

~ Thomas Jefferson

There are several themes that helped to shape the fiscal year 2017-18 budget. Most important, the City is in solid financial condition and there are a number of areas that require focus and attention to further strengthen our services, facilities and stabilize our future financial status. In the General Fund, a variety of factors have combined to result in declining reserves, deferred maintenance and some key service areas that are not adequately supported. This budget is largely status quo in the level of services provided. It also sets in place a number of initiatives that will result in incremental progress in both stabilizing our reserves and addressing a number of unmet needs. This budget takes a moderately conservative approach when considering new or increased revenues. The City Council has directed staff to explore ways to better ensure that the City has revenues in place that will keep pace with expenditures and allow the City to expand services and be responsive to future needs. The proposed budget does not include any revenues that have not been adopted by the Council. There are forecasts presented in this document that show the potential impact of new or increased revenues in some areas that demonstrate the multi-year outlook taken when crafting this budget.

#### Work Force Support

Expenses in this budget have been managed with the goal of maintaining existing services levels across most of the organization. The ongoing effort to bring General Service employee wages closer to

market level continues. Reasonable cost of living and market adjustments have been negotiated with the Firefighters Union and are underway with the Police Union. Benefit costs are slightly less than initially budgeted and overall personnel services costs are supported by our forecasts. All of our departments carefully manage expenses and that effort has allowed us to address some important deferred maintenance needs in the proposed budget as well as set aside some funds for future efforts.

#### **Rebuild Core Services**

Administration and Municipal Court. A staffing restructure is presented in this year's budget. The part time City Prosecutor position and vacant Human Resources position will be eliminated. A fulltime Assistant City Attorney position will be created and a current part time position with be increased to full time. These changes will allow for increased capacity for Code Enforcement and Municipal Court. Human Resources responsibilities will be shared among the team, allowing for multiple issues to be addressed when the need arises. The resulting work group will have approximately 0.20 full time equivalent (FTE) less than currently budgeted.

Building and Planning. The part time Building Official has retired and both workload and the financial capacity of the Building Fund support a fulltime position. The planning and building work groups already function as a single team so in addition to filling a full time Building Official position, the two work groups will be supervised by the Planning Director. This structural change will better support a variety of strategic initiatives and process improvement efforts in addition to direct support

of the Planning Director's position by the Building Fund, allowing General Fund resources to begin to address the backlog of long range planning needs. The proposed budget also includes a placeholder for the addition of one full time Building Inspector; to be added when the Division workload / customer demand dictates.

Community Development. A full time position to provide communication and public outreach is being added to the budget this year. This position is primarily funded by the utility funds. A portion of General Fund support is included to allow the position to assist other departments in a variety of communication, public outreach and social media efforts. The position will provide additional resources across the organization, relieve some work load from project management and other staff and allow the City to take a more comprehensive, innovative and focused approach to community engagement and public information.

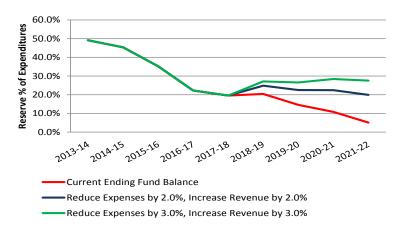
Fire. Since 2014 increasing work load of new construction and remodels have resulted in delays to the citizens, in plan review and inspections. As a result of employing only one person with the Fire Inspector 2 certification, annual high/medium hazard fire safety inspections have been significantly reduced. In order to ensure the fire safety risk of the community remains minimal, and citizens are served appropriately, additional capacity for high/medium hazard fire safety inspections, plan review, and fire investigations is necessary. To remain within our existing budget and to secure the level of certification required in a new Deputy Fire Marshal, two positions are eliminated in the proposed budget; the full time, Fire Prevention Specialist and the part time Emergency Management Coordinator. The result will provide a qualified code enforcement person to improve the overall prevention services. Service improvements will include an additional fire investigator, high and medium hazard inspections, new construction, and plan review capabilities. The position will also provide fire

prevention education. Emergency Management functions will be supervised by management staff as in prior years.

#### Stabilize General Fund Reserves

Starting in fiscal year 2013-14, the City began to spend down the General Fund reserve. While this approach maintained reserve levels consistent with Council policy, the practice of using one time funds to support ongoing costs resulted in a downward trend in reserves that is not sustainable. Coupled with increasing expenditure trends, a lagging economic recovery and overall revenue growth that does not keep pace with expenditures, reserves will rapidly decline and in five to six years, be nearly depleted. The current Council policy of a 25% reserve has served the City well and 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). It also allowed the City to maintain a very favorable bond rating. This budget sets in place a strategy to stabilize reserves levels. 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 by 2.0 - 3.0 % each over the next four years. The result should be a reserve between 17% and 25%.

#### General Fund Ending Fund Balance



#### II. BUDGET ASSUMPTIONS

The Proposed 2017 – 2018 Budget is based upon the following assumptions and criteria:

**A. THE ECONOMY.** Property taxes account for roughly 59% 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 2017 specifically, the AV stands at \$2.49 billion, an increase of 4.40% from 2016.

	Max Assessed Value	Percent
Year	(In millions)	<u>Change</u>
2009	\$1,938	7.80%
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*	\$2,594	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 \$1.3360 per \$1,000 of assessed value is \$0.2540 higher than

2016-17. The increase is primarily due to a change in the timing of debt service payments and related tax levy for general obligation bonds.

The total proposed City tax rate for fiscal year 2017-18 is estimated to be \$6.3560 per \$1,000 of assessed value, an increase of 4.16% compared to 2016-17.

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 36%.

**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 – e.g., police officers, firefighters, lifeguards, librarians, recreation program staff, and parks maintenance workers. These personnel costs are 70% 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 2.2%, while increases for Public Safety personnel are 2.5% (2.2% CPI plus 0.3% market adjustment) as negotiated in the collective bargaining agreement with Fire, negotiations are still open with Police. General Services pay adjustment continues to be phased in per the 2015 market rate survey at steps of 2.5% per year until wages are within 5% of the market rate. The next market rate survey for General Service employees is scheduled for 2019.

Medical insurance premiums will increase in 2018 by 2.3% compared to 3.8% in 2017 and the 8.0% forecasted. With the

City picking up the General Service employee share of this increase, the employee's share of the total premium will drop from 16.4% to 16.0%. The share of medical premiums for employees in the Police Union remains at 5% while Fire Union employees will pay 10% of the total premium cost as set out in the labor contracts.

**D. OTHER INSURANCE COVERAGES.** Property insurance premiums are projected to increase by 9% and liability premiums by 10% compared to 2016-17. The property insurance increase is due to the addition of vehicles, and increased automobile damage claims. The liability insurance increase is also related to an increase in claims.

Workers compensation rates are projected to remain consistent with the prior year. The City's experience modifier increased slightly from 86% in 2015-16 to 88% in 2016-17. This means the City's losses were approximately 12% 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 5.5% of total expenditures in the 2017-18 proposed budget. Total PERS costs are budgeted at \$4.0 million, a 20% increase compared to the prior year. The PERS Board has projected that employer contributions will increase by an additional 20% in the 2019-21 and 2021-23 biennia due to PERS' growing unfunded liability.

#### III. CITY COUNCIL GOALS AND OBJECTIVES.

#### MANAGE AND PLAN TO MEET DEMAND FOR CITY SERVICES

Commence process improvement, including a cross-functional process for code enforcement.

#### COMMUNICATE WITH CITIZENS AND KEY LOCAL PARTNERS

Promote active engagement with and involvement of the community, including but not limited to:

Revisiting the Community Survey and sharing survey results with partners;

Establishing a task force or committee on homelessness.

#### PLAN AND CONSTRUCT CAPITAL PROJECTS

Support implementation of the Urban Renewal Plan.

Continue to plan and implement Transportation Bond improvements.

#### PLAN FOR AND MANAGE FINANCIAL RESOURCES

Prepare and adopt a fiscally prudent FY 2017-2018 budget.

Establish comprehensive strategic financial planning.

#### PROMOTE SUSTAINABLE GROWTH AND DEVELOPMENT

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

## Property Tax Levy and Rate Summary Table

	2016-17 Property Tax Levy	2017-18 Property Tax Levy	Change	Change
	Property Tax Levy	Property Tax Levy	Change	Change
General Fund	\$12,523,148	\$13,024,075	\$ 500,927	4.00%
Debt Service Fund	\$2,715,000	\$3,486,085	\$771,085	28.40%
Total	\$15,238,148	\$16,510,160	\$ 1,272,012	8.35%
	Actual	Proposed		
	2016-17	2017-18		
	Property Tax Rate*	Property Tax Rate*	Change*	Change
General Fund	\$5.02	\$5.02	\$0.00	0.00%
Debt Service Fund	\$1.0820	\$1.336	\$0.2540	23.48%
Total	\$6.1020	\$6.3560	\$0.2540	4.16%
*Rate per \$1,000 of Assesse	d Value			
Assessed Valuation	\$2,494,650,965	\$2,594,437,100	\$99,786,135	4.00%
Real Market Value	\$3,418,882,530			

#### IV. FORMAT OF THE BUDGET

The Proposed Budget document includes the 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 "2017 – 2018 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 are prepared by the Department Heads and provide excellent history and background information on each service area including: budget highlights, core services, future challenges and opportunities, financial summaries and FTE information.

#### V. CONCLUSION

We will leave this community greater, better, and more beautiful than it was given to us.

~ Ancient Athenian City Oath

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 are provided through the Council's Goals and Objectives. The management team and their key staff members helped build this plan through collaboration, creativity, analysis, and thoughtful discussion that sometimes included respectful disagreement.

The successful preparation of the Proposed 2017 – 2018 Budget illustrated the strength and commitment of the entire team. I want to thank everyone who was a part of this work, a lot of which had already been done before my arrival. 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 2017-18 budget.

Respectfully submitted,

Allog R. Tung

Jeffrey R. Towery Budget Officer City Manager

# **CITY OVERVIEW**

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



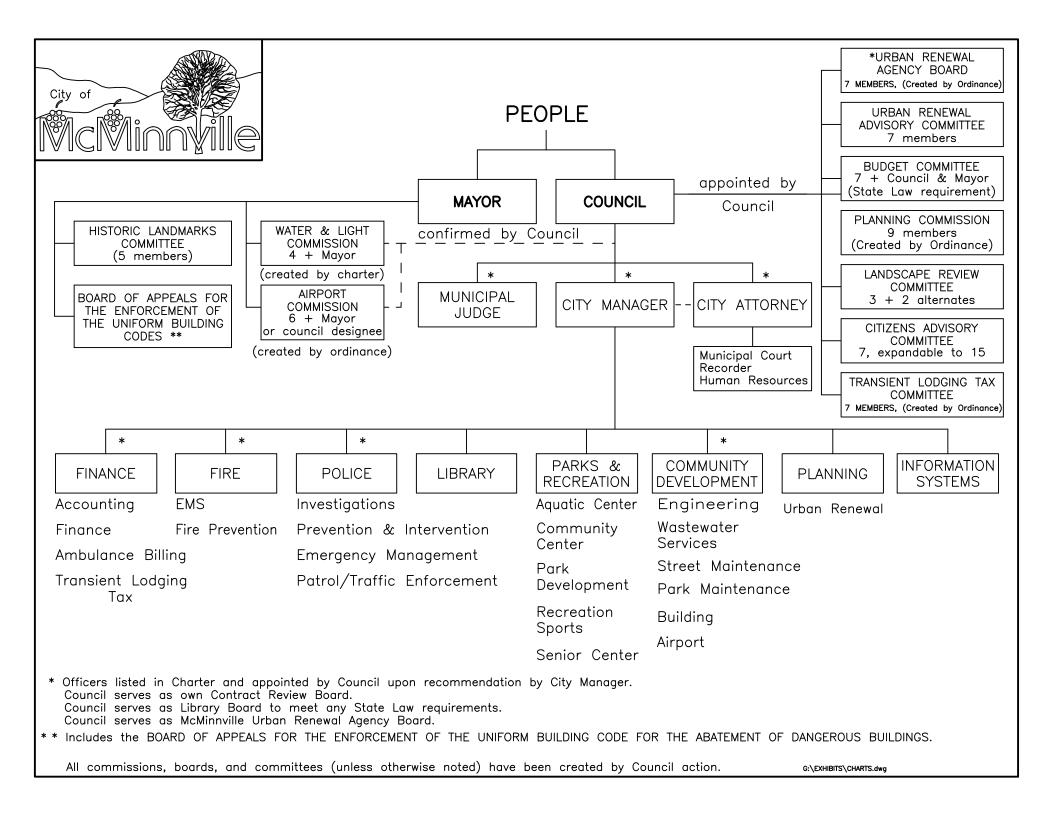
#### 2017-2018 GOALS & OBJECTIVES

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

GOALS

#### **OBJECTIVES**

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



## **FINANCIAL OVERVIEW**

## **Financial Overview**

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

#### The Budget Process:

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 2015-16 and 2016-17 and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2017-18.

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.
- The budget process begins in January, when the City Council establishes goals and objectives for the upcoming fiscal year. From January through March, the City Manager and Department Directors and staff develop a proposed budget that incorporates the Council's goals and objectives 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, which includes any changes recommended by the Committee.
- 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. A copy of 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.

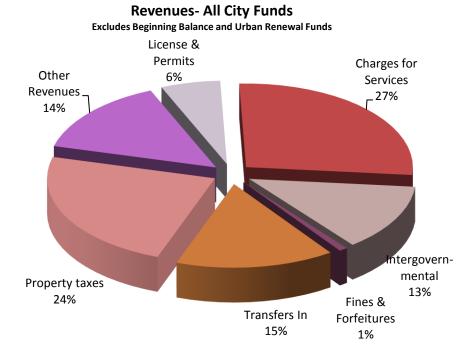
#### McMinnville Urban Renewal District

For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board.

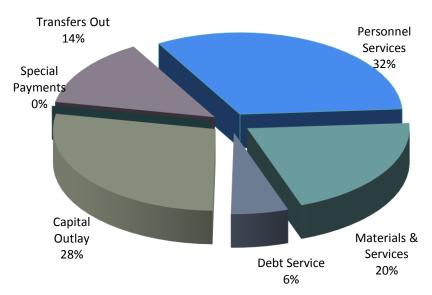
## All City Funds 2017 – 2018 Proposed Budget

RESOURCES – by Type	
Beginning Balance	\$47,268,394
Property Taxes	15,639,350
License & Permits	3,808,659
Intergovernmental	8,586,666
Charges for Services	18,019,440
Fines & Forfeitures	554,800
Other Revenues	9,624,457
Transfers In	10,143,633
Total Resources	\$113,645,399

REQUIREMENTS – by Classificat	tion
Personnel Services	\$23,682,986
Materials & Services	15,113,286
Capital Outlay	20,312,480
Debt Service	4,188,766
Special Payments	0
Transfers Out	10,017,578
Contingency	3,389,806
Ending Balance	36,940,497
Total Requirements	\$113,645,399



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



#### Page III

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

**Property Tax Revenue** -- \$15.6 million or 24% 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** -- \$18.0 million or 27% 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 --** \$8.6 million or 13% 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. Also includes \$4.3 million in Federal Aviation Administration (FAA) and State grant funds in the Airport Fund.

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

**Other Revenues** include \$7.9 million in Transportation bond proceeds, interest on investments, donations, and other miscellaneous revenues.

**Transfers In Revenue** -- \$10.1 million or 15% 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** -- \$23.7 million or 32% of total City expenditures. \$14.8 million of the Personnel Services expenditures total is for salaries and wages and \$8.9 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

**Materials and Services Expenditures** -- \$15.1 million or 20% of total expenditures, including \$4.0 million for contractual services, utilities, equipment, program expenses, etc. in the General Fund; \$1.9 million for professional services expenditures for street projects in the Transportation Fund; and \$1.5 million in operating costs in the Wastewater Services Fund.

**Capital Outlay Expenditures** -- \$20.3 million or 28% of total expenditures, including \$4.0 million for runway rehabilitation in the Airport Fund; \$12.8 million for street improvement projects in the Transportation Fund; and \$1.5 million for Park Development projects.

**Debt Service** – Includes \$4.2 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.

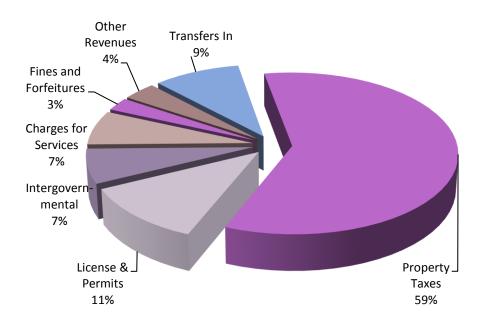
**Transfers Out Expenditures**-- \$10.0 million or 14% of total expenditures. In 2016-17, transactions between the General Fund and Urban Renewal were budgeted as Special Payments and Debt Service. In 2017-18, these transactions are budgeted as Transfers In and Transfers Out, providing more consistency between the City's budget and modified accrual financial statements.

### **GENERAL FUND** 2017 – 2018 Proposed Budget

GENERAL FUND RESOURCES – by Type	
Beginning Balance	\$5,988,935
Property Taxes	12,382,150
License & Permits	2,434,850
Intergovernmental	1,455,008
Charges for Services	1,448,953
Fines and Forfeitures	554,800
Other Revenues	763,419
Transfers In	1,958,059
Total Resources	\$26,986,174

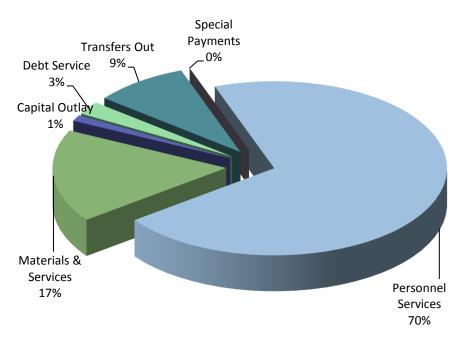
GENERAL FUND REQUIREMENTS – by Classification	
Personnel Services	\$16,483,234
Materials & Services	4,031,527
Capital Outlay	267,206
Debt Services	570,418
Special Payments	0
Transfers Out	2,059,242
Contingency	900,000
Ending Balance	2,674,547
Total Requirements	\$26,986,174

#### 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 2017-18 proposed budget projects \$12.4 million in current operating property tax revenues. Property taxes are 59% of all General Fund revenues.

**Licenses and Permits Revenue** – \$2.4 million or 11% of General Fund revenues. Includes franchise fees collected by telephone, gas, and garbage collection providers. Also includes payment-in-lieu-of-taxes paid by McMinnville Water & Light, which account for 76% of all Licenses and Permits revenue.

**Intergovernmental** – \$1.5 million or 7% 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 –** \$1.4 million or 7% 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** – \$2.0 million or 9% 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** – \$16.5 million or 70% of total General Fund expenditures. Public safety (Police, Fire, and Municipal Court combined) account for \$10.0 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** – \$4.0 million or 17% of General Fund expenditures. Police Department, Municipal Court, and the Fire Department account for 38% of total Materials and Services costs. Parks & Recreation, Park Maintenance, and Library are also 38% of total Materials & Services. General Government costs are the remaining 24%. 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 2017-18 proposed budget are limited to \$0.3 million, with the majority of that amount budgeted for Police computers, park maintenance projects, and modernization of the Library elevator.

**Debt Service** – \$0.6 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.

#### Page VI

#### **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 \$11.8 million or 50% 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 \$13.3 million.

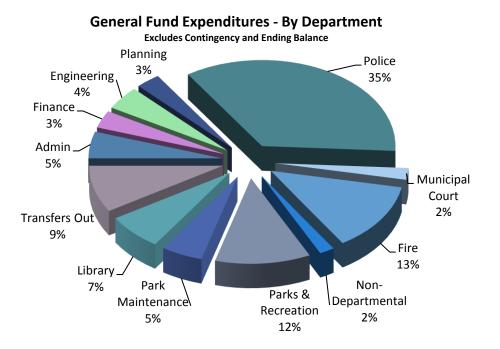
Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$5.5 million or 23% of all General Fund expenditures. Approximately 57% of Parks & Recreation Department expenditures are offset by Charges for Services revenues. The significant amount of General Fund resources dedicated to culture and recreation demonstrates the City's commitment to providing the citizens of McMinnville a quality environment, as well as a safe environment.

\$3.7 million or 16% of General Fund expenditures are for general government services (Administration, Finance, Engineering, and Planning).

\$2.1 million or 9% 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 for Police and Fire vehicles is included in the respective departments.

GENERAL FUND REQUIREMENTS 2017 – 2018 Proposed Budget by Department		
Administration	\$1,173,438	
Finance	764,389	
Engineering	1,035,290	
Planning	693,772	
Police	8,246,883	
Municipal Court	515,651	
Fire	3,018,518	
Parks & Recreation	2,703,181	
Park Maintenance	1,176,863	
Library	1,600,625	
Transfers Out	2,059,242	
Non-Departmental	423,775	
Contingency	900,000	
Ending Balance	2,674,547	
Total Requirements	\$26,986,174	



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The table below shows General Fund expenditures by Department, comparing the 2016-17 amended budget to the 2017-18 proposed budget. Note that Capital Outlay expenditures are excluded to allow for more accurate comparison of operational costs.

General Fund – DEPARTMENT COMPARISON (Excludes Capital Outlay)			
	2016-17	2017-18	%
	Amended	Proposed	Change
	Budget	Budget	
Administration	\$1,104,120	\$1,170,471	6.01%
Finance	750,364	763,070	1.69%
Engineering	901,437	1,033,818	14.69%
Planning	548,137	692,948	26.42%
Police	7,484,863	8,160,123	9.02%
Municipal Court	464,667	514,332	10.69%
Fire	2,903,370	3,014,562	3.83%
Park & Recreation	2,528,593	2,696,048	6.62%
Park Maintenance	1,180,885	1,101,121	-6.75%
Library	1,451,739	1,514,911	4.35%
Total	\$19,318,175	\$20,661,404	6.95%

The Administration budget for 2016-17 included a new full-time equivalent (FTE) position dedicated to Human Resources. The proposed budget for 2017-18 reallocates a portion of the Human Resources position to the Legal Department. The 2017-18 budget also includes a new Assistant City Attorney position that will provide support to the City Attorney and serve as City Prosecutor in the Municipal Court. The increase of 6.01% in Administration is primarily due to higher fringe benefit costs and professional services costs of \$75,000 proposed for strategic and long range financial planning.

In the Engineering Department, the addition of an Administrative Specialist II-Public Affairs position accounts for the majority of the 14.69% increase. This new position will administer a wide range of public relations, education and outreach efforts in support of the Community Development Department. The Street, Airport, Transportation, Building, and Wastewater Funds will reimburse the General Fund for 90% of the cost of the position.

In the Planning Department, the 26.42% increase in 2017-18 reflects \$132,000 appropriated for consulting services and matching funds for economic development grants.

In the Police Department, three full-time officers were hired midyear in 2016-17. These positions were not included in the 2016-17 adopted budget, contributing to the 9% increase in 2017-18 compared to 2016-17. One of the additional officers will be assigned to help improve traffic safety and the narcotics detective will rejoin the county wide narcotics team.

In the Fire Department, the 3.83% increase is primarily related to two full-time positions hired mid-year in 2016-17 (split 35/65 with Ambulance). These positions were not included in the 2016-17 adopted budget. Cost of the additional positions is partially offset by a decrease in overtime in both Fire and Ambulance.

In 2017-18, The Parks & Recreation Department costs increased by 6.62% due to higher personnel services costs (minimum wage and fringe benefit increases) and building repairs & maintenance.

The Park Maintenance 2016-17 budget added two utility worker positions. However, these positions were not filled in 2016-17 and are not included in the 2017-18 proposed budget, resulting in a 6.75% decrease when compared to the prior year.

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

#### General Fund Reserve:

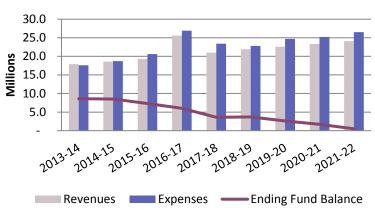
An adequate reserve, or fund balance, is critical to provide sufficient cash flow, to lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns.

There are two types of reserves in the City's budget. Contingency reserves are for unexpected or unforeseen items which may arise during the fiscal year and that were not anticipated when the budget was adopted. Contingency reserves must be appropriated when the budget is adopted and require a supplemental budget or transfer 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.

The chart in the next column compares General Fund revenues and expenditures and illustrates the impact on the reserve when expenditures exceed revenues. (In the chart, fiscal year 2016-17 amounts are estimated and 2017-18 amounts reflect the proposed budget. Projected amounts for fiscal years 2018-19 through 2021-22 are from the General Fund fiscal forecast.) The chart shows that, as projected in the current forecast, future growth in revenues will not keep pace with rapidly increasing expenditures and the "spend down" or reduction of the General Fund reserve will continue through 2021-22.

For 2017-18, the proposed budget reflects a 20% General Fund reserve at fiscal year-end, if no additional revenue streams are identified and/or cost reductions implemented in 2017-18.

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.



General Fund

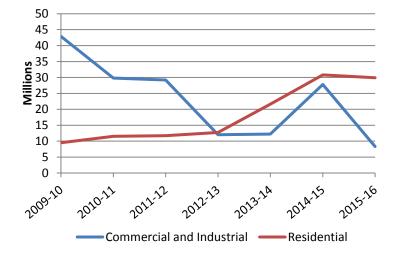
To address the projected decrease of the reserve, the 2017-18 proposed budget includes an appropriation of \$75,000 for facilitating the development of strategic and long range financial plans. Typically, this planning process would include an analysis of potential revenues and cost reductions and would promote discussion regarding the optimal level for the General Fund reserve.

#### Page IX

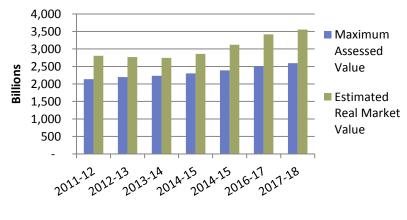
#### **Budget Highlights for Other Funds**

**Building Fund** operations were significantly affected by a substantial reduction in construction activity during the economic recession. The graph below illustrates the dramatic decrease in commercial and industrial activity that occurred from 2009-2010 and continuing through 2012-13. Since 2012-13, commercial, industrial, and residential construction has increased, with the significant increases in 2014-15 due to several major commercial projects and residential developments. The graph also shows a significant downturn in residential construction activity in 2015-16, while commercial and industrial construction remained consistent with 2014-15.

Trends for commercial/industrial and residential construction valuation are an important indicator of future increases in the City's assessed property values (AV) and property tax revenue. The chart below reflects limited growth in AV from 2012 through 2015 (averaging 2.8%). However, AV is now steadily trending upward and is projected to increase by 4.0% in 2017-18, similar to the actual increase of 4.0% in the previous year. Since property tax revenues make up 59% of all General Fund revenues, it will be critical for the City to develop future strategies that encourage construction activity, which will generate additional property tax revenue.







#### Assessed and Estimated Real Market Value of Property

#### Page X

**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 25% of the transport fee charged by the City. This has a significant impact on ambulance operations, as Medicare and Medicaid transports are 83% of total billable transports.

Overall, total transports have increased significantly in the past three years, with total billable transports in 2014-15 of 4,525 compared to an estimated 5,220 in 2016-17, a 15% increase.

Medicaid transports, as a percentage of total billable transports, have increased from 15% in 2013-14 to a projected 23% in 2016-17. An important factor in this increase is the implementation of the Affordable Care Act in 2014. Along with the increase in Medicaid transports, there has been a corresponding decrease in uninsured or "private pay" patients. Medicare transports have remained relatively consistent during this timeframe.

Currently, the State of Oregon is in the process of implementing the Ground Emergency Management Transport (GEMT) and Intergovernmental Transport (IGT) programs. These programs are 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 does not expect to receive funds from these programs until 2018 and, therefore, the revenue is not included in the 2017-18 proposed budget.

To maintain an adequate reserve in the Ambulance Fund, the 2017-18 proposed budget includes a transfer of \$800,000 from the General Fund to the Ambulance Fund. Even with the additional reimbursement from the Federal programs, it is anticipated that transfers from the General Fund will continue to be necessary to support Ambulance services.

Wastewater Services Fund and Wastewater Capital Fund expenditures constitute 14% of all City expenditures, excluding transfers. During fiscal year 2017-18, the City will spend \$1.6 million to complete construction of the 12<sup>th</sup> Street Sanitary Sewer Rehabilitation project, continuing the City's effort to curb infiltration and inflow (I&I) into the collections system. The design and construction of the tertiary filtration system expansion at the Water Reclamation Facility, budgeted at \$1.1 million, will be completed in 2017-18. The proposed budget also includes \$1.0 million for beginning the design of the grit system expansion and biosolids processing projects.

Due to foresight shown by previous City Councils and City management, a significant capital project reserve was established in past years. As a result, the City will need to implement only moderate rate increases and will issue no additional debt to fund additional major inflow and infiltration projects and the further expansion of the Water Reclamation Facilities and systems.

**Transportation Fund** expenditures for 2017-18 include over \$12.8 million for street improvement and repair projects funded with proceeds from the Transportation bonds issued in 2015. SDC funds are also being spent on the projects, according to the portion of the project that is SDC eligible. Approximately \$16.0 million in bonds were issued in 2015 and an additional \$8.0 will be issued in the fall of 2017 (the voters approved issuance of \$24 million in bonds in 2014). It is anticipated that \$4.9 million in bond proceeds will not be spent by the end of the 2017-18 fiscal year and will be carried forward to 2018-19, with all bond proceeds spent by the end of 2020.

#### City Wide Financial Overview

The City Wide Financial Overview at the end of this section is a comparison of total Resources and Requirements for all City funds for the 2016-17 amended budget and the 2017-18 proposed budget. Following is an analysis of the summarized information in the City Wide Financial Overview.

(Urban Renewal and Urban Renewal Debt Service Funds are not included in the City Wide Financial Overview Summary. The Urban Renewal District is an entity separate from the City and the District's budget is adopted by the Urban Renewal Agency Board.)

**The Resources section** of this Summary reflects a 7% decrease in the total **Beginning Fund Balance** for all funds, primarily due to a \$6.2 million decrease in the Transportation Fund beginning balance, reflecting the projected spend down of bond proceeds in 2017-18. This decrease was partially offset by a \$4.3 million increase in the Wastewater Capital Fund.

**Property Taxes**, including current and prior year operating taxes and taxes levied for debt service payments, are projected to increase 3% compared to budgeted 2016-17 Property Taxes. The 2017-18 proposed budget projects a 4% increase in assessed values (AV) and taxes levied for General Fund operations. In the Debt Service Fund, the amount of taxes levied will increase by \$0.7 million compared to the prior year. This increase is related to a change in the timing of debt service payments and the taxes levied to make those debt service payments. 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 1% higher than the prior year, mainly due to increases in Water & Light payment-in-lieu-of-taxes and transient lodging tax revenues.

**Intergovernmental** revenue included in the 2017-18 proposed budget is projected to be 5% higher than the prior year, due to the anticipated receipt of \$4.3 million in Federal Aviation Administration and ODOT matching grant funds for a runway project at the McMinnville Municipal Airport.

The 64% increase in **Miscellaneous** revenues is attributable to a \$0.4 million increase in the General Fund related to reimbursements from operating funds for debt service payments on the PERS transition liability loan. Debt service payments for the loan are paid by the General Fund and the Street, Building, Wastewater, Ambulance, and IS Fund reimburse the General Fund for their pro-rated share of the debt service payments.

The 2% decrease in **Transfers In** revenue is the result of a \$0.6 million decrease in the transfer from the Wastewater Services fund to the Wastewater Capital Fund and a \$0.2 million decrease in the transfer from the Street Fund to the Transportation Fund. There was an offsetting increase in Transfers In to the General Fund due to including urban renewal transactions as transfers instead of as inter-agency transactions, as budgeted in the previous year. **Transfers In** revenue corresponds to **Transfers Out** expenditures, which are included in the following Requirements section.

#### Page XII

The Requirements section of this Summary indicates that **Personnel Services** expenditures are projected to increase by 8%, due to several factors, including increases in staffing levels for several departments in the General Fund; cost of living salary adjustments (COLA); increases to certain general service employees' salaries based on results of a survey completed in early 2015; significantly higher PERS employer contribution rates; and increases in the costs of health insurance. Please refer to the Personnel Services Overview immediately following this section for additional information.

The increase of 2% in **Materials and Services** expenditures is primarily attributable to an increase in professional services for systems design in the Wastewater Capital Fund. This increase was partially offset by reductions in professional services in the Airport Fund for runway projects and in Transportation Fund professional services for design of street improvement projects.

**Capital Outlay** expenditures in the 2017-18 proposed budget reflect a \$3.1 million or 18% increase compared to the prior year. Included in the 2017-18 budget are \$4.0 million for construction of runway projects at the Municipal Airport, \$10.9 million for construction of street improvement projects in the Transportation Fund, and \$3.2 million for construction of Wastewater Capital projects. Typically, professional services costs for project design decrease and capital outlay costs increase when the design of a project is completed and construction of the project commences.

The increase in **Debt Service** expenditures in the 2017-18 proposed budget is due to principal and interest payments on bank loans that were issued in 2016. Proceeds from these loans were used to refinance the City's PERS transition liability and for urban renewal street improvement projects.

**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 Park SDC to the Debt Service Fund for debt service payments on 2011 Park bonds;
- 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 for urban renewal capital projects.

**Contingency** and **Ending Fund Balance** combined increased by 4% due to increases in Transportation, Wastewater Services and Wastewater Capital Funds; increases were partially offset by a decrease in the General Fund ending fund balance.

The City Manager's Budget Message, Financial Overview, Fund Definitions, and Personnel Services sections taken together 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	2016 - 2017	2017 - 2018	Percent
	Amended Budget	Proposed Budget	Change

#### RESOURCES

Non-operating Budget	10,393,947 3,477,745 35,148,593 112,522,860	10,017,578 3,389,806 36,940,497 \$113,645,399	-4% -3% 5% <b>1%</b>
Contingency	10,393,947 3,477,745	10,017,578 3,389,806	-4% -3%
	10,393,947	10,017,578	-4%
Non-operating Budget			
New exercise Dudget			
I ransters Out	10.393.947	10.017.578	-4%
	40,000,047		407
Operating Budget	63,502,575	63,297,518	0%
			-43%
1 2	, ,	-	-100%
Capital Outlay	, ,	20,312,480	18%
Vaterials & Services	14,841,582	15,113,286	2%
Personnel Services	21,928,120	23,682,986	8%
UIREMENTS			
TOTAL ALL RESOURCES	\$112,522,860	\$113,645,399	1%
-			- / -
	, ,	, ,	-2 %
Transfers In	10 399 847	10 143 633	-2%
Current Revenue	45,502,932	48,318,372	6%
			64%
	,	,	-1%
	, ,	, ,	4%
ntergovernmental			5%
		3,808,659	-1%
Special Assessments	72,300	72,300	0%
Property Taxes	14,478,800	15,639,350	8%
Beginning Fund Balance	\$50,902,521	\$47,208,394	-7%
	Special Assessments Licenses & Permits Intergovernmental Charges for Services Fines & Forfeitures Aiscellaneous Current Revenue Transfers In Other Financing Sources <b>TOTAL ALL RESOURCES</b> UIREMENTS Personnel Services Aaterials & Services Capital Outlay Special Payments Debt Service Operating Budget	Property Taxes         14,478,800           Special Assessments         72,300           Licenses & Permits         3,831,600           Intergovernmental         8,177,898           Charges for Services         17,383,445           Fines & Forfeitures         558,200           Miscellaneous         1,000,689           Current Revenue         45,502,932           Fransfers In         10,399,847           Other Financing Sources         5,717,560           TOTAL ALL RESOURCES         \$112,522,860           UIREMENTS         21,928,120           Personnel Services         14,841,582           Capital Outlay         17,177,365           Special Payments         2,227,330           Obet Service         7,328,178           Operating Budget         63,502,575	Property Taxes       14,478,800       15,639,350         Special Assessments       72,300       72,300         Licenses & Permits       3,831,600       3,808,659         Intergovernmental       8,177,898       8,586,666         Charges for Services       17,383,445       18,019,440         Fines & Forfeitures       558,200       554,800         Aliscellaneous       1,000,689       1,637,157         Current Revenue       45,502,932       48,318,372         Transfers In       10,399,847       10,143,633         Other Financing Sources       5,717,560       7,915,000         TOTAL ALL RESOURCES       \$112,522,860       \$113,645,399         UIREMENTS       23,682,986       Materials & Services       14,841,582       15,113,286         Capital Outlay       17,177,365       20,312,480       Special Payments       2,227,330       -         Operating Budget       63,502,575       63,297,518       -       -



# **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, licenses and permits, franchise fees, and intergovernmental revenues. Expenditures are accounted for by Department; i.e., 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 finance 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 enterprise funds or internal services 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 will be transferred to the Debt Service Fund.

#### 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 are also accounted for 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. Principal and interest payments on the loan are accounted for in the Transportation Fund.

#### Park Development Fund

This fund is used to account for the \$9.1 million Park System Improvement bond proceeds received in 2001. 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. Departments reimburse the IS Fund for costs incurred. Personnel Services expenses for computer support are shown as Transfers Out expenditures in the departments and as Transfers In in the IS Department. 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.

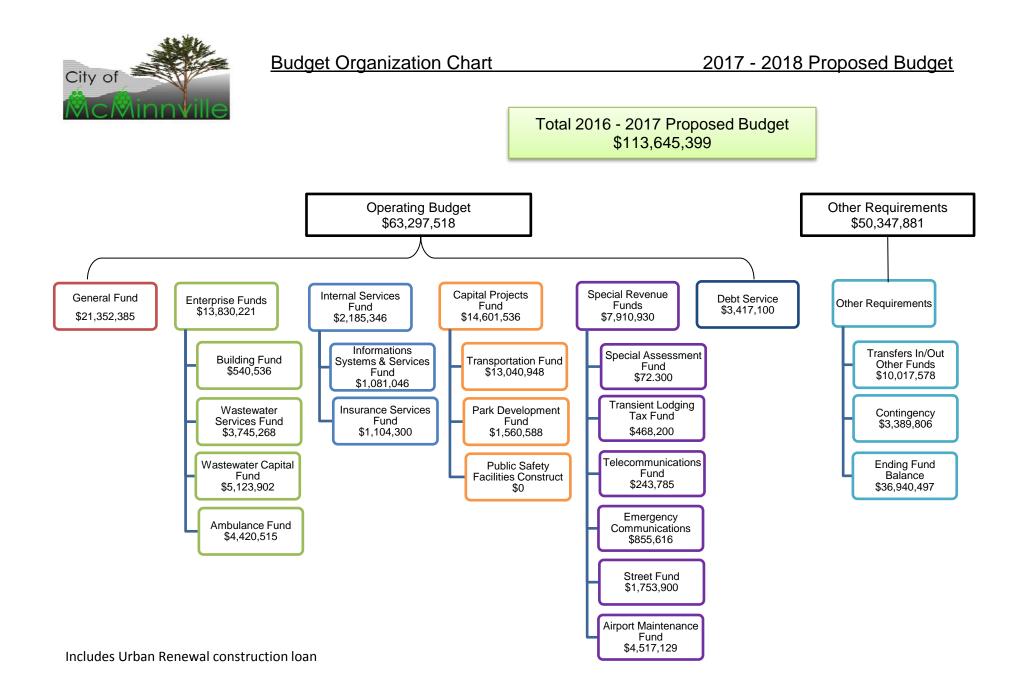
#### Insurance Services Fund

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" (\$63.3 million) includes Personnel Services, Materials and Services, Capital Outlay, Special Payments, and Debt Service expenditures. "Other Requirements" include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$50.3 million). Total "Operating Budget" and "Other Requirements" in the 2017-18 proposed budget are \$113.6 million.

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. Any transactions between the City and Urban Renewal are shown are 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 does not use long-term debt for operating purposes.

The 2017-18 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 a capital lease.

**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, 2017, the City's total amount of GO bond debt will be \$24,765,000.

The City's GO bond debt includes \$24.0 million in bonds, authorized by the voters in 2014, for transportation improvement projects. The City issued \$16.0 million in bonds in 2015 and will issue the remaining \$8.0 million in 2017. At June 30, 2017, \$14.7 million will be outstanding on the transportation bonds. Bonds issued in 2015 will mature in 2036 and bonds issued in 2017 will likely mature in 2038.

The City's GO bond debt also includes \$10.1 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 by a financial institution, with the debtor obligated to pay principal and interest on the loan by a fixed date.

The City has executed three loan agreements, related to construction of 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 documents granting possession and 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. The 2017-18 proposed budget includes payments on a five year capital lease for three Police Department vehicles. Leasing the Police vehicles instead or purchasing the vehicles outright will facilitate management of the Police Department fleet and spread the impact on cash flow over the five year term of the lease.



# Statement of Bonds and Loans Outstanding 2017-2018 Proposed Budget

	Date of Issue	Date of Maturity	Am	ount of Issue	Rate of Interest		Outstanding 6/30/2017	2	Maturing 017 - 2018 Principal	20	Maturing )17 - 2018 Interest
GENERAL OBLIGATION BOND	<u>S</u>										
Debt Service Fund: 2015 Public Safety Civic Building Refunding Bo	onds 4/16/2015	2/1/2027	\$	7,235,000	2.50 - 5.00%	\$	7,170,000	\$	650,000	\$	317,300
2011 Park Improvement Refunding Bonds	10/6/2011	2/1/2021	\$	5,590,000	2.00 - 4.00%	\$	2,920,000	\$	555,000	\$	76,950
2015 Transportation Bonds TOTAL - General Ol	4/16/2015 bligation Bonds	2/1/2030	\$ \$	16,085,000 28,910,000	2.50 - 5.00%		14,675,000 24,765,000		1,200,000 2,405,000	\$ \$	617,850 1,012,100
FULL FAITH AND CREDIT OBLIGAT	IONS										
General Fund - Fire Department: 2014 Fire Equipment Loan	5/20/2014	6/30/2024	\$	1,370,000	3.10%	\$	1,147,990	\$	80,322	\$	34,970
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%	\$ \$	3,525,860 2,192,300	\$ \$	213,420 35,000	\$ \$	119,326 56,029
Transportation Fund: 2013 ODOT Dundee Bypass Loan TOTAL - Full Faith and Cre	7/1/2013 edit Obligations	1/25/2036	\$ \$	3,209,600 10,297,760	2.26%	\$ \$	2,211,250 9,077,400	\$ \$	160,122 488,864	\$ \$	41,126 251,451
CAPITAL LEASES (Proposed 2017	<u>′-18)</u>										
General Fund - Police Department: 2017 Police Department Vehicles	7/1/2017 Capital Leases	6/30/2022	\$ \$	<u>136,354</u> 136,354	5.15%	\$		\$ \$	27,271 27,271	\$ \$	4,080 4,080
	TOTAL - Debt		\$	39,344,114		\$	33,842,400	\$	2,921,135	\$	1,267,631

# 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

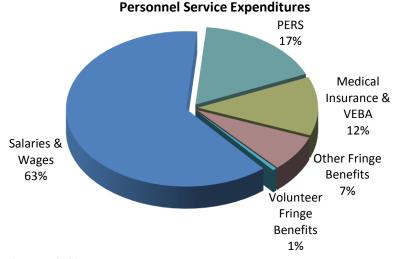


#### Introduction

City of McMinnville personnel services expenditures account for 33% of the City's total 2017-18 proposed budget expenditures and include salaries and wages and fringe benefits for City personnel. In the 2017-18 proposed budget, total personnel services cost for all funds is \$23.7 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 \$8.9 million in the 2017-18 proposed budget. As PERS and medical insurance costs combined are \$6.7 million 2017-18, changes in rates 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 C	contribution
		<u>2015-17</u>	<u>2017-19</u>
•	PERS Tier 1/Tier 2 members	~21%	~26%
٠	OPSRP General Service members	~14%	~17%
٠	OPSRP Police and Fire members	~18%	~22%
٠	IAP – all members	6%	6%

Approximately 34% of PERS eligible employees are Tier 1/Tier 2 members; 47% are OPSRP General Service members; and 19% 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 2018, the City's medical insurance premiums are expected to increase by 2.3%. The employee portion of the total premium for General Service employees is approximately 16%. In 2016, to limit the impact of higher premiums for General Service employees, 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. The 2017-18 proposed budget provides for the City to fund the employee's VEBA account for the 2018 plan year with 50% of the copay plan deductible. Only employees choosing health insurance coverage through the City are eligible for a VEBA account.

Pursuant to the terms of collective bargaining agreements, Fire Union employees pay 10% of the premium for a higher deductible plan, with the City paying 100% of the copay plan deductible into the Fire Union member's VEBA account. Police Union employees pay 5% of the premium for a medical plan with a \$100 deductible and 90% / 10% coinsurance.

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.

#### **Change in Personnel**

The 2017-18 proposed budget reflects an overall increase of 4.52 full-time equivalents (FTE). The tables immediately following this overview provide more detailed information:

Table #1Five-year trend of FTE, including FTE in the<br/>"Proposed 2016-17" budget, by department

- Table #2Change in FTE from the "2016 Adopted to 2017 Proposed<br/>Budget", by position.
- Table #3Current number of employees and City volunteers, by<br/>department.
- Table #4
   Volunteer Roster Illustrates number of volunteers that participate in the City's volunteer programs.

### Cost of Living Adjustment (COLA)

The 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 increase for the second half of 2015 was 2.2%. The 2017-18 proposed budget includes a 2.2% COLA for General Service employees.

Pursuant to the terms of a collective bargaining agreements, the 2017-18 proposed budget includes a 2.5% COLA for Police and Fire Union members.

#### Salary Survey Adjustments

A salary survey of General Service positions was completed in April 2015. The survey indicated that many General Service employees are below market pay rates, when compared to comparable positions in similar-sized Oregon cities. Salary adjustments included in the 2017-18 proposed budget reflect the third phase of implementing the recommendations included in the survey. The City's goal is to bring General Service employees to within 5% of average pay for comparable Oregon cities.

# Personnel Services Overview Page III

#### **Significant Department Changes**

The 2017-18 proposed budget for Administration includes a fulltime Assistant City Attorney, with 0.50 of the FTE allocated for support of the full-time City Attorney position. A portion of the City Attorney's position is re-allocated to Human Resources functions. The remainder of the Assistant City Attorney's time (0.5 FTE) is allocated to Municipal Court, where the employee will serve as City Prosecutor.

In Engineering, a new full-time Administrative Specialist II-Public Affairs position has been added to the Department. This new position will administer a wide range of public relations, education, and outreach efforts in support of the Community Development Department. The Street, Airport, Transportation, Building, and Wastewater Funds will reimburse the General Fund for 90% of the cost of the position.

In the Police Department, three full-time officers were hired midyear in 2016-17. Although these positions were not included in the 2016-17 adopted budget, they are included in the 2017-18 proposed budget. Adding the new personnel will allow the Police Department to add a detective, return the narcotics detective to the County wide narcotics team, and dedicate an officer to traffic to help improve traffic safety.

For Fire and Ambulance, two full-time firefighters were hired midyear in 2016-17. Although these positions were not included in the 2016-17 adopted budget, they are included in the 2017-18 proposed budget. The cost of adding the positions will be partially offset by a reduction in overtime. The budget also includes a new Deputy Fire Marshal position which will provide a qualified code enforcement person in the Fire Department. The Deputy Fire Marshal will also support the City Council goal of a cross-functional process for code enforcement. The cost of the new positiion is offset by elimination of a Fire Prevention Specialist position and a part-time Emergency Management Coordinator. In the Building Division, a part-time building official was included in the 2016-17 budget. The 2017-18 budget proposes increasing that position from a 0.5 FTE to a full-time position.

In an effort to restore service levels, two Utility Worker positions and an increase in Library staff hours were included in the 2016-17 budget. These positions were not filled in 2016-17 and are not included in the 2017-18 proposed budget.

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

#### Summary

Personnel services expenditures in the 2017-18 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.

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

Department	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17	Proposed 2017-18
Administration	3.30	3.30	3.30	4.22	3.90
Finance	7.01	6.91	6.81	6.80	6.88
Engineering	5.89	6.33	6.89	6.90	7.92
Planning	3.50	3.50	3.65	3.49	3.65
Police	43.86	46.59	45.93	45.56	48.55
Municipal Court	4.32	3.80	3.80	4.38	4.52
Fire	14.48	14.47	14.75	15.47	15.57
Parks & Recreation					
Administration	1.96	2.40	2.70	2.71	2.70
Aquatic Center	11.20	11.20	11.07	11.34	11.57
Community Center & Rec Programs	5.60	5.70	5.74	6.22	6.34
Kids On The Block	7.13	8.80	8.81	9.09	9.06
Recreation Sports	4.32	4.18	4.28	4.26	4.23
Senior Center	2.67	2.60	2.33	2.50	2.49
Park Maintenance	9.06	9.06	9.07	10.57	9.05
Library	15.38	15.52	15.45	15.69	15.42
General Fund - Total	139.68	144.36	144.58	149.20	151.85
Street Fund	8.66	8.68	8.71	8.74	8.82
Building	1.90	2.00	3.25	3.25	3.75
Wastewater Services					
Administration	3.06	3.06	3.06	2.10	2.10
Plant	8.00	9.00	9.00	9.44	9.42
Environmental Services	4.00	4.00	4.00	4.44	4.45
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
Wastewater Services - Total	20.46	21.46	21.46	21.38	21.37
Ambulance	22.65	22.65	22.95	23.72	25.02
Information Systems & Services	3.00	3.50	4.00	4.00	4.00
Total City Employees - FTE's	196.35	202.65	204.95	210.29	214.81
Difference from prior year				+ 4	.52

#### City of McMinnville

# Change in Full Time Equivalent (FTE)

#### 2017 Adopted to 2018 Proposed Budget

Positions - By Department	Change in FTE	Positions - By D
Administration		Parks & Recreat
Human Resources Director	(0.92)	Rec Leadership -
Admin Assistant / HR Analyst	(0.08)	
Assistant City Attorney	0.50	Aquatic Center
City Recorder / Legal Assistant	0.08	Extra Help - Aqua
Administrave Specialist II	0.50	Extra Help - Aqua
Administrave Specialist I	(0.40)	Extra Help - Aqua
	(0.32)	Extra Help - Aqua
Finance		Extra Help - Aqua
Extra Help - Finance	0.02	
Extra Help - Ambulance Billing	0.06	Community Cen
	0.08	Classes & Progra
		Site Director - ST
Engineering		Assistant Site Dire
Administrative Specialist II - Public Affairs	1.00	Rec Leadership -
Extra Help - Engineering	0.02	
	1.02	
		Kids On The Blo
Planning		Extra Help - Mana
Planning Director	0.08	Site Director II
Associate Planner	0.08	Assistant Site Dire
	0.16	Rec Leadership -
Police		
Police Officer - Patrol	2.00	Recreation Spor
Police Officer - Investigations	1.00	Extra Help - Mana
Extra Help - Police Reserves	(0.01)	Extra Help - Offic
	2.99	RP Labor - Adult
Municipal Court	0.50	<b>a</b> · <b>a</b> /
Assistant City Attorney	0.50	Senior Center
City Prosecutor Court Clerk II	(0.38) 0.50	Extra Help - Senio
		<b>B 1 1 1 1</b>
Court Clerk I	(0.48) 0.14	Park Maintenand
	0.14	Senior Utility Wor Utility Worker II
Fire		Utility Worker I
Fire Engineer	1.05	Extra Help - Park
Firefighter	(0.35)	
Deputy Fire Marshal	1.00	
Fire Prevention Specialist	(1.00)	
Emergency Management Coordinator	(0.48)	
Extra Help - Fire Prevention	(0.12)	
	0.10	

s - By Department	Change in FTE	Positions - By Department
Recreation - Administration		Library
dership - Park Ranger	(0.01)	Librarian II - Reference
1 0		Librarian I - Reference
Center		Library Tech Assistant - Circulation
lp - Aquatics I, II, & III (Lifeguard)	0.25	Library Assistant - Children's
lp - Aquatics I, II, & III (Office)	(0.02)	Library Assistant - Circulation
p - Aquatics I, II, & III (Swim Lessons)	(0.01)	Library Page
lp - Aquatics I, II, & III (Fitness Classes)	0.02	Book Buddies - Labor
lp - Aquatics I, II, & III (Special Events)	(0.01)	Program Assistant - Library
	0.23	<u> </u>
nity Center		Street
& Programs Labor	0.10	Senior Utility Worker
ctor - STARS	(0.01)	Utility Worker II
Site Director - STARS	(0.03)	Extra Help - Street
dership - Summer STARS	0.06	
	0.12	
		Building
The Block		Building Official
lp - Management Assistant	(0.01)	
ctor II	0.22	
Site Director	(0.10)	Wastewater Services
dership - KOB Elementary	(0.14)	Extra Help - WWS
	(0.03)	
on Sports		Ambulance
lp - Management Assistant	0.17	Fire Engineer
lp - Office	(0.17)	Firefighter
r - Adult Sports	(0.03)	
	(0.03)	
		Information Systems
<u>enter</u>		No changes
lp - Senior Center	(0.01)	
	(0.01)	Total Change in Full Time Equivalent (FTE)
intenance		
tility Worker	0.08	
orker II	(0.08)	
orker I	(1.50)	
lp - Park Maintenance	(0.02)	
	(1.52)	

#### Table #2

Change in FTE

(0.05) (0.08)

(0.14) (0.05)

0.12 (0.20) 0.12 0.01

(0.27)

0.08 (0.08) 0.08 **0.08** 

0.50 **0.50** 

(0.01) (0.01)

1.95 (0.65) **1.30** 

0.00

4.52

### City of McMinnville Number of Employees and Volunteers March 2017 Actual

	Emplo	vees	Volunteers	Grand
Department	Full Time	Part Time	See Volunteer Roster	Total
Administration	4	_	22	26
Finance	5	1		6
Engineering	6	-	-	6
Planning	4	-	47	51
Police	45	3	11	59
Municipal Court	3	5	1	9
Fire				
Fire Administration & Operations	13	1	53	67
Fire Prevention & Life Safety	2	1	100	103
Parks & Recreation				
Administration	1	1	1	3
Aquatic Center	3	31	4	38
Community Center & Rec Programs	1	9	-	10
Kids On The Block	1	44	20	65
Mayor's Charity Ball	-	-	60	60
Recreation Sports	1	28	208	237
Senior Center	1	4	120	125
Park Maintenance	6	1	475	482
Library	9	13	229	251
General Fund - Total	105	142	1,351	1,598
Street	8	1		9
Airport Maintenance			6	6
Building	2	1	12	15
Wastewater Services				
Administration	2	_	_	2
Plant	9			9
Environmental Services	9 4			4
Conveyance Systems	<u>6</u>	_	_	6
Wastewater Services - Total	0			0
Wastewaler Services - Total				
Ambulance	24	1		25
Information Systems & Services	4		<u> </u>	4
Total City Employees & Volunteers	164	145	1,369	1,678

## **City of McMinnville** Volunteer Roster - 2016

Table #4

Department	# of Volunteers	Notes
Administration		
City Council	7	
Budget Committee	7	
Mayor's Charity Ball Advisory Board	8	
·,···,···,···	22	
Police		(a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are
Police Reserves (a)	3	paid for security at events such as weddings, soccer games, and school paid functions.
Other Police Volunteers (b)	8	
	<u> </u>	(b) Other Police Volunteers include the police auxiliary and police parking patrol.
Municipal Court		(c) Municipal Court Volunteer assists with fingerprinting of defendents.
Volunteer (c)	1	
Library		
Volunteers	229	
Volumeers		
Building		
Board of Appeals	5	
Building Code Advisory Board	7	(d) Fire & EMS Volunteers are paid a reimbursement for emergency calls based on a point basis
	12	computed on number of calls.
Planning		
Citizen's Advisory Committee	3	
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
	47	in this program. The program utilizes approximately 75 volunteers (recruited by school PE teachers) to
Fire 0. Amelyulawa		teach basic swimming and survival skills to the kids. Aquatic Center staff train and supervise the
Fire & Ambulance	50	volunteers and provide advanced swimming and water safety instruction.
Fire & EMS Volunteers (d)	53	
Citizens Emergency Response Team (CERT)	100	
	153	
Darka & Decreation		(g) Park and Recreation sponsored "Annual Sprint Triathlon" enjoys support from 50 - 75 event
Parks & Recreation	Α	volunteers each May. Triathlon event was not held in 2016.
Aquatic Center (e) (f)	4	
Park Watch Program	1	(b) Poerational Sports Volunteers carve as head seasthes for youth sports teams. Many of
Community Center (g)	-	(h) Recreational Sports Volunteers serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports. These 208 people coached 265 teams. This
Kids On The Block	20	number does not include many assistant coaches.
Recreational Sports (h)	208	
Senior Center Volunteers (i)	120	
Park Project Volunteers	475	(i) Senior Center Volunteers contribute over 4,000 hours of their time each year helping in the front
Mayor's Charity Ball	<u> </u>	office, meal site, Meals on Wheels, Wortman Park Cafe, special events, support groups, entertainment, grounds & building maintenance, class & program instructors, guest speakers, library, attorney
	888	consultation, hearing aid assistance, Wortman Park Art Gallery, Friends of McMinnville Senior Center.
Airport	-	
Airport Commission	6	
Total Volunteers	1,369	

### City of McMinnville

#### SEMI-MONTHLY SALARY SCHEDULE - GENERAL SERVICE EMPLOYEES

July 1, 2017

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Attorney	365	4,292	4,505	4,732	4,969	5,216	5,477
Community Development Director							
Fire Chief	364	4,186	4,395	4,616	4,846	5,089	5,343
Police Chief							
Finance Director	361	3,888	4,083	4,287	4,500	4,726	4,963
Planning Director	359	3,700	3,886	4,079	4,284	4,497	4,724
Police Captain - Field Operation Police Captain - Inv & Supp Div	358	3,610	3,790	3,980	4,179	4,388	4,607
Parks & Recreation Director	357	3,522	3,699	3,883	4,077	4,281	4,495
Emergency Medical Services Chief Fire Marshal Information Systems Director Library Director	355	3,352	3,520	3,697	3,880	4,075	4,278
Wastewater Services Manager	354	3,271	3,433	3,606	3,785	3,976	4,175
Building Official Superintendent - Public Works	352	3,112	3,269	3,432	3,604	3,783	3,974
Assistant City Attorney	350	2,963	3,110	3,267	3,430	3,601	3,781
Engineering Services Manager	349	2,891	3,035	3,186	3,346	3,513	3,689
Principal Planner	348	2,820	2,961	3,108	3,266	3,428	3,599
Information Systems Analyst III Operations Superintendent - WRF Supvr - Environmental Svcs - WRF	344	2,554	2,683	2,817	2,958	3,105	3,261
Building Inspector III	343	2,493	2,618	2,748	2,884	3,030	3,180
Project Manager - Engineering Supervisor - Park Maintenance Supervisor - SS & SD Maintenance Supervisor - Street Maintenance	342	2,431	2,553	2,681	2,815	2,956	3,103

2.2% Projected Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Recreation Program Mgr - Aquatic Recreation Program Mgr - KOB Recreation Program Mgr - Seniors Recreation Program Mgr - Sports Support Services Mgr -Police	340	2,314	2,430	2,551	2,680	2,813	2,955
Associate Planner City Recorder / Legal Assistant GIS/CAD System Specialist Information Systems Analyst II	339	2,259	2,372	2,490	2,614	2,744	2,881
Library Services Manager Sr Environmental Tech	338	2,201	2,313	2,429	2,550	2,678	2,811
Sr Laboratory Tech - WRF	337	2,148	2,258	2,371	2,489	2,613	2,743
Engineering Technician Senior Accountant Sr Mechanic/SCADA Tech - WRF	336	2,098	2,200	2,312	2,428	2,548	2,677
Information Systems Analyst I Senior Operator - WRF	335	2,046	2,147	2,257	2,368	2,487	2,611
Librarian III - Children's Svcs Librarian III - Circulation Librarian III - Reference	334	1,996	2,095	2,199	2,310	2,426	2,547
Senior Utility Worker - Pk Maint Senior Utility Worker - Street Senior Utility Worker - WWS	333	1,947	2,045	2,146	2,255	2,366	2,484
Accountant II Accountant II - Payroll Environmental Tech II Mechanic - WRF Office Manager - Fire	332	1,900	1,995	2,094	2,198	2,309	2,425
Operator II - WRF Rec Program Supervisor - Aquatic Rec Program Supervisor - CC	331	1,853	1,946	2,043	2,145	2,254	2,365
Accountant I Accounts Rec Billing Coord -Fire Firefighter/Paramedic - PT+	330	1,807	1,899	1,994	2,093	2,196	2,308

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Laboratory Technician - WRF Librarian II - Children's Librarian II - Reference Librarian II - Young Adult Mechanic - Public Works Operations Supp Specialist - PW							
Facilities Maint Tech-PD&CivHall Permit Technician - Comb Depts Permit Technician - Eng/Bldg Utility Worker II - Public Works Utility Worker II - Street Utility Worker II - WWS	329	1,763	1,852	1,945	2,042	2,144	2,252
Senior Court Clerk - MC	328	1,721	1,806	1,898	1,993	2,092	2,195
Operator I - WRF Rec Program Coord II - Aquatic Rec Program Coordinator II - SC	327	1,680	1,762	1,850	1,944	2,041	2,143
Accounts Rec Billing Spec - Fire Librarian I - Children's Librarian I - Reference Librarian I - Technical Services	326	1,638	1,720	1,805	1,897	1,992	2,091
Admin Spec II - Public Affairs Administrative Spec II - Admin Administrative Spec II - Fire Court Clerk II - MC Utility Worker I - Public Works Utility Worker I - Street	324	1,560	1,637	1,718	1,805	1,896	1,991
Rec Program Coordinator I	323	1,521	1,597	1,678	1,760	1,848	1,942
Firefighter/EMT - PT+ Library Tech Assistant Library Tech Asst - Children's Library Tech Asst - Circulation Library Tech Asst - Tech Svcs	322	1,483	1,559	1,636	1,717	1,804	1,895
Administrative Spec I - Admin Court Clerk I - MC Library Asst - Children's	320	1,411	1,483	1,558	1,635	1,716	1,803

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Library Asst - Circulation							
Library Asst - Technical Svcs							
Office Specialist II - WRF							
Office Specialist I - Police	318	1,345	1,410	1,482	1,557	1,635	1,715
Recreation Specialist - Aquatic	316	1,281	1,344	1,409	1,481	1,557	1,634
Library Page	302	907	951	997	1,048	1,101	1,155

# City of McMinnville SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS

#### July 1, 2017

#### 2.2% Projected Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Manager	099	6,388					
Judge	068	1,483					

Other / Certification Pay - General Service Employees							
Title	Amount						
Department Head Extra Duty Pay	2% of Base Salary						
Pager Pay	18.07 / 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, 2017

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F			
Police Sergeant - 12 Hour	165	2,864	3,007	3,156	3,315	3,480	3,654			
Police Sergeant	160	2,727	2,862	3,007	3,156	3,315	3,480			
Police Officer - 12 Hour	155	2,478	2,602	2,733	2,869	3,015	3,164			
Police Officer	150	2,360	2,478	2,602	2,733	2,869	3,015			
Police Comm Support Coordinator	140	1,937	2,034	2,135	2,242	2,353	2,472			
Parking & Code Enforcement Police Evidence & Property Tech	130	1,879	1,973	2,073	2,175	2,284	2,397			
Police Records Specialist	120	1,748	1,835	1,927	2,023	2,125	2,230			

#### 2.5% Projected Increase

### Other / Certification Pay - Police Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree	60	2%	150	F
BA / BS Degree	121	4%	150	F
Intermediate Certificate	121	4%	150	F
Advanced Certificate	241	8%	150	F
Bilingual	151	5%	150	F
ASL Certified	151	5%	150	F
Detective (including sergeant)	151	5%	150	F
K-9	151	5%	150	F
School Resource Officer	151	5%	150	F
Police Training Officer	1.74 / Hour	5%	150	F
Motorcycle Duty	1.74 / Hour	5%	150	F
Officer in Charge	1.74 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

#### Extra Help - Police Employees

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

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

July 1, 2017

#### 2.5% Projected Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Fire Battalion Chief	245	2,981	3,129	3,285	3,449	3,622	3,804
Fire Lieutenant	235	2,676	2,809	2,950	3,097	3,252	3,413
Fire Engineer	230	2,547	2,673	2,807	2,947	3,096	3,249
Deputy Fire Marshal	225	2,473	2,598	2,727	2,864	3,006	3,158
Firefighter	220	2,425	2,547	2,673	2,807	2,947	3,096

Other / Certification Pay - Fire Union Empl	oyees			
Title	Amount	Percent	Range	Step
AA / AS Degree *	31	1%	220	F
BA / BS Degree	62	2%	220	F
Bilingual	62	2%	220	F
Field Training Officer	93	3%	220	F
Intermediate / Advanced Certificate	93	3%	220	F
Paramedic	310	10%	220	F
Acting In Capacity	1.28 / 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, 2017

Minimum Wage Projected 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	10.25	10.25	10.40	11.40	12.40	13.40	14.40	15.40	16.40	17.40
Extra Help - Finance											
Extra Help - Clerical II	084 H	20.00	23.00	26.00	30.00	36.00	42.00				
Extra Help - Finance II											
Extra Help - Investigations											
Extra Help - Clerical	082 H	10.25	12.69	13.32	14.00						
Extra Help - EMT	075 H	12.60	17.00	23.01							
Extra Help - Fire											
Extra Help - Fire Prevention	074 H	10.25	14.00	16.73							
Municipal Court - Interpreter	064 H	10.25	12.50								
Program Assistant - Library	058 H	10.82									
Extra Help - Mgmt Assistant - RS	050 H	13.35	13.75	14.16	14.59	15.03	15.48	15.94	16.42		16.67
Extra Help - Mgmt Assistant - KOB											
Site Director - KOB	049 H	13.10	13.49	13.90	14.31	14.74	15.19	15.64	16.11		
Site Director - Summer STARS											
Extra Help - Aquatics 3	048 H	11.10	11.43	11.78	12.13	12.49	12.87	13.25	13.65		
Program Assistant - Rec Sports											
Program Assistant - SC											
Rec Program Instructor - CC											
Rec Program Instructor - SC											
Rec Program Instructor - Sports	0.40.1.1	40.00	40.07	44.44	44.40	44 70	44.00	40.00	40.00		
Assistant Site Director - KOB	046 H	10.60	10.87	11.14	11.42	11.70	11.99	12.29	12.60		
Assistant Site Director - STARS											
Extra Help - Office - Rec Sports											
Rec Leadership - Park Ranger		40.40	40.00	10.00	44.65	44.45		10.00	10.00		
Extra Help - Aquatics 2	044 H	10.40	10.66	10.93	11.20	11.48	11.77	12.06	12.36		

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Classes & Programs Labor - CC	042 H	10.25	10.51	10.77	11.04	11.31	11.60	11.89	12.18	11.71	
Classes & Programs Labor - SC											
Extra Help - Aquatics 1											
Extra Help - Community Center											
Extra Help - RP Labor - RecSports											
Extra Help - SC Events & Rentals	;										
Extra Help - Senior Center											
Extra Help - Senior Ctr Day Tour											
Rec Leadership - KOB Elementary											
Rec Leadership - Summer STARS											
Extra Help - Park Maintenance	032 H	12.00	12.60								
Extra Help - Streets											
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**

Beginning Fund Balance represents the reserve amount carried over from the previous fiscal year. At July 1, 2017, the beginning fund balance for fiscal year 2017-18 is estimated to be \$5,989,000.

- Draw down of General Fund reserve --- The 2017-18 proposed budget continues the trend of spending down the beginning fund balance or the reserve to fund current operations. The General Fund beginning balance is *budgeted* to decrease from \$5,989,000 at July 1, 2017 to \$3,575,000 at June 30, 2018. This is a *budgeted* decrease of approximately \$2,414,000.
- 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 2017-18 will be approximately \$1,000,000, resulting in a fund balance of \$4,575,000 at June 30, 2018. These "savings" are consistent with "savings" achieved in prior years. With this assumption, the spend down of the General Fund reserve during fiscal year 2017-18 is *estimated* to be approximately \$1,414,000.

**Designated Beginning Fund Balance – Facility Improvements ---**The proposed 2017-18 budget includes \$112,500 for the Designated Beginning Fund Balance – Facility Improvements. These funds are not appropriated for spending in 2017-18 but are intended as a reserve that is "earmarked" for future facilities improvements.

**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, 2017 is approximately \$586,000. Expenses for the LOSAP are included in the Fire Department proposed budget for 2017-18.

Budget Docum	ent Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
557,316	593,735	565,000		<b>Designated Begin FB-General Fd - LOSAP</b> carryover from 2016-17 for the Length of Service Award Program (LOSAP), the nent benefit program for volunteer firefighters.	586,575	0	C
1,351,766	94,897	0	4001-15	Designated Begin FB-General Fd - Fire - Vehicle Reserve	0	0	(
0	0	75,000		Designated Begin FB-General Fd - Facility Improvements unds earmarked for future facility improvements	112,500	0	C
8,076,314	7,896,485	6,457,365	<b>4090</b> Estimated Ju	Beginning Fund Balance Ily 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	5,289,860	0	0
8,644,196	8,585,117	7,097,365		TOTAL BEGINNING FUND BALANCE	5,988,935	0	0
9,985,396	8,585,117	7,097,365		TOTAL RESOURCES	5,988,935	0	0

# **ADMINISTRATION DEPARTMENT**

City Hall & City Property

City Manager's Office

• Mayor & City Council

• Legal

Organization Set #

- 01-01-002
- 01-01-003
- 01-01-005
- 01-01-008
- 01-01-011
- 01-01-012
- Community ServicesHuman Resources



# 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, 0.20 FTE of the City Recorder / Legal Assistant and 0.10 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.

## 2017 – 2018 Proposed Budget --- Budget Summary

#### Human Resources

 Includes 0.20 FTE for the City Attorney, 0.30 FTE for the City Recorder / Legal Assistant, and 0.20 FTE of the Administrative Assistant II for Personnel Matters

## **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	2017-18	
	2015-16	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	32,871	47,000	32,000	(15,000)
Personnel Services	481,778	583,603	613,266	29,663
Materials & Services	375,324	520,517	557,205	36,688
Capital Outlay	3,700	3,166	2,967	(199)
Total Expenditures	860,802	1,107,286	1,173,438	66,152
Net Expenditures	(827,931)	(1,060,286)	(1,141,438)	81,152

# Full-Time Equivalents (FTE)

2016 17		2017 10
2010-17		2017-18
Adopted		Proposed
Budget	Change	Budget
4.22		
	0.50	
	0.08	
	(0.92)	
	(0.08)	
	0.50	
	(0.40)	
	(0.32)	3.90
	Budget	Adopted <u>Budget</u> <u>Change</u> 4.22 0.50 0.08 (0.92) (0.08) 0.50 (0.40)

# **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** The 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**

## 2017-2018 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	131,239		
General Fund			,		
Administration					
Legal (0.70 FTE)				10	91,867
Human Resources (0.20 FTE)				14	26,248
Municipal Court					,
Court (0.10 FTE)				64	13,124
Assistant City Attorney	1	350	71,106		
General Fund	•	000	11,100		
Administration					
Legal (0.50 FTE)				10	35,553
Municipal Court					,
Court (0.50 FTE)				64	35,553
City Recorder / Legal Assistant	1	339	61,995		
General Fund					
Administration					
City Manager's Office (0.10 FTE)				2	6,200
Mayor & City Council (0.40 FTE)				8	24,797
Legal (0.20 FTE)				10	12,399
Human Resources (0.30 FTE)				14	18,599
Administrative Specialist II	1	324	43,224		
General Fund					
Administration					
Mayor & City Council (0.20 FTE)				8	8,645
Legal (0.10 FTE)				10	4,322
Human Resources (0.20 FTE)				14	8,645

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>002 - CITY MANAGER'S OFFICE</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	7,773	0	7000	Salaries & Wages	0	0	0
183,093	172,191	155,432		Salaries & Wages - Regular Full Time er - 1.00 FTE er / Legal Assistant - 0.10 FTE	159,500	0	0
7,336	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
2,550	2,594	800	7000-20	Salaries & Wages - Overtime	2,001	0	0
1,408	2,604	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	0
6,518	4,200	4,200	7000-30 City Manage	Salaries & Wages - Auto Allowance er's \$500 per month automobile allowance.	6,000	0	0
7,789	0	0	7000-32	Salaries & Wages - Moving Allowance	0	0	0
0	3,174	0	7300	Fringe Benefits	0	0	0
9,396	9,196	7,962	7300-05	Fringe Benefits - FICA - Social Security	8,530	0	0
2,906	2,583	2,358	7300-06	Fringe Benefits - FICA - Medicare	2,461	0	0
28,717	38,369	33,274	7300-15	Fringe Benefits - PERS - OPSRP - IAP	53,052	0	0
16,001	16,095	13,728	7300-20	Fringe Benefits - Medical Insurance	18,762	0	0
0	2,800	1,275	7300-22	Fringe Benefits - VEBA Plan	1,650	0	0
166	149	122	7300-25	Fringe Benefits - Life Insurance	118	0	0
860	916	828	7300-30	Fringe Benefits - Long Term Disability	826	0	0
607	580	594	7300-35	Fringe Benefits - Workers' Compensation Insurance	603	0	0
45	46	38	7300-37	Fringe Benefits - Workers' Benefit Fund	32	0	0
267,391	263,270	222,811		TOTAL PERSONNEL SERVICES	255,735	0	0
				MATERIALS AND SERVICES			
0	0	1,000	7520	Public Notices & Printing	1,000	0	0
31	72	500	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	400	0	0
6,712	6,443	7,000	membership	<b>Travel &amp; Education</b> I association conferences, seminars, travel and meal costs, professional ps, dues and subscriptions. Includes allowance for leadership training and t for City staff.	7,000	0	0

Iget Docume				01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department :01 - ADMINISTRA Section :002 - CITY MANAG Program :N/A		CE		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
800	1,100	900	7610-05	Insurance - Liability				1,200	0	C
1,028	1,042	1,200	7620	Telecommunications				1,200	0	C
131	10	250	7660	Materials & Supplies				500	0	(
753	938	1,000	7660-05	Materials & Supplies - Office Suppl	ies			1,000	0	(
60	184	200	7660-15	Materials & Supplies - Postage				200	0	(
22,990	2,517	1,720	7750	Professional Services				1,800	0	(
			<u>Descrip</u> Audit fe	<u>tion</u> e allocation	<u>Units</u> 1	<u>Amt/Unit</u> 1,800	<u>Total</u> 1,800			
5,242	4,462	3,869	7840	M & S Computer Charges				2,998	0	C
			<u>Descrip</u> IS Depa	tion artment M&S costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 2,998	<u>Total</u> 2,998			
7,500	485	0	7840-02	M & S Computer Charges - City Ma	nager's O	ffice		2,700	0	(
				<u>tion</u> ement workstation ement printer	<u>Units</u> 1 1	<u>Amt/Unit</u> 1,500 1,200	<u>Total</u> 1,500 1,200			
22,617	22,101	34,950	8000	City Memberships				46,950	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Mid Wil	lamette VIIy Council of Governments	1	16,750	16,750			
			League	of Oregon Cities	1	22,750	22,750			
			•	City & County Managers Association	1	350	350			
				ville Area Chamber of Commerce	1	3,250	3,250			
				ional City Managers Association	1	2,500	2,500			
				d State University Comp Study Agreement ng Local Government Leaders	1	1,100 250	1,100 250			
67,864	39,353	52,589		TOTAL MATERIALS	AND SEI	RVICES		66,948	0	(
				CAPITAL OUTLAY						
513	925	838	8750	Capital Outlay Computer Charges				495	0	(
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			IS Depa	artment capital costs shared city-wide	1	495	495			
513	925	838		TOTAL CAPITA	L OUTL	<u>AY</u>		495	0	
335,768	303,548	276,238		TOTAL REQUI		·e		323,178	0	C

dget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>003 - CITY HALL &amp; CITY PROPERTY</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
11,595	11,718	11,800		Property Rentals - Chamber of Commerce Commerce monthly rental income increases in October depending on the June PI-W increase.	12,000	0	(
14,249	14,505	15,200	5400-03	Property Rentals - Parking Lot	0	0	0
25,844	26,223	27,000		TOTAL CHARGES FOR SERVICES	12,000	0	0
25,844	26,223	27,000		TOTAL RESOURCES	12,000	0	0

Budget Docume	nt Report			01 - GENERAL FU	ND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>01 - ADMII</b> Section : <b>003 - CITY H</b> Program :N/A		PERTY		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQ	UIREMENTS					
				MATERIALS AND SERVIC	ES					
74	77	500	7590	Fuel - Vehicle & Equipment				200	0	0
16,667	10,542	12,500	7600	Electric & Natural Gas				12,500	0	0
			Civic H	<u>otion</u> Il heating fuel all natural gas d Civic Hall electric	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 2,000 1,000 9,500	<u>Total</u> 2,000 1,000 9,500			
900	1,200	1,100	7610-05	Insurance - Liability				1,300	0	0
9,200	9,400	12,200	7610-10	Insurance - Property				11,800	0	0
5,543	5,663	5,800	7620	Telecommunications				6,000	0	0
4,380	4,380	12,570	7650-10	Janitorial - Services				13,340	0	0
			<u>Descrip</u> City Ha Civic H		<u>Units</u> 1 1	<u>Amt/Unit</u> 6,775 6,565	<u>Total</u> 6,775 6,565			
584	676	900	7650-15	Janitorial - Supplies				950	0	0
			•	<u>otion</u> Il janitorial supplies all janitorial supplies	<u>Units</u> 1 1	<u>Amt/Unit</u> 600 350	<u>Total</u> 600 350			
0	0	100	7660	Materials & Supplies				100	0	0
596	395	500	7720-06	Repairs & Maintenance - Equ	lipment			500	0	0
6,602	6,699	10,000	<b>7720-08</b> Repairs and	Repairs & Maintenance - Build I maintenance projects for City Hall and				25,000	0	0
4,992	4,660	5,600	7720-10	Repairs & Maintenance - Bui	lding Maintenan	се		5,600	0	0
835	0	25,000	7720-12	Repairs & Maintenance - Gro	unds			2,500	0	0
0	0	0	7720-14	Repairs & Maintenance - Veh	icles			0	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>01 - ADMINIST</b> Section : <b>003 - CITY HALL</b> Program : <b>N/A</b>		PERTY		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
7,115	11,366	31,150	7720-34 Expenses m	Repairs & Maintenance - Parking oved from the Street fund in 2014-15.	Structure &	Lots		26,450	0	0
			Descript		<u>Units</u>	<u>Amt/Unit</u>	Total			
				ce - liability	1	2,500	2,500			
				ce - property	1	2,900	2,900			
				basket program	1	3,300	3,300			
			Elevator	permit fee	1	200	200			
			Elevator	phone service	1	550	550			
			Mainten	ance and repair projects	1	11,000	11,000			
			Lighting		1	6,000	6,000			
2,913	6,992	6,850	7740-05	Rental Property Repair & Maint -	Building			21,950	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			Insuran	ce - liability	1	300	300			
			Insuran	ce - property	1	1,200	1,200			
			Miscella	neous rental repairs and maintenance	1	20,000	20,000			
			Parking	lot sweeping service - Chamber	1	450	450			
338	341	500	<b>7750</b> Recycling - s	Professional Services shredding confidential documents				500	0	0
10,320	7,800	6,720	7780-17	<b>Contract Services - Parking Struc</b>	cture & Lots	i		10,040	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Quarter	y sweeping	4	1,400	5,600			
			Monthly	sweeping	12	370	4,440			
15,493	17,061	10,700		Maintenance & Rental Contracts tem, floor mat cleaning, heating system ma thine lease	intenance, pes	st control, cop	ier lease,	12,835	0	0
			Descript		<u>Units</u>	Amt/Unit	Total			
				at service	1	2,140	2,140			
			Pest cor	ntrol	1	685	685			
			Security	system service	1	1,140	1,140			
			Copier l	ease	1	5,100	5,100			
			Postage	machine lease	1	3,770	3,770			
4,500	4,500	5,400	7790-05	Maintenance & Rental Contracts	- Water & Li	ght Fiber N	et	5,400	0	0
0	0	500	7800	M & S Equipment				500	0	0
91,053	91,752	148,590		TOTAL MATERIAL	S AND SEF	RVICES		157,465	0	0
				CAPITAL OUTLAY						
6,170	0	0	8800	Building Improvements				0	0	0
6,170	0	0		TOTAL CAPI				0	0	0

City of McMinnville Budget Document Report

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>01 - ADMINISTRATION</b> Section : <b>003 - CITY HALL &amp; CITY PROPERTY</b> Program :NA	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
97,223	91,752	148,590	TOTAL REQUIREMENTS	157,465	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
5,789	6,050	19,962		Salaries & Wages - Regular Full Time er / Legal Assistant - 0.40 FTE ve Specialist II - 0.20 FTE	33,443	0	0
5,638	6,184	7,309	7000-10	Salaries & Wages - Regular Part Time	0	0	0
690	657	200	7000-20	Salaries & Wages - Overtime	749	0	0
721	766	1,702	7300-05	Fringe Benefits - FICA - Social Security	2,119	0	0
169	179	399	7300-06	Fringe Benefits - FICA - Medicare	496	0	0
2,699	3,064	6,954	7300-15	Fringe Benefits - PERS - OPSRP - IAP	7,799	0	0
2,244	2,411	7,420	7300-20	Fringe Benefits - Medical Insurance	8,008	0	0
0	451	1,214	7300-22	Fringe Benefits - VEBA Plan	700	0	0
38	35	64	7300-25	Fringe Benefits - Life Insurance	66	0	0
61	69	146	7300-30	Fringe Benefits - Long Term Disability	184	0	0
38	40	102	7300-35	Fringe Benefits - Workers' Compensation Insurance	123	0	0
10	9	20	7300-37	Fringe Benefits - Workers' Benefit Fund	18	0	0
313	402	349	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	400	0	0
18,409	20,317	45,841		TOTAL PERSONNEL SERVICES	54,105	0	0
				MATERIALS AND SERVICES			
0	1,374	500	7520	Public Notices & Printing	500	0	0
467	465	500	7620	Telecommunications	500	0	0
0	0	150	7660	Materials & Supplies	150	0	0
867	789	1,500	7660-05	Materials & Supplies - Office Supplies	1,200	0	0
88	20	150	7660-15	Materials & Supplies - Postage	150	0	0
5	5	6,760	7750	Professional Services	77,000	0	0
			-	tion         Units         Amt/Unit         Total           nager evaluation         1         2,000         2,000           c / long range financial planning         1         75,000         75,000			
14,598	7,920	30,000	<b>7750-06</b> Continuina t	Professional Services - Community Outreach he City Council's public communication efforts	15,000	0	0

idget Documen	t Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>01 - ADMINISTR</b> Section : <b>005 - MAYOR &amp; C</b> Program : <b>N/A</b>		IL		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
10,484	10,907	9,458	7840	M & S Computer Charges				12,493	0	0
			<u>Descri</u> IS Dep	<u>ption</u> artment M&S costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 12,493	<u>Total</u> 12,493			
6,500	15,740	6,500	7840-03	M & S Computer Charges - City Co	ouncil			0	0	C
28,943	26,972	25,000	8005	Mayor/City Council Expenses				25,000	0	C
			Meals City Co	<u>ption</u> rences and training for City Council meetings and other events ouncil goal setting laneous	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 7,000 7,200 8,000 2,800	<u>Total</u> 7,000 7,200 8,000 2,800			
61,951	64,192	80,518		TOTAL MATERIALS	AND SE	RVICES		131,993	0	
				CAPITAL OUTLAY						
1,027	2,261	2,049	8750	Capital Outlay Computer Charges				2,060	0	(
			<u>Descri</u> IS Dep	ption vartment capital costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 2,060	<u>Total</u> 2,060			
1,027	2,261	2,049		TOTAL CAPITA	L OUTL	<u> </u>		2,060	0	C
81,387	86,770	128,408		TOTAL REQU	IREMENT	S		188,158	0	0

get Docume	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>008 - LEGAL</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
108,751	88,393	134,486	Assistant Ci City Record	Salaries & Wages - Regular Full Time y - 0.70 FTE ity Attorney - 0.50 FTE er / Legal Assistant - 0.20 FTE ve Specialist II - 0.10 FTE	144,141	0	0
5,638	6,184	7,309	7000-10	Salaries & Wages - Regular Part Time	0	0	0
52	8	1,000	7000-20	Salaries & Wages - Overtime	102	0	0
0	6,808	0	7000-32	Salaries & Wages - Moving Allowance	0	0	0
6,953	6,089	8,634	7300-05	Fringe Benefits - FICA - Social Security	8,767	0	0
1,642	1,424	2,072	7300-06	Fringe Benefits - FICA - Medicare	2,092	0	0
27,545	23,010	30,417	7300-15	Fringe Benefits - PERS - OPSRP - IAP	35,825	0	0
6,044	10,432	23,586	7300-20	Fringe Benefits - Medical Insurance	24,473	0	0
0	2,951	2,839	7300-22	Fringe Benefits - VEBA Plan	2,525	0	0
139	96	172	7300-25	Fringe Benefits - Life Insurance	162	0	0
606	481	778	7300-30	Fringe Benefits - Long Term Disability	794	0	0
176	144	297	7300-35	Fringe Benefits - Workers' Compensation Insurance	277	0	0
33	27	54	7300-37	Fringe Benefits - Workers' Benefit Fund	44	0	0
157,579	146,047	211,644		TOTAL PERSONNEL SERVICES	219,202	0	0
				MATERIALS AND SERVICES			
29	27	400	<b>7540</b> Costs share	<b>Employee Events</b> ed city-wide for employee training, materials, and events.	500	0	0
1,760	2,542	4,000	Professiona	<b>Travel &amp; Education</b> al association conferences, seminars, and workshops including travel and meal assional memberships, dues, subscriptions, professional reference materials for borney.	10,000	0	0
800	1,000	900	7610-05	Insurance - Liability	1,800	0	0
561	522	800	7620	Telecommunications	800	0	0
169	453	11,000	7660-05	Materials & Supplies - Office Supplies	2,000	0	0
57	111	100	7660-15	Materials & Supplies - Postage	200	0	0

dget Documer	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>01 - ADMINIST</b> Section : <b>008 - LEGAL</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE			
0	17	0	7750	Professional Services				50	0	C
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Section	125 administration fee	1	50	50			
0	16,501	15,000	7750-09 Professional Services - Legal Contract legal services to provide City Attorney with as		stance on pro	ojects.		3,000	0	C
1,430	2,479	1,290	7840	M & S Computer Charges				2,499	0	(
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	Total			
			IS Depa	artment M&S costs shared city-wide	1	2,499	2,499			
0	3,730	4,400	7840-08	M & S Computer Charges - Legal				3,500	0	C
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	Total			
			Time M	atters software	1	3,500	3,500			
4,806	27,381	37,890		TOTAL MATERIALS	S AND SEI	RVICES		24,349	0	C
				CAPITAL OUTLAY						
140	514	279	8750	Capital Outlay Computer Charges	;			412	0	(
			Descrip	<u>tion</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS Depa	artment capital costs shared city-wide	1	412	412			
140	514	279		TOTAL CAPIT	AL OUTLA	<u> </u>		412	0	C
162,524	173,942	249,813		TOTAL REQUIREMENTS				243,963	0	0

udget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>011 - COMMUNITY SERVICES</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				RESOURCES			
				MISCELLANEOUS			
0	0	0	6405	Donations - Administration	0	0	0
0	0	10,000		Donations - Public Art tions for the Public Art Program	10,000	0	0
650	6,648	10,000		<b>Donations - Public Art - Dedicated</b> tions for specific pieces of artwork for the Public Art Program	10,000	0	0
650	6,648	20,000		TOTAL MISCELLANEOUS	20,000	0	0
650	6,648	20,000		TOTAL RESOURCES	20,000	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATI Section :011 - COMMUNITY SE Program :NA		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGE1		
			REQUIREME	NTS					
			MATERIALS AND SERVICES						
24,778	25,941	15,000	<b>Holiday Lighting</b> City contribution to community-wide Holiday Lighting Program and monthly electrical charges for 3rd Street kiosks.	n, a publi	ic/private partn	ership,	16,900	0	0
			Description	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Electricity for 3rd Street kiosks	1	2,100	2,100			
			Contribution to McMinnville Downtown Association	1	6,500	6,500			
			Contribution to Chamber of Commerce	1	500	500			
			Holiday lighting for City buildings	1	7,800	7,800			
14,943	8,596	10,000	<b>M&amp;S Downtown Public Art Program</b> City's annual support of Downtown Public Art Program include rtist honorariums.	es pedes	stal constructic	n and	10,000	0	0
0	0	10,000	012-05 M&S Downtown Public Art Program - Public art purchases funded through revenue account 6490, I			Art	10,000	0	0
650	7,094	10,000	<b>M&amp;S Downtown Public Art Program -</b> Public donations for purchase of specific pieces of artwork for Program; funded through revenue account 6490-10, Donatior	the Dov	wntown Public	Art	10,000	0	0
19,300	30,200	55,000	<b>Community Services</b> Funds awarded by City Council to community nonprofit organ Council goals and objectives, meeting community needs, and				25,000	0	0
15,450	14,000	14,000	<b>McMinnville Downtown Association</b> City's contribution to the McMinnville Downtown Association in mprovement District assessment.	n-lieu of	a Downtown E	conomic	14,000	0	0
22,500	22,500	22,500	2025 Yamhill Co - YCTA Public transportation program support.				22,500	0	0
39,100	39,882	60,000	6060 Economic Development				60,000	0	0
			Description	Units	Amt/Unit	Total			
			McMinnville Economic Development Partnership	1	42,000	42,000			
			Yamhill Parkway Committee support	1	18,000	18,000			
	4 4 9 9 4 9	400 500					169 400	0	0
136,721	148,213	196,500	<u>TOTAL MATERIALS AN</u>				168,400	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
		DODOLI		Program :N/A REQUIREMENTS			
				PERSONNEL SERVICES			
28,944	30,248	66,878	City Attorne City Record	Salaries & Wages - Regular Full Time	53,491	0	0
3,187	3,243	0	7000-20	Salaries & Wages - Overtime	2,498	0	C
1,910	1,990	4,147	7300-05	Fringe Benefits - FICA - Social Security	3,421	0	0
447	465	970	7300-06	Fringe Benefits - FICA - Medicare	813	0	0
7,803	9,123	18,217	7300-15	Fringe Benefits - PERS - OPSRP - IAP	12,891	0	0
5,716	5,748	11,362	7300-20	Fringe Benefits - Medical Insurance	9,717	0	0
0	1,000	1,000	7300-22	Fringe Benefits - VEBA Plan	850	0	0
63	53	104	7300-25	Fringe Benefits - Life Insurance	76	0	0
152	157	348	7300-30	Fringe Benefits - Long Term Disability	294	0	0
96	100	248	7300-35	Fringe Benefits - Workers' Compensation Insurance	152	0	0
17	17	33	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	0
48,335	52,144	103,307		TOTAL PERSONNEL SERVICES	84,224	0	0
				MATERIALS AND SERVICES			
0	0	500	7520	Public Notices & Printing	500	0	0
0	0	100	7530	Safety Training/OSHA	500	0	0
1,604	642	500	Professiona	Travel & Education association conferences, seminars and workshops including travel and measional memberships, dues, subscriptions, and reference materials.	4,000 al	0	0
601	668	800	7620	Telecommunications	800	0	0
126	202	500	7660	Materials & Supplies	1,000	0	0
744	382	1,500	7660-05	Materials & Supplies - Office Supplies	1,000	0	0
198	317	500	7660-15	Materials & Supplies - Postage	200	0	0
9,010	2,223	30	7750	Professional Services	50	0	0
5,010			<u>Descrip</u> Section	tion Units Amt/Unit 125 administration fee 1 50	<u>Total</u> 50		
3,010			0000000				
12,284	4,434	4,430		TOTAL MATERIALS AND SERVICES	8,050	0	0

City of McMinnville Budget Document Report



# **FINANCE DEPARTMENT**

**Organization Set – Sections** 

- Accounting
- Ambulance Billing

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



## **General Fund – Finance**

### **Budget Highlights**

### **Accounting Section**

The Finance Department provides vital services to the City Council, City management team, operating Departments, and the citizens of McMinnville. Finance's duties include budgeting and accounting for all financial transactions of the City; preparing accurate and timely reports, in accordance with governmental accounting standards; and promoting responsible management of the City's financial resources. These activities demonstrate the City's commitment to accountability and transparency in all aspects of the City's operations.

For the 2017-18 proposed budget, full time positions in Accounting remain at 5.0 full-time equivalent (FTE) consistent with 2016-17. The Proposed Budget also includes an Extra Help-Temporary Finance II position, budgeted at 0.07 FTE. This position typically performs general clerical work, supporting full-time Accounting staff, as needed. The 2017-18 Budget proposes entering into a contract with a qualified CPA to assist with drafting the City's financial statements and preparing the Comprehensive Annual Financial Report (CAFR). 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 2016-17, it is estimated that over 5,220 transports will be billed, totaling approximately \$3.7 million in billable charges. The 2017-18 Proposed Budget reflects a 2% increase in transport fee revenue. This revenue funds a significant portion of the City's Fire and Ambulance activities. The Proposed 2017-18 budget includes 1.75 FTE for the Ambulance Billing Section consistent with 2016-17. The Budget also includes an Extra Help-Temporary employee to assist Ambulance billing staff, as needed.

### **Core Services**

### **Accounting Section**

- Providing accounting services for all City financial operations, including payroll and fringe benefits, accounts payable, accounts receivable, and general ledger accounting
- Coordinating the annual audit of City financial statements, preparing the Comprehensive Annual Financial Report (CAFR), and maintaining unmodified audit opinions
- Preparing the City's annual budget and providing on-going monitoring of the budget throughout the year
- Developing long term fiscal forecasts, providing valuable information for budgeting and decision making
- Administering property and liability insurance claims
- Issuing and managing the City's debt, including general obligation bonds, revenue bonds, and financing agreements
- Administering the collection of Transient Lodging Taxes
- Managing the City's financial software system
- Investing public funds and ensuring efficient banking services for all City operations
- Assisting City departments, as needed, on various financial issues, including internal control development and compliance

## **General Fund – Finance**

### **Ambulance Billing Section**

- Providing accurate and timely ambulance billing and collection services
- Working with 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**

- Continue to provide excellent financial and accounting services to City Council, management, and operating departments.
- Continue working with the City Manager, Planning Director, and consultants to manage Urban Renewal accounting and financing, as tax increment funds increase and related projects expand over the next several years
- Actively contribute to the City's strategic and long range financial planning initiative, identifying desired levels of services and revenue sources for funding these services
- Implement eSuite, a Logos module which will enable 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**

- Implement ESO ambulance billing software, increasing billing efficiencies
- Remain current on ambulance billing related rulings at the State and Federal level, including provisions of health care reform such as new ICD-10 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**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	29,888	28,000	24,500	(3,500)
Personnel Services	645,629	623,785	676,975	53,190
Materials & Services	64,438	126,579	86,095	(40,484)
Capital Outlay	1,850	1,490	1,319	(171)
Total Expenditures	711,917	751,854	764,389	12,535
Net Expenditures	(682,029)	(723,854)	(739,889)	16,035

### Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	6.81		
Extra Help - Finance		0.07	
Extra Help - Finance II		(0.05)	
FTE Proposed Budget		0.02	6.83



## **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.

2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0
0	0
0	0
0	0
0	0
	0 0 0

2015	2016	2017		Department :03 - FINANCE	2018	2018	2018
ACTUAL	ACTUAL	AMENDED		Section :013 - ACCOUNTING	PROPOSED	APPROVED	
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	7,577	0	7000	Salaries & Wages	0	0	0
320,175	324,473	296,638	Senior Acco	Salaries & Wages - Regular Full Time ector - 1.00 FTE untant - 1.00 FTE II - 2.00 FTE I - 1.00 FTE	337,989	0	0
3,308	5,166	4,620	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Finance - 0.07 FTE	1,500	0	0
1,650	5,599	5,000	7000-20	Salaries & Wages - Overtime	5,000	0	0
0	300	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	3,821	0	7300	Fringe Benefits	0	0	0
19,177	19,912	21,469	7300-05	Fringe Benefits - FICA - Social Security	21,359	0	0
4,485	4,657	5,020	7300-06	Fringe Benefits - FICA - Medicare	4,995	0	0
73,458	82,125	79,877	7300-15	Fringe Benefits - PERS - OPSRP - IAP	98,920	0	0
49,110	42,867	60,562	7300-20	Fringe Benefits - Medical Insurance	63,026	0	0
0	8,000	5,500	7300-22	Fringe Benefits - VEBA Plan	5,500	0	0
630	498	540	7300-25	Fringe Benefits - Life Insurance	540	0	0
1,767	1,718	1,820	7300-30	Fringe Benefits - Long Term Disability	1,834	0	0
1,017	1,044	1,281	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,240	0	0
153	149	172	7300-37	Fringe Benefits - Workers' Benefit Fund	147	0	0
474,929	507,906	482,499		TOTAL PERSONNEL SERVICES	542,050	0	0
				MATERIALS AND SERVICES			
281	471	500	7500	Credit Card Fees	800	0	0
1,645	3,449	2,500	7520	Public Notices & Printing	3,500	0	0
123	113			Employee Events d city-wide for employee training, materials, and events.	900	0	0
18,333	14,951	17,000	Professional	<b>Travel &amp; Education</b> I association dues, subscriptions, staff training, continuing professional education, ovider conference, etc.	14,000	0	0
3,000	4,200	3,600	7610-05	Insurance - Liability	4,600	0	0
3,478	3,428	5,000	7620	Telecommunications	4,000	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>03 - FINANCE</b> Section : <b>013 - ACCOUNT</b> Program : <b>N/A</b>	ING			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGE1
3,904	2,769	5,000	7660-05	Materials & Supplies - Office Sup	plies			5,000	0	0
1,513	226	1,500	7660-10	Materials & Supplies - Office Sup	plies Invent	tory		1,000	0	0
3,718	4,407	4,000	7660-15	Materials & Supplies - Postage				4,500	0	0
0	0	250	7720-06	Repairs & Maintenance - Equipm	ent			250	0	0
2,549	1,278	53,950	7750	Professional Services				20,950	0	0
			Audit fee	ion 125 administration fee a allocation a accounting services	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 50 900 20,000	<u>Total</u> 50 900 20,000			
3,182	1,937	1 800	7750-24	Professional Services - Audit		20,000	_0,000	1,200	0	0
0,102	1,007	.,	Descript		<u>Units</u> 1	<u>Amt/Unit</u> 1,200	<u>Total</u> 1,200	.,	· ·	Ū
10,370	10,150	11,000	liens. Title c	Professional Services - Net Asse n-line lien search program allows title comp ompanies are billed \$25 per lien search; re arch Fees. City pays Net Assets \$10 per li	panies to chec venue recorde			11,000	0	0
1,688	750	1,550	7750-57	Professional Services - Financing	g Administra	ation		0	0	0
2,677	2,680	3,000		Maintenance & Rental Contracts oner / copier lease and per page cost.				3,500	0	0
0	0	1,000	7800-03	M & S Equipment - Office				1,000	0	0
8,578	8,924	6,879	7840	M & S Computer Charges				7,995	0	0
			<u>Descript</u> IS Depa	ion rtment M&S costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 7,995	<u>Total</u> 7,995			
2,698	4,682	7,150	7840-05	M & S Computer Charges - Acco	unting			1,850	0	0
				naintenance	<u>Units</u> 1	Amt/Unit 300	<u>Total</u> 300			
			Lexmark 2 Adobe	Pro licenses	1 2	850 350	850 700			
67,736	64,415	126,579		TOTAL MATERIAL	S AND SEI	RVICES		86,045	0	0
				CAPITAL OUTLAY						
840	1,850	1,490	8750	Capital Outlay Computer Charges	S			1,319	0	0
			<u>Descript</u> IS Depa	ion rtment capital costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 1,319	<u>Total</u> 1,319			
840	1,850	1,490		TOTAL CAPIT		۸V		1,319	0	0

Budget Document Report			01 - GENERAL FUND				
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>03 - FINANCE</b> Section : <b>013 - ACCOUNTING</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
543,505	574,171	610,568	TOTAL REQUIREMENTS	629,414	0	0	

dget Documer	nt Report			01 - GENERAL FUND				
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>03 - FINANCE</b> Section : <b>016 - AMBULANCE BILLING</b> Program :N/A	PR	2018 OPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREMENTS				
				PERSONNEL SERVICES				
50,325	52,679	54,204	<b>7000-05</b> Accounts R	Salaries & Wages - Regular Full Time eceivable Billing Coordinator - 1.00 FTE		55,834	0	0
33,273	35,278	36,821	<b>7000-10</b> Accounts R	Salaries & Wages - Regular Part Time eceivable Billing Specialist - 0.75 FTE		29,854	0	0
0	461	0	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary - Ambulance Billing - 0.06 FTE		1,250	0	0
160	253	750	7000-20	Salaries & Wages - Overtime		1,000	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive		900	0	0
4,982	5,273	5,690	7300-05	Fringe Benefits - FICA - Social Security		5,509	0	0
1,165	1,233	1,331	7300-06	Fringe Benefits - FICA - Medicare		1,289	0	0
18,922	21,481	22,340	7300-15	Fringe Benefits - PERS - OPSRP - IAP		24,911	0	0
16,922	17,025	17,538	7300-20	Fringe Benefits - Medical Insurance		12,330	0	0
0	3,000	1,500	7300-22	Fringe Benefits - VEBA Plan		1,000	0	0
252	213	216	7300-25	Fringe Benefits - Life Insurance		216	0	0
475	488	496	7300-30	Fringe Benefits - Long Term Disability		462	0	0
269	285	340	7300-35	Fringe Benefits - Workers' Compensation Insuran	се	317	0	0
54	54	60	7300-37	Fringe Benefits - Workers' Benefit Fund		53	0	0
126,800	137,723	141,286		TOTAL PERSONNEL SERVICES	<u>s</u> 1	34,925	0	0
				MATERIALS AND SERVICES				
0	23	0	<b>7750</b> Section 125	Professional Services		50	0	0
			<u>Descrip</u> Sectior	DitionUnitsAmt125 administration fee1	/ <u>Unit Total</u> 50 50			
0	23	0		TOTAL MATERIALS AND SERVIC	<u>ES</u>	50	0	0
126,800	137,745	141,286		TOTAL REQUIREMENTS	1	34,975	0	0

# **ENGINEERING DEPARTMENT**

>



## General Fund – Engineering 2017 – 2018 Proposed Budget --- Budget Summary

### **Budget Highlights**

During fiscal year 2017-18, 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 construction of the Runway 4-22 reconstruction project at the airport (Airport Fund);
- The construction of the Alpine Avenue improvements project (Transportation Bond & Urban Renewal funds);
- The construction of the OR 99W & 2<sup>nd</sup> Street signals upgrade project (Transportation Bond & ODOT funds);
- The construction of the Hill Road corridor improvements project (Transportation Bond);
- The construction of the Ford Street sidewalk improvements project (Transportation Bond);
- The design and construction of the 1<sup>st</sup> & 2<sup>nd</sup> Street pedestrian improvements project (Transportation Bond);
- The construction of pedestrian & safety improvement projects (Transportation Bond);
- The construction of the 2017 Contract Overlays (Transportation Bond) & 2017 Slurry Seals (State Gas Taxes) projects;
- Initiating the design of the Old Sheridan Road corridor improvements project (Transportation Bond);
- The design and construction of the 12 Street sanitary sewer rehabilitation project (Wastewater Capital Fund); and
- The design of the WRF tertiary filtration system expansion project (Wastewater Capital Fund).

The fiscal year 2017-18 budget includes the addition of one Administrative Assistant II position. The position will be used administer a wide range of public relations, education and outreach efforts in support of the Community Development Department. These efforts will improve the Department's ability to advance the City Council's goal to effectively communicate with citizens and key local partners.

### **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 2,081 private sewer laterals.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	18,576	20,500	40,500	20,000
Personnel Services	788,354	811,083	944,168	133,085
Materials & Services	70,364	90,354	89,650	(704)
Capital Outlay	1,712	1,663	1,472	(191)
Total Expenditures	860,431	903,100	1,035,290	132,190
Net Expenditures	(841,855)	(882,600)	(994,790)	112,190

# Full-Time Equivalents (FTE)

	_/		
	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	6.90		
Administrative Specialist II - Public	Affairs	1.00	
Extra Help - Engineering		0.02	
FTE Proposed Budget		1.02	7.92



- **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 2,364 locate requests in 2016.

# **General Fund - Engineering**

### 2017-2018 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	55,860		
Engineering (0.50 FTE)				21	27,930
Building Fund (0.50 FTE)				208	27,930
<u>Permit Technician</u> General Fund	1	329	54,960		
Engineering (0.10 FTE)				21	5,496
Planning (0.65 FTE)				25	35.724
Building Fund (0.25 FTE)				208	13,740

udget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>05 - ENGINEERING</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
57,190	17,994	20,000	Developer c	<b>Engineering Fees</b> charges for City inspection and plan review of development projects at the rate of \$100,000 and 3% over \$100,000 of project costs.	40,000	0	0
57,190	17,994	20,000		TOTAL CHARGES FOR SERVICES	40,000	0	0
				MISCELLANEOUS			
2,028	583	500	6600-96	Other Income - Engineering	500	0	0
2,028	583	500		TOTAL MISCELLANEOUS	500	0	0
59,218	18,576	20,500		TOTAL RESOURCES	40,500	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>05 - ENGINEERING</b> Section : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				Program :N/A REQUIREMENTS			
				PERSONNEL SERVICES			
0	11,617	0	7000	Salaries & Wages	0	0	(
439,238	498,960	518,606	Engineering Project Man GIS / CAD S Engineering Permit Tech Permit Tech	Salaries & Wages - Regular Full Time Development Director - 1.00 FTE Services Manager - 1.00 FTE ager - 2.00 FTE System Specialist - 1.00 FTE Technician - 1.00 FTE nician - Eng / Bldg - 0.50 FTE nician - Combined Depts - 0.10 FTE ve Specialist II - Public Affairs - 1.00 FTE	580,025	0	
10,365	7,021	10,780	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Engineering - 0.32 FTE	11,152	0	
662	5	500	7000-20	Salaries & Wages - Overtime	500	0	(
6,480	6,480	6,480	<b>7000-30</b> Community	Salaries & Wages - Auto Allowance Development Director's \$540 per month automobile allowance.	6,480	0	(
0	700	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	(
0	5,455	0	7300	Fringe Benefits	0	0	(
27,187	30,409	32,374	7300-05	Fringe Benefits - FICA - Social Security	36,116	0	(
6,372	7,172	7,795	7300-06	Fringe Benefits - FICA - Medicare	8,673	0	
102,291	118,030	130,280	7300-15	Fringe Benefits - PERS - OPSRP - IAP	168,381	0	
66,306	75,284	81,088	7300-20	Fringe Benefits - Medical Insurance	107,372	0	
0	14,800	7,400	7300-22	Fringe Benefits - VEBA Plan	10,150	0	
693	686	712	7300-25	Fringe Benefits - Life Insurance	820	0	
2,401	2,703	2,776	7300-30	Fringe Benefits - Long Term Disability	3,110	0	
9,163	8,827	10,857	7300-35	Fringe Benefits - Workers' Compensation Insurance	11,159	0	
180	205	235	7300-37	Fringe Benefits - Workers' Benefit Fund	230	0	
671,338	788,354	811,083		TOTAL PERSONNEL SERVICES	944,168	0	
				MATERIALS AND SERVICES			
102	100	900	<b>7540</b> Costs share	<b>Employee Events</b> d city-wide for employee training, materials, and events.	900	0	
3,188	4,587	11,000	<b>7550</b> Membership	<b>Travel &amp; Education</b> os in professional organizations, registrations for conferences and seminars, City continuing education, and reference materials.	11,000	0	(

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>05 - ENGINE</b> Section : <b>N/A</b> Program :N/A	ERING			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGE1
1,293	1,127	2,000	7590	Fuel - Vehicle & Equipment				2,000	0	0
3,057	3,165	3,650		Electric & Natural Gas 's share of Community Development Cen	ter's electricity e	xpense, ~38%	%.	3,750	0	0
3,100	4,500	4,600	7610-05	Insurance - Liability				5,800	0	0
1,400	1,500	1,900	7610-10	Insurance - Property				1,700	0	0
4,557	5,147	5,750	7620	Telecommunications				5,750	0	0
2,282	2,393	3,100		Janitorial 's share of Community Development Cen	ter janitorial serv	vice and supp	ly costs,	3,100	0	0
9,915	10,650	10,000		Materials & Supplies afety equipment, office, engineering, and	surveying mater	ials and supp	lies.	10,000	0	0
3,385	109	2,100		Repairs & Maintenance equipment repairs and maintenance.				1,500	0	0
763	2,609	3,800	7720-08 Department						0	0
1,388	926	3,200	service, ala						0	0
7,235	1,913	6,300	7750	Professional Services				6,200	0	0
				ntion aneous professional services ee allocation	<u>Units</u> 1 1	<u>Amt/Unit</u> 5,000 1,100	<u>Total</u> 5,000 1,100			
			Section	125 administration fee	1	100	100			
732	820	870	7790 Large forma	Maintenance & Rental Contract at copier maintenance contract	ts			950	0	0
1,242	1,836	2,700	7790-20	Maintenance & Rental Contract Center				3,900	0	0
			Department landscape r	's share of Community Development Cen naintenance; and copier lease, ~38%.	ter's HVAC servi	ices; alarm m	ionitoring;			
0	0	0	7800	M & S Equipment				0	0	0
5,080	8,259	7,679	7840	M & S Computer Charges				8,925	0	0
			<u>Descrip</u> IS Dep	<u>ition</u> artment M&S costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 8,925	<u>Total</u> 8,925			

dget Documer	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED		Department : <b>05 - ENGINEERII</b> Section : <b>N/A</b>	NG			2018 PROPOSED	2018 APPROVED	2018 ADOPTED
		BUDGET		Program :N/A				BUDGET	BUDGET	BUDGET
11,898	20,722	20,805	7840-10	M & S Computer Charges - Enginee	ering			17,175	0	C
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Replac	ement Workstation	1	1,500	1,500			
			Plotter	Maintenance	1	1,700	1,700			
			Accela	Permits - 15% - Shared with Plan and Bldg	1	2,550	2,550			
			AutoCA	AD Maintenance - 66% - Shared w/Planning	1	3,300	3,300			
				Arcview 17% - Shared with lan,Eng,Street,WWS	1	2,000	2,000			
				n sewer database 25% - shared with Street, laint, WWS	1	3,125	3,125			
			New W	/orkstation	1	3,000	3,000			
60,619	70,364	90,354		TOTAL MATERIALS	AND SE	RVICES		89,650	0	(
				CAPITAL OUTLAY						
498	1,712	1,663	8750	Capital Outlay Computer Charges				1,472	0	(
			Descrip	otion	Units	Amt/Unit	Total			
			· · ·	artment capital costs shared city-wide	1	1,472	1,472			
0	0	0	8850	Vehicles				0	0	(
498	1,712	1,663		TOTAL CAPITAL OUTLAY					0	(
732,455	860,431	903,100		TOTAL REQUIREMENTS					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 It is achieved through implementing the City of community. 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 With 3.5 FTEs, the Planning Department currently development. administers approximately 250 land-use applications per year planned developments, subdivisions, zone changes, boundary line adjustments and landscape plans; manages a long-range planning program mandated by the State of Oregon, the Federal Government and local initiatives and needs; provides staff support to five standing citizen committees comprised of approximately 40 citizen volunteers that meet monthly - the Affordable Housing Task Force, Historic Landmarks Committee, 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

### 2017 – 2018 Proposed Budget --- Budget Summary

areas. These efforts include supporting specially appointed Citizen Advisory Committees and Technical Advisory Committees that help lead the community through the dialogue.



(Elise Hui, Executive Director of the Housing Authority of Yamhill County and Mayor Scott Hill at a McMinnville Affordable Housing Task Force Committee meeting.)

Currently, the General Fund supports approximately 90 percent of the Department's budget, with the remaining ten percent generated from current planning land-use fees. Most of the activity in the Planning Department at this time is current planning activities, thus the General Fund is primarily funding a current planning program.

Long-range planning activities (e.g., comprehensive planning, ordinance reviews, special projects) are typically funded by the General Fund and/or grant supported, but due to budget constraints have not been funded fully since 2005-2006.

In recent years, due to budget constraints, staffing was reduced from 5.50 FTEs to 3.50 FTES and professional services and personnel training were reduced significantly as well, essentially causing work on long-range planning and related Council directed goals (e.g., economic development and affordable housing) to be delayed in order to ensure timely response to current planning demands (processing land use applications, providing assistance to the public, etc.). This has 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.

## **General Fund – Planning**

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 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 lean measures were identified to undertake as resources allowed. 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 proposed 2017-18 Planning Department budget reflects some of those strategies and initiatives and starts to address the long-range planning needs of the community.



(Chuck Darnell, McMinnville's new Associate Planner)

The Planning Department's 2017-18 proposed budget will allow the Department to:

- 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 and a Three Mile Lane Overlay Master Plan for 2017-18.

- 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, and McMinnville Urban Renewal Advisory Committee.
- Economic Development: Develop a long-term economic development strategy that is comprehensive, proactive and collaborative with city economic development partners.
- Urban Renewal: Provide comprehensive staff support and guidance to McMinnville's Urban Renewal program.

The Planning Department's 2017-18 proposed budget also includes two structural changes from previous years:

The Planning Department will contract with the McMinnville Urban Renewal Agency to provide staff support to implement and administer the McMinnville Urban Renewal Plan for approximately \$25,000. This is an approved and anticipated expenditure in the McMinnville Urban Renewal Plan. These funds are represented as personnel allocations in the budget. With the dedicated personnel support for the urban renewal program, the City will be able to start advancing more complicated urban renewal programs and projects to serve the downtown and NE Gateway District. To offset the personnel time dedicated to this effort, the General Fund savings from this allocation will be used to increase the professional services budget to support long-range planning efforts.

## **General Fund – Planning**

Management of the Building Division will move from the Community Development Department to the Planning Department in 2017-18 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 will assume leadership for the Building Official and the Building Division team. It is anticipated that as building permits continue to increase in volume and with the pending retirement of the Building Official, the Planning Director will be devoting 30% of their time to recruiting and helping a new Building Official continue to build on and grow the assets of the Building Division team to serve the development community. Thus 30% of the Planning Director's salary is allocated to the Building Division for 2017-18. And again, to offset the personnel time dedicated to this effort, the General Fund savings from this allocation will be used to increase the professional services budget to support long-range planning efforts.



(Sarah Sullivan and Katie Land, serving the Community Development Center counter and customers)

### **Core Services**

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### **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

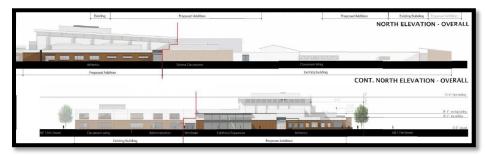
- Maintain and update the comprehensive plan; analyze and forecast economic and growth related trends; and, assist in the preparation of utility master plans (i.e., transportation, sanitary, storm sewer, and parks) as per local, state, or federal dictates.
- Initiate strategic long-range plans that reflect 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.

### **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.



(Rendering of new McMinnville High School Addition)



(Ron Pomeroy, McMinnville's Principal Planner)

## **Future Challenges and Opportunities**

 Capacity to support a long-range planning program will continue to be an issue for the City of McMinnville. Due to a 40% reduction in staffing in the past five years (5.50 FTEs to 3.50 FTEs), current staffing levels are half of comparable cities, resulting in capacity challenges to strategically address long-range planning issues and to maintain updated planning databases critical for proper evaluation and decision-making.

- 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 (150<sup>th</sup> 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 FY 2017-18,



(Rendering of new downtown project, Atticus Hotel)

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	3.49		
Planning Director		0.08	
Associate Planner		0.08	
FTE Proposed Budget		0.16	3.65



(New Planning Director, Heather Richards)

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	43,388	42,700	67,100	24,400
Personnel Services	413,079	434,785	458,199	23,414
Materials & Services	45,556	113,352	234,749	121,397
Capital Outlay	890	1,114	824	(290)
Total Expenditures	459,525	549,251	693,772	144,521
Net Expenditures	(416,137)	(506,551)	(626,672)	120,121



# **General Fund – Planning Dept**

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



- **1866** According to *The Register*, McMinnville has "300 residents with five stores, three blacksmith shops, two wagon shops, one silversmith, one shoe shop, two doctors, one flour mill, and no licensed beer or grog saloons."
- **1900** US Census Bureau estimates McMinnville's population at 1,420.
- **1936** First zoning ordinance 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 15<sup>th</sup> most populated city at over 30,000 people.
- **2005** Planning Department helps establish the McMinnville Economic Development Partnership (MEDP).



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

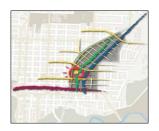


## **General Fund – Planning Dept**

- **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

# **General Fund - Planning**

### 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description					
Fund	Number of		Total	<b>Detailed</b>	Summary
Department	Employees	Range	Salary	Page	Amount
<u>Permit Technician</u> General Fund	1	329	54,960		
Engineering (0.10 FTE) Planning (0.65 FTE) Building Fund (0.25 FTE)				21 25 208	5,496 35,724 13,740

lget Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>07 - PLANNING</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	207 ADOPTE BUDGE
			RESOURCES			
			LICENSES AND PERMITS			
22,510	20,203	13,000	<b>4250-03</b> 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	1,600	<b>4250-20</b> 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	
3,794	2,989	3,000	<b>4250-25 Planning Fees - Building Permit Review Fees</b> Fees to cover Planning Department costs associated with the review of building permit applications.	17,000	0	
0	0	13,000	<b>4250-30</b> Planning Fees - Election Fees - Annexations Annexation measure applicant "deposit" for the May 2018 non-primary election.	13,000	0	
26,304	23,192	30,600	TOTAL LICENSES AND PERMITS	55,000	0	
			INTERGOVERNMENTAL			
6,153	5,703	12,000	<b>4535</b> Federal NPS CLG Grant Federal National Park System (NPS) Certified Local Government (CLG) grant for expenses associated with the preservation of local historic structures and their histories. Grant funds available on a biennium.	12,000	0	
56,226	14,338	0	<b>5070-05</b> 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	
62,379	20,041	12,000	TOTAL INTERGOVERNMENTAL	12,000	0	
			MISCELLANEOUS			
196	156	100	<b>6600-99 Other Income - Planning</b> Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges.	100	0	(
196	156	100	TOTAL MISCELLANEOUS	100	0	
88,878	43,388	42,700	TOTAL RESOURCES	67,100	0	(

2015	2016	2017		01 - GENERAL FUND Department :07 - PLANNING	2018	2018	201
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTE
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	2,571	0	7000	Salaries & Wages	0	0	(
256,742	270,368	266,625	Principal Pla Associate P	Salaries & Wages - Regular Full Time rector - 1.00 FTE anner - 1.00 FTE lanner - 1.00 FTE inician - Combined Depts - 0.65 FTE	296,344	0	
191	384	100	7000-20	Salaries & Wages - Overtime	0	0	(
0	0	7,564	7000-32	Salaries & Wages - Moving Allowance	0	0	(
0	1,488	0	7300	Fringe Benefits	0	0	(
15,417	16,230	17,006	7300-05	Fringe Benefits - FICA - Social Security	18,373	0	(
3,605	3,796	3,977	7300-06	Fringe Benefits - FICA - Medicare	4,298	0	(
62,383	69,976	67,185	7300-15	Fringe Benefits - PERS - OPSRP - IAP	78,147	0	(
33,910	35,138	57,175	7300-20	Fringe Benefits - Medical Insurance	48,895	0	(
0	7,783	7,975	7300-22	Fringe Benefits - VEBA Plan	4,475	0	(
441	344	378	7300-25	Fringe Benefits - Life Insurance	394	0	(
1,362	1,313	1,454	7300-30	Fringe Benefits - Long Term Disability	1,618	0	(
3,846	3,587	5,226	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,549	0	(
105	101	120	7300-37	Fringe Benefits - Workers' Benefit Fund	106	0	(
-8	0	0	7300-40	Fringe Benefits - Unemployment	0	0	(
377,994	413,079	434,785		TOTAL PERSONNEL SERVICES	458,199	0	(
				MATERIALS AND SERVICES			
2,071	4,459	3,000	Legal notice Planning Co plan docum	<b>Public Notices &amp; Printing</b> as for Citizens Advisory Committee (CAC), Historic Landmark Committee (HLC), mmission and City Council hearings on land-use; printing brochures, forms, and ents including the Zoning Ordinance. Also included are publication, notification reparation expenses.	5,000	0	(
64	59	600	7540 Costs share	<b>Employee Events</b> d city-wide for employee training, materials, and events.	600	0	
1,217	1,396	3,500	<b>7550</b> Membership	<b>Travel &amp; Education</b> os in professional organizations (APA, ORAPA, ULI, ICMA); Staff Training, ommission Training	9,000	0	1
99	104	150	7590	Fuel - Vehicle & Equipment	500	0	
of McMinnville	Rudget Desume	nt Renort		Page 25 of 258		4/18/2	2017

	nt Report			01 - GENERAL F	JND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>07 - PL/</b> Section : <b>N/A</b> Program : <b>N/A</b>	ANNING				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
2,977	3,082	3,550		Electric & Natural Gas					3,650	0	0
1,700	2,400	2 100	Department's 7610-05	share of Community Developmen Insurance - Liability	t Center electricity exp	ense, ~3	37%.		2,700	0	0
1,100	2,400 1,100		7610-05	Insurance - Property					1,300	0	0
2,892	2,780	3,000		Telecommunications					4,000	0	0
				Janitorial						0	0
2,222	2,330	3,000		share of Community Developmen	t Center janitorial serv	ce and s	supply	costs,	3,100	0	0
2,025	2,589	2,800		Materials & Supplies and planning publications.					4,000	0	0
6,153	5,703	12,000	Federal Natio	Materials & Supplies - Gra onal Park Service (NPS) Certified L ith the inventory and rehabilitation e.	ocal Government (CL				24,000	0	0
757	2,365	3,700	<b>7720-08</b> Department's	Repairs & Maintenance - B share of Community Developmen		improver	nents,	~37%.	3,700	0	0
1,352	957	3,150	service, alarn	<b>Repairs &amp; Maintenance - E</b> share of routine building maintenan and lighting repair and maintenan and carpet cleaning, ~37%.	ance costs including pe	est contro			3,150	0	0
955	891	45,050	Audit, Transc	Professional Services riptionist, Match for DLCD Grants, ds Analysis (HNA), Economic Opp Strategy					140,802	0	0
			Descripti	on	<u>Units</u>	<u>Amt/Ur</u>	<u>nit</u>	<u>Total</u>			
				125 administration fee	1		50	50			
			Audit fee Transcrip	allocation	1	70 7,50		700 7,500			
			•	/EOA Match for Grant	1	50,00		50,000			
			Ec Dev S	Strategy	1	30,00	00	30,000			
			Consultir	ng Services	1	52,55	52	52,552			
0	0	0	7750-04	Professional Services - Gr	ants				0	0	0
0	0	13,000		Professional Services - An ated to annexations; City reimburs nning Fees-Election Fees-Annexat	ed by applicant(s) thro		enue ao	ccount	13,000	0	0
1,174	1,592	2,600	Department's	Maintenance & Rental Con Center share of Community Developmen aintenance; and copier lease, ~37 <sup>4</sup>	t Center HVAC service		•		5,000	0	0
0	0	0	7800	M & S Equipment					0	0	0

udget Document Report				01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>07 - PLANNING</b> Section : <b>N/A</b> Program :N/A					2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
5,080	4,293	5,142	7840	M & S Computer Charges				4,997	0	0
		Description IS Department M&S costs shared city-wide		<u>Units</u> 1	<u>Amt/Unit</u> 4,997	<u>Total</u> 4,997				
5,166	9,457	5,710	7840-15	M & S Computer Charges - Planning				6,250	0	0
			AutoCA Engine	Permits Plus - 15% shared with Eng, Bldg AD Maintenance - 33% - shared with ering vrcview 17% - shared with Bldg, Eng, Pk Maint,	<u>Units</u> 1 1	<u>Amt/Unit</u> 2,550 1,700 2,000	<u>Total</u> 2,550 1,700 2,000			
37,004	45,556	113,352		TOTAL MATERIALS AND SERVICES					0	0
			CAPITAL OUTLAY							
498	890	1,114	8750	Capital Outlay Computer Charges				824	0	0
			<u>Descrip</u> IS Dep	otion artment capital costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 824	<u>Total</u> 824			
498	890	1,114	TOTAL CAPITAL OUTLAY					824	0	0
415,495	459,525	549,251	TOTAL REQUIREMENTS					693,772	0	0



# **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



### **Budget Highlights**

The McMinnville Police Department is committed to the safety and livability of our community. The 2017-18 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 three new police officers, 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  $\sim$ violations
- Initial investigation of felony crimes
- Traffic enforcement 0
- Serious injury crash investigations 0
- Special event coverage 0
- Participation in multi-agency accident investigation team 0
- Subpoena service

### Investigations and Support Division

- Investigation of mandated and serious felony crimes; i.e., 0 homicide, rape, child abuse, etc.
- Investigation of all serious person and property crimes
- High School Resource Officer (SRO) 0
- Participation in multi-agency narcotics investigation team (YCINT)
- Public Information  $\cap$
- **Emergency Management**  $\cap$
- Liaison to State and Federal agencies  $\cap$
- Code and Parking enforcement  $\cap$
- Evidence and found property management and disposal 0
- Professional standards and Accreditation

### 2017 – 2018 Proposed Budget --- Budget Summary

#### Administrative

- Budget, Accounts Payable, Payroll 0
- Police records management and reporting required by law 0
- Records requests; i.e., information, police report copies, etc. 0
- Volunteer Coordination 0
- **Community Relations** 0
- Facilitate community safety and educational events; i.e., National 0 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 Department maintains enforcement, the McMinnville Police 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.

### 2017-2018 Budgeted Organizational Structure

- 1 Chief of Police
- 2 Captains
- 5 Patrol Sergeants
- 23 Police Officers
- 1 Detective Sergeant
- 6 Detectives
- **1** Narcotics Detective
- 1 School Resource Officer

- 1 Support Services Manager
- **3 Records Specialists**
- 1 Community Support Coord.
- 1 Evidence/Property Tech
- 1 Parking Enforcement Officer
- 1 Clerical Assistant (P/T)
- 1 Facilities Maintenance (P/T)

### **Future Challenges and Opportunities**

### **Future Challenges**

The Police Department continues to provide services to our City and citizens during a difficult time in policing across our nation. The intense media scrutiny of our profession makes policing more complex than in years past, and Chiefs across the country do not see this trend changing in the foreseeable future.

With staffing shortages, work load increases, and two long term employees resigning, the police department adjusted staffing to ensure the core functions of the police department remain as strong as possible under the circumstances. The Police Department reassigned our narcotics detective from YCINT for the time being to bolster the patrol division, and prior to this we transferred a patrol officer to detectives to help assist with the workload. Our investigations section has seen over a 100% increase in cases over the last three years. In addition, we have seen an increase in neighborhood livability complaints related to nuisance property, and have lacked a capacity to do anything other than reactionary enforcement of these problem properties.

#### **Opportunities**

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.

With the addition of three new officers we were authorized to add in October, we will be able to have a somewhat more proactive presence in our community as it relates to traffic safety education and narcotics enforcement. As I have stated in the past it takes roughly 10-12 months for a newly hired officer to attain solo status, so this is a

long process. Once the new hires have been trained, we will add another detective to help with the caseload. We will have a dedicated traffic officer to help improve traffic safety within our city, and we will return our narcotics detective to the county wide narcotics team.

The Police Department will continue to reach out to all parts of our community through proactive means. Whether it is working with UNIDOS, Special Olympics, or other community partners we will engage with our citizenry to improve the quality of life. We will continue to bolster our volunteer program by seeking out citizens and students who want to make McMinnville a better place to live, learn, work and play.

Lastly, in these difficult policing times we need to trust each other. It is my commitment to our City that we will remain transparent even in the most difficult times.



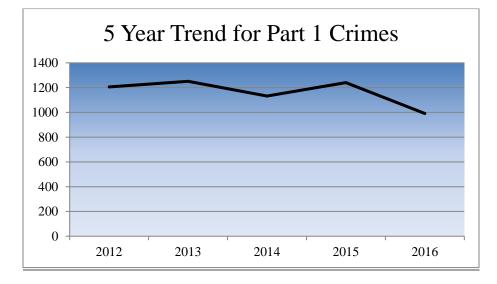
Pam Ramsey MPD's Special Olympics Coordinator

## **General Fund – Police**

### 2017 – 2018 Proposed Budget --- Budget Summary

### **Crime Tends in McMinnville**

In 2016 Uniform Crime Report data showed a decrease in overall reported crime of 13% from 2015. Crime data indicated that Part 1 Crimes (serious person/property crimes) decreased 20% while Part 2 Crimes (less serious person/property crimes) decreased 18%. Part 3 Crimes (behavioral crimes/personal conduct crimes) increased just over 2%.



Source Mac PD UCR data

### 2016 Traffic Data in McMinnville

In 2016 McMinnville Police officers conducted 4,144 traffic stops. From those stops officers

- Issued 3,612 total warnings from the stops
- Issued 2,426 total citations from the stops

Officers arrested 84 DUII's, 76 of which were alcohol related and 8 were found to be drug related.

Lastly, officers responded to 373 traffic crashes in McMinnville, an increase of 31%.

#### How Busy was McMinnville PD in 2016

MPD officers responded to 29,059 Calls for service for an average of 80 calls per day.

Officers arrested 1,525 adults and 201 juveniles for crimes committed within our City.



McMinnville Police officers investigating a traffic crash

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	165,852	140,260	153,628	13,368
Personnel Services	6,301,088	6,618,780	7,235,472	616,692
Materials & Services	859,538	866,083	893,300	27,217
Capital Outlay	109,448	128,522	86,760	(41,762)
Debt Service	-	-	31,351	31,351
Total Expenditures	7,270,075	7,613,385	8,246,883	633,498
Net Expenditures	(7,104,223)	(7,473,125)	(8,093,255)	620,130

## Full-Time Equivalents (FTE)

	/		
	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	45.56		
Police Officer - Patrol		2.00	
Police Officer - Investigations		1.00	
Extra Help - Police Reserves		(0.01)	
FTE Proposed Budget		2.99	48.55



Ofc Carruth and K9 partner Tucker

# **General Fund – Police**

- **2007** New Evidence Records Management System implemented to ensure proper tracking and disposition of evidence and seized property.
- 2008 Police move into new Public Safety Building.



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



- **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.
- **2013** Technology reductions include online crime mapping, crime analysis and in-vehicle mapping due to budget constraints.
- 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.

- Historical Highlights
- **2015** Police Department reorganizes supervision. Does not promote a sergeant position, and to add capacity to the patrol section.
- **2015** Department introduces the You Have Options Program to enhance services to its citizens

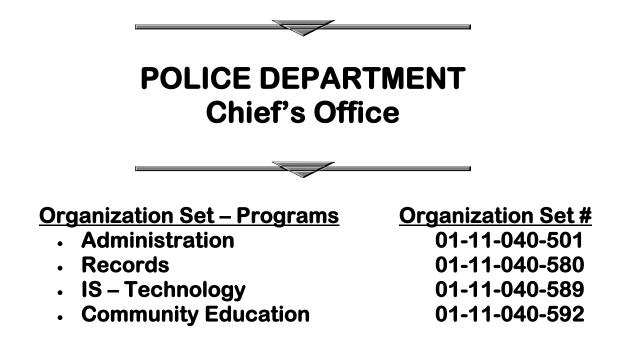


- **2016** Detective Section caseload continues to see a significant increase, detectives add additional detective to unit.
- **2016** City Council authorizes the hiring of 3 additional police officers to enhance police services.
- **2016** Department continues Latino community outreach through the aLERT program.
- 2016 Department receives Reaccreditation Award from Oregon Accreditation Alliance

## **General Fund - Police**

### 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description Fund Department Section	Number of		Total	Detailed	Summary
Program	Employees	Range	Salary	Page	Amount
Police Community Support Coordinator General Fund Police Investigations and Support Code / Parking Enforcement (0.98 FTE) Street Fund (0.02 FTE)	1	140	63,067	49 172	61,806 1,261



get Documer	nt Report			01 - GENERAL FUND						
2015	2016	2017		Department :11 - POLICE	_			2018	2018	201
ACTUAL	ACTUAL	AMENDED BUDGET		Section :040 - CHIEF'S OFFIC Program :501 - ADMINISTRATION				PROPOSED BUDGET	APPROVED BUDGET	ADOPTEL BUDGE
				Program :501 - ADMINISTRATION						
				LICENSES AND PERMITS	20					
250	200	250	4490	Licenses & Permits - Misc				150	0	0
200	200			or second hand merchants and pawnbrokers.						
250	200	250		TOTAL LICENSES A	ND PE	<u>RMITS</u>		150	0	0
				<b>INTERGOVERNMENTAL</b>						
0	0	0	4547-20	Federal Stimulus Funds - Justice As	sist Rec	overy Gran	t	0	0	0
440	3,576	5,200		<b>BVP Grant</b> etproof Vest Partnership Grant which funds 50%	of the b	ulletproof vest		2,820	0	0
			Descrip	<u>ition</u>	<u>Units</u>	<u>Amt/Unit</u>	Total			
			2017 aj	oplication to be processed for 8 vests	8	353	2,820			
0	0	10,000	4600	Traffic Safety Grant-DUII				14,000	0	0
			Descrip		<u>Units</u>	Amt/Unit	Total			
			2016 aj Sept '1	oplication processed - remaining funds for July - 7	1	4,000	4,000			
				oplication to be processed	1	10,000	10,000			
0	0	5,000	4610	Traffic Safety Grant-Safety Belt				7,000	0	0
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			2016 aj Oct '17	oplication processed - remaining funds for July -	1	2,000	2,000			
				oplicaton to be processed	1	5,000	5,000			
440	3,576	20,200		TOTAL INTERGOVE		NTAL		23,820	0	0
				CHARGES FOR SERVICES						
5,508	7,361	6,000	Fees charge 25 V 15 N	<b>Police Fees</b> ed by the Police Department per service: 'ideo or audio recording per listen lon criminal fingerprinting 'hotocopy per police report				6,000	0	0
25,834	27,855	28,410		<b>Property Rentals - YCOM</b> nmunications Agency (YCOM) rental of space in communications operation.	Police D	epartment for		28,978	0	0
31,342	35,216	34,410		TOTAL CHARGES FO	DR SER	VICES		34,978	0	0

dget Docume	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFFICE</b> Program : <b>501 - ADMINISTRATION</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				MISCELLANEOUS			
2,574	3,050	3,500	6400	Donations - Police	3,500	0	0
24,295	22,425	0	to on-the-jo wages for a	<b>Other Income - Workers' Comp Reimbursement</b> mpensation time-loss reimbursements while injured worker is unable to work due b injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty iny employee placed on an official light duty job for up to three months after a mpensation injury.	0	0	C
767	306	1,200		Other Income - PD Reserves eceived for police reserve coverage of special events, primarily from Linfield d McMinnville School District #40.	1,200	0	(
15,190	35,701	20,000	officer witne Jury or Circ	Other Income - Police bus police revenue including unclaimed property and surplus property sale; police ess fees for appearing in other than Municipal Court, such as before the Grand buit Court; and special event police officer coverage, primarily received from lege and McMinnville School District #40.	20,000	0	C
42,827	61,481	24,700		TOTAL MISCELLANEOUS	24,700	0	C
74,859	100,473	79,560		TOTAL RESOURCES	83,648	0	C

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFFICE</b> Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	84,801	0	7000	Salaries & Wages	0	0	0
161,205	177,259	188,986	7000-05 Police Chief Support Ser	Salaries & Wages - Regular Full Time - 1.00 FTE vices Manager - 1.00 FTE	201,584	0	0
17,367	12,998	19,898	7000-10	Salaries & Wages - Regular Part Time alist I - 0.60 FTE	19,658	0	0
30	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
4,113	4,200	4,200	7000-30 Police Chief	Salaries & Wages - Auto Allowance 's \$350 per month automobile allowance.	4,200	0	0
0	700	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	0	0
0	49,236	0	7300	Fringe Benefits	0	0	0
11,063	11,831	12,856	7300-05	Fringe Benefits - FICA - Social Security	13,627	0	0
2,587	2,767	3,108	7300-06	Fringe Benefits - FICA - Medicare	3,287	0	0
41,952	48,183	53,393	7300-15	Fringe Benefits - PERS - OPSRP - IAP	63,290	0	0
21,299	19,593	22,086	7300-20	Fringe Benefits - Medical Insurance	22,985	0	0
0	4,500	2,000	7300-22	Fringe Benefits - VEBA Plan	1,500	0	0
378	284	324	7300-25	Fringe Benefits - Life Insurance	324	0	0
1,002	1,038	1,130	7300-30	Fringe Benefits - Long Term Disability	1,194	0	0
5,269	4,562	5,919	7300-35	Fringe Benefits - Workers' Compensation Insurance	6,348	0	0
80	73	89	7300-37	Fringe Benefits - Workers' Benefit Fund	76	0	0
9	7	8	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	8	0	0
266,353	422,032	315,197		TOTAL PERSONNEL SERVICES	339,281	0	0
				MATERIALS AND SERVICES			
383	2,273	1,000		Public Notices & Printing for employment positions, community events, and newspaper subscriptions.	1,000	0	0
2,793	1,603	1,825	7530	Safety Training/OSHA	1,900	0	0
780	761	4,500		Employee Events d city-wide for employee training, materials, and events.	4,500	0	0
3,633	5,762	7,200		Travel & Education as and training for Chief, Support Services Manager and Chaplains	5,100	0	0
2,644	3,098	3,000		Dept Employee Recognition volunteers, and reserves appreciation dinner, plaques, certificates, etc.	3,000	0	0
f McMinnville	Budget Documer	nt Report		Page 30 of 258		4/18/2	2017

Budget Docume	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OF</b> Program :501 - ADMINISTRAT	-			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGE1
423	443	500	7590	Fuel - Vehicle & Equipment				500	0	0
64,400	87,000	86,400	7610-05	Insurance - Liability				109,000	0	0
9,300	11,400	14,800	7610-10	Insurance - Property				15,800	0	0
8,884	9,249	10,921	7620	Telecommunications				12,504	0	0
			Teleco Frontie Mifi wir	m - 11 landlines m - call processing charge of main lines r - lines for fire panel alarms eless service	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 7,920 1,140 1,140 984	<u>Total</u> 7,920 1,140 1,140 984			
721	1,291	900	Cell ph 7630-05	ones for park rangers, volunteers Uniforms - Employee	1	1,320	1,320	1,400	0	0
121	1,201	000		r Chief / Support Services Manager/Voluntee	rs			1,100	Ũ	0
13,009	10,777	15,000	7660	Materials & Supplies				15,000	0	0
0	0	0	7660-25	Materials & Supplies - Grants				0	0	0
2,574	3,050	3,500		Materials & Supplies - Donations and supplies purchases funded by revenue acc	count 6400, [	Donations - Po	lice.	3,500	0	0
0	0	0	7720-06	Repairs & Maintenance - Equipme	ent			0	0	0
47	51	150	7720-14	Repairs & Maintenance - Vehicles				200	0	0
38,969	19,768	14,405	7750	Professional Services				12,770	0	0
			Misc se Pre-err	125 administration fee	<u>Units</u> 1 3 1	<u>Amt/Unit</u> 50 1,000 740 9,500	<u>Total</u> 50 1,000 2,220 9,500			
0	0	0	7750-04	Professional Services - Grants				0	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OF</b> Program : <b>501 - ADMINISTRAT</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
39,282	35,382	41,646	7790	Maintenance & Rental Contracts				41,122	0	0
			Descr	ption	<u>Units</u>	Amt/Unit	Total			
			Aircar	ds 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	2,500	2,500			
			Mainte	enance - Lexipol	1	3,950	3,950			
			Mainte	enance - Rapid	1	1,614	1,614			
			Mainte	enance - police officer training software	1	2,380	2,380			
				enance - website backup	1	300	300			
				enance - scheduling software	1	3,600	3,600			
				enance - parking citation module	1	3,480	3,480			
				maintenance / contracts	1	6,350	6,350			
			Mainte	enance - PowerDMS accreditation module	1	900	900			
0	780	0	7800	M & S Equipment				0	0	0
881	6,952	10,400	7820	M & S Equipment - Grants				5,640	0	0
			Descr	ption	Units	Amt/Unit	Total			
			2017 :	application to be processed for 8 vests	8	705	5,640			
188,723	199,639	216,147		TOTAL MATERIALS	AND SE	RVICES		232,936	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.	AL OUTLA	<u>NY</u>		0	0	0
455,076	621,671	531,344		TOTAL REQU		·C		572,217	0	0

udget Docume	nt Report			01 - GENERAL FU	ND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POL</b> Section : <b>040 - CHIE</b> Program : <b>580 - RECO</b>	F'S OFFICE			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
				REG	QUIREMENTS					
				PERSONNEL SERVICES						
141,413	148,835	161,051		Salaries & Wages - Regular rds Specialist - 3.00 FTE	Full Time			151,006	0	C
0	0	514	7000-20	Salaries & Wages - Overtim	e			507	0	C
8,414	8,851	10,017	7300-05	Fringe Benefits - FICA - Soc	cial Security			9,393	0	(
1,968	2,070	2,341	7300-06	Fringe Benefits - FICA - Mee	dicare			2,197	0	0
28,325	29,575	32,471	7300-15	Fringe Benefits - PERS - OF	PSRP - IAP			34,390	0	(
54,845	56,916	63,794	7300-20	Fringe Benefits - Medical In	surance			58,774	0	0
378	302	324	7300-25	Fringe Benefits - Life Insura	ance			324	0	(
777	755	842	7300-30	Fringe Benefits - Long Tern	n Disability			778	0	(
445	466	669	7300-35	Fringe Benefits - Workers' (	Compensation In	surance		600	0	(
90	86	102	7300-37	Fringe Benefits - Workers' B	Benefit Fund			87	0	(
236,654	247,856	272,125		TOTAL PER		VICES		258,056	0	C
				MATERIALS AND SERVI	<u>CES</u>					
3,146	1,029	1,500	7550	Travel & Education				1,500	0	(
1,231	828	0	7630-05	Uniforms - Employee				900	0	(
4,315	4,562	4,500	7660	Materials & Supplies				4,500	0	(
135	131	140	7750	<b>Professional Services</b>				140	0	(
			<u>Descrip</u> Section	tion 125 administration fee	<u>Units</u> 1	<u>Amt/Unit</u> 140	<u>Total</u> 140			
0	1,544	0	7800	M & S Equipment				0	0	(
6,543	6,694	7,300	8040	Regional Automated Info No	etwork			7,600	0	(
15,369	14,789	13,440		TOTAL MATE	RIALS AND SE	RVICES		14,640	0	(
252,023	262,646	285,565		TOTAL	REQUIREMEN	TS		272,696	0	C

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFFIC</b> Program :589 - IS - TECHNOLOG				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREM						
				MATERIALS AND SERVICES						
66,718	69,407	57,622	7840	M & S Computer Charges				57,965	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				artment M&S costs shared city-wide	1	57,965	57,965			
56,264	78,153	69,840	7840-20	M & S Computer Charges - Police				67,825	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			E-ticket	ing annual hosting fee	1	800	800			
				ing maintenance-67% shared with Muni Ct	1	8,000	8,000			
				ce OnQ maintenance	1	8,500	8,500			
			Netmoti	on maintenance - 50% shared with Fire, Amb	1	2,500	2,500			
				E-ticketing import	1	1,300	1,300			
				message switch support	1	2,900	2,900			
				mobile support	1	7,500	7,500			
				remote support	1	400	400			
				RMS maintenance	1	8,800	8,800			
				DS maintenance	1	1,100	1,100			
			E-ticket	ing Zebra printer replacements	2	1,000	2,000			
			Evidend	ce barcode printer	1	1,300	1,300			
			Netmoti	on Licenses	3	375	1,125			
			Printer	replacement	1	1,200	1,200			
			Surface	s - Detectives	2	2,200	4,400			
			Data 91	1 MDT Hardware maintenance	1	8,000	8,000			
			Mobile/	Inform RMS Upgrade licensing	1	8,000	8,000			
122,982	147,560	127,462		TOTAL MATERIALS A	ND SE	RVICES		125,790	0	
				CAPITAL OUTLAY						
6,534	14,389	12,478	8750	Capital Outlay Computer Charges				9,560	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				artment capital shared costs city-wide	1	9,560	9,560			
	-					0,000	0,000	= 4 000		
8,216	0	21,664	8750-20	Capital Outlay Computer Charges - F	olice			54,200	0	
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			MDT w/	Verus camera system/printer	3	11,400	34,200			
			Mobile/	Inform RMS Upgrade e-ticketing custom work	1	20,000	20,000			
14,750	14,389	34,142		TOTAL CAPITAL	OUTL	<u> </u>		63,760	0	
137,732	161,948	161,604							0	

dget Documen	t Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFFICE</b> Program :592 - COMMUNITY EDUCATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
502	0	500 <b>7520</b>	Public Notices & Printing	500	0	0
3,885	3,155	4,600 <b>7660</b>	Materials & Supplies	4,600	0	0
4,386	3,155	5,100	TOTAL MATERIALS AND SERVICES	5,100	0	0
4,386	3,155	5,100	TOTAL REQUIREMENTS	5,100	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

get Docume	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPER/</b> Program :501 - ADMINISTRATIO				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREN	IENTS					
				PERSONNEL SERVICES						
98,539	105,327	108,223	7000-05 Police Capta	Salaries & Wages - Regular Full Tin ain - 1.00 FTE	ne			115,764	0	0
2,338	0	0	7000-20	Salaries & Wages - Overtime				0	0	0
6,018	6,216	6,710	7300-05	Fringe Benefits - FICA - Social Secu	urity			7,177	0	0
1,407	1,454	1,569	7300-06	Fringe Benefits - FICA - Medicare				1,679	0	0
24,493	28,691	29,479	7300-15	Fringe Benefits - PERS - OPSRP - I	٩P			36,570	0	0
18,654	15,905	16,390	7300-20	Fringe Benefits - Medical Insurance	•			17,056	0	0
0	3,000	1,500	7300-22	Fringe Benefits - VEBA Plan				1,500	0	0
126	107	108	7300-25	Fringe Benefits - Life Insurance				108	0	0
508	552	566	7300-30	Fringe Benefits - Long Term Disabi	lity			608	0	0
4,674	3,788	4,827	7300-35	Fringe Benefits - Workers' Compen	sation Ins	surance		5,198	0	0
31	30	34	7300-37	Fringe Benefits - Workers' Benefit I	Fund			29	0	0
156,787	165,068	169,406		TOTAL PERSONN	EL SERV	ICES		185,689	0	0
				MATERIALS AND SERVICES						
185	196	1,000	7530	Safety Training/OSHA				1,000	0	0
			<u>Descrip</u> Bloodbo	<u>tion</u> purne pathogens supplies	<u>Units</u> 1	<u>Amt/Unit</u> 1,000	<u>Total</u> 1,000			
2,467	1,201	2,000	<b>7550</b> Membership	Travel & Education				2,000	0	0
717	414	1,200	7590	Fuel - Vehicle & Equipment				1,200	0	0
21,034	18,856	23,645		Telecommunications ecommunications for entire Field Operations D	ivision.			24,640	0	0
			Telecon Cell pho	<u>tion</u> n landlines n voicemail boxes ones for field operations ox services-programming and moving phones	<u>Units</u> 14 26 1 1	<u>Amt/Unit</u> 750 65 11,800 650	<u>Total</u> 10,500 1,690 11,800 650			
233	399	900	7630-05	Uniforms - Employee				900	0	0

Budget Docume	nt Report			01 - GENERAL FU	ND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLIC</b> Section : <b>043 - FIELD</b> Program : <b>501 - ADMINI</b>	OPERATIONS			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
510	480	5,050	7750	Professional Services				2,550	0	0
			Descr	iption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Sectio	on 125 administration fee	1	50	50			
			In cus	tody hospital bills for blood draws	1	2,500	2,500			
0	383	200	7800	M & S Equipment				200	0	0
25,596	22,544	34,995		TOTAL MATER	IALS AND SE	RVICES		33,490	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	C
0	0	0	8850	Vehicles				0	0	C
0	0	0		TOTAL CA	APITAL OUTL	<u> </u>		0	0	C
182,384	187,611	204,401		TOTAL R	EQUIREMENT	-s		219,179	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPER</b> Program :553 - PATROL	ATIONS			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGE1
				REQUIREN	MENTS					
				PERSONNEL SERVICES						
2,101,856	2,046,574	2,143,602	Police Sergea	Salaries & Wages - Regular Full Tin ant - Patrol - 5.00 FTE - Patrol - 23.00 FTE	me			2,304,101	0	0
9,480	0	0	7000-15	Salaries & Wages - Temporary				0	0	0
363,659	320,882	375,021	7000-20	Salaries & Wages - Overtime				375,011	0	0
152,433	146,742	156,154	7300-05	Fringe Benefits - FICA - Social Sec	urity			168,798	0	0
35,902	34,417	36,521	7300-06	Fringe Benefits - FICA - Medicare				39,475	0	0
556,083	575,933	654,919	7300-15	Fringe Benefits - PERS - OPSRP - I	AP			803,257	0	0
531,186	536,609	581,736	7300-20	Fringe Benefits - Medical Insurance	e			644,926	0	0
3,323	2,782	2,808	7300-25	Fringe Benefits - Life Insurance				3,024	0	0
10,432	10,242	10,614	7300-30	Fringe Benefits - Long Term Disab	ility			11,464	0	0
107,989	85,658	112,331	7300-35	Fringe Benefits - Workers' Comper	sation Ins	surance		120,292	0	0
930	906	888	7300-37	Fringe Benefits - Workers' Benefit	866	0	0			
7,772	3,182	10,000	7300-40	Fringe Benefits - Unemployment				9,999	0	0
8,881,045	3,763,926	4,084,594		TOTAL PERSONN	EL SERV	ICES		4,481,213	0	0
				MATERIALS AND SERVICES						
4,131	6,908	7,900	7550	Travel & Education				11,400	0	0
			Description	on	<u>Units</u>	Amt/Unit	Total			
				hips and training for patrol division	1	5,000	5,000			
				ip training for sergeants	1	2,000	2,000			
				<sup>·</sup> development course Trauma First Aid Drug Abuse Summit	1 1	900 1,500	900 1,500			
				construction classes	1	2,000	2,000			
0	768	0	7550-25	Travel & Education - Tactical Supp	ort			0	0	0
52,295	38,476	40,000	7590	Fuel - Vehicle & Equipment				45,000	0	0
21,603	34,525	21,000	7630-05 Equipment for	Uniforms - Employee r new hires, rain jacket and pants replaceme	nts, uniform	updates for p	oatrol	22,000	0	0
			<u>Descriptio</u> Uniforms	on for patrol division	<u>Units</u> 1	<u>Amt/Unit</u> 22,000	<u>Total</u> 22,000			
0	0		7630-25	Uniforms - Tactical Support				0	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPEF</b> Program :553 - PATROL	ATIONS			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
17,201	12,806	12,875	7660	Materials & Supplies				8,875	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				s, CD's, Forms and equipment for patrol	1	5,500	5,500			
				Kit Supplies	1	2,875	2,875			
			Honor G	Suard Equipment	1	500	500			
0	3,402	0	7660-23	Materials & Supplies - Tactical Sup	pport			0	0	
2,277	210	2,200	7720	Repairs & Maintenance				1,000	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Not a ca	alibration year	1	1,000	1,000			
41,839	38,358	42,000	7720-14	Repairs & Maintenance - Vehicles				44,000	0	
1,813	80	2,500	7720-20	Repairs & Maintenance - Vehicle E	ectronics			1,000	0	
				D's, mobile radios						
218	229	380	7750	Professional Services				380	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				125 administration fee	1	240	240			
			Other		1	140	140			
19,823	16,204	8,537	7800	M & S Equipment				8,500	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				quipment	1	2,500	2,500			
				a APX 4000 portable radios	3	2,000	6,000			
0	4,004	0	7800-25	M & S Equipment - Tactical Suppo	ort			0	0	
161,198	155,968	137,392		TOTAL MATERIALS	AND SEF	RVICES		142,155	0	
				CAPITAL OUTLAY						
105,670	74,129	92,380	8850	Vehicles				0	0	
105,670	74,129	92,380		TOTAL CAPIT	AL OUTLA	<u>\Y</u>		0	0	
				DEBT SERVICE						
0	0	0	9410-05	Vehicle Lease/Purchase - Principa	I			27,271	0	
				pal payment on three 2017 Ford Interceptor ment is for five years with bargain purchase	SUVs, includ		e unit.			
0	0	0	9410-10	Vehicle Lease/Purchase - Interest				4,080	0	
0	0	0		TOTAL DEBT		L		31,351	0	
•										

get Documen	t Report			01 - GENERAL FU	JND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POL</b> Section : <b>043 - FIEL</b> Program :556 - TRAF	D OPERATIONS			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
					QUIREMENTS					
				PERSONNEL SERVICES	<u>i</u>					
0	0	0	7300	Fringe Benefits				0	0	C
0	0	0		TOTAL PER	RSONNEL SERV	ICES		0	0	0
				MATERIALS AND SERVI	CES					
0	0	0	7550	Travel & Education				0	0	0
864	559	1,500	7590	Fuel - Vehicle & Equipment	t			1,500	0	0
0	0	0	7630-05	Uniforms - Employee				0	0	0
0	0	0	7660	Materials & Supplies				0	0	0
533	1,146	3,550	7720-14 Motorcycle	Repairs & Maintenance - Ve repairs & maintenance for two motor				3,550	0	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				blacement	6	275	1,650			
			Spare t Brake r	eplacement	2	250 700	500 1,400			
0	0	0	7800	M & S Equipment				0	0	0
1,397	1,705	5,050		TOTAL MATE	RIALS AND SEI	RVICES		5,050	0	0
				CAPITAL OUTLAY						
0	0	0	8850	Vehicles				0	0	0
0	0	0		TOTAL		<u>AY</u>		0	0	0
1,397	1,705	5,050		TOTAL	REQUIREMENT	S		5,050	0	0

dget Documen	t Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPER</b> Program : <b>562 - RESERVES</b>	ATIONS			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIRE	<i>IENTS</i>					
				PERSONNEL SERVICES						
695	1,543	3,000	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Police Reserves - 0.05 FTE				3,000	0	(
43	96	186	7300-05	Fringe Benefits - FICA - Social Sec	urity			186	0	(
10	22	44	7300-06	Fringe Benefits - FICA - Medicare				44	0	(
92	37	0	7300-15	Fringe Benefits - PERS - OPSRP - I	AP			0	0	(
34	63	134	7300-35	Fringe Benefits - Workers' Comper	sation Ins	surance		135	0	(
1	1	2	7300-37	Fringe Benefits - Workers' Benefit	Fund			2	0	(
116	0	0	7300-40	Fringe Benefits - Unemployment				99	0	(
676	432	700	7400-05	Fringe Benefits - Volunteers - Life	nsurance			700	0	(
810	796	895	7400-10	Fringe Benefits - Volunteers - Worl	ers' Com	pensation In	surance	901	0	(
2,477	2,990	4,961		TOTAL PERSONN	EL SERV	<u>ICES</u>		5,067	0	C
				MATERIALS AND SERVICES						
416	410	1,640	7550	Travel & Education				1,680	0	C
			<u>Descrip</u>	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			-	Reserve Officer Association membership due		40	280			
				ey Reserve Training Academy	3	400	1,200			
			Training	courses	1	200	200			
919	3,053	7,000	7630-10	Uniforms - Volunteer				7,990	0	(
			<u>Descrip</u>	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Reserve	uniform maintenance	1	1,000	1,000			
			New res	erve uniforms	3	2,330	6,990			
152	0	200	7660	Materials & Supplies				200	0	(
1,488	3,463	8,840		TOTAL MATERIALS	AND SE	RVICES		9,870	0	C
3,964	6,453	13,801		TOTAL REQU	DEMENT	-e		14,937	0	0

udget Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERATIONS</b> Program :565 - CANINE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			MISCELLANEOUS			
0	0	2,000 <b>6400</b>	Donations - Police	7,450	0	0
0	0	2,000	TOTAL MISCELLANEOUS	7,450	0	0
0	0	2,000	TOTAL RESOURCES	7,450	0	0

lget Documen	t Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPER</b> Program :565 - CANINE	ATIONS			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	20 <sup>7</sup> ADOPTE BUDGE
				REQUIREN	<i>IENTS</i>					
				MATERIALS AND SERVICES						
8,271	4,224	3,780	7550	Travel & Education				3,780	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Membe	rships and training	1	3,780	3,780			
6,734	7,052	8,425	7660	Materials & Supplies				8,425	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Medical	care	1	3,800	3,800			
			Dog Fo	od	1	2,500	2,500			
			Training	g aids, leashes, miscellaneous equipment	1	1,000	1,000			
			Boardin	g	1	1,000	1,000			
			License	S	1	125	125			
0	0	2,000	7680	Materials & Supplies - Donations				7,450	0	
0	1,074	0	7800	M & S Equipment				0	0	
0	8,250	0	7800-26	M & S Equipment - Canine				0	0	
15,004	20,600	14,205		TOTAL MATERIALS	AND SE	RVICES		19,655	0	
				CAPITAL OUTLAY						
10,368	0	0	8710-15	Equipment - Canine				0	0	
10,368	0	0		TOTAL CAPITA	L OUTL/	<u> </u>		0	0	
25,372	20,600	14,205		TOTAL REQUI	REMENT	S		19,655	0	



# **POLICE DEPARTMENT** Investigations & Support Division

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

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGAT</b> Program :501 - ADMINISTRATIO		SUPPORT		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREN						
				PERSONNEL SERVICES						
100,797	145,527	104,756	7000-05 Police Capta	Salaries & Wages - Regular Full Tir ain - 1.00 FTE	ne			112,199	0	0
0	0	0	7000-20	Salaries & Wages - Overtime				0	0	0
5,904	8,621	6,495	7300-05	Fringe Benefits - FICA - Social Sec	urity			6,956	0	0
1,381	2,016	1,519	7300-06	Fringe Benefits - FICA - Medicare				1,627	0	0
24,473	39,642	28,535	7300-15	Fringe Benefits - PERS - OPSRP - I	AP			35,443	0	0
15,806	25,724	16,390	7300-20	Fringe Benefits - Medical Insurance	;			17,056	0	0
0	3,000	1,500	7300-22	Fringe Benefits - VEBA Plan				1,500	0	0
126	152	108	7300-25	Fringe Benefits - Life Insurance				108	0	0
537	763	566	7300-30	Fringe Benefits - Long Term Disabi	lity			608	0	0
4,480	5,331	4,672	7300-35	Fringe Benefits - Workers' Compen	sation In	surance		5,038	0	0
29	29	34	7300-37	Fringe Benefits - Workers' Benefit I	Fund			29	0	0
955	1,974	950	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance				0	0	0
154,489	232,779	165,525		TOTAL PERSONN		ICES		180,564	0	0
				MATERIALS AND SERVICES						
2,201	1,811	2,000	7550	Travel & Education				2,250	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Membe	•	1	600	600			
			Training		1	1,650	1,650			
1,002	567	1,500	7590	Fuel - Vehicle & Equipment				1,000	0	0
17,807	18,103	23,712		Telecommunications communications for entire Special Operations				19,457	0	0
			Descrip		<u>Units</u>	Amt/Unit	Total			
			Telecon	n - landlines - 15	12	725	8,700			
			Telecon	n- voicemail box for school resource officer	1	65	65			
				ones - 13 phones	12	680	8,160			
				e facility landline	12	41	492			
				r Surface x services	12 1	120 600	1,440 600			
					1	000	600			
324	691		7630-05	Uniforms - Employee				600	0	0
668	541	400	7660	Materials & Supplies				400	0	0
of McMinnville	Budget Docume	nt Report	Page 44 of 258					4/18/2	2017	

udget Documer	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATI</b> Program :501 - ADMINISTRATIO		SUPPORT		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
204	1,074	2,500	7720-14	Repairs & Maintenance - Vehicles				500	0	0
1,895	1,769	4,500	7720-16	Repairs & Maintenance - Radio & P	agers			3,000	0	0
2,334	16,311	10,050	7750	Professional Services				25,050	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Section	125 administration fee	1	50	50			
			Transci	iption service	1	20,000	20,000			
			Compu	ter Forensics	1	5,000	5,000			
0	3,789	600	7800	M & S Equipment				0	0	0
5,705	5,979	4,900	7800-06	M & S Equipment - Weapons				7,830	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Sig Sau	uer 5.16 patrol rifle w/ equipment and lights	2	2,165	4,330			
			Glock 2 hires)	2 handguns w/lights (3 reserves and 2 new	5	700	3,500			
32,139	50,634	50,762		TOTAL MATERIALS	AND SE	RVICES		60,087	0	0
				CAPITAL OUTLAY						
0	0	0	8850	Vehicles				23,000	0	C
0	0	0		TOTAL CAPITA	L OUTL/	<u> </u>		23,000	0	C
186,628	283,412	216,287		TOTAL REQUI	REMENT	-s		263,651	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLIC</b> Section : <b>046 - INVES</b> Program :550 - BUILDIN	TIGATIONS AND	SUPPORT		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQU	JIREMENTS					
				PERSONNEL SERVICES						
34,872	37,278	41,280	7000-10 Facilities Ma	Salaries & Wages - Regular F intenance Technician - PD & Civic Hal				43,211	0	0
0	0	0	7000-15	Salaries & Wages - Temporar	У			0	0	0
2,162	2,311	2,559	7300-05	Fringe Benefits - FICA - Socia	al Security			2,679	0	0
506	541	599	7300-06	Fringe Benefits - FICA - Medi	care			627	0	0
6,985	7,463	8,265	7300-15	Fringe Benefits - PERS - OPS	RP - IAP			9,774	0	0
0	0	0	7300-20	Fringe Benefits - Medical Ins	urance			0	0	0
82	69	70	7300-25	Fringe Benefits - Life Insuran	се			70	0	0
203	216	220	7300-30	Fringe Benefits - Long Term	Disability			227	0	0
1,654	1,461	1,758	7300-35	Fringe Benefits - Workers' Co	ompensation Ins	surance		1,854	0	0
27	25	28	7300-37	Fringe Benefits - Workers' Be	enefit Fund			23	0	0
46,491	49,364	54,779		TOTAL PERS	ONNEL SERV	ICES		58,465	0	0
				MATERIALS AND SERVIC	ES					
41,315	40,309	45,000	7600	Electric & Natural Gas				48,000	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Electrici	-	1	37,000	37,000			
		4 0 0 0	Natural	-	1	11,000	11,000	0.400		
1,500	2,000		7610-05	Insurance - Liability				2,400	0	0
9,800	9,900		7610-10	Insurance - Property				10,400	0	0
0	0		7630-05	Uniforms - Employee				100	0	0
23,400	23,400		7650-10	Janitorial - Services				26,034	0	0
2,746	2,626	,	7650-15	Janitorial - Supplies				3,000	0	0
45,654	51,223	53,033	7720-10	Repairs & Maintenance - Buil	ding Maintenan	се		47,572	0	0
			<u>Descrip</u>		Units	Amt/Unit	Total			
				ance contracts s, operations, and repairs	1 1	33,587 4,785	33,587 4,785			
			Projects		1	4,703 5,000	5,000			
				cleaning	1	4,200	4,200			
124,414	129,458	139,133		TOTAL MATER				137,506	0	0

dget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program :550 - BUILDING MAINTENANCE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			CAPITAL OUTLAY			
0	0	0 <b>8710</b>	Equipment	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
170,906	178,822	193,912	TOTAL REQUIREMENTS	195,971	0	0

dget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program :559 - CODE/PARKING ENFORCEMENT	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			FINES AND FORFEITURES			
1,031	6,350	200 <b>6115</b>	Code Enforcement	1,500	0	0
1,031	6,350	200	TOTAL FINES AND FORFEITURES	1,500	0	0
1,031	6,350	200	TOTAL RESOURCES	1,500	0	0

2015 ACTUAL	2016 ACTUAL	2017     Department :11 - POLICE       AMENDED     Section :046 - INVESTIGATIONS AND SUPPORT       BUDGET     Program :559 - CODE/PARKING ENFORCEMENT					2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
				REQUIREM	ENTS					
				PERSONNEL SERVICES						
115,163	118,012	122,384		Salaries & Wages - Regular Full Tim nunity Support Coordinator - 0.98 FTE ode Enforcement - 1.00 FTE	e			121,334	0	0
0	583	1,495	7000-20	Salaries & Wages - Overtime				1,014	0	0
6,905	7,134	7,681	7300-05	Fringe Benefits - FICA - Social Secu	rity			7,586	0	0
1,615	1,668	1,797	7300-06	Fringe Benefits - FICA - Medicare				1,775	0	0
25,592	28,135	29,429	7300-15	Fringe Benefits - PERS - OPSRP - IA	Р			27,838	0	0
26,707	28,190	34,853	7300-20	Fringe Benefits - Medical Insurance				42,888	0	0
250	184	214	7300-25	Fringe Benefits - Life Insurance				214	0	0
609	533	620	7300-30	Fringe Benefits - Long Term Disabil	ty			636	0	0
5,270	4,148	5,526	7300-35	Fringe Benefits - Workers' Compens	ation In	surance		5,494	0	0
58	54	68	7300-37	Fringe Benefits - Workers' Benefit F	und			58	0	0
1,130	892	1,101	7400-10	Fringe Benefits - Volunteers - Worke	ers' Com	pensation In	surance	1,101	0	0
183,299	189,535	205,168		TOTAL PERSONNE		<u>ICES</u>		209,938	0	0
				MATERIALS AND SERVICES						
309	50	700	<b>7550</b> Membership	Travel & Education s and training				1,200	0	0
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Code El Employe	nforcement Conference (Code and Parking ees)	2	400	800			
				rship - Code Enforcement of Oregon - Code	2	50	100			
			and Par Other T	0	1	300	300			
2,524	2,265	3,500		Fuel - Vehicle & Equipment				2,500	0	0
1,429	1,041	1,500	7630-05 Uniforms for	Uniforms - Employee code/parking enforcement staff				1,000	0	0
3,321	1,883	2,000		Materials & Supplies				2,000	0	0
2,107	2,027	3,000	7720-14	Repairs & Maintenance - Vehicles				6,000	0	0
44	37	50	7750	Professional Services				0	0	0

udget Docume	nt Report			01 - GENERAL FL	JND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POL</b> Section : <b>046 - INV</b> Program :559 - COD	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET			
1,190	1,400	2,500	7750-08 Services to	Professional Services - Co clean up yard debris and grass abat				4,000	0	0
			Descr	iption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Grass	-Weed Abatement	1	2,000	2,000			
			Junk A	Abatement	1	2,000	2,000			
0	0	100	7800	M & S Equipment				0	0	0
10,924	8,702	13,350		TOTAL MATERIALS AND SERVICES				16,700	0	0
194,222	198,237	218,518		TOTAL REQUIREMENTS				226,638	0	0

lget Documer	nt Report			01 - GENERAL FU	ND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program :568 - INVESTIGATIONS				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REG	QUIREMENTS					
				PERSONNEL SERVICES						
353,774	430,990	502,646	7000-05 Police Serge Police Office	Salaries & Wages - Regular eant - Special Operations - 1.00 FTE er - Investigations - 6.00 FTE	Full Time			587,452	0	0
4,367	5,204	6,500	7000-15	Salaries & Wages - Tempora Investigations - 0.12 FTE		6,500	0	0		
77,218	98,751	64,988	7000-20	•	Salaries & Wages - Overtime					0
1,600	2,000	2,700	7000-35 Detectives'	Salaries & Wages - Clothing \$450 annual clothing allowance.	g Allowance			3,150	0	0
26,652	32,356	35,765	7300-05	Fringe Benefits - FICA - Soc	ial Security			41,047	0	0
6,269	7,681	8,364	7300-06	Fringe Benefits - FICA - Mee	dicare			9,601	0	0
98,561	132,996	150,209	7300-15	Fringe Benefits - PERS - OF		193,252	0	0		
81,843	110,466	138,513	7300-20	Fringe Benefits - Medical In	surance			168,394	0	0
530	548	648	7300-25	Fringe Benefits - Life Insura	ance			756	0	0
1,662	2,025	2,388	7300-30	Fringe Benefits - Long Tern	n Disability			2,836	0	0
18,427	19,163	25,605	7300-35	Fringe Benefits - Workers' (	Compensation Ins	surance		29,587	0	0
152	188	208	7300-37	Fringe Benefits - Workers' B	Benefit Fund			206	0	0
0	0	0	7300-40	Fringe Benefits - Unemploy	ment			0	0	0
671,055	842,367	938,534		TOTAL PER	SONNEL SERV	ICES		1,107,764	0	0
				MATERIALS AND SERVI	<u>CES</u>					
4,900	6,013	9,000	7550	Travel & Education				9,000	0	0
			Homicio New Inv Out of S	<u>ution</u> buse Summit x7 de Conference x5 vestigator Training State/Area Investigations nal Training	<u>Units</u> 1 2 1 1	<u>Amt/Unit</u> 1,000 2,750 625 2,000 2,000	<u>Total</u> 1,000 2,750 1,250 2,000 2,000			
6,329	4,631	6,000	7590	Fuel - Vehicle & Equipment				6,000	0	0
468	919	1,200	7630-05	Uniforms - Employee				2,100	0	0

dget Documer	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>568 - INVESTIGATIONS</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
1,306	6,549	4,000	7660	Materials & Supplies				3,000	0	C
			Descrip	<u>tion</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Camera	as, Batteries, other supplies	1	1,000	1,000			
			Investig etc)	ative Funds (Evidence Processing, Informants,	1	1,000	1,000			
			Investig	ative Tools - white board and other tools	1	1,000	1,000			
4,390	14,960	4,500	7720-14	Repairs & Maintenance - Vehicles				6,000	0	(
907	389	912	7750	Professional Services				912	0	(
			Descrip	<u>tion</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Comca	st Line	12	26	312			
			The La	st One (TLO) Fees	12	50	600			
8,413	10,021	4,650	7800	M & S Equipment				800	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			CD Shr	edder	1	800	800			
26,713	43,481	30,262		TOTAL MATERIALS A	ND SE	RVICES		27,812	0	(
				CAPITAL OUTLAY						
0	20,931	2,000	8850	Vehicles				0	0	
0	20,931	2,000		TOTAL CAPITAL	OUTL	<u> </u>		0	0	
697,767	906,780	970,796		TOTAL REQUIR	EMENT	S		1,135,576	0	(

Budget Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program :571 - NARCOTICS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	0 <b>5200</b>	YCINT - ERAD Grant	0	0	0
0	0	0	TOTAL INTERGOVERNMENTAL	0	0	0
			FINES AND FORFEITURES			
7,466	1,410	0 <b>6110-10</b>	Drug Forfeitures - State	0	0	0
7,466	1,410	0	TOTAL FINES AND FORFEITURES	0	0	0
7,466	1,410	0	TOTAL RESOURCES	0	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGA</b>	TIONS AND	SUPPORT		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
		BUDGET		Program :571 - NARCOTICS				BODGET	BODGET	BUDGE
				REQUIR	MENIS					
				PERSONNEL SERVICES						
79,623	81,118	82,736	7000-05 Police Office	Salaries & Wages - Regular Full 1 er - Narcotics - 1.00 FTE	ïme			75,877	0	(
19,220	14,546	15,184	7000-20	Salaries & Wages - Overtime				10,001	0	(
400	400	450	7000-35 Dectective's	Salaries & Wages - Clothing Allow \$450 annual clothing allowance.	vance			450	0	(
6,085	5,882	6,099	7300-05	Fringe Benefits - FICA - Social Se	curity			5,349	0	(
1,423	1,376	1,426	7300-06	Fringe Benefits - FICA - Medicare				1,251	0	(
18,266	22,745	24,221	7300-15	Fringe Benefits - PERS - OPSRP	IAP			27,258	0	(
20,798	22,528	24,182	7300-20	Fringe Benefits - Medical Insuran	се			25,028	0	(
126	107	108	7300-25	Fringe Benefits - Life Insurance				108	0	(
381	381	388	7300-30	Fringe Benefits - Long Term Disa	bility			398	0	
4,215	3,498	4,367	7300-35	Fringe Benefits - Workers' Comp	ensation Ins	surance		3,856	0	
35	34	34	7300-37	Fringe Benefits - Workers' Benefi	t Fund			29	0	
150,572	152,614	159,195		TOTAL PERSON	NEL SERV	ICES		149,605	0	
				MATERIALS AND SERVICES						
108	46	500	7550	Travel & Education				1,000	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Conference and other training	1	500 500	500 500			
1 600	1 202	1 500		restigator Training	I	500	500	1,500	0	
1,692	1,382	1,500		Fuel - Vehicle & Equipment				800	0	
639	630 97	800	7620 7620 05	Telecommunications				200	0	
0	-	200 5,050	7630-05	Uniforms - Employee Materials & Supplies				5,500	0	
5,026	5,021	5,050						5,500 750	0	
0	0	325	7720-14	Repairs & Maintenance - Vehicles				600	0	
0	0	525	7800 Descrip	M & S Equipment	<u>Units</u>	Amt/Unit	Total	600	0	
			SL-300		<u>oniiis</u> 1	600	600			
7,466	7,176	8,375		TOTAL MATERIAL	S AND SE	RVICES		10,350	0	
1,400										

dget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>574 - SCHOOL RESOURCE</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
47,951	50,318	51,200	<b>5020-05 McMinnville School Dist #40 - SRO - High School</b> McMinnville School District #40 shares in the cost of the High School Resource Officer by paying the City 50% of the officer's salary and fringe benefits for the nine-month school year.	53,800	0	0
47,951	50,318	51,200	TOTAL INTERGOVERNMENTAL	53,800	0	0
47,951	50,318	51,200	TOTAL RESOURCES	53,800	0	0

dget Docume	nt Report			01 - GENERAL FU	ND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>574 - SCHOOL RESOURCE</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQ	UIREMENTS					
				PERSONNEL SERVICES						
93,432	78,746	82,872	7000-05 Police Officer	Salaries & Wages - Regular - High School Resource Officer - 1.0				85,260	0	(
7,611	5,904	8,503	7000-20	Salaries & Wages - Overtime	9			8,618	0	(
6,220	5,175	5,665	7300-05	Fringe Benefits - FICA - Soc	ial Security			5,820	0	(
1,455	1,210	1,325	7300-06	Fringe Benefits - FICA - Med	licare			1,361	0	(
24,533	20,203	21,844	7300-15	Fringe Benefits - PERS - OP	SRP - IAP			25,485	0	(
13,762	22,528	24,182	7300-20	Fringe Benefits - Medical Ins	surance			25,028	0	(
115	107	108	7300-25	Fringe Benefits - Life Insura	nce			108	0	(
352	382	388	7300-30	Fringe Benefits - Long Term	Disability			398	0	(
3,907	2,963	4,075	7300-35	Fringe Benefits - Workers' C	ompensation Ins	surance		4,215	0	(
33	31	34	7300-37	Fringe Benefits - Workers' B	enefit Fund			29	0	(
151,419	137,248	148,996		TOTAL PER	SONNEL SERV	ICES		156,322	0	
				MATERIALS AND SERVIC	<u>ES</u>					
1,973	1,185	1,500	7550	Travel & Education				1,700	0	(
			-	RO Conference SRO Course	<u>Units</u> 1 1	<u>Amt/Unit</u> 600 900 200	<u>Total</u> 600 900 200			
0	14	50	7660	Materials & Supplies s youth services program materials a	and supplies.	200	200	50	0	
1,973	1,199	1,550		TOTAL MATER	RIALS AND SEI	RVICES		1,750	0	
153,393	138,447	150,546		TOTAL I	REQUIREMENT	S		158,072	0	(

nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>577 - IN-SERVICE</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
7,300	7,300	<b>5380-02</b> Revenue rec	Facility Rentals - Training Facility eived from neighboring agencies for use of the Firearms Facility.	7,300	0	0
7,300	7,300		TOTAL CHARGES FOR SERVICES	7,300	0	0
7,300	7,300		TOTAL RESOURCES	7,300	0	0
	ACTUAL 7,300 <b>7,300</b>	2016 2017 ACTUAL AMENDED BUDGET 7,300 7,300 7,300 7,300	2016 ACTUAL         2017 AMENDED BUDGET           7,300         7,300         5380-02 Revenue rec           7,300         7,300         5380-02 Revenue rec	2016 ACTUAL       2017 AMENDED BUDGET       Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE         RESOURCES         CHARGES FOR SERVICES         7,300       7,300       5380-02       Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility.         TOTAL CHARGES FOR SERVICES	2016 ACTUAL2017 AMENDED BUDGETDepartment :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE2018 PROPOSED BUDGETRESOURCES7,3007,3005380-02 Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility.7,3007,3007,300TOTAL CHARGES FOR SERVICES7,300	2016 ACTUAL2017 AMENDED BUDGETDepartment :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE2018 PROPOSED BUDGET2018 APPROVED BUDGETRESOURCES7,3007,3005380-02 Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility.7,3007,30007,3007,300TOTAL CHARGES FOR SERVICES7,3000

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		01 - GENERAL FU Department :11 - POLIC Section :046 - INVES	CE STIGATIONS AND	SUPPORT		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				Program :577 - IN-SER <i>REQ</i>	VICE UIREMENTS					
				MATERIALS AND SERVIC						
1,358	0	250	<b>7550</b> Hazardous r	Travel & Education naterials, first aid and other training m	aterials			250	0	C
0	237	2,400	7550-05	Travel & Education - Defension	ive Tactics			2,600	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Defensi	ve tactics Instructor training	1	1,000	1,000			
			Simunit	ions instructor training	1	800	800			
			Taser ir	nstructor training	1	800	800			
0	1,092	2,600	7550-10	Travel & Education - Driving	Training			1,500	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			· · ·	lunches	1	500	500			
				nstructor training	1	1,000	1,000			
275	945	0	<b>7550-15</b> Beginning ir Department	Travel & Education - Emerge 2016-17, Emergency Management a budget.	ency Managemen ppropriations are in	<b>nt</b> cluded in the F	Fire	0	0	(
2	3,768	2,000	7550-20	Travel & Education - Firearm	s Training			4,021	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Firearm	s instructor courses	1	2,000	2,000			
			Sig arm	orer courses x2	1	2,021	2,021			
35,935	22,286	29,820	7660	Materials & Supplies				22,733	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Firearm	s ammunition	1	9,855	9,855			
			Firearm	s supplies and maintenance	1	3,000	3,000			
				artridges	1	4,150	4,150			
			Taser b	attery packs	1	1,500	1,500			
				ervice and supplies	1	1,000	1,000			
			Taser h		1	600	600			
			Simunit	ions - ammunition and safety gear	1	2,628	2,628			
7,402	7,185	7,100	7720-18	Repairs & Maintenance - Tra	ining Facility			7,155	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Road m	aintenance	1	2,700	2,700			
			Tractor	maintenance	1	500	500			
			-	construction	1	1,575	1,575			
			Supplie		1	2,000	2,000			
			Chem c	an rental	1	380	380			

dget Documer	nt Report			01 - GENERAL FUND	)					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIG</b> Program :577 - IN-SERVICE		SUPPORT		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
3,774	7,517	8,400	7800	M & S Equipment				4,250	0	0
			Descr	ption	<u>Units</u>	Amt/Unit	Total			
			Taser	X26P - one patrol and one canine	2	1,350	2,700			
			Taser	X2	1	1,550	1,550			
48,746	43,030	52,570		TOTAL MATERIAL	S AND SE	RVICES		42,509	0	0
48,746	43,030	52,570		TOTAL REQ	UIREMENT	S		42,509	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATI</b> Program :583 - EVIDENCE	ONS AND	SUPPORT		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREN	IENTS					
				PERSONNEL SERVICES						
54,512	55,909	57,433	7000-05 Police Evide	Salaries & Wages - Regular Full Tin ence and Property Technician - 1.00 FTE	ne			58,840	0	C
978	686	1,495	7000-20	Salaries & Wages - Overtime				737	0	(
3,373	3,435	3,654	7300-05	Fringe Benefits - FICA - Social Secu	ırity			3,702	0	(
789	803	855	7300-06	Fringe Benefits - FICA - Medicare				866	0	(
11,115	11,330	11,935	7300-15	Fringe Benefits - PERS - OPSRP - I	۱P			13,621	0	(
20,798	22,528	24,182	7300-20	Fringe Benefits - Medical Insurance				25,028	0	(
126	107	108	7300-25	Fringe Benefits - Life Insurance				108	0	(
303	303	308	7300-30	Fringe Benefits - Long Term Disabi	ity			316	0	(
172	177	296	7300-35	Fringe Benefits - Workers' Compen	sation In	surance		261	0	
31	32	34	7300-37	Fringe Benefits - Workers' Benefit F	und			29	0	(
92,195	95,309	100,300		TOTAL PERSONN	EL SERV	/ICES		103,508	0	
				MATERIALS AND SERVICES						
93	733	400	7550	Travel & Education				400	0	(
			<u>Descrip</u> OPOA IAPE du Other tr	membership Jes	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 50 50 300	<u>Total</u> 50 50 300			
301	183	400	7590	Fuel - Vehicle & Equipment				400	0	
567	288	550	7630-05	Uniforms - Employee				300	0	
3,939	3,379	3,500	7660	Materials & Supplies				4,000	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			
0	63	350	7720-14	Repairs & Maintenance - Vehicles				350	0	
239	239	250	7790 Evidence st	Maintenance & Rental Contracts prage building alarm contract				250	0	
0	0	0	7800	M & S Equipment				0	0	
5,139	4,885	5,450		TOTAL MATERIALS	AND SE	RVICES		5,700	0	

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program :583 - EVIDENCE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
97,334	100,195	105,750	TOTAL REQUIREMENTS	109,208	0	0

t Report			01 - GENERAL FU	ND					
2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program :586 - PROFESSIONAL STANDARDS			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGE1	
			REQ	UIREMENTS					
			MATERIALS AND SERVIC	ES					
1,550	1,800	7550	Travel & Education				2,000	0	0
		Descri	ption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
		OAA N	lembership Dues	1	1,750	1,750			
		Trainir	ng	1	250	250			
0	200	7660	Materials & Supplies				200	0	0
1,550	2,000		TOTAL MATER	RIALS AND SEI	RVICES		2,200	0	0
1,550	2,000		TOTAL F	REQUIREMENT	S		2,200	0	0
	2016 ACTUAL 1,550 0 1,550	2016 ACTUAL         2017 AMENDED BUDGET           1,550         1,800           0         200           1,550         2,000	2016 ACTUAL         2017 AMENDED BUDGET           1,550         1,800         7550           0         200         7660           1,550         2,000         1,550	2016 ACTUAL       2017 AMENDED BUDGET       Department :11 - POLIC Section :046 - INVES Program :586 - PROFE         1,550       1,800       7550       Travel & Education         1,550       1,800       7550       Travel & Education         0       200       7660       Materials & Supplies         1,550       2,000       TOTAL MATERIALS	2016 ACTUAL       2017 AMENDED BUDGET       Department :11 - POLICE Section :046 - INVESTIGATIONS AND SECTION SERVICES Program :586 - PROFESSIONAL STANDARI Program :586 - PROFESSIONAL STANDARI REQUIREMENTS         1,550       1,800       7550       Travel & Education         1,550       1,800       7550       Travel & Education         0       200       7660       Materials & Supplies         1,550       2,000       TOTAL MATERIALS AND SET	2016 ACTUAL2017 AMENDED BUDGETDepartment :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDSREQUIREMENTSMATERIALS AND SERVICES1,5501,8007550Travel & Education1,5501,8007550Travel & Education02007660Materials & Supplies1,5502,000Interials & Supplies	2016 ACTUAL       2017 AMENDED BUDGET       Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS         REQUIREMENTS         MATERIALS AND SERVICES         1,550       1,800       7550       Travel & Education         Description OAA Membership Dues Training       Units       Amt/Unit       Total 1,750         0       200       7660       Materials & Supplies       TOTAL MATERIALS AND SERVICES	OT FOR COLINCITY ON D           2016         2017         Department :11 - POLICE         2018           ACTUAL         AMENDED BUDGET         Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS         2018           REQUIREMENTS           MATERIALS AND SERVICES           1,550         1,800         7550         Travel & Education         2,000           Description OAA Membership Dues         1         1,750         1,750           0         200         7660         Materials & Supplies         200           1,550         2,000         TOTAL MATERIALS AND SERVICES         200	2016 ACTUAL2017 AMENDED BUDGETDepartment :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS2018 PROPOSED BUDGET2018 APPROVED BUDGET2018 APPROVED BUDGET2018 APPROVED BUDGET2018 APPROVED BUDGET1,5501,8007550Travel & Education2,00001,5501,8007550Travel & Education2,000002007660Materials & Supplies11,750 1 2501,750 250200002007660Materials & Supplies200001,5502,000110001000001,5502,00011,750 2,00020001,5502,00011,750 2,0002,0000



# **MUNICIPAL COURT**



**Organization Set – Sections** 

- Court
- Parking Tickets

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



Court

#### 2017 – 2018 Proposed Budget --- Budget Summary

## **Budget Highlights**

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

### **Core Services**

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

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

## Future Challenges and Opportunities

- Work with Information Services to ensure that the new cash receipting program is as efficient and helpful as possible to both Court staff and customers
- Coordinate processes with Finance as cash receipting is implemented
- Partnership with community services providers that are designed to reduce recidivism, at affordable costs to participants.
- Be prepared for the increasing number of trials being requested, and maintain a jury pool at all times.
- Continue to cross train all employees for maximum efficiency
- Improve the courts process when verifying if an indigent citizen is qualified for court appointed counsel.
- Assigning community service with non-profit agencies in order to benefit the community.
- $_{\circ}$   $\,$  Continue to keep up with changes in the law.
- Maintain and increase statistical reporting.
- Maintain professionalism through education and volunteerism.



#### **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	543,633	531,350	530,350	(1,000)
Personnel Services	367,221	378,488	426,827	48,339
Materials & Services	70,883	86,179	87,505	1,326
Capital Outlay	1,850	1,676	1,319	(357)
Total Expenditures	439,954	466,343	515,651	49,308
Net Expenditures	103,679	65,007	14,699	50,308

#### **2016 Statistics**

- ✤ 477 citizens were ordered to complete a driving refresher course.
- ✤ 25 DUII convictions and 33 DUII diversions were ordered.
- 380 accounts were reinstated through the court to allow citizens to obtain their drivers license.
- ✤ 97 bench probations were ordered.
- ✤ 538 parking tickets were issued.
- ✤ 333 people utilized the courts "Fix It" Ticket Program.
- 97 defendants who were assigned court-appointed attorneys were ordered to pay the court appointed attorney fees.
- ✤ 233 files were sent to collections.
- ✤ 176 bench warrants were issued.

## Full-Time Equivalents (FTE)

2016-17		2017-18
Adopted		Proposed
Budget	Change	Budget
4.38		
	0.50	
	0.50	
	(0.48)	
	(0.38)	
	0.14	4.52
	2016-17 Adopted Budget	2016-17 Adopted Budget Change 4.38 0.50 0.50 (0.48) (0.38)



## **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.

- Historical Highlights
- 2009 Court sessions held in new Civic Hall.
- **2014** Honorable Cynthia Kaufman Noble appointed as Judge.
- **2017** Municipal Court Software will be upgraded and cash receipting implemented.
- **2017** Assistant City Attorney hired to serve as City Prosecutor

## **General Fund - Municipal Court**

#### 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description						
Fund	Number of		Total	<b>Detailed Summary</b>		
Department	Employees Ran			Page	Amount	
City Attorney	1	365	131,239			
General Fund						
Administration						
Legal (0.70 FTE)				10	91,867	
Human Resources (0.20 FTE)				14	26,248	
Municipal Court						
Court (0.10 FTE)				64	13,124	
Assistant City Attorney	1	350	71,106			
General Fund	I	550	71,100			
Administration						
Legal (0.50 FTE)				10	35,553	
Municipal Court				10	35,555	
•				64		
Court (0.50 FTE)				64	35,553	
Court Clerk II	1	324	43,224			
General Fund						
Municipal Court						
Court (0.30 FTE)				64	12,967	
Parking Tickets (0.20 FTE)				68	8,645	
<b>U</b> ( )					, -	

lget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>13 - MUNICIPAL COURT</b> Section : <b>060 - COURT</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				RESOURCES			
				FINES AND FORFEITURES			
459,262	511,243	500,000	The City of I	Fines & Bail Forfeitures McMinnville's share of the Municipal Court fine and bail collections from Police issuance of citations into Municipal Court or Circuit Court.	500,000	0	C
1,954	1,843	500		<b>Peer Court Assessment</b> 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	(
7,588	10,547	6,000	expense if th	<b>Court Appointed Attorney Fees</b> ourt defendants charged with misdemeanors must be provided an attorney at City ne defendants allege they can not afford to hire counsel. Whenever possible, are required to reimburse the City for court-appointed attorney costs.	5,000	0	(
468,804	523,634	506,500		TOTAL FINES AND FORFEITURES	505,500	0	(
				MISCELLANEOUS			
863	485	850	6600-93	Other Income - Municipal Court	850	0	(
863	485	850		TOTAL MISCELLANEOUS	850	0	(
469,667	524,118	507,350		TOTAL RESOURCES	506,350	0	(

get Docume	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>13 - MUNICIPAL COURT</b> Section : <b>060 - COURT</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	20 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	5,098	0	7000	Salaries & Wages	0	0	
146,065	142,262	156,920	Assistant Ci Senior Cour	Salaries & Wages - Regular Full Time y - 0.10 FTE ty Attorney - 0.50 FTE t Clerk - 2.00 FTE II - 1.30 FTE	217,322	0	
13,909	85,924	83,433	<b>7000-10</b> Judge - 0.20 Municipal C	Salaries & Wages - Regular Part Time ) FTE ourt - Interpreter - 0.05 FTE	41,384	0	
				ns of Municipal Court Judge and City Prosecutor were contract positions January uly 2015. As contract positions they were budgeted under 01-13-060-7750-12 50-18.			
6,631	7,538	8,800	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Municipal Court Security - 0.17 FTE	8,800	0	
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	
0	756	0	7000-32	Salaries & Wages - Moving Allowance	0	0	
0	2,252	0	7300	Fringe Benefits	0	0	
9,727	14,036	15,424	7300-05	Fringe Benefits - FICA - Social Security	16,560	0	
2,277	3,283	3,614	7300-06	Fringe Benefits - FICA - Medicare	3,879	0	
33,670	36,703	42,536	7300-15	Fringe Benefits - PERS - OPSRP - IAP	57,149	0	
47,756	48,445	50,534	7300-20	Fringe Benefits - Medical Insurance	60,948	0	
0	9,599	4,814	7300-22	Fringe Benefits - VEBA Plan	5,925	0	
433	362	370	7300-25	Fringe Benefits - Life Insurance	420	0	
861	868	906	7300-30	Fringe Benefits - Long Term Disability	1,182	0	
570	454	399	7300-35	Fringe Benefits - Workers' Compensation Insurance	479	0	
106	124	143	7300-37	Fringe Benefits - Workers' Benefit Fund	126	0	
0	0	202	7300-40	Fringe Benefits - Unemployment	0	0	
262,004	357,704	368,095		TOTAL PERSONNEL SERVICES	414,174	0	
				MATERIALS AND SERVICES			
6,103	6,656	6,200	<b>7500</b> Credit card f	Credit Card Fees fees for Municipal Court collections.	6,200	0	

-				01 - GENERAL F							
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>13 - MU</b> Section : <b>060 - CC</b> Program :N/A		₹Т			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
651	758	1,000		Public Notices & Printing e to more detailed of accounting of reviously taken from Materials and				urt.	5,000	0	C
76	60	400	7540 Costs share	Employee Events ed city-wide for employee training, n	naterials, and ever	nts.			400	0	C
1,163	3,973	4,500		Travel & Education Il memberships, dues, subscriptions r the City Judge, City Prosecutor, a osts.					5,000	0	C
1,900	2,200	2,000	7610-05	Insurance - Liability					2,900	0	(
6,055	5,689	6,200	7620	Telecommunications					6,200	0	(
887	1,491	2,200	7630	Uniforms					1,700	0	(
6,904	6,121	8,600	7660-05	Materials & Supplies - Off	ice Supplies				7,000	0	(
3,437	2,156	4,000	7660-15	Materials & Supplies - Pos	stage				4,000	0	(
1,166	1,117	700	7750	<b>Professional Services</b>					610	0	
38,940	500	1,000	Audit fe <b>7750-12</b> The Municip	a 125 administration fee e allocation <b>Professional Services - C</b> o pal Court Judge was a contracted p	ontract Judge	<u>nits</u> 1 1 014 u	<u>Amt/Unit</u> 10 600 ntil July 2015.	<u>Total</u> 10 600 It has	1,000	0	(
21,407	14,277	30,000	<b>7750-15</b> Attorney co counsel. Re	ed to a part-time position. <b>Professional Services - Co</b> sts for legal defense of Municipal C eimbursement of costs assessed ac 50, Court Appointed Attorney Fees.	ourt defendants ur	nable	to afford their		25,000	0	
35,970	585	500	7750-18 The position has been re	Professional Services - Co of City Prosecutor was a contracted sturned to a part-time position. Also y Prosecuter's absences and legal	ed position Januar	y, 201			500	0	(
60	60	100	7750-21 Security cor	Professional Services - Sentract to provide panic button monit					100	0	(
1,954	1,843	500		Professional Services - Pe assessments collected by Municipa r Court Program.				nhill	500	0	
0	1,587			M & S Equipment e to purchase of a new safe.					3,600	0	(
9,531	8,924	7,739	7840	M & S Computer Charges					7,995	0	C
			<u>Descri</u> t IS Dep	<u>otion</u> artment M&S costs shared city-wide		<u>nits</u> 1	<u>Amt/Unit</u> 7,995	<u>Total</u> 7,995			

nt Report			01 - GENERAL FUND						
2016 ACTUAL	2017 AMENDED BUDGET		Section :060 - COURT	COURT			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
12,687	7,200	7840-25		oal Court			8,800	0	(
		Replac Caselle	ement laptop e maintenance	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 1,600 3,200 4,000	<u>Total</u> 1,600 3,200 4,000			
200	1,000	<b>8050</b> Juror, witne	Trial Expense ss, and special interpreter fees for Municipal C	Court jury an	d non-jury tria	s.	1,000	0	
70,883	86,179		TOTAL MATERIALS	AND SE	RVICES		87,505	0	
			CAPITAL OUTLAY						
1,850	1,676	8750	Capital Outlay Computer Charges				1,319	0	(
				<u>Units</u> 1	<u>Amt/Unit</u> 1,319	<u>Total</u> 1,319			
1,850	1,676		TOTAL CAPITA		<u>\Y</u>		1,319	0	(
430,437	455,950		TOTAL REQU	REMENT	S		502,998	0	
	ACTUAL 12,687 200 70,883 1,850 1,850	2016 ACTUAL         2017 AMENDED BUDGET           12,687         7,200           200         1,000           70,883         86,179           1,850         1,676           1,850         1,676	2016 ACTUAL         2017 AMENDED BUDGET           12,687         7,200         7840-25           12,687         7,200         7840-25           Descrip Replac Caselle E-ticke         Descrip Replac           200         1,000         8050 Juror, withe           70,883         86,179           1,850         1,676         8750 Descrip IS Dep           1,850         1,676	2016 ACTUAL2017 AMENDED BUDGETDepartment :13 - MUNICIPAL Section :060 - COURT Program :N/A12,6877,2007840-25M & S Computer Charges - Municip Description Replacement laptop Caselle maintenance E-ticketing maintenance-33% shared with Police2001,0008050Trial Expense Juror, witness, and special interpreter fees for Municipal C70,88386,179TOTAL MATERIALS Description Is Department capital costs shared city-wide1,8501,6768750Capital Outlay Computer Charges Description IS Department capital costs shared city-wide1,8501,676TOTAL CAPITA	2016 ACTUAL       2017 AMENDED BUDGET       Department :13 - MUNICIPAL COURT Section :060 - COURT Program :WA         12,687       7,200       7840-25       M & S Computer Charges - Municipal Court Description         12,687       7,200       7840-25       M & S Computer Charges - Municipal Court Description         12,687       7,200       7840-25       M & S Computer Charges - Municipal Court         200       1,000       8050       Trial Expense Juror, witness, and special interpreter fees for Municipal Court jury an         70,883       86,179       TOTAL MATERIALS AND SEI Juror, witness, and special interpreter fees for Municipal Court jury an         70,883       86,179       CAPITAL OUTLAY Is Department capital costs shared city-wide         1,850       1,676       8750       Capital Outlay Computer Charges Description Is Department capital costs shared city-wide         1,850       1,676       1,676       TOTAL CAPITAL OUTLAY	2016 ACTUAL2017 AMENDED BUDGETDepartment :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A12,6877,2007840-25M & S Computer Charges - Municipal Court12,6877,2007840-25M & S Computer Charges - Municipal Court201620077840-25M & S Computer Charges - Municipal Court201720071,0008050Trial Expense Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trial70,88386,179TOTAL MATERIALS AND SERVICES70,8831,6768750Capital Outlay Computer Charges1,8501,6768750Capital Outlay Computer Charges1,8501,6761,6761,319	OTFOCIALINAL COURD2016 ACTUAL2017 AMENDED BUDGETDepartment :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A12,6877,2007840-25M & S Computer Charges - Municipal Court12,6877,2007840-25M & S Computer Charges - Municipal Court2001,0008050Trial Expense Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.2001,0008050Trial Expense Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.70,88386,179TOTAL MATERIALS AND SERVICES71,8501,6768750Capital Outlay Computer Charges Description IS Department capital costs shared city-wide1,8501,6768750Capital Outlay Computer Charges 1 1,3191,8501,6761,676Total 1,319	2016 ACTUAL         2017 AMENDED BUDGET         Department :13 · MUNICIPAL COURT Section :060 · COURT         2018 PROPOSED BUDGET           12,687         7,200         7840-25         M & S Computer Charges - Municipal Court Replacement laptop         1         1,600         1,600           200         1,000         8050         Trial Expense Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.         1,000         1,000           200         1,000         8050         Trial Expense Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.         1,000           200         1,676         8750         Capital Outlay Computer Charges         1,319           1,850         1,676         8750         Capital Outlay Computer Charges         1         1,319           1,850         1,676         8750         Capital Outlay Computer Charges         1         1,319         1,319           1,850         1,676         8750         Capital Outlay Computer Charges         1         1,319         1,319           1,850         1,676         8750         Capital Outlay Computer Charges         1         1,319         1,319           1,850         1,676         1,676         1,676         1,676         1,319         1,319	OFF-OCINE FOR COLVENCE FOR DUBLE2016 ACTUAL2017 AMENDED BUDGET2018 Section ::060 - COURT Program :N/A2018 Section ::060 - COURT Program :N/A2018 APPROVED BUDGET2018 APROVED BUDGET2018 APROVED BUDGET2018 APROVED BUDGET2018 APROVED ARROW2018 APROVED2018 APROVED ARROW2018 ARROW2018 ARROW2018 ARROW2018 ARROW2018 ARROW2018 

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>13 - MUNICIPAL COURT</b> Section : <b>063 - PARKING TICKETS</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			FINES AND FORFEITURES			
14,235	19,515	24,000	6130 Parking Tickets Downtown Parking Patrol and Police Officer parking citations revenue.	24,000	0	0
14,235	19,515	24,000	TOTAL FINES AND FORFEITURES	<u>6</u> 24,000	0	0
14,235	19,515	24,000	TOTAL RESOURCES	24,000	0	0

jet Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>13 - MUNICIPAL COURT</b> Section : <b>063 - PARKING TICKETS</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000-05 Court Clerk I	Salaries & Wages - Regular Full Time	8,645	0	(
6,399	6,310	7,016	7000-10	Salaries & Wages - Regular Part Time	0	0	(
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
381	376	435	7300-05	Fringe Benefits - FICA - Social Security	536	0	(
89	88	102	7300-06	Fringe Benefits - FICA - Medicare	125	0	(
1,282	1,263	1,405	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,954	0	(
1,240	1,195	1,248	7300-20	Fringe Benefits - Medical Insurance	1,186	0	(
0	199	109	7300-22	Fringe Benefits - VEBA Plan	100	0	C
28	23	24	7300-25	Fringe Benefits - Life Insurance	22	0	(
35	36	36	7300-30	Fringe Benefits - Long Term Disability	48	0	(
21	21	11	7300-35	Fringe Benefits - Workers' Compensation Insurance	31	0	C
7	6	7	7300-37	Fringe Benefits - Workers' Benefit Fund	6	0	(
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	C
9,483	9,517	10,393		TOTAL PERSONNEL SERVICES	12,653	0	(
				MATERIALS AND SERVICES			
0	0	0	7750	Professional Services	0	0	(
0	0	0		TOTAL MATERIALS AND SERVICES	0	0	
9,483	9,517	10,393		TOTAL REQUIREMENTS	12,653	0	(



**FIRE DEPARTMENT** 

**Organization Set – Sections** 

• Fire Administration & Operations

- Fire Prevention & Life Safety

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



### **Budget Highlights**

 In 2012 the Prevention Division laid off a code enforcement employee. The following two years new construction was minimal and the single Fire Marshal was able to sustain the code enforcement service needs. Since 2014 increasing work load of new construction and remodels have resulted in delays to the citizens in plan review and inspections. We have also significantly reduced our annual fire safety inspections on high and moderate hazard facilities as a result. In order to improve the fire safety of the community, we must increase our capacity for fire safety inspections and plan review. This move will also improve the Fire Departments ability to support the City Council goal of a crossfunctional process for code enforcement.

The plan is to use funds gained by eliminating the existing Fire Prevention Specialist and Part Time Emergency Management Coordinator positions to hire a Deputy Fire Marshal. The result will provide a qualified code enforcement person to improve the overall prevention services to the citizens of McMinnville.

Responsibilities of the Emergency Manager will transition to a Battalion Chief and emergency management functions will be in coordination with the Police Department.

- Three additional staff were added last year to address significant mandatory overtime issues within the organization. Prior to these positions our crews had worked 109 back to back 24 hours shifts in three months. This creates significant stress on the employees and tends to create risk for errors. This year those positions have assisted in improving our service and will remain in the budget. The relief to the employees has been significant. These positions also assist in avoiding additional overtime costs when unforeseen injuries or illnesses occur.
- Planning for the Fire Station Repair/Remodel Funding is a high priority.

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. The facility was designed for all volunteer department in 1986. We are at full capacity for staffing and the living quarter does not accommodate the large number of 24 hour employees. The sleeping area contributes to sleep deprivation due to the lack of doors on the bunk rooms.

## **Core Services**

#### **Fire Operations**

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

### Fire & Life Safety

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

## **Future Challenges and Opportunities**

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

CALL TYPE	SUB-TYPE	2014	2015	2016	Percentage of Calls
FIRE	Structural	53	66	80	
	Brush/ Wildland	38	82	18	
	Vehicle	15	21	21	
	Other	708	720	747	
	Fire Sub-Total	814	889	866	10.7%
EMS	All EMS Calls	6034	6649	7248	89.3 %
Total		6848	7538	8114	100%



### **Department Cost Summary**

		<i>,</i>		
		2016-17	2017-18	
	2015-16	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	451,159	586,229	417,679	(168,550)
Personnel Services	2,117,101	2,180,823	2,340,571	159,748
Materials & Services	507,646	607,252	558,699	(48,553)
Capital Outlay	103,043	189,283	3,956	(185,327)
Debt Service	115,291	115,295	115,292	(3)
Total Expenditures	2,843,082	3,092,653	3,018,518	(74,135)
Net Expenditures	(2,391,922)	(2,506,424)	(2,600,839)	94,415

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	15.47		
Fire Engineer		1.05	
Firefighter		(0.35)	
Deputy Fire Marshal		1.00	
Fire Prevention Specialist		(1.00)	
Emergency Management Coordinat	or	(0.48)	
Extra Help - Fire Prevention		(0.12)	
FTE Proposed Budget		0.10	15.57



- 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.
- **1948** McMinnville voters pass the "Fireman's Compensation Millage Levy" on May 21<sup>st</sup> @ 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 4<sup>th</sup> @ 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.
- **1988** The new fire station opens at 1<sup>st</sup>& 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.

#### **Historical Highlights**

- **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.

**2015** 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.

#### 2017-2018 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	128,048		
Administration & Operations Ambulance Fund (0.25 FTE)	(0.75 FTE)			71 236	96,036 32,012
<u>Fire Battalion Chief</u> General Fund Fire	3	245	305,389		
Administration & Operations Ambulance Fund (1.95 FTE)	(1.05 FTE)			71 236	106,886 198,503
<u>Fire Lieutenant</u> General Fund Fire	3	235	256,021		
Administration & Operations Ambulance Fund (1.95 FTE)	(1.05 FTE)			71 236	89,607 166,414
<u>Fire Engineer</u> General Fund Fire	3	230	264,863		
Administration & Operations Ambulance Fund (1.95 FTE)	(1.05 FTE)			71 236	92,702 172,161
<u>Firefighter</u> General Fund Fire	24	220	1,812,610		
Administration & Operations Ambulance Fund (16.25 FTE)	(8.75 FTE)			71 236	634,414 1,178,196

### **Position Description**

Fund	Number of		Total	Detailed	d Summary
Department	Employees	Range	Salary	Page	Amount
<u>Firefighter / Paramedic</u> General Fund Fire	1	330	47,852		
Administration & Operations Ambulance Fund (0.46 FTE)	(0.25 FTE)			71 236	16,748 31,104
<u>Firefighter / EMT</u> General Fund Fire	1	322	37,394		
Administration & Operations Ambulance Fund (0.46 FTE)	(0.25 FTE)			71 236	13,088 24,306
<u>Office Manager</u> General Fund Fire	1	332	56,926		
Administration & Operations Ambulance Fund (0.65 FTE)	(0.35 FTE)			71 236	19,924 37,002
Administrative Specialist II General Fund Fire	1	324	43,053		
Administration & Operations Ambulance Fund (0.75 FTE)	(0.25 FTE)			71 236	10,763 32,290

get Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	20 ADOPTE BUDGE
			RESOURCES			
			LICENSES AND PERMITS			
0	700	500	4490Licenses & Permits - MiscPermit fees per Fire Department fee schedule	1,200	0	
0	700	500	TOTAL LICENSES AND PERMITS	1,200	0	
			INTERGOVERNMENTAL			
0	1,345	0	4545-05 Federal FEMA Grant - HAM Radio Project	0	0	
0	13,113	46,400	4545-10 Federal FEMA Grant - CERT Enhancement Project	0	0	
2,586	26,263	2,800	4840-05 OR Conflagration Reimbursement - Personnel	1,500	0	
1,696	32,140	5,000	4840-10 OR Conflagration Reimbursement - Equipment	2,500	0	
0	0	140,000	5030 McMinnville Rural Fire District Funds for the purchase of the Engine for the Rural District	0	0	
327,379	337,200	347,314	5030-05McMinnville Rural Fire District - Contract Fire ProtectionMcMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2017-18 proposed budget assumes 5% increase in contract.	364,679	0	
331,661	410,061	541,514	TOTAL INTERGOVERNMENTAL	368,679	0	
			CHARGES FOR SERVICES			
1,836	6,725	2,000	<b>5340</b> 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	20,000	0	
1,836	6,725	22,000	TOTAL CHARGES FOR SERVICES	22,000	0	
			FINES AND FORFEITURES			
0	500	500	6115 Code Enforcement Code enforcement fees per Fire Department fee schedule.	1,800	0	
0	500	500	TOTAL FINES AND FORFEITURES	1,800	0	
			MISCELLANEOUS			
1,967	64	0	6310-02 Interest - Loan Proceeds	0	0	
17,419	17,054	15,090	6310-07 Interest - LOSAP Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	15,000	0	
1,883	202	1,125		1,000	0	

dget Docume	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
30,590	10,308	500	6600 Vehicles or	Other Income equipment sold at auction.	500	0	0
0	1,062	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
1,029	4,482	5,000		Other Income - LOSAP Ider value of life insurance policies purchased for volunteer firefighters as part of of Service Award Program (LOSAP).	7,500	0	0
52,888	33,173	21,715		TOTAL MISCELLANEOUS	24,000	0	0
386,385	451,159	586,229		TOTAL RESOURCES	417,679	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	28,536	0	7000	Salaries & Wages	0	0	0
902,638	898,115	955,922	Fire Lieuten Fire Enginee Firefighter - Office Mana	n Chief - 1.05 FTE ant - 1.05 FTE er - 1.05 FTE	1,052,080	0	0
13,059	14,301	27,515		Salaries & Wages - Regular Part Time Paramedic - 0.25 FTE EMT - 0.25 FTE	29,836	0	0
1,922	2,518	5,000	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Fire - 0.17 FTE	5,000	0	0
18,255	21,740	30,000	7000-17 Support for	Salaries & Wages - Volunteer Reimbursement McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers tion on a "point-per-event" basis and helps off-set volunteers' costs for clothing,	30,000	0	0
134,743	173,366	120,000	Firefighter, s	<b>Salaries &amp; Wages - Overtime</b> 7 budgeted amount is reduced to reflect savings from the hiring of an additional shared with Ambulance. The overall savings to the combined department salaries is projected to be \$44,000.	87,496	0	0
0	15,639	0	7300	Fringe Benefits	0	0	0
64,656	66,945	70,546	7300-05	Fringe Benefits - FICA - Social Security	74,638	0	0
15,121	15,708	16,514	7300-06	Fringe Benefits - FICA - Medicare	17,465	0	0
239,170	271,566	281,172	7300-15	Fringe Benefits - PERS - OPSRP - IAP	336,649	0	0
150,648	155,131	175,330	7300-20	Fringe Benefits - Medical Insurance	181,716	0	0
31,749	26,360	41,900	7300-22	Fringe Benefits - VEBA Plan	41,900	0	0
1,573	2,022	1,398	7300-25	Fringe Benefits - Life Insurance	1,474	0	0
4,670	4,595	4,976	7300-30	Fringe Benefits - Long Term Disability	5,498	0	0
41,158	34,401	44,938	7300-35	Fringe Benefits - Workers' Compensation Insurance	47,841	0	0
534	542	604	7300-37	Fringe Benefits - Workers' Benefit Fund	526	0	0
74	677	999	7300-40	Fringe Benefits - Unemployment	1,003	0	0
2,099	1,221	2 500	7400-05	Fringe Benefits - Volunteers - Life Insurance	2,500	0	0

dget Docume	ent Report			01 - GENERAL FUN	ND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>070 - FIRE</b> A Program :N/A	DMINISTRATION	& OPERAT	ONS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
12,736	13,691	12,415	7400-10	Fringe Benefits - Volunteers	Workers' Com	pensation	Insurance	14,001	0	C
23,736	89,387	90,000	volunteer rea	<b>7400-15</b> Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current Length of Service Award Program (LOSAP) is retirement plan for volunteer firefighters. When volunteer reaches entitlement age, City either purchases annuity or pays monthly benefit to volunteer directly from plan assets.					0	C
7,954	5,889	10,000	<b>7400-21</b> Volunteer Le active fire vo	Fringe Benefits - Volunteers ength of Service Awards (LOSA) Progra olunteers.				7,500	0	C
7,521	7,521	8,000	7400-25	Fringe Benefits - Volunteers	Volunteer Acci	dent Insur	ance	8,000	0	(
1,674,016	1,849,873	1,899,729		TOTAL PERS	ONNEL SERV	ICES		2,035,123	0	0
				MATERIALS AND SERVIC	<u>ES</u>					
517	210	500	7530	Safety Training/OSHA				500	0	C
225	207	1,500		Employee Events d city-wide for employee training, mate	rials, and events.			1,300	0	C
16,243	22,306	22,000		Travel & Education osts listed in transactions.				22,100	0	(
			Oregon Metro F Incident Nationa	Fire Chiefs Conference Executive Development Institute ire Officer Class Management Class I Fire Academy Class d Engine Boss	<u>Units</u> 6 3 1 3 3	Amt/Unit 1,000 1,500 1,000 3,500 500 1,200	<u>Total</u> 6,000 4,500 3,000 3,500 1,500 3,600			
19,125	16,306	20,000	7590	Fuel - Vehicle & Equipment				22,000	0	(
17,000	16,931	19,000	7600	Electric & Natural Gas				19,000	0	(
12,600	17,900	17,400	7610-05	Insurance - Liability				21,500	0	(
14,700	17,400	30,000	7610-10	Insurance - Property				30,400	0	(
23,807	20,861	23,000	This represe	<b>Telecommunications</b> ents a 75% Fire 25% Ambulance for Y ility charges for the department.	amhill County Tele	com to be co	onsistent	23,000	0	(
7,624	9,184	11,000	7630-05	Uniforms - Employee -time, and volunteer fire uniforms				11,000	0	
23,534	24,650	25,000	(NFPA) requ	Uniforms - Protective Clothin ng for firefighting and OSHA compliand ires replacement of all turnouts over 1 ditional wildland firefighting clothing.	ce. National Fire P			25,000	0	(
5,190	5,575	7,000		Janitorial				7,000	0	(

	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMIN</b> Program :N/A	IISTRATION	& OPERATIO	ONS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
14,682	24,121	22,000		Materials & Supplies fire operations, fire prevention, administration	n			22,000	0	C
1,396	0	1,000		Materials & Supplies - Donations				1,000	0	(
2,438	630	3,000	7700	Hazardous Materials				3,000	0	(
0	1,345	0	7710	Materials & Supplies - Grants				0	0	(
4,344	4,264	6,000	7720	Repairs & Maintenance				6,000	0	(
6,007	4,943	5,000	7720-06	Repairs & Maintenance - Equipme	nt			5,000	0	(
27,370	27,232	30,000	7720-08	Repairs & Maintenance - Building	Repairs			30,000	0	(
28,075	47,585	50,000	7720-14 Increase rep testing	Repairs & Maintenance - Vehicles presents \$10,000 from Maintenance/rental c		ay for NFPA p	ump	60,000	0	(
991	1,527	3,000	7720-16	Repairs & Maintenance - Radio &	Pagers			3,000	0	(
2,812	4,940	10,000	7720-22 Increase rep years.	Repairs & Maintenance - Breathin presents Hydrostatic testing for 50% of the S			ery 5	10,000	0	(
53,117	42,713	53,950	7750	Professional Services				47,425	0	(
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				125 administration fee	1	200	200			
				e allocation egotiation arbitrator fees shared 65% w	-	3,900	3,900			
			ambula	nce	1	750	750			
				nedical physicals	65	655	42,575			
6,270	3,948	20,000	Generator s	Maintenance & Rental Contracts ystem, fire sprinkler system, HVAC system, a eduction in \$10,000 was moved into vehicle			tenance	10,000	0	(
10,334	14,983	10,000	7800	M & S Equipment				11,000	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				aw replacement	1	1,500	1,500			
			-	and equipment	1	5,500	5,500			
4.040	= 101	7 500	•	am hardware	Į	4,000	4,000	7 500	0	
4,912	5,191	7,500	7800-09	M & S Equipment - Radios				7,500	0	(
3,290	8,551	10,000	<b>7800-30</b> 50 SCBA ι maintenance	M & S Equipment - Breathing App nits and 90 masks are 7 years old and start e.		more parts a	nd	10,000	0	(
0	13,114	46,400	7820	M & S Equipment - Grants				0	0	(

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINIS</b> Program :N/A	TRATION	& OPERATIO	ONS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
28,593	25,780	19,777	7840	M & S Computer Charges				23,986	0	0
			Descr	iption	<u>Units</u>	Amt/Unit	Total			
			IS De	partment M&S costs shared city-wide	1	23,986	23,986			
18,995	26,447	30,750	7840-30	M & S Computer Charges - Fire				27,150	0	C
			Descr	iption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Fleet	Maintenance software shared 50% with Amb	1	2,500	2,500			
			R12 V	Varranty Extensions	5	330	1,650			
				station replacements	2	1,500	3,000			
				- 100% RMS Maint, 50% split with Amb for nnel module	1	5,500	5,500			
			Fire Ir	nspection software maintenance	1	2,500	2,500			
			Netme Police	otion MDT maintenance-25%, shared with Amb,	1	1,200	1,200			
			Tritec	h maintenance-65%, shared with Amb	1	5,200	5,200			
			Targe	t Vehicle maintenance-50% shared with Amb	1	3,000	3,000			
			Mobil	e/Inform RMS Upgrade Licensing	1	2,600	2,600			
59,768	60,434	60,400		Hydrant Rental & Maintenance Intal and maintenance fee paid monthly to McMin	nville Wate	er & Light.		60,788	0	0
17,774	17,739	15,000	8110	Hoses, Nozzles, & Adapters nozzles, and adapters with values under \$5,000.		0		15,000	0	0
4,241	4,878	7,500	Testing of	Hose & Ladder Testing all department hose and ground ladder inventory n and safety standards.	per Natior	nal Fire Protec	ction	7,500	0	0
435,975	491,894	587,677		TOTAL MATERIALS A		RVICES		543,149	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
2,800	5,344	4,283	8750	Capital Outlay Computer Charges				3,956	0	0
			Descr	intion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				partment capital costs shared city-wide	1	3,956	3,956			
0	0	45,000		Building Improvements				0	0	C
1,332,370	97,699	140,000	8850	Vehicles				0	0	0
,335,170	103,043	189,283		TOTAL CAPITAL	OUTLA	AY		3,956	0	0
				DEBT SERVICE						
68,594	75,529	77,890		2014 Fire Vehicle Financing - Princip ayment for loan authorized in 2014-15. Loan prick, engine and used water tender		ed to purchas	e new	80,322	0	C

udget Docum	ent Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
46,698	39,763	37,405	9442-10 Interest payr	2014 Fire Vehicle Financing - Interest ment for loan	34,970	0	0
115,291	115,291	115,295		TOTAL DEBT SERVICE	115,292	0	0
3,560,453	2,560,101	2,791,984		TOTAL REQUIREMENTS	2,697,520	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
136,628	148,934	155,257	7000-05 Fire Marshall Deputy Fire N	Salaries & Wages - Regular Full Time - 1.00 FTE Marshal -1.00 FTE	169,010	0	C
0	15,595	18,906	7000-10	Salaries & Wages - Regular Part Time	0	0	C
2,681	2,461	3,500	7000-15	Salaries & Wages - Temporary	0	0	C
500	1,335	0	7000-17	Salaries & Wages - Volunteer Reimbursement	1,000	0	0
4,362	5,229	5,000	7000-20	Salaries & Wages - Overtime	5,004	0	0
8,995	10,749	11,325	7300-05	Fringe Benefits - FICA - Social Security	10,851	0	0
2,104	2,514	2,650	7300-06	Fringe Benefits - FICA - Medicare	2,538	0	0
34,232	41,994	44,003	7300-15	Fringe Benefits - PERS - OPSRP - IAP	54,971	0	C
24,281	26,968	28,630	7300-20	Fringe Benefits - Medical Insurance	34,603	0	0
1,500	3,875	3,000	7300-22	Fringe Benefits - VEBA Plan	6,000	0	0
252	213	216	7300-25	Fringe Benefits - Life Insurance	216	0	0
765	819	848	7300-30	Fringe Benefits - Long Term Disability	924	0	0
6,666	6,348	7,581	7300-35	Fringe Benefits - Workers' Compensation Insurance	7,273	0	0
64	79	89	7300-37	Fringe Benefits - Workers' Benefit Fund	58	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	9,999	0	0
76	117	89	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,001	0	0
223,105	267,228	281,094		TOTAL PERSONNEL SERVICES	305,448	0	0
				MATERIALS AND SERVICES			
37	33	200	7540 Costs shared	Employee Events I city-wide for employee training, materials, and events.	300	0	0
4,962	3,665	4,000	Training and	Travel & Education travel costs for critical areas of certification and required fire training with development provided. Increase due to addition of Deputy Fire Marshal	5,200	0	0
0	0	1,200	7550-15	Travel & Education - Emergency Management	0	0	C
0	0	2,000	7660-40 Supplies for I	Materials & Supplies - Emergency Management Emergency Operations Center	1,000	0	C
487	202	125	7680	Materials & Supplies - Donations	0	0	C

Idget Docume	nt Report			01 - GENERAL FUN	D					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>073 - FIRE PREVENTION &amp; LIFE SAFETY</b> Program :N/A					2018 APPROVED BUDGET	2018 ADOPTED BUDGET
45	45	50	7750	Professional Services				50	0	0
			Descr	iption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Sectio	n 125 administration fee	1	50	50			
10,911	11,806	12,000	<b>8080</b> Materials a trailer, adv	Fire Prevention Education and handouts, Self-Inspection Program do ertising of public classes and events, and	cuments, mainter volunteer recruitr	nance of fire pr nent expenditu	evention ires.	9,000	0	0
16,442	15,752	19,575		TOTAL MATERI	ALS AND SEI	RVICES		15,550	0	0
239,547	282,980	300,669		TOTAL RE	QUIREMENT	S		320,998	0	0

# **PARKS & RECREATION**



## **Organization Set – Sections**

## Organization Set #

01-17-096

Administration

Aquatics Center

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



- Administration

## Budget Highlights

Our three Recreation Centers (Aquatic, Community and Senior), open a combined 185.5 hours per week, are often filled with various recreation classes and programs as well as other community uses. Our many classes and events offer thousands of special interest program hours that directly serve the interests of families and individuals in McMinnville and surrounding communities. Along with our daily Kids on the Block (KOB) after school enrichment program, our year-round youth/adult sports leagues as well as the unlimited hours of un-programmed park experiences offered along our many trails, atop our skate parks, or within our many playgrounds, picnic sites and open space, the benefits of our budget investments outlined here-in impact our community far beyond the budget numbers; Parks and Recreation services and facilities significantly enrich the lives of our citizens and fundamentally support the quality of life in McMinnville.

Special interest highlights of our programs, classes and services are offered in budget narratives within each sub-department.

- Overall budget increases across the department primarily reflect one-time expenditures totaling approximately \$45,000 for building repairs and improvements at our recreation centers (discussed in the sub-department summaries), increases in PERS and medical insurance rates totaling approximately \$63,000 and costs of approximately \$19,000 reflecting the mandated minimum wage increase from \$9.75/hr. to \$10.25/hr. and related fringe. The overall Parks and Recreation Department budget for 2017-18 represents a self-supporting level of about 57.4%, with anticipated revenues of \$1,551,098 (and a general fund support of \$1,152,083).
- In the Parks and Recreation Department Administration budget, it should be noted that the McMinnville Downtown Association has agreed once again, to contribute \$6000 to support the Downtown

2017 – 2018 Proposed Budget --- Budget Summary

Ranger program which provides about 1000 hours of assigned Ranger supervision, public relations and enforcement within the downtown business core from May through September. About 2500 hours of Park Ranger assignments will also be made throughout the Park System. The Ranger program is an invaluable investment in helping keep McMinnville's Parks and Downtown core safe and enjoyable for our many visitors. The Downtown Association financial partnership is both valued and appreciated.

### **Core Services**

- o Department oversight and management
- Park system planning and development
- 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, is scheduled to be updated within the next 2-3 years. McMinnville residents value their many parks and greenways, recreation centers and the many City sponsored recreation programs and services that enrich their lives. We realize the community is changing, the Aquatic and Community Centers are aging and less flexible today than in the past to meet indoor recreation needs, and our parks and park amenities must continue to evolve to stay relevant in providing for our residents. Engaging our citizens in this review will identify community-wide recreation program and facility development priorities, determine citizen's willingness to pay to implement those priorities and further address critical park system funding. The recently completed and City sponsored National Citizens Survey and other ongoing patron surveys throughout our Department will help shape the substance of our Master Plan initiative and process in the near future.

### Park Development and Improvement Issues

- Long awaited renovation improvements to lower City Park including footbridge replacement, picnic area improvements and security camera placements will be completed this spring (2017). These improvements are supported in-part by federal Land and Water Conservation Fund grant dollars as well as a generous donation previously received from the Howard F. Nice Trust.
- The new NW Neighborhood Park and Barrier Free Playground project will continue to evolve through the design construction documents approval phase this spring; park construction will advance in coordination with the residential development plans including the completion of Yohn Ranch Drive that will provide necessary access and parking for the park on its west perimeter. Residential developers are moving their neighborhood plans through the planning process at this time. Within Park Development Fund 50, \$493,810 from grants and donations are dedicated to fund approx. 30% of this important project.
- As the McMinnville Park System continues to evolve and improve, it is critical that park maintenance funds be approved to adequately address ongoing and ever growing maintenance challenges. Significant funding reductions were made during the difficult economic times and recent elimination of budgeted support to improve maintenance capacity has further diminished the ability of our dedicated staff to meet this challenge. It is imperative that this challenge be addressed for our citizens (85% of which use our park system) and to ensure the City meets it's grant obligations in supporting the park assets that have been generously supported by federal/state agencies, private foundations, local service clubs and private citizen donors.

### **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	22,861	28,500	23,500	(5,000)
Personnel Services	211,666	220,399	229,656	9,257
Materials & Services	51,133	57,964	58,649	685
Capital Outlay	411	373	330	(43)
Total Expenditures	263,209	278,736	288,635	9,899
Net Expenditures	(240,348)	(250,236)	(265,135)	14,899

### Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	2.71		
Rec Leadership - Park Ranger		(0.01)	
FTE Proposed Budget			2.70



## General Fund – Parks & Recreation – Administration

**Historical Highlights** 

2011

- **1948** McMinnville voters pass park betterment millage property tax levy on May 21<sup>st</sup> @ 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.

dget Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>001 - ADMINISTRATION</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
			RESOURCES			
			MISCELLANEOUS			
6,044	6,050	7,500	6420 Donations - Parks & Recreation Donations received from various community organizations and businesses primarily to support our summer concerts program.	7,500	0	C
5,433	10,811	15,000	6600 Other Income Income received from sale of advertising space within seasonal Parks & Recreation brochure (supports expenditure in line item 7520); also includes income from sale of metal detecting permits and misc. park concessions.	10,000	0	C
8,159	6,000	6,000	<b>6600-26 Other Income - Park Rangers</b> McMinnville Downtown Association support to help fund Downtown Park Ranger program in 2017-18. The City matches this donation to provide approx. 1040 hours of Ranger presence in the downtown core from May through September.	6,000	0	C
19,636	22,861	28,500	TOTAL MISCELLANEOUS	23,500	0	0
19,636	22,861	28,500	TOTAL RESOURCES	23,500	0	0

get Docume	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>001 - ADMINISTRATION</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	207 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	4,476	0	7000	Salaries & Wages	0	0	(
103,230	107,930	110,901	<b>7000-05</b> Parks & Red	Salaries & Wages - Regular Full Time creation Director - 1.00 FTE	113,328	0	
35,722	34,450	39,660		Salaries & Wages - Temporary ship - Park Ranger - Parks - 1.20 FTE ship - Park Ranger - Downtown - 0.50 FTE	39,460	0	
			park venues and the Dow	rs are assigned to monitor activities in Discovery Meadows, City Park and other from May through October. Downtown Rangers are assigned along Third Street wntown business core. The McMinnville Downtown Association has committed pport the Downtown Rangers in 2017-18. (Revenue line item 6600-26 Other rk Rangers)			
249	226	120	7000-20	Salaries & Wages - Overtime	300	0	
0	1,552	0	7300	Fringe Benefits	0	0	
8,392	8,584	9,342	7300-05	Fringe Benefits - FICA - Social Security	9,492	0	
1,963	2,008	2,185	7300-06	Fringe Benefits - FICA - Medicare	2,219	0	
25,367	30,867	34,207	7300-15	Fringe Benefits - PERS - OPSRP - IAP	40,354	0	
12,407	13,477	16,390	7300-20	Fringe Benefits - Medical Insurance	17,056	0	
0	3,000	1,500	7300-22	Fringe Benefits - VEBA Plan	1,500	0	
126	107	108	7300-25	Fringe Benefits - Life Insurance	108	0	
551	566	580	7300-30	Fringe Benefits - Long Term Disability	594	0	
4,140	3,537	4,414	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,417	0	
84	82	93	7300-37	Fringe Benefits - Workers' Benefit Fund	78	0	
0	202	399	7300-40	Fringe Benefits - Unemployment	99	0	
535	601	500	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	651	0	
192,764	211,666	220,399		TOTAL PERSONNEL SERVICES	229,656	0	

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS</b> Section : <b>001 - ADMIN</b> Program :N/A		ON		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
				MATERIALS AND SERVICE	<u>=S</u>					
34,012	29,922	30,000	Publication of expenses ar advertiseme Library all of	Public Notices & Printing of four seasonal Parks and Recreation I e General Fund supported. The baland nt space and new charges to sub-depa whom are represented in the brochure ion link with the public, announcing pro-	ce is funded throug rtments within Par . The brochure is t	gh the sale of ks/Rec. as we the Depts. mos	I as the st effective	30,000	0	0
0	0	0	7520-15	Public Notices & Printing - Br	ochure			1,500	0	0
18	29	400	<b>7540</b> Costs share	Employee Events d city-wide for employee training, mater	ials, and events.			400	0	0
1,084	1,609	6,695	Professional State and Na is available t	Travel & Education development conferences and worksh ational Park and Recreation Association o other Department staff to request atte s were previously disbursed throughou	n for Director. Also endance at worksh	o, approx. \$45 lops and confe	00 of total rences.	5,700	0	0
				tion epartment staff education opportunities <sup>,</sup> prof. memberships , ORPA conference		<u>Amt/Unit</u> 4,500 1,200	<u>Total</u> 4,500 1,200			
700	1,000	900	7610-05	Insurance - Liability				1,100	0	0
100	100	200	7610-10	Insurance - Property				200	0	0
1,472	1,037	1,200	7620	Telecommunications				1,100	0	0
2,319	1,526	2,200	Includes offi	Materials & Supplies ce supplies as well as materials neede ated to community information.	d for Park Ranger	Program and	other	2,000	0	0
6,044	6,050	7,500		Materials & Supplies - Donation ncert related expenditures funded with 0.		ons received ir	revenue	7,500	0	0
1,000	767	450	7750	Professional Services				450	0	0
				<u>tion</u> 125 administration fee e allocation	<u>Units</u> 1 1	<u>Amt/Unit</u> 50 400	<u>Total</u> 50 400			
953	1,983	1,719	7840	M & S Computer Charges				1,999	0	0
			<u>Descrip</u> IS Depa	tion Irtment M&S costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 1,999	<u>Total</u> 1,999			
2,829	1,200	1,200	7840-35	M & S Computer Charges - Pa	arks & Rec Adm	ninistration		1,200	0	0
			<u>Descrip</u>	<u>tion</u> et annual maintenance	<u>Units</u>	<u>Amt/Unit</u> 1,200	<u>Total</u> 1,200			

Budget Docume	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; R</b> Section : <b>001 - ADMINISTRA</b> Program :N/A		DN		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
5,252	5,910	5,500	in July and concert se	Summer Concerts I summer concert budget proposed for 2017-18 August. \$5,500 of the total comes from the Ci ries related expenditures will be covered throug in the Administration Donations account 6420 a	5,500	0	0			
55,784	51,133	57,964		TOTAL MATERIALS AND SERVICES					0	0
				CAPITAL OUTLAY						
93	411	373	8750	Capital Outlay Computer Charges				330	0	0
			<u>Descr</u> IS Dep	ption partment capital shared costs city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 330	<u>Total</u> 330			
93	411	373		TOTAL CAPITA		<u>AY</u>		330	0	0
248,641	263,209	278,736		TOTAL REQU	288,635	0	0			



PARKS & RECREATION Aquatic Center

<u>Organization Set – Programs</u>

- Administration
- Swim Lessons
- Fitness Programs
- Pro Shop
- Classes & Programs
- Special Events

Organization Set #

01-17-087-501 01-17-087-621 01-17-087-626 01-17-087-632 01-17-087-635 01-17-087-641



- Aquatic Center

2017 – 2018 Proposed Budget --- Budget Summary

### **Budget Highlights**

- The Aquatic Center (AC) budget in 2017-18 is 58.1% selfsupporting with anticipated revenues of \$459,400. Anticipated General Fund support for the AC is \$330,122. The strong cost recovery reflects our Aquatic staff's strategic attention to price setting and growing opportunities for patrons. The Aquatic Center enjoys over 140,000 patron visits annually, ranging from toddlers to senior citizens.
- Increased revenues in AC memberships continue and reflect the success of "value added" pricing and program structure; as of July 2016., AC memberships include participation in all fitness classes at the Center without the previous additional fitness class cost to member participants. Our member revenue and participation has increased as a result. Slight fee increases across the board will help defray costs associated with mandated sick leave and minimum wage adjustments for part-time, temporary staff.
- Repairs and Maintenance: In addition to annual licenses and general day-to-day repairs, the proposed budget includes \$15,000 to repaint with slip resistant materials, locker room floors and worn pool deck areas and continues our annual door replacement of deteriorated interior doors resulting from previous exposure to high chloramine levels, conditions that were corrected several years ago.
- M & S Computer Charges include \$3,000 for security cameras
- Capital Outlay Equipment includes \$4,000 for the purchase and installation of an ADA lift to assist our patrons at the hot tub and meet federal ADA access requirements.

## Core Services

- o Lifeguard training and safety management
- Community fitness programs
- Public recreation; swim lessons; general aquatic programming
- Community/high school swim teams; agency programs; facility rentals
- Maintenance and repairs

## **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
- Determine through the Parks, Recreation and Open Space Master Plan update process, if the community is interested in a new aquatic facility as part of a future, comprehensive and multipurpose community center.



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

2017 – 2018 Proposed Budget --- Budget Summary

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	454,646	454,425	460,300	5,875
Personnel Services	520,993	517,647	551,212	33,565
Materials & Services	262,504	214,067	234,221	20,154
Capital Outlay	1,028	5,117	4,989	(128)
Total Expenditures	784,525	736,831	790,422	53,591
Net Expenditures	(329,879)	(282,406)	(330,122)	47,716

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
_	Budget	Change	Budget
FTE Adopted Budget	11.34		
Extra Help - Aquatics I, II, III (Lifeguard)		0.25	
Extra Help - Aquatics I, II, III (Office)		(0.02)	
Extra Help - Aquatics I, II, III (Swim Less	ons)	(0.01)	
Extra Help - Aquatics I, II, III (Fitness Cla	sses)	0.02	
Extra Help - Aquatics I, II, III (Special Eve	ents)	(0.01)	
FTE Proposed Budget		0.23	11.57



#### **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 CityPark 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 2<sup>nd</sup> 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 AquaticCenter's rare 20 yard indoor pool.

**1975** The facility is remodeled.



1956 to 1985

**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 (who works out daily at the Center) was dedicated by the McMinnville Art Commission and placed in the entry to the Aquatic Center.



**2016** The Aquatic Center partners with Silver&Fit and SilverSneakers. These are Medicare based health plan fitness memberships for older adults. In the first year, 200 patrons enroll to use the pool through these entities.



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

#### **Historical Highlights**

get Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : <b>501 - ADMINISTRATION</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
36,964	49,401	50,000	5360-05Admissions - Child/StudentAquatic Center daily child/student admission fees.	52,000	0	0
52,752	56,694	60,000	5360-10Admissions - Adult/SeniorsAquatic Center daily adult/senior admission fees.	62,500	0	0
			Budget Note: Reflects Fee Increase.			
85,709	111,637	110,000	5370-05Memberships - FamilyAquatic Center 12, 6, and 3-month family memberships.	114,000	0	0
			Budget Note: Reflects Fee Increasee.			
69,359	95,767	97,000	<b>5370-10 Memberships - Individual</b> Aquatic Center 12, 6 and 3-month individual memberships.	103,500	0	0
			Budget Note: Reflects Fee Increase.			
12,301	13,258	12,000	<b>5380-05</b> 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
13,391	14,092	10,000	<b>5380-10</b> Facility Rentals - McM Swim Club & McM High School Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices.	10,000	0	0
			Budget Note: In addition, the MSC families purchase approximately \$19,000-\$20,000 in family and single memberships.			
2,805	2,780	3,500	5380-15 Facility Rentals - Lockers & Equipment	3,000	0	0
273,281	343,629	342,500	TOTAL CHARGES FOR SERVICES	357,000	0	0
			MISCELLANEOUS			
0	0	0	6420 Donations - Parks & Recreation	0	0	0
880	966	500	<b>6420-05 Donations - Parks &amp; Recreation - Scholarships</b> Donations that fund expenditure account 7680, Materials & Supplies-Donations. These donations provide swim lesson scholarships (Ken Hill Scholarship Fund).	500	0	0
0	0	0	<b>6420-10 Donations - Parks &amp; Recreation - Equipment</b> Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. These are donations used to purchase Aquatic Center equipment.	0	0	0
1,411	339	200	6600 Other Income	200	0	0
2,291	1,305	700	TOTAL MISCELLANEOUS	700	0	0
275,572	344,934	343,200	TOTAL RESOURCES	357,700	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : <b>501 - ADMINISTRATION</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	9,459	0	7000	Salaries & Wages	0	0	0
164,445	169,528	170,121	Recreation F	Salaries & Wages - Regular Full Time Program Manager - 1.00 FTE Program Supervisor - 1.00 FTE Specialist - 1.00 FTE	173,739	0	0
23,942	19,858	23,670	7000-10 Recreation F	Salaries & Wages - Regular Part Time Program Coordinator II - 0.60 FTE	25,184	0	0
138,125	139,024	138,503	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Aquatics I, II, III - Lifeguard - 5.67 FTE Aquatics I, II, III - Office - 0.96 FTE	144,005	0	0
139	178	200	7000-20	Salaries & Wages - Overtime	200	0	0
0	420	720	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	3,331	0	7300	Fringe Benefits	0	0	0
19,759	19,891	20,658	7300-05	Fringe Benefits - FICA - Social Security	21,272	0	0
4,621	4,652	4,832	7300-06	Fringe Benefits - FICA - Medicare	4,975	0	0
61,139	65,753	66,893	7300-15	Fringe Benefits - PERS - OPSRP - IAP	79,173	0	0
37,105	37,339	38,476	7300-20	Fringe Benefits - Medical Insurance	45,970	0	0
0	7,000	3,500	7300-22	Fringe Benefits - VEBA Plan	4,000	0	0
504	408	432	7300-25	Fringe Benefits - Life Insurance	432	0	0
1,030	1,008	1,028	7300-30	Fringe Benefits - Long Term Disability	1,048	0	0
16,164	13,402	14,165	7300-35	Fringe Benefits - Workers' Compensation Insurance	14,722	0	0
337	341	344	7300-37	Fringe Benefits - Workers' Benefit Fund	298	0	0
0	0	99	7300-40	Fringe Benefits - Unemployment	99	0	0
6	9	11	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	10	0	0
467,316	491,599	483,652		TOTAL PERSONNEL SERVICES	515,127	0	0
				MATERIALS AND SERVICES			
6,880	8,568	7,200	7500	Credit Card Fees	8,000	0	0
0	0	0	7520-15	Public Notices & Printing - Brochure	1,500	0	0
0	0	100		<b>Safety Training/OSHA</b> 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	100	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RE</b> Section :0 <b>87 - AQUATIC CEI</b> Program :501 - ADMINISTRATIO	ITER	ON		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
65	60	400	7540 Costs share	Employee Events d city-wide for employee training, materials, an	d events.			400	0	0
1,224	815	1,050	<b>7550</b> Registration conference,	Travel & Education fees and other expenses associated with profe and re-certification training for Aquatic Center ough the Director's office.	essional de			1,050	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Misc. w	orkshops	1	140	140			
			Lifegua	rd recertifications	1	400	400			
			Prof. M	emberships - ORPA & NRPA	3	170	510			
74,363	78,865	84,000	7600	Electric & Natural Gas				84,000	0	0
2,600	3,600	3,100	7610-05	Insurance - Liability				3,900	0	0
6,500	6,600	7,800	7610-10	Insurance - Property				7,900	0	0
3,241	3,455	3,500	7620	Telecommunications				3,500	0	0
19,200	19,200	23,787	7650-10	Janitorial - Services				25,575	0	0
4,801	5,343	5,000	7650-15	Janitorial - Supplies				5,000	0	0
1,422	1,127	2,000	7660-05	Materials & Supplies - Office Suppli	es			1,500	0	0
0	0	500		Materials & Supplies - Donations evenue account 6420-05, Donations-Parks & F n lesson scholarships (Ken Hill Scholarship Fur		Scholarships.	Aquatic	500	0	0
11,547	11,650	11,000	Chemicals	<b>Chemicals</b> used to sanitize, oxidize, and test pool water as rbon dioxide, sodium bicarbonate, soda ash, ca				11,500	0	0
65,437	86,101	27,700	General day and mechai	<b>Repairs &amp; Maintenance</b> to day repairs and maintenance of the AC bui nical systems. Additional funds in 2017-18 to re floors with slip resistant materials will improve p	epaint pool	decks and loc		41,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Pool lic	enses	1	900	900			
			Replac	e 1 deteriorated, interior metal door & frame	1	4,100	4,100			
				l day to day repairs	1	21,000	21,000			
			Re-paii	nt lobby, pool decks and locker room floors	1	15,000	15,000			
1,537	1,452	1,050	7750	Professional Services				950	0	0
			Descrip	ution	<u>Units</u>	<u>Amt/Unit</u>	Total			
				125 administration fee	1	50	50			
			Audit fe	e allocation	1	900	900			

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department :17 - PARKS & F Section :087 - AQUATIC C Program :501 - ADMINISTRAT	ENTER	DN		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
12,248	14,031	14,270	7790	Maintenance & Rental Contracts	15,000	0	(			
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Parking	lot sweeping	1	500	500			
			Fire Ala	rm Monitoring	1	600	600			
			New en	nployee background checks	1	200	200			
			Copy m	achine service contract	1	800	800			
			Garbag	e service	1	900	900			
			Fire sys	stem inspection & service	1	1,000	1,000			
			Weight	room pm service	1	2,000	2,000			
			Annual	chlorinator service	1	2,500	2,500			
			HVAC p	om service	1	6,500	6,500			
0	0	0	7800	M & S Equipment				0	0	
776	297	800	<b>7800-03</b> Miscellaneo	M & S Equipment - Office us office equipment such as tables, chairs ar	nd advertising	screens.		300	0	
370	3,345	0	7800-36	M & S Equipment - Weight Room				0	0	
0	0	0	<b>7810</b> Donations u 10, Donatior	<b>M &amp; S Equipment - Donations</b> sed to purchase Aquatic Center equipment. ns-Parks & Recreation-Equipment.	Funded by re	evenue accour	nt 6420-	0	0	
4,766	4,958	5,160	7840	M & S Computer Charges				5,996	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				artment M&S costs shared city-wide	1	5,996	5,996			
5,876	4,166	4,800	7840-40	M & S Computer Charges - Aquati	c Center			6,700	0	
,	,		Descrip		<u>Units</u>	Amt/Unit	Total			
				et annual maintenance	1	1,200	1,200			
				et peripherals	1	1,000	1,000			
				a system	1	3,000	3,000			
				ement printer	1	1,200	1,200			
			•	ement receipt printer	1	300	300			
3,418	3,039	3,500		Recreation Program Expenses				3,500	0	
-, -	-,	,		general recreation program supplies.				,		
226,272	256,672	206,717		TOTAL MATERIALS	AND SER	RVICES		227,871	0	
				CAPITAL OUTLAY						
0	0	4.000	8710	Equipment				4,000	0	

udget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
467	1,028	1,117 <b>8750</b>	Capital Outlay Computer Charges	989	0	0
			scription         Units         Amt/Unit         Tot           Department capital costs shared city-wide         1         989         98			
37,276	0	0 <b>8800</b>	Building Improvements	0	0	0
37,743	1,028	5,117	TOTAL CAPITAL OUTLAY		0	0
731,331	749,298	695,486	TOTAL REQUIREMENTS	747,987	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program :621 - SWIM LESSONS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
86,004	86,123	87,000 <b>5350</b> Aquatio	Registration Fees c Center - Swim Lessons	88,600	0	0
86,004	86,123	87,000	TOTAL CHARGES FOR SERVICES	88,600	0	0
86,004	86,123	87,000	TOTAL RESOURCES	88,600	0	0

lget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	ENDED Section :087 - AQUATIC CENTER		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
21,311	20,902	20,995	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Aquatics I, II, III - 1.02 FTE	22,003	0	0
1,321	1,296	1,304	7300-05	Fringe Benefits - FICA - Social Security	1,367	0	0
309	303	304	7300-06	Fringe Benefits - FICA - Medicare	319	0	0
1,850	1,998	2,099	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,485	0	0
0	0	895	7300-35	Fringe Benefits - Workers' Compensation Insurance	945	0	0
37	36	33	7300-37	Fringe Benefits - Workers' Benefit Fund	31	0	0
24,828	24,535	25,630		TOTAL PERSONNEL SERVICES	27,150	0	0
				MATERIALS AND SERVICES			
727	788	1,000		Recreation Program Expenses esson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation	850	0	0
727	788	1,000		TOTAL MATERIALS AND SERVICES	850	0	0
25,556	25,323	26,630		TOTAL REQUIREMENTS	28,000	0	0

t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 AMENDED BUDGET	MENDED         Section :087 - AQUATIC CENTER           BUDGET         Program :626 - FITNESS CLASSES		2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
		RESOURCES			
		CHARGES FOR SERVICES			
14,654	15,000	<b>5350 Registration Fees</b> 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.	5,000	0	0
14,654	15,000	TOTAL CHARGES FOR SERVICES	5,000	0	0
14,654	15,000	TOTAL RESOURCES	5,000	0	0
	2016 ACTUAL 14,654 14,654	2016 2017 ACTUAL 2017 AMENDED BUDGET 14,654 15,000 14,654 15,000	2016 ACTUAL       2017 AMENDED BUDGET       Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES         RESOURCES         14,654         14,654       15,000       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.         14,654       15,000       TOTAL CHARGES FOR SERVICES	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES2018 PROPOSED BUDGET14,6542017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES2018 PROPOSED BUDGET14,65415,0005350 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.5,00014,65415,000TOTAL CHARGES FOR SERVICES5,000	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES2018 PROPOSED BUDGET2018 APPROVED BUDGET14,65415,0005350Registration Fees Reduction in fitness class fees reflects fee structure changes. As of 2015-16 membership fees now include participation in fitness classed. Revenue shown is received from non- member "walk-in" participants.5,000014,65415,000TOTAL CHARGES FOR SERVICES5,0000

dget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program :626 - FITNESS CLASSES	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,568	4,139	6,503	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Aquatics I, II, III - 0.31 FTE	6,999	0	0
283	257	403	7300-05	Fringe Benefits - FICA - Social Security	432	0	0
66	60	95	7300-06	Fringe Benefits - FICA - Medicare	101	0	0
469	397	650	7300-15	Fringe Benefits - PERS - OPSRP - IAP	792	0	0
0	0	277	7300-35	Fringe Benefits - Workers' Compensation Insurance	300	0	0
8	7	11	7300-37	Fringe Benefits - Workers' Benefit Fund	10	0	0
5,394	4,860	7,939		TOTAL PERSONNEL SERVICES	8,634	0	0
				MATERIALS AND SERVICES			
1,380	1,404	1,500		Recreation Program Expenses gram supplies (i.e. exercise belts & hand weights).	1,500	0	0
1,380	1,404	1,500		TOTAL MATERIALS AND SERVICES	1,500	0	0
6,774	6,264	9,439		TOTAL REQUIREMENTS	10,134	0	0

dget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
6,812	7,245	7,250	<b>5410</b> Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	7,250	0	0
6,812	7,245	7,250	TOTAL CHARGES FOR SERVICES	7,250	0	0
6,812	7,245	7,250	TOTAL RESOURCES	7,250	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program :632 - PRO SHOP	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
2,383	3,370	3,750	7660 Materials & Supplies Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Cen Swim Shop.	3,750 ter	0	0
2,383	3,370	3,750	TOTAL MATERIALS AND SERVICES	3,750	0	0
2,383	3,370	3,750	TOTAL REQUIREMENTS	3,750	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
2,087	1,691	1,750	 <b>Registration Fees</b> Center - Classes & Programs (Lifeguard Training)	1,750	0	0
2,087	1,691	1,750	TOTAL CHARGES FOR SERVICES	1,750	0	0
2,087	1,691	1,750	TOTAL RESOURCES	1,750	0	0

dget Documen	t Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017     Department : 17 - PARKS & RECREATION       AMENDED     Section :087 - AQUATIC CENTER       BUDGET     Program :635 - CLASSES & PROGRAMS		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	249	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Aquatics I, II, III - 0.01 FTE	243	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	24	7300-15	Fringe Benefits - PERS - OPSRP - IAP	29	0	0
0	0	11	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	303		TOTAL PERSONNEL SERVICES	301	0	0
				MATERIALS AND SERVICES			
234	271	1,000		Recreation Program Expenses raining Class materials and student certification fees.	250	0	0
234	271	1,000		TOTAL MATERIALS AND SERVICES	250	0	0
234	271	1,303		TOTAL REQUIREMENTS	551	0	0

Budget Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
236	0	225	 Registration Fees Center - Special Events	0	0	0
236	0	225	TOTAL CHARGES FOR SERVICES	0	0	0
236	0	225	TOTAL RESOURCES	0	0	0

dget Documen	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	100	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	6	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
0	0	2	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	0	11	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	4	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	123		TOTAL PERSONNEL SERVICES	0	0	0
				MATERIALS AND SERVICES			
114	0	100		Recreation Program Expenses Supplies for Special Events	0	0	0
114	0	100		TOTAL MATERIALS AND SERVICES	0	0	0
114	0	223		TOTAL REQUIREMENTS	0	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



- Comm. Ctr & Rec Programs 2017 – 2018 Proposed Budget --- Budget Summary

### **Budget Highlights**

- The 2017-18 proposed budget for the Community Center (CC) provides for a cost recovery level of approximately 52.5% with anticipated revenues of \$294,900. Anticipated General Fund support for the CC is \$267,003. The Center is open to the public 57 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 our program offerings. From two new fun runs to new father daughter dance, from expanded gymnastics to teen dances, recreation program opportunities are growing and program revenues from anticipated growth in recreation classes and programs reflects those continued increases.



In 2016, we introduced Start Smart Sports (Soccer, T-Ball, and Basketball) a 6-week Parent-Child class. We have had over 150 kids take the class in 2016-2017.

- Materials & Services Equipment includes \$2,400 to replace various depreciated tables, hand tools and other equipment that support day-to-day needs.
- Repairs and Maintenance includes \$2,800 and \$2,500 for one window replacement and one door repair respectively; and \$12,000 to reseal and waterproof below ground exterior walls that are beginning to seep water into basement meeting rooms during heavy periods of rain.

### **Core Services**

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

### **Future Challenges and Opportunities**

The Community Center, still known as "The People Place", remains very busy as a great venue for receptions, meetings and community events. Recreation programming is increasing and recreational opportunities will continue to be expanded to meet community interests and respond to public input as expressed through recent surveys. Yet, with an aging, 35 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.

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	243,494	267,050	294,900	27,850
Personnel Services	253,943	276,647	309,886	33,239
Materials & Services	209,655	234,037	251,358	17,321
Capital Outlay	822	745	659	(86)
Total Expenditures	464,420	511,429	561,903	50,474
Net Expenditures	(220,926)	(244,379)	(267,003)	22,624

## - Community Center

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	6.22		
Classes & Programs Labor - CC		0.10	
Site Director - STARS		(0.01)	
Assistant Site Director - STARS		(0.03)	
Recreation Leadership - Summer S	STARS	0.06	
FTE Proposed Budget		0.12	6.34





In November 2016, we hosted our first Father-Daughter Dance. Sixty-one couples attended last year and we are planning our next one for this fall.







– 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 6<sup>th</sup> 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 1<sup>st</sup> 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			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	IENDED Section :090 - COMMUNITY CENTER & REC PROGRAMS		2018 APPROVED BUDGET	20 <sup>,</sup> ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
38,074	34,292	46,800	5380-20 Facility Rentals - Meeting Rooms Community Center general meeting room rentals.	40,000	0	(
10,663	6,439	7,000	<b>5380-25</b> Facility Rentals - Auditorium Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	7,000	0	(
2,242	5,282	5,500	<b>5380-30</b> Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from a new, single-provider catering contractor.	2,000	0	(
8,220	9,574	8,500	<b>5380-35</b> Facility Rentals - Athletic Facilities Community Center "athletic membership" fees for locker room, track, racquetball, and gym use; including new pickleball and table tennis programs.	8,500	0	
4,140	2,637	5,000	<b>5380-40</b> Facility Rentals - Staff Fees Staff fees charged to user groups when the Community Center is rented beyond normal operating hours. Also includes fees collected when McMinnville Police Department staff is required for event supervision.	5,000	0	
133	0	50	<b>5380-42</b> Facility Rentals - Contract Event Security Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	50	0	
63,472	58,224	72,850	TOTAL CHARGES FOR SERVICES	62,550	0	
			MISCELLANEOUS			
1,307	656	800	6600 Other Income Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc .	500	0	(
0	0	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	(
1,307	656	800	TOTAL MISCELLANEOUS	500	0	
64,779	58,880	73,650	TOTAL RESOURCES	63,050	0	C

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	AMENDED Section :090 - COMMUNITY CENTER & REC PROGRAMS		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	6,690	0	7000	Salaries & Wages	0	0	0
78,807	84,027	97,024	7000-05 Recreation F	Salaries & Wages - Regular Full Time Program Supervisor - 2.00 FTE	96,755	0	0
25,999	29,639	32,400	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Community Center - 1.56 FTE	34,000	0	0
				aff assistance to supervise facility uses and events, help manage program and facility rental requests, perform set-up and tear-down functions and support ervisors.			
1,752	241	0	7000-20	Salaries & Wages - Overtime	0	0	C
0	2,255	0	7300	Fringe Benefits	0	0	C
6,395	6,922	8,025	7300-05	Fringe Benefits - FICA - Social Security	8,106	0	C
1,495	1,619	1,877	7300-06	Fringe Benefits - FICA - Medicare	1,896	0	C
17,411	15,900	22,664	7300-15	Fringe Benefits - PERS - OPSRP - IAP	29,917	0	0
14,409	10,595	11,392	7300-20	Fringe Benefits - Medical Insurance	22,985	0	0
0	2,000	1,000	7300-22	Fringe Benefits - VEBA Plan	2,750	0	0
231	206	216	7300-25	Fringe Benefits - Life Insurance	216	0	0
423	489	534	7300-30	Fringe Benefits - Long Term Disability	532	0	0
1,629	1,842	1,709	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,739	0	0
108	112	122	7300-37	Fringe Benefits - Workers' Benefit Fund	103	0	0
8	0	202	7300-40	Fringe Benefits - Unemployment	99	0	0
79	41	74	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	60	0	0
148,746	162,577	177,239		TOTAL PERSONNEL SERVICES	199,158	0	0
				MATERIALS AND SERVICES			
5,429	7,240	4,500	7500	Credit Card Fees	7,500	0	0
0	0	0	7520-15	Public Notices & Printing - Brochure	1,500	0	0
33	33	200	<b>7540</b> Costs share	<b>Employee Events</b> d city-wide for employee training, materials, and events.	200	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	MENDED Section :090 - COMMUNITY CENTER & REC PROGRAMS					2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
2,731	735	1,640	Professiona Recreation	<b>Travel &amp; Education</b> al development conferences and workshops and and Parks Association and National Recreation a unds are available through the Director's office.				1,620	0	0
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			ORPA	Conference attendance	2	640	1,280			
			ORPA	and NRPA memberships	2	170	340			
57,072	70,895	66,000	7600	Electric & Natural Gas				66,000	0	0
3,100	4,300	3,800	7610-05	Insurance - Liability				4,700	0	0
15,500	15,800	18,800	7610-10	Insurance - Property				18,700	0	0
4,171	5,639	4,500	7620	Telecommunications				6,000	0	0
31,080	31,559	38,483	7650-10	Janitorial - Services				41,265	0	0
2,715	2,899	2,500	7650-15	Janitorial - Supplies				3,200	0	0
2,199	3,297	2,200	7660	Materials & Supplies				2,200	0	0
46,847	16,190	30,800	Routine anr	Repairs & Maintenance nual maintenance in addition to the expense of warrier walls that are leaking during heavy rain ever		ing and re-sea	ling below	30,800	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Routine	e maintenance	1	7,000	7,000			
				or maintenance and repair	1	2,000	2,000			
			HVAC	•	1	4,500	4,500			
				v replacement	1	2,800	2,800			
			Door re	pair /waterproof below ground exterior walls front of	1	2,500	2,500			
			CC	waterproof below ground extends waits from of	1	12,000	12,000			
1,015	793	750	7750	Professional Services				650	0	0
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	Total			
				125 administration fee	1	50	50			
			Audit fe	ee allocation	1	600	600			

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : <b>501 - ADMINISTRATION</b>					2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
11,989	9,256	16,175	7790	Maintenance & Rental Contracts				16,175	0	0
			Descrip	ution_	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Carpet	cleaning	1	4,000	4,000			
			Copy m	achine lease & maintenance contract	1	3,150	3,150			
			HVAC s	system annual maintenance contact	1	3,000	3,000			
			Garbag	e service	1	2,450	2,450			
			Elevato	r annual maintenance contract	1	1,950	1,950			
			Fire ala	rm & sprinkler system annual inspection	1	800	800			
			Fire ala	rm system monitoring	1	400	400			
			Backflo	w test	1	300	300			
			Employ	ee background checks	1	125	125			
0	3,260	2,800		M & S Equipment ment replacement				2,800	0	0
3,812	3,966	3,439	7840	M & S Computer Charges				3,998	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				artment M&S costs shared city-wide	1	3,998	3,998			
3,117	3,768	3 300	7840-45	M & S Computer Charges - Comm	unity Cont		-,	2,400	0	0
3,117	3,700	3,300			•			2,400	0	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				et annual maintenance	1	1,200	1,200			
			•	ement printer	1	1,200	1,200			
119	0	50	events requ	Recreation Program Expenses - Co stated with event security provided by a private ire additional security. Costs are recovered th count 5380-42, Facility Rentals-Contract Even	e agency wh	en Community	/ Center	50	0	0
190,930	179,631	199,937		TOTAL MATERIALS	AND SE	RVICES		209,758	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
373	822	745	8750	Capital Outlay Computer Charges				659	0	0
			Descrip	tion	Units	Amt/Unit	Total			
				artment capital costs shared city-wide	1	659	659			
373	822	745		TOTAL CAPITA		AY .		659	0	0
5/5	ULL								-	•

nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 AMENDED BUDGET			2018 APPROVED BUDGET	201 ADOPTE BUDGE
		RESOURCES			
		CHARGES FOR SERVICES			
106,000	115,000	<b>5350 Registration Fees</b> Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.	140,000	0	C
130	100	5350-12Registration Fees - PianoRegistration fees for students taking piano lessons.	100	0	C
106,130	115,100	TOTAL CHARGES FOR SERVICES	140,100	0	C
		MISCELLANEOUS			
684	400	6420-27 Donations - Parks & Recreation - Piano Local donations for the piano lesson program.	650	0	0
684	400	TOTAL MISCELLANEOUS	650	0	0
106,814	115,500	TOTAL RESOURCES	140,750	0	0
	2016 ACTUAL 106,000 130 106,130 684 684	2016 ACTUAL         2017 AMENDED BUDGET           106,000         115,000           130         100           106,130         115,100           684         400	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS RESOURCES106,000115,0005350Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.1301005350-12Registration Fees - Piano Registration fees for students taking piano lessons.106,130115,100Interest for students taking piano lessons.6844006420-27Donations - Parks & Recreation - Piano Local donations for the piano lesson program.	OTFOCIENT (NET COLLECTED (NET COLLECTED)2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS2018 PROPOSED BUDGETRESOURCES106,000115,0005350Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.140,0001301005350-12Registration Fees - Piano Registration fees of students taking piano lessons.100106,130115,100TOTAL CHARGES FOR SERVICES140,1006844006420-27Donations - Parks & Recreation - Piano Local donations for the piano lesson program.650	2016 ACTUAL2017 AMENDED BUDGETDepartment: 17 - PARKS & RECREATION Section: 090 - COMMUNITY CENTER & REC PROGRAMS Program: 635 - CLASSES & PROGRAMS2018 PROPOSED BUDGET2018 APPROVED BUDGETInterstandSection: 090 - COMMUNITY CENTER & REC PROGRAMS Program: 635 - CLASSES & PROGRAMSPROPOSED BUDGETAPPROVED BUDGETInterstandInterstand106,000115,0005350Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.1301005350-12Registration Fees - Piano Registration fees for students taking piano lessons.1000106,130115,100TOTAL CHARGES FOR SERVICES140,1000MISCELLANEOUS6844006420-27Donations - Parks & Recreation - Piano Local donations for the piano lesson program.6500

get Documen	t Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	207 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
34,775	45,373	48,000	<b>7000-15</b> Classes & P	Salaries & Wages - Temporary rograms Labor - 1.40 FTE	50,528	0	(
			Increase due	e to growth of special interest recreational classes and programs.			
2,156	2,813	2,976	7300-05	Fringe Benefits - FICA - Social Security	3,133	0	C
504	658	696	7300-06	Fringe Benefits - FICA - Medicare	733	0	(
6,177	7,541	9,610	7300-15	Fringe Benefits - PERS - OPSRP - IAP	11,430	0	C
1,888	2,117	2,477	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,617	0	C
30	37	45	7300-37	Fringe Benefits - Workers' Benefit Fund	41	0	C
45,530	58,539	63,804		TOTAL PERSONNEL SERVICES	68,482	0	C
				MATERIALS AND SERVICES			
9,287	15,138	13,200		<b>Recreation Program Expenses</b> d supplies consumed in recreational classes and programs offered for children Also includes fees paid to contract instructors.	19,500	0	C
504	894	500	8130-33 Contract pay tuning.	Recreation Program Expenses - Piano ments for piano instructor as well as other incidental support fees; i.e. piano	700	0	C
9,791	16,033	13,700		TOTAL MATERIALS AND SERVICES	20,200	0	C
55,320	74,572	77,504		TOTAL REQUIREMENTS	88,682	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program :638 - TINY TOTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
5,883	6,600	7,000	<b>5350</b> Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	7,000	0	0
5,883	6,600	7,000	TOTAL CHARGES FOR SERVICES	7,000	0	0
5,883	6,600	7,000	TOTAL RESOURCES	7,000	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
268	77	800	 Recreation Program Expenses and supplies needed to support Tiny Tots Indoor Playpark.	800	0	0
268	77	800	TOTAL MATERIALS AND SERVICES	800	0	0
268	77	800	TOTAL REQUIREMENTS	800	0	0

udget Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
12,150	7,200	12,000	<b>5350 Registration Fees</b> Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, annual Sprint Triathlon, Alien Abduction Dash and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	16,500	0	0
12,150	7,200	12,000	TOTAL CHARGES FOR SERVICES	16,500	0	C
12,150	7,200	12,000	TOTAL RESOURCES	16,500	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
8,843	3,586	9,000	8130 Recreation Program Expenses Expenses for major community events such as Missoula Children's Theater Summer Residency, annual Sprint Triathlon, and other department-sponsored special events.	10,500	0	0
8,843	3,586	9,000	TOTAL MATERIALS AND SERVICES	10,500	0	0
8,843	3,586	9,000	TOTAL REQUIREMENTS	10,500	0	0

lget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program :644 - SUMMER STARS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
53,550	63,600	58,800	Summertime	<b>Registration Fees</b> Arts Recreation & Sports (STARS) Program registration fees for elementary n; program intended to be self-supporting.	67,500	0	0
53,550	63,600	58,800		TOTAL CHARGES FOR SERVICES	67,500	0	0
				MISCELLANEOUS			
0	400	100		<b>Donations - Parks &amp; Recreation - STARS</b> nat provide additional STARS Program materials and supplies through account 7680, Materials & Supplies-Donations.	100	0	0
0	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
0	400	100		TOTAL MISCELLANEOUS	100	0	0
53,550	64,000	58,900		TOTAL RESOURCES	67,600	0	0

get Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program :644 - SUMMER STARS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	207 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
26,533	26,830	28,952	Site Director Assistant Sit	Salaries & Wages - Temporary - Summer STARS - 0.16 FTE te Director - Summer STARS - 0.27 FTE _eadership - Summer STARS - 0.95 FTE	34,000	0	
				ludes mandated sick leave and minimum wage increases totaling \$946 as well as staff needs this summer. All increases will be recovered through program fees.			
21	13	0	7000-20	Salaries & Wages - Overtime	0	0	(
1,646	1,664	1,795	7300-05	Fringe Benefits - FICA - Social Security	2,108	0	(
385	389	420	7300-06	Fringe Benefits - FICA - Medicare	492	0	(
1,835	3,071	2,895	7300-15	Fringe Benefits - PERS - OPSRP - IAP	3,844	0	C
760	814	1,494	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,761	0	C
45	45	48	7300-37	Fringe Benefits - Workers' Benefit Fund	41	0	(
31,226	32,827	35,604		TOTAL PERSONNEL SERVICES	42,246	0	(
				MATERIALS AND SERVICES			
0	0	100	STARS Prog	Materials & Supplies - Donations gram materials and supplies funded through revenue account 6420-50, Parks & Recreation-STARS.	100	0	(
9,343	10,328	10,500	Recreation p	<b>Recreation Program Expenses</b> program supplies for summer STARS. Also includes field trip bus and entry fee eded, staff shirts and participant t-shirts.	10,000	0	
9,343	10,328	10,600		TOTAL MATERIALS AND SERVICES	10,100	0	(
40,569	43,155	46,204		TOTAL REQUIREMENTS	52,346	0	0





#### Budget Highlights

- Kids on the Block (KOB) is offered for 1<sup>st</sup> through 5<sup>th</sup> grade elementary school boys and girls from 2:30 pm to 5:30 pm, Monday through Friday (when school is in session) for approximately 135 program days throughout the school year. Overall, approximately 405 program hours are planned and scheduled to provide a variety of recreational activities and other special enrichment experiences including fun, age appropriate science, technology, engineering, and math (S.T.E.M.) activities, music lessons and experiences, OMSI science traveling workshops, hands-on cooking and nutrition, as well as homework assistance. We help build successful kids in a safe, exciting, supervised, and above all, fun, recreational and positive environment during these after-school hours.
- The 2016-17 KOB budget is 92.4% self-supporting; anticipated general fund support for 2017-18 is only \$30,000, a decrease of \$5000 from previous years (an additional \$10,000 of indirect City staff and related costs also support the program.) Other financial support comes from Linfield College work study funds that pay three-quarters of the staff wages for qualifying students who work in the program (approximately \$28,000 annually). McMinnville School District #40 provides bus transportation as well daily afternoon meals for KOB participants. Kids on the Block, Inc, the supportive citizen advisory committee, has, in the past, helped to raise funds via the Mayor's Ball and other means; KOB, Inc's reserve fund, accumulated during years when federal grants funded a great portion of past programs, provides over \$100,000 to help fund KOB. Under Revenue Line Item 6420-30 Donations Mayors Ball and expense line item 7750-39 Professional Services, "Mayor's Ball Director," no funds are shown as the future of the Ball and relationship with KOB is under discussion. Building a sustainable funding plan for the valued KOB program, including an evaluation of future Mayor's Ball events, will occur during the Spring of 2017.

- Increase in staff budget reflects adjustments for minimum wage and sick leave mandates. A \$50 per participant increase in registration fees in 2018 is intended to help off-set the reduction of General Fund support and the increased minimum wage cost impacts. Despite this fee increase, KOB remains one of the most affordable out of school time programs in the region.
- Of the 400+ boys and girls attending KOB, approximately 70% of qualify for and receive financial assistance to attend the program. Program staff, in partnership with KOB, Inc. Board of Directors and other community advocates will continue monitoring KOB program needs and continue developing financial resources to keep this essential community program successfully sustainable beyond current projections.

#### **Core Services**

- Provision of a high quality, safe, affordable and sustainable after school enrichment and recreation program for elementary school boys and girls in McMinnville and Lafayette.
- Strategic, community-wide funding and resource development including strong working partnerships with KOB, Inc. Board of Directors, internal and external KOB advocates and McMinnville's business community; sustaining current and growing new, effective interagency partnerships with McMinnville School District #40, Linfield College and others (e.g., Delphian School) to support and enhance the KOB Program.

# General Fund – Parks & Recreation

- Kids on the Block

#### 2017 – 2018 Proposed Budget --- Budget Summary

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

 It is imperative that a long-term financial strategic plan be defined and implemented in 2017-18 to ensure that current funding sources are renewed and strengthened and new funding support secured for a sustainable program future. It's all about the kids, our most precious resource. Anyone wanting to join this effort and help meet this challenge, should contact KOB Program Manager, Janet Adams.

#### **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	331,009	362,916	362,255	(661)
Personnel Services	309,112	318,049	328,251	10,202
Materials & Services	56,486	79,495	63,674	(15,821)
Capital Outlay	411	372	330	(42)
Total Expenditures	366,009	397,916	392,255	(5,661)
Net Expenditures	(35,000)	(35,000)	(30,000)	(5,000)

#### Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
-	Budget	Change	Budget
FTE Adopted Budget	9.09		
Extra Help - Management Assistant		(0.01)	
Site Director II		0.22	
Assistant Site Director		(0.10)	
Recreation Leadership		(0.14)	
FTE Proposed Budget		(0.03)	9.06



KOB takes regular activities and does them just a bit differently. For instance, plain old coloring becomes Collaborative Art, a chance for KOB Kids to develop skills in communication, cooperation, and compromise and to meet a new friend they haven't played with before.



Grandhaven KOB Kids learned about the concepts of decomposition, extinction, and fossilization by examining real fossils and creating their own 'future fossils' out of clay. The activity wrapped up with a discussion about what fossils future biologists might find, which turned into an impromptu philosophical discussion about garbage, litter, and recycling.



# 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 10<sup>th</sup> Annual Mayor's Charity Ball raised ~\$72,000 for KOB.

- **2010** Mayor Rick Olson and wife Candy host the 21<sup>st</sup> annual Mayors Ball and raise \$125,000 for KOB.
- **2013** The 2013-2014 fiscal year marks the city's 25<sup>th</sup> anniversary of operating the KOB program.
- 2017 The Annual Mayor's Charity Ball, the major fundraising event supporting the City's award winning Kids on the Block after-school enrichment program, took a one-year hiatus. KOB advocates and City staff will convene in the spring to assess the Mayor's Ball and other options and recommend advancing a long-term funding strategy that will ensure KOB financial sustainability in the future.



get Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>093 - KIDS ON THE BLOCK</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	20' ADOPTE BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
169,186	189,174	198,000		<b>Registration Fees - KOB - Elementary</b> Block After-School Program registration fees. Fee increases will help off-set r planned and mandated staff costs.	200,625	0	
292	0	0	5350-10	Registration Fees - KOB - Power Hour	0	0	
169,478	189,174	198,000		TOTAL CHARGES FOR SERVICES	200,625	0	
				MISCELLANEOUS			
0	1,000	1,000	Budget Note	<b>Donations - Parks &amp; Recreation</b> Donations from sources other than Kids on the Block, Inc. earmarked for chment projects & programs.	0	0	
103,556	116,955	120,716	6420-15 Kids On The School Prog	<b>Donations - Parks &amp; Recreation - KOB, Inc Elementary</b> Block, Inc. support of the day-to-day operations of the Kids on the Block After- gram.	133,430	0	
20,439	16,742	24,000		<b>Donations - Parks &amp; Recreation - KOB, Inc Enrichment</b> Block, Inc. support of the day-to-day operations of the Kids on the Block After- gram.	24,000	0	
2,655	2,823	4,000	6420-25 Kids On The School Prog	<b>Donations - Parks &amp; Recreation - KOB, Inc Misc</b> Block, Inc. support of the day-to-day operations of the Kids on the Block After- gram.	4,000	0	
920	4,000	15,000	6420-30	Donations - Parks & Recreation - Mayor's Ball	0	0	
530	315	200	6600	Other Income	200	0	
128,100	141,836	164,916		TOTAL MISCELLANEOUS	161,630	0	
297,578	331,009	362,916		TOTAL RESOURCES	362,255	0	

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>093 - KIDS ON THE BLOCK</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	1,590	0	7000	Salaries & Wages	0	0	0
66,036	69,104	69,826	7000-05 Recreation P	Salaries & Wages - Regular Full Time rogram Manager - 1.00 FTE	71,810	0	0
158,351	178,695	184,628	Site Director Assistant Site	Salaries & Wages - Temporary Management Assistant - 0.46 FTE II - 1.73 FTE e Director - 1.30 FTE eadership - 4.57 FTE	187,250	0	0
61	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	844	0	7300	Fringe Benefits	0	0	0
13,847	15,293	15,775	7300-05	Fringe Benefits - FICA - Social Security	16,062	0	0
3,238	3,576	3,690	7300-06	Fringe Benefits - FICA - Medicare	3,756	0	0
23,337	29,240	32,443	7300-15	Fringe Benefits - PERS - OPSRP - IAP	37,401	0	0
5,493	5,528	5,696	7300-20	Fringe Benefits - Medical Insurance	5,929	0	0
0	1,000	500	7300-22	Fringe Benefits - VEBA Plan	500	0	0
126	107	108	7300-25	Fringe Benefits - Life Insurance	108	0	0
371	381	382	7300-30	Fringe Benefits - Long Term Disability	390	0	0
3,634	3,395	3,665	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,730	0	0
290	317	312	7300-37	Fringe Benefits - Workers' Benefit Fund	264	0	0
2,594	0	999	7300-40	Fringe Benefits - Unemployment	1,001	0	0
17	42	25	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	0	0
277,395	309,112	318,049		TOTAL PERSONNEL SERVICES	328,251	0	0
				MATERIALS AND SERVICES			
4,798	6,289	6,250	7500	Credit Card Fees	6,250	0	0
0	0	0	7520-15	Public Notices & Printing - Brochure	1,500	0	0
18	17	200	<b>7540</b> Costs shared	Employee Events I city-wide for employee training, materials, and events.	200	0	0
500	700	600	7610-05	Insurance - Liability	700	0	0
679	810	1,000	7620	Telecommunications	800	0	0
31	20	25	7660-05	Materials & Supplies - Office Supplies	25	0	0
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.get Decame.	nt Report			01 - GENERAL FUND	)					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS ٤</b> Section : <b>093 - KIDS ON</b> Program :N/A		ON		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
0	0	1,000	7680	Materials & Supplies - Donation	S			0	0	(
860	674	500	7750	Professional Services				500	0	(
			<u>Descri</u> Audit fe	otion ee allocation	<u>Units</u> 1	<u>Amt/Unit</u> 500	<u>Total</u> 500			
920	4,000	15,000	7750-39	Professional Services - Mayor's	Ball Director	r		0	0	
953	1,983	1,720	7840	M & S Computer Charges				1,999	0	
			<u>Descrip</u> IS Dep	otion artment M&S costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 1,999	<u>Total</u> 1,999			
4,050	1,200	1,200	7840-50	M & S Computer Charges - Kids	on the Bloci	ĸ		1,200	0	
			<u>Descrip</u> Activer	<u>otion</u> let annual maintenance	<u>Units</u> 1	<u>Amt/Unit</u> 1,200	<u>Total</u> 1,200			
12,034	14,254	14,000	Arts and cra supplies for	0 Recreation Program Expenses and crafts materials, sports and games equipment, staff training and instructional support blies for KOB After-School Program. Some transportation costs for occasional field trips also be included.					0	
0	0	0	8130-30	<b>Recreation Program Expenses</b>	Power Hour	Fees		0	0	
20,439	16,742	24,000	science, vis	Recreation Program Expenses - Block Enrichment Programs and supplies iting artists, environmental instruction, all of and awareness of the world around them.	24,000	0				
2,655	2,823	4,000	8130-40 Kids on the	Recreation Program Expenses · Block expenses for miscellaneous program				4,000	0	
7,152	6,974	10,000		Recreation Program Expenses ege Work Study Program provides funding le students work as program staff.		B leadership o	osts	10,000	0	
			actually tota benefits KC	e: Budget amount represents the City's sl al approximately \$40,000 annually. This jo B by reducing overall Recreation Leadersl ad through higher fees for participants, pro	oint program wit nip costs that ot	h Linfield Colle herwise would	ge			
55,089	56,486	79,495		TOTAL MATERIA	LS AND SEI	RVICES		63,674	0	
				CAPITAL OUTLAY						
93	411	372	8750	Capital Outlay Computer Charg	es			330	0	
			<u>Descri</u> IS Dep	otion artment capital costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 330	<u>Total</u> 330			
93	411	372		TOTAL CAP				330	0	

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>093 - KIDS ON THE BLOCK</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
332,578	366,009	397,916	TOTAL REQUIREMENTS	392,255	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

2017 – 2018 Proposed Budget --- Budget Summary

#### Budget Highlights

- The 2017-18 proposed budget for the Recreational Sports (RS) division of the Parks and Recreation Department anticipates overall revenues (registration fees, field rentals, donations, concessions and sponsorships) of \$234,050. Anticipated General Fund support for our Recreational Sports division for 2017-18 is \$81,649.
- All individual sports within Youth and Adults Sports areas recover more than 100% of their basic program costs including half of the overall division administrative costs to manage these programs.
- In 2018, youth soccer registration fees will increase slightly to help off-set approximately \$7,000 of new soccer field turf improvements to help enhance 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" during which players are recreating in these programs each year.
- Approximately 1,900 youth and adult recreation sports league games or matches are scheduled each year (1,500 at Dancer Park). New programs include adult coed kickball and ultimate disc (commonly known as ultimate frisbee).
- About 120 youth and adult sport games/matches (field rentals) are also scheduled at Dancer Park for "independent" teams annually.
- The community livability values of these programs and opportunities for both youth and adults remains significant.

#### Core Services

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

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

- Reduced professional staffing resulting from budget reductions in the 2012-13 fiscal year will continue to require that our program manager focus on sustaining quality services and outcomes within existing programs before extending slowly to other program areas including the introduction of a youth lacrosse camp as well as adult kickball in summer 2017.
- Maximize public use of facilities while protecting facilities from over-use and damage.
- Dancer field conditions- Public Works repair work is scheduled for summer 2017 (\$50,000 project)





# General Fund – Parks & Recreation - Recreational Sports

2017 – 2018 Proposed Budget --- Budget Summary

#### **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	220,845	223,292	234,050	10,758
Personnel Services	185,130	206,855	216,656	9,801
Materials & Services	83,374	89,470	98,869	9,399
Capital Outlay	411	372	330	(42)
Total Expenditures	268,915	296,697	315,855	19,158
Net Expenditures	(48,070)	(73,405)	(81,805)	8,400



**Camps and Clinics** - Parks and Recreation puts on a number of clinics for youth athletes each year. The McMinnville High School and Linfield College soccer teams volunteer to run a free clinic for all youth soccer players prior to the fall soccer season, with attendance close to 100 players each year.

#### Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
-	Budget	Change	Budget
FTE Adopted Budget	4.26		
Extra Help - Management Assistant		0.17	
Extra Help - Office		(0.17)	
Rec Program Labor - Adult Sports		(0.03)	
FTE Proposed Budget		(0.03)	4.23



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.

- During opening Marsh Lane Extension and **Dancer Park Expansion** Project complete with 12 soccer and 12 baseball softball fields. Major skate park renovation at Dancer Park complete. **Discovery Meadows**, Max Baseball Field inaugural game played June 4<sup>th</sup>, 2005. Several volunteer groups work 2015 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

2004

2005

2008

to help alleviate parking demand with the growth of soccer is completedin time for fall soccer.

#### 2013

ceremonies of the 2013 vouth 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.

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.

t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>501 - ADMINISTRATION</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
		RESOURCES			
		CHARGES FOR SERVICES			
3,815	5,000	<b>5380-60</b> 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.	5,000	0	0
3,815	5,000	TOTAL CHARGES FOR SERVICES	5,000	0	0
3,815	5,000	TOTAL RESOURCES	5,000	0	0
	2016 ACTUAL 3,815 3,815	2016 2017 ACTUAL 2017 AMENDED BUDGET 3,815 5,000 3,815 5,000	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATIONRESOURCES3,8155,0005380-60Facility 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.3,8155,000TOTAL CHARGES FOR SERVICES3,8155,000TOTAL CHARGES FOR SERVICES	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION2018 PROPOSED BUDGETRESOURCESCHARGES FOR SERVICES Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION2018 PROPOSED BUDGET3,8155,0005380-60 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.5,0003,8155,000TOTAL CHARGES FOR SERVICES5,000	2016 ACTUAL ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION2018 PROPOSED BUDGET2018 APPROVED BUDGETRESOURCESCHARGES FOR SERVICES Salo-60 Fes 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.5,00003,8155,000TOTAL CHARGES FOR SERVICES Sources5,0000

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS</b> Section : <b>096 - RECRE/</b> Program :501 - ADMINIST	ATIONAL SPOR			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
				REQUI	REMENTS					
				PERSONNEL SERVICES						
0	3,264	0	7000	Salaries & Wages				0	0	0
65,770	73,213	73,570	7000-05 Recreation F	Salaries & Wages - Regular Fu Program Manager - 1.00 FTE	ll Time			75,112	0	0
15,073	9,600	22,825		Salaries & Wages - Temporary Management Assistant - 0.42 FTE sistant - 0.44 FTE				22,975	0	0
12	25	0	7000-20	Salaries & Wages - Overtime				0	0	0
0	1,304	0	7300	Fringe Benefits				0	0	0
4,871	4,971	5,976	7300-05	Fringe Benefits - FICA - Social	Security			6,081	0	0
1,139	1,163	1,398	7300-06	Fringe Benefits - FICA - Medica	are			1,422	0	0
18,418	21,835	22,323	7300-15	Fringe Benefits - PERS - OPSR	RP - IAP			26,324	0	0
11,415	11,497	11,842	7300-20	Fringe Benefits - Medical Insur	rance			12,330	0	0
0	2,000	1,000	7300-22	Fringe Benefits - VEBA Plan				1,000	0	0
126	107	108	7300-25	Fringe Benefits - Life Insuranc	е			108	0	0
354	383	382	7300-30	Fringe Benefits - Long Term D	isability			390	0	0
2,391	2,788	1,230	7300-35	Fringe Benefits - Workers' Con	npensation Ins	surance		1,305	0	0
52	43	64	7300-37	Fringe Benefits - Workers' Ben	efit Fund			54	0	0
0	276	500	7300-40	Fringe Benefits - Unemployme	nt			299	0	0
3,316	3,294	3,201	7400-10	Fringe Benefits - Volunteers -	Workers' Com	pensation In	surance	3,399	0	0
122,935	135,762	144,419		TOTAL PERSO	ONNEL SERV	ICES		150,799	0	0
				MATERIALS AND SERVICE	<u>s</u>					
4,149	5,238	5,150	7500	Credit Card Fees				6,500	0	0
0	0	0	7520-15	Public Notices & Printing - Bro	ochure			1,500	0	0
18	17	100	7540 Costs share	Employee Events d city-wide for employee training, materia	als, and events.			100	0	0
260	170	300		<b>Travel &amp; Education</b> Memberships and Misc. workshops. Co Directors office.	onference attenda	ance funding is	available	300	0	С
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	Total			
			Misc. w	orkshops	1	130	130			

dget Documer	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; R</b> Section : <b>096 - RECREATIC</b> Program : <b>501 - ADMINISTRAT</b>	NAL SPOR			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	20 <sup>,</sup> ADOPTE BUDGE
120	202	300	7590	Fuel - Vehicle & Equipment				300	0	(
700	900	800	7610-05	Insurance - Liability				1,000	0	(
200	200	300	7610-10	Insurance - Property				200	0	(
1,510	1,614	1,500	7620	Telecommunications				1,800	0	(
25	14	0	7660-05	Materials & Supplies - Office Supp	lies			20	0	(
723	528	400	7750	Professional Services				450	0	(
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Section	125 administration fee	1	50	50			
			Audit fe	e allocation	1	400	400			
0	0	0	7800	M & S Equipment				0	0	(
1,906	1,983	1,720	7840	M & S Computer Charges				1,999	0	(
			<u>Descrip</u>	otion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS Depa	artment M&S costs shared city-wide	1	1,999	1,999			
1,200	2,367	1,200	7840-55	M & S Computer Charges - Recrea	tional Spo	rts		1,500	0	(
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Activen	et annual maintenance	1	1,200	1,200			
			Replace	ement printer	1	300	300			
0	0	0	8130-15	<b>Recreation Program Expenses - C</b>	oncession	s		0	0	(
10,812	13,233	11,770		TOTAL MATERIALS	AND SEI	RVICES		15,669	0	(
				CAPITAL OUTLAY						
187	411	372	8750	Capital Outlay Computer Charges				330	0	(
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			IS Depa	artment capital costs shared city-wide	1	330	330			
187	411	372		TOTAL CAPIT	AL OUTLA	<u> </u>		330	0	
133,934	149,406	156,561		TOTAL REQU				166,798	0	

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program :647 - ADULT SPORTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
23,604	24,750	27,000	<b>5350 Registration Fees</b> Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	25,000	0	0
23,604	24,750	27,000	TOTAL CHARGES FOR SERVICES	25,000	0	0
23,604	24,750	27,000	TOTAL RESOURCES	25,000	0	0

lget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program :647 - ADULT SPORTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,025	4,711	5,001	7000-15 Recreation F	Salaries & Wages - Temporary Program Labor - 0.20 FTE	4,802	0	C
126	292	310	7300-05	Fringe Benefits - FICA - Social Security	297	0	(
29	68	73	7300-06	Fringe Benefits - FICA - Medicare	69	0	C
87	819	500	7300-15	Fringe Benefits - PERS - OPSRP - IAP	543	0	(
33	0	258	7300-35	Fringe Benefits - Workers' Compensation Insurance	249	0	C
3	8	8	7300-37	Fringe Benefits - Workers' Benefit Fund	6	0	(
2,303	5,899	6,150		TOTAL PERSONNEL SERVICES	5,966	0	C
				MATERIALS AND SERVICES			
12,287	12,766	12,500	8130 Sports officia Sports Prog	<b>Recreation Program Expenses</b> als, portable toilet rentals, trophies, and other expenses related to the Adult ram.	12,125	0	(
12,287	12,766	12,500		TOTAL MATERIALS AND SERVICES	12,125	0	(
14,590	18,665	18,650		TOTAL REQUIREMENTS	18,091	0	C

nt Report			01 - GENERAL FUND			
2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program :650 - YOUTH SOCCER	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
93,881	92,500	Recreationa off-set mane & off-set ap	dated minimum wage & sick leave expenses. Fees will be increased to help share prox. \$7000 of needed soccer field maintenance improvements (matched by park	100,500	0	0
621	500	5380-55 Soccer cond	Facility Rentals - Concessions cessionaire profit sharing with City.	1,000	0	0
94,502	93,000		TOTAL CHARGES FOR SERVICES	101,500	0	0
94,502	93,000		TOTAL RESOURCES	101,500	0	0
	93,881 621 94,502	2016 ACTUAL 2017 AMENDED BUDGET 93,881 92,500 621 500 94,502 93,000	2016 ACTUAL         2017 AMENDED BUDGET           93,881         92,500         5350 Recreationa off-set man & off-set ap maintenanc           621         500         5380-55 Soccer con           94,502         93,000	2016 ACTUAL       2017 AMENDED BUDGET       Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER         RESOURCES         93,881       92,500       5350       Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons. Increase will off-set mandated minimum wage & sick leave expenses. Fees will be increased to help share & off-set approx. \$7000 of needed soccer field maintenance improvements (matched by park maintenance).         621       500       5380-55 Soccer concessionaire profit sharing with City.         94,502       93,000       Interact Charges For Services	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER2018 PROPOSED BUDGET93,88192,5005350Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons. Increase will off-set mandated minimum wage & sick leave expenses. Fees will be increased to help share & off-set approx. \$7000 of needed soccer field maintenance improvements (matched by park maintenance).100,5006215005380-55Facility Rentals - Concessions Soccer concessionaire profit sharing with City.1,00094,50293,000TOTAL CHARGES FOR SERVICES101,500	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER2018 PROPOSED BUDGET2018 APPROVED BUDGETRESOURCES93,88192,5005350Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons. Increase will off-set mandated minimum wage & sick leave expenses. Fees will be increased to help share & off-set approx. \$7000 of needed soccer field maintenance improvements (matched by park maintenance).1,00006215005380-55Facility Rentals - Concessions Soccer concessionaire profit sharing with City.1,000094,50293,000TOTAL CHARGES FOR SERVICES101,5000

get Documen	t Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program :650 - YOUTH SOCCER	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	20 ADOPTE BUDGI
				REQUIREMENTS			
				PERSONNEL SERVICES			
15,915	17,494	17,999	7000-15 Recreation P	Salaries & Wages - Temporary Program Labor - 0.86 FTE	19,001	0	(
				ects program growth and mandated sick leave (\$200) & minimum wage (\$800) ′outh Soccer revenue growth will cover these increases.			
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
986	1,085	1,116	7300-05	Fringe Benefits - FICA - Social Security	1,178	0	(
231	254	261	7300-06	Fringe Benefits - FICA - Medicare	275	0	(
85	243	1,800	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,147	0	(
389	0	929	7300-35	Fringe Benefits - Workers' Compensation Insurance	984	0	(
30	32	29	7300-37	Fringe Benefits - Workers' Benefit Fund	25	0	(
17,636	19,107	22,134		TOTAL PERSONNEL SERVICES	23,610	0	C
				MATERIALS AND SERVICES			
21,354	22,557	24,000	Soccer equip	<b>Recreation Program Expenses</b> oment, team t-shirts, field supplies, and printing, etc. use to cover additional field maintenance.	30,625	0	(
21,354	22,557	24,000		TOTAL MATERIALS AND SERVICES	30,625	0	
38,990	41,664	46,134		TOTAL REQUIREMENTS	54,235	0	C

t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program :653 - YOUTH BASKETBALL	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
		RESOURCES			
		CHARGES FOR SERVICES			
17,840	18,100	<b>5350 Registration Fees</b> Recreational Sports registration fees and team sponsorships for Youth Basketball. Slight increases will cover new costs associated with mandated sick leave and minimum wage adjustments.	20,600	0	0
17,840	18,100	TOTAL CHARGES FOR SERVICES	20,600	0	C
17,840	18,100	TOTAL RESOURCES	20,600	0	C
	ACTUAL 17,840 <b>17,840</b>	2016 2017 ACTUAL AMENDED BUDGET 17,840 18,100 17,840 18,100	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL RESOURCES17,84018,1005350Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball. Slight increases will cover new costs associated with mandated sick leave and minimum wage adjustments.17,84018,100TOTAL CHARGES FOR SERVICES	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL2018 PROPOSED BUDGET17,84018,1005350 Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball. Slight increases will cover new costs associated with mandated sick leave and minimum wage adjustments.20,60017,84018,10018,100TOTAL CHARGES FOR SERVICES20,600	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL2018 PROPOSED BUDGET2018 APPROVED BUDGETImage: Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL2018 PROPOSED BUDGET2018 PROPOSED BUDGETImage: Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALLRESOURCESImage: Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALLRESOURCES17,84018,1005350Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball. Slight increases will cover new costs associated with mandated sick leave and minimum wage adjustments.20,600017,84018,100TOTAL CHARGES FOR SERVICES20,6000

Iget Docume	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program :653 - YOUTH BASKETBALL	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
7,728	7,523	8,687	7000-15 Recreation F	Salaries & Wages - Temporary Program Labor - 0.41 FTE	9,148	0	
				art-time wages will now include mandated sick leave and minimum costs totaling t program fee increases will cover these new expenses.			
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
479	466	539	7300-05	Fringe Benefits - FICA - Social Security	567	0	(
112	109	126	7300-06	Fringe Benefits - FICA - Medicare	133	0	(
241	216	868	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,033	0	(
241	0	448	7300-35	Fringe Benefits - Workers' Compensation Insurance	474	0	(
14	13	14	7300-37	Fringe Benefits - Workers' Benefit Fund	12	0	(
8,815	8,327	10,682		TOTAL PERSONNEL SERVICES	11,367	0	(
				MATERIALS AND SERVICES			
5,181	3,254	3,650		Recreation Program Expenses ketballs, printing, and other supplies related to the Youth Basketball Program.	3,275	0	(
5,181	3,254	3,650		TOTAL MATERIALS AND SERVICES	3,275	0	(
13,996	11,581	14,332		TOTAL REQUIREMENTS	14,642	0	C

udget Document Report			01 - GENERAL FUND			
2015 2016 ACTUAL ACTUAL		2017 AMENDED BUDGET	NDED Section :096 - RECREATIONAL SPORTS		2018 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
59,155	57,246	60,692	<b>5350 Registration Fees</b> Recreational Sports registration fees for Youth Baseball and Softball Programs. Program fees will off-set new costs associated with sick leave and minimum wage increases.	61,700	0	C
0	500	500	5380-55 Facility Rentals - Concessions Baseball/Softball concessionaire profit sharing with City.	1,000	0	0
59,155	57,746	61,192	TOTAL CHARGES FOR SERVICES	62,700	0	0
			MISCELLANEOUS			
22,650	16,444	15,500	<b>6420-35 Donations - Parks &amp; Recreation - Base/Softball Sponsorships</b> Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8.	15,500	0	C
4,197	5,152	3,000	6420-40 Donations - Parks & Recreation - Base/Softball Fundraisers Net income received from annual Youth Baseball and Softball Fundraiser.	3,000	0	C
26,847	21,596	18,500	TOTAL MISCELLANEOUS	18,500	0	0
86,002	79,341	79,692	TOTAL RESOURCES	81,200	0	0

idget Document Report				01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program :656 - YOUTH BASEBALL/SOFTBALL	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
15,834	14,727	19,034	7000-15 Recreation F	Salaries & Wages - Temporary Program Labor - 0.89 FTE	20,002	0	(
				por costs will include mandated sick leave (\$200) and increased minimum wage . These specific costs will be funded through slight registration fee increases.			
10	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
982	913	1,180	7300-05	Fringe Benefits - FICA - Social Security	1,240	0	(
230	214	276	7300-06	Fringe Benefits - FICA - Medicare	290	0	(
157	154	1,903	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,260	0	(
186	0	982	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,036	0	(
29	26	31	7300-37	Fringe Benefits - Workers' Benefit Fund	26	0	(
17,427	16,034	23,406		TOTAL PERSONNEL SERVICES	24,854	0	(
				MATERIALS AND SERVICES			
21,687	12,980	15,500	Baseball/So Baseball/So	7680 Materials & Supplies - Donations Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships.		0	(
17,299	18,584	22,000	Youth baset	Recreation Program Expenses pall/softball related materials, supplies, and equipment necessary to sustain erations for boys and girls 6-14 years.	21,625	0	(
38,986	31,564	37,500		TOTAL MATERIALS AND SERVICES	37,125	0	(
56,413	47,598	60,906		TOTAL REQUIREMENTS	61,979	0	0

dget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program :659 - YOUTH SPORTS CAMPS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
764	597	500	<b>5350 Registration Fees</b> Recreational Sports registration fees for several summer skill development youth sports camps and classes.	750	0	0
764	597	500	TOTAL CHARGES FOR SERVICES	750	0	0
764	597	500	TOTAL RESOURCES	750	0	0

Budget Document Report				01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program :659 - YOUTH SPORTS CAMPS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	51	7000-15 Recreation I	Salaries & Wages - Temporary Program Labor - 0.01 FTE	47	0	0
0	0	3	7300-05	Fringe Benefits - FICA - Social Security	3	0	0
0	0	1	7300-06	Fringe Benefits - FICA - Medicare	1	0	0
0	0	5	7300-15	Fringe Benefits - PERS - OPSRP - IAP	6	0	0
0	0	3	7300-35	Fringe Benefits - Workers' Compensation Insurance	3	0	0
0	0	1	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	64		TOTAL PERSONNEL SERVICES	60	0	0
				MATERIALS AND SERVICES			
0	0	50	<b>8130</b> Incidental ed	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	114		TOTAL REQUIREMENTS	110	0	0

# PARKS & RECREATION<br/>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

#### 2017 – 2018 Proposed Budget --- Budget Summary

#### **Budget Highlights**

- In 2017-18, the Senior Center will continue to be open to the public 50 hours/week, with operating hours Mondays through Thursdays from 9:00 am to 8:00 pm and Fridays from 9:00 am to 6:00 pm (the Center may be rented during "off-hours.") Two annual, one-week closures will occur in August and December. In 2017-18, the overall Senior Center budget is projected to achieve a 49.7% self-support level with planned revenues of \$176,093. Anticipated General Fund support in 2016-17 is \$178,018.
- Revenues from donations are shown in three separate line items: 6420-45 Donations P&R Seniors (\$3,500); 6420-46 Donation P&R Fry Family Trust (\$5,563); and 6420-60 Donations P&R Building Improvements (\$37,480). At this time, we anticipate spending only the \$3,500 from 6420-45 and these expenditures are accounted for in expense line items 7680 M&S Donation (\$2,500); and 7810 M&S Equipment Donations (\$1,000). However, the balance of the unused funds from the Fry Family Trust and Building Fund donations totaling \$43,043 is also included as a placeholder for future expenditures in line item 7720-24 R&M Donations Seniors; that expenditure line item shows a total of \$43,043. This is a "placeholder only for 2017-18 (no expenditures from this line item are planned in 2017-18 at this time) Unexpended funds will carry forward to 2018-19, the bulk of which will be dedicated to re-roofing the Senior Center.
- The Wortman Café, a new Tuesday/Thursday lunch program started in January of 2016 at the SC will continue its successful run. Revenues from the program, will be shown in line item 5410-05 Sales-Wortman Café; Expenses shown in 7660-37 M&S-Wortman Café. The popular Wortman Café has averaged about 60-65 lunch participants each day since it opened with 5813 total meals served in 2016.

- Repairs and Maintenance includes \$4,000 in 2017-18 to replace depreciated suppression fire sprinkler heads on the exterior of the Center.
- Professional Services includes \$10,000 for design and specifications documents to guide re-roofing cost estimates in 2017-18 and eventual re-roofing construction efforts for the Senior Center in 2018-19.

#### **Core Services**

- Enrichment classes and programs for senior adults
- Senior support services: health, fitness, legal, etc.
- Regional meal site including Meals on Wheels
- Facility rentals and community events
- Facility maintenance and repairs

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

- Maximize facility use through expanded programs and rentals that serve public interests and generate revenues to support operations
- Continue to assess program effectiveness in addressing changing adult interests and needs within McMinnville



The "Cranks" and "Easy Riders" biking groups define youthful aging in McMinnville

# General Fund – Parks & Recreation - Senior Center

#### 2017 – 2018 Proposed Budget --- Budget Summary

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	119,980	158,400	176,093	17,693
Personnel Services	156,578	162,327	170,747	8,420
Materials & Services	114,928	151,636	182,869	31,233
Capital Outlay	617	559	495	(64)
Total Expenditures	272,123	314,522	354,111	39,589
Net Expenditures	(152,143)	(156,122)	(178,018)	21,896

#### Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	2.50		
Extra Help - Senior Center		(0.01)	
FTE Proposed Budget		(0.01)	2.49



Class attendance for fiscal year 2015-2016 was 5,943



Class attendance for the first 8 months of fiscal year 2016-2017 was 5,113



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

- **2006** Quilt Relief Project continues at the Senior Center. This group of hard working quilters uses donations of fabrics received from community members and makes quilts and lap blankets and in turn donates them to community agencies such as Habitat for Humanity, Juliette's House, and the Yamhill County Health Start program.
- **2014** Friends of the McMinnville Senior Center donate \$10,000+ for future SC roof replacement to be completed in the next 2-3 years.
- 2016 The "Wortman Park Café" began operating the Tuesday and Thursday lunch program. The Café offers a fresh salad bar, fresh baked bread, soup and fresh baked cookies. There were 5,816 visits in 2016. The new collaborative with the Northwest Senior and Disabled Services replaced the long standing daily meals program on these days. Home delivered meals continue to operate Monday through Thursday.



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



Guests enjoy a delicious lunch at the Wortman Park Café

2045	2046	2017	Department :17 - PARKS & RECREATION	2010	204.0	20 <sup>,</sup>
2015 ACTUAL	2016 ACTUAL	AMENDED	Section :099 - SENIOR CENTER	2018 PROPOSED	2018 APPROVED	ADOPTI
		BUDGET	Program :501 - ADMINISTRATION	BUDGET	BUDGET	BUDGI
			RESOURCES			
			CHARGES FOR SERVICES			
7,967	8,204	8,800	5380-20 Facility Rentals - Meeting Rooms Senior Center meeting room rentals.	9,000	0	
73	160	200	5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals.	300	0	
5,283	4,721	4,500	<b>5380-40</b> Facility Rentals - Staff Fees Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	8,000	0	
10,484	9,937	10,200	5380-45 Facility Rentals - Reception Facilities Senior Center main hall rentals.	9,000	0	
6,000	6,000	4,800	<b>5380-50</b> Facility Rentals - Meal Site Northwest Senior & Disabled Services fees paid for the use of Senior Center kitchen and dining areas for Senior Meals Program and Meals on Wheels; contract renewed every two years.	4,800	0	
0	15,108	19,400	<b>5410-05</b> Sales - Wortman Park Cafe Revenues from the popular "Wortman Park Café", the new Tues./Thurs. fresh salad, soup, bread and dessert lunch at the Senior Center. The Café has averaged approx. 60 daily attendees.	29,100	0	
1,745	1,533	1,700	5420 Newsletter Senior Program subscription fees for monthly senior newsletter.	1,350	0	
31,552	45,663	49,600	TOTAL CHARGES FOR SERVICES	61,550	0	
			MISCELLANEOUS			
6,898	6,760	4,000	6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities.	3,500	0	
0	599	10,000	6420-46 Donations - Parks & Recreation - SC-Fry Family Irrevocable Trust	5,563	0	
			Unused portion of \$10,000 estate donation received in 2013-14. Unused donation funds will carry forward year-to-year until funds are exhausted.			
0	0	20,000	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.	37,480	0	
800	473	300	6600 Other Income Senior Center announcement board fees and other incidental revenues.	300	0	
653	846	1,000	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	
8,351	8,678	35,300	TOTAL MISCELLANEOUS	48,343	0	

Budget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>501 - ADMINISTRATION</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
39,903	54,341	84,900	TOTAL RESOURCES	109,893	0	0

get Docume	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	20' ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	2,264	0	7000	Salaries & Wages	0	0	0
66,936	70,004	70,276	7000-05 Recreation F	Salaries & Wages - Regular Full Time Program Manager - 1.00 FTE	71,810	0	0
25,081	30,549	32,598	7000-10 Recreation F	Salaries & Wages - Regular Part Time Program Coordinator II - 0.80 FTE	34,407	0	0
11,200	11,591	14,369	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Senior Center - 0.67 FTE	14,400	0	0
			Increase in p	part-time wages reflect mandated minimum wage and sick leave adjustments.			
0	85	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	1,260	2,160	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,160	0	0
0	768	0	7300	Fringe Benefits	0	0	0
6,322	7,036	7,403	7300-05	Fringe Benefits - FICA - Social Security	7,613	0	0
1,479	1,646	1,731	7300-06	Fringe Benefits - FICA - Medicare	1,781	0	0
21,276	26,570	27,626	7300-15	Fringe Benefits - PERS - OPSRP - IAP	32,691	0	0
6,513	0	0	7300-20	Fringe Benefits - Medical Insurance	0	0	0
0	0	0	7300-22	Fringe Benefits - VEBA Plan	0	0	0
252	213	216	7300-25	Fringe Benefits - Life Insurance	216	0	0
534	555	556	7300-30	Fringe Benefits - Long Term Disability	572	0	0
2,764	2,856	3,365	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,485	0	0
72	78	86	7300-37	Fringe Benefits - Workers' Benefit Fund	72	0	0
0	0	99	7300-40	Fringe Benefits - Unemployment	99	0	0
1,387	1,104	1,300	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,199	0	0
143,814	156,578	161,785		TOTAL PERSONNEL SERVICES	170,505	0	0
				MATERIALS AND SERVICES			
1,415	1,286	1,500	7500	Credit Card Fees	1,900	0	0
0	0	0	7520-15	Public Notices & Printing - Brochure	1,500	0	0
18	30	200	<b>7540</b> Costs shared	<b>Employee Events</b> d city-wide for employee training, materials, and events.	200	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp;</b> Section : <b>099 - SENIOR CE</b> Program :501 - ADMINISTRA	NTER	DN		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
2,323	1,917	1,635	Registration	<b>Travel &amp; Education</b> on fees and other expenses associated with professional development workshops, e, and training for Senior Center staff.			1,640	0	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				conference attendance	2	350	700			
				conference lodging I Council on Aging membership	2 1	225 150	450 150			
				ional Memberships in ORPA & NRPA	2	170	340			
8,847	9,050	10,500	7600	Electric & Natural Gas				9,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Electric	ity	1	7,100	7,100			
			Natural	gas	1	1,900	1,900			
800	1,600	1,400	7610-05	Insurance - Liability				1,700	0	0
2,500	2,600	3,100	7610-10	Insurance - Property				3,100	0	0
4,515	4,344	4,500	7620	Telecommunications				4,350	0	0
8,400	8,400	9,488	7650-10	Janitorial - Services				10,040	0	0
1,786	2,290	2,000	7650-15	Janitorial - Supplies				1,200	0	0
441	1,998	1,800	7660	Materials & Supplies				1,700	0	0
0	12,391	16,500	7660-37	Materials & Supplies - Wortman F	ark Cafe			22,600	0	0
2,697	4,092	2,500	Materials an	Materials & Supplies - Donations ad supplies purchased from general donation enue account 6420-45, Donations-Parks & F			enter	2,500	0	0
6,042	6,998	8,000	Increase fro	Repairs & Maintenance m last year reflects \$4000 to replace all fire the exterior of the building as recommende			eath the	12,000	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				I HVAC repairs	1	3,000	3,000			
				e and unanticipated repairs e fire sprinkler heads under exterior eves	1	5,000 4,000	5,000 4,000			
4,168	300	30,500	<b>7720-24</b> Facility and revenue acc 46 and 6420 balance is "i	Repairs & Maintenance - Donatio equipment repairs and maintenance funded count 6420-45, Donations-Parks & Recreatio 0-60. None of this line-item total is planned fun- n-holding" unless needed unexpectedly. Ap roofing the senior center when matching city	ns - Seniors by donations n-Seniors and pr expenditure prox. \$30,000	from seniors t donation acc is 2017-18. T o of these fund	hrough ts. 6420- he	43,043	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RE</b> Section : <b>099 - SENIOR CENT</b> Program :501 - ADMINISTRATION	ER	)N		2018 PROPOSED BUDGET	2018 APPROVED BUDGET 0	2018 ADOPTEE BUDGET
696	506	400	<b>7750</b> \$10,000 will the SC. The	Professional Services support professional design services for develo balance supports annual audit fees.	ping spec	cifications for r	e-roofing	10,400		0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Audit fe	e allocation	1	400	400			
			Archited 19	ctural specifications for re-roofing SC in 2018-	1	10,000	10,000			
5,781	6,446	7,834	7790	Maintenance & Rental Contracts				9,248	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Parking	lot sweeping	1	884	884			
			Garbag	e service	1	1,485	1,485			
			Copier I	ease	1	1,248	1,248			
			Fire spr	inkler and related annual inspection	1	1,350	1,350			
			HVAC r	naintenance	1	700	700			
			Fire ala	rm monitoring service	1	342	342			
			Roof an	d gutter preventative maintenance	1	550	550			
			Pest co	ntrol	1	618	618			
			Backgro	ound screenings	1	250	250			
			•	y charges	1	681	681			
			Wi-fi se	rvice	1	1,140	1,140			
0	0	0	7800	M & S Equipment				0	0	0
33	2,968	1,000	Equipment p	<b>M &amp; S Equipment - Donations</b> burchased from general donations that support 0-45, Donations-Parks & Recreation-Seniors.	he Senior	Center throug	Ih revenue	1,000	0	0
2,859	2,852	2,579	7840	M & S Computer Charges				2,998	0	0
			Descrip	tion	Units	Amt/Unit	Total			
				artment M&S costs shared city-wide	1	2,998	2,998			
3,345	1,323	1,200	7840-60	M & S Computer Charges - Senior C	enter			1,200	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Activene	et annual maintenance	1	1,200	1,200			
842	515	700		Recreation Program Expenses - New and mailing senior newsletter, a monthly publica covered through subscription fees in revenue a	tion maile			400	0	0
647	870	800		Wortman Gallery Expenses ments to Gallery artists from sales of their art w penses supporting the Gallery.	ork. May	also include s	mall,	1,350	0	0
58,156	72,773	108,136		TOTAL MATERIALS A				143,069	0	0

dget Docume	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; F</b> Section : <b>099 - SENIOR CE</b> Program :501 - ADMINISTRAT	NTER	)N		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				CAPITAL OUTLAY						
280	617	559	8750	Capital Outlay Computer Charges				495	0	0
			Desci	ription	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS De	partment capital costs shared city-wide	1	495	495			
280	617	559		TOTAL CAPIT	AL OUTLA	<u>NY</u>		495	0	0
202,251	229,968	270,480		TOTAL REQU	IREMENT	S		314,069	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
25,962	36,500	38,000	50 Registration Fees nior Center fees for recreational and special interest classes and programs. ogram services t the SC has grown significantly in the past three years.	43,500 Classes and	0	0
25,962	36,500	38,000	TOTAL CHARGES FOR SERVICES	43,500	0	0
25,962	36,500	38,000	TOTAL RESOURCES	43,500	0	0

lget Documen	t Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
270	0	200	7000-15 Classes & Pr	Salaries & Wages - Temporary rograms Labor - 0.01 FTE	100	0	(
17	0	12	7300-05	Fringe Benefits - FICA - Social Security	6	0	(
4	0	3	7300-06	Fringe Benefits - FICA - Medicare	1	0	(
0	0	20	7300-15	Fringe Benefits - PERS - OPSRP - IAP	11	0	(
8	0	6	7300-35	Fringe Benefits - Workers' Compensation Insurance	3	0	(
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	(
300	0	241		TOTAL PERSONNEL SERVICES	121	0	(
				MATERIALS AND SERVICES			
16,048	18,913	14,500	Materials and	<b>Recreation Program Expenses</b> d supplies for Senior Center special interest classes and programs including ated with instructors who are independent contractors.	21,100	0	(
16,048	18,913	14,500		TOTAL MATERIALS AND SERVICES	21,100	0	(
16,347	18,913	14,741		TOTAL REQUIREMENTS	21,221	0	(

nt Report		01 - GENERAL FUND			
2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
		RESOURCES			
		CHARGES FOR SERVICES			
1,520	1,000	5350Registration FeesSenior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	2,500	0	C
1,520	1,000	TOTAL CHARGES FOR SERVICES	2,500	0	0
1,520	1,000	TOTAL RESOURCES	2,500	0	0
	2016 ACTUAL 1,520 1,520	2016 2017 ACTUAL AMENDED BUDGET 1,520 1,000 1,520 1,000	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTSRESOURCESCHARGES FOR SERVICES1,5201,0005350Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.1,5201,0005350Registration Fees Senior Center operations.1,5201,0005350Registration Fees Senior Center operations.	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS2018 PROPOSED BUDGETRESOURCES1,5201,0005350Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.2,5001,5201,0005350Registration Fees Senior Center operations.2,5001,5201,0005350Registration Fees Senior Center operations.2,500	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS2018 PROPOSED BUDGET2018 APPROVED BUDGETRESOURCES1,5201,0005350 Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.2,50001,5201,0001,000TOTAL CHARGES FOR SERVICES Senior Center operations.2,5000

Budget Docume	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
52	668	500	<b>8130</b> Costs as	Recreation Program Expenses sociated with Senior Center special fund raising events and other major programs.	1,000	0	0
52	668	500		TOTAL MATERIALS AND SERVICES	1,000	0	0
52	668	500		TOTAL REQUIREMENTS	1,000	0	0

t Report		01 - GENERAL FUND			
2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program :665 - DAY TOURS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
		RESOURCES			
		CHARGES FOR SERVICES			
16,000	19,500	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.	15,200	0	0
16,000	19,500	TOTAL CHARGES FOR SERVICES	15,200	0	0
16,000	19,500	TOTAL RESOURCES	15,200	0	0
	ACTUAL 16,000 16,000	2016 ACTUAL         2017 AMENDED BUDGET           16,000         19,500           16,000         19,500	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURSRESOURCESCHARGES FOR SERVICES16,00019,5005350Registration 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.16,00019,50019,500TOTAL CHARGES FOR SERVICES	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS2018 PROPOSED BUDGET16,00019,5005350 Registration income from Senior Center sponsored day-long field trip and tour event registration fees; examples include Rose Parade, Lincoln City Salmon Bake, performing arts15,20016,00019,50019,500TOTAL CHARGES FOR SERVICES15,200	2016 ACTUAL2017 AMENDED BUDGETDepartment :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS2018 PROPOSED 

lget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program :665 - DAY TOURS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
311	0	250	<b>7000-15</b> Extra Help - S	Salaries & Wages - Temporary enior Center Day Tours - 0.01 FTE	100	0	0
19	0	15	7300-05	Fringe Benefits - FICA - Social Security	6	0	C
5	0	4	7300-06	Fringe Benefits - FICA - Medicare	1	0	0
0	0	25	7300-15	Fringe Benefits - PERS - OPSRP - IAP	11	0	0
9	0	7	7300-35	Fringe Benefits - Workers' Compensation Insurance	3	0	0
1	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
344	0	301		TOTAL PERSONNEL SERVICES	121	0	0
				MATERIALS AND SERVICES			
12,200	13,438	15,500	Senior Center	Recreation Program Expenses day tour excursions including bus transportation, admission fees, meals, and lated expenses.	13,400	0	0
12,200	13,438	15,500		TOTAL MATERIALS AND SERVICES	13,400	0	0
12,544	13,438	15,801		TOTAL REQUIREMENTS	13,521	0	0

dget Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program :668 - OVERNIGHT TOURS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
38,900	11,618	15,000	<b>5350 Registration Fees</b> 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.	5,000	0	0
38,900	11,618	15,000	TOTAL CHARGES FOR SERVICES	5,000	0	0
38,900	11,618	15,000	TOTAL RESOURCES	5,000	0	0

Budget Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program :668 - OVERNIGHT TOURS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
32,979	9,136	13,000	8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accomodations, and event admissions.	4,300	0	0
32,979	9,136	13,000	TOTAL MATERIALS AND SERVICES	4,300	0	0
32,979	9,136	13,000	TOTAL REQUIREMENTS	4,300	0	0



# PARK MAINTENANCE





# General Fund – Park Maintenance

# **Budget Highlights**

The 2017-18 Park Maintenance budget proposal for reflects the need for the Division to keep maintenance service levels in alignment with the City's available resources and priorities. The budget proposal continues to use Park Maintenance service prioritizations from FY 2013-14. At that time Park maintenance staff completed an extensive review of current operations at that time, service levels and costs. That effort was followed by a process to identify key service level priorities to be continued. That process was also used to help identify activities and programs that would be reduced or eliminated. The FY 2016-17 adopted budget proposal represented an effort to begin to add back key service level elements reduced in recent years, to begin to address backlogged maintenance items and to better position the City to assume maintenance and operation of a new four acre park facility planned for NW McMinnville. That proposal included two Utility Worker I positions, and additional funding for materials and services. Due to resource limitations and shifting priorities, this proposal was not able to be fully implemented, and the new staff was not added. The current proposal represents a status quo request relative to service levels.

The proposed budget is based on the same underlying priorities as in years past:

- Maintain user safety in our park facilities;
- Protect the City's investment in park assets as resources allow;
- Further the City Council's, City Manager's, and Department's goals and objectives as resources allow; and
- Maintain and grow the knowledge and skill base in the staff used to care for park assets.

The approach continues to place an emphasis on protecting the City's assets, and recognizes that lower priority will be given to activities that don't necessarily protect an asset or preserve user safety. That will continue to result in a lower quality park

aesthetic, and long term impacts on some parks elements. Service levels add backs such as restoring irrigation and mowing programs at neighborhood parks, increased park services (restroom cleaning/restocking), litter removal, graffiti removal, vandalism reporting/repair, increased play equipment/court cleaning and increased tree replacements are not included in this proposal. Landscape maintenance responsibility for downtown parking lots was shifted to Park Maintenance in 2016-17.

- 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) and dog park projects. Materials, staff support, and supervisory oversight for these projects are typically provided by the City.
- 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 9% of the Division's operating budget.

These service level changes represent a conscious choice to continue to protect the "heart" of the community's park system for the future while improving services levels that will enhance our resident's experience when visiting McMinnville parks. A city's parks and open space system is a key component in a community's livability. The systems condition tells a story about the value a community places on these assets, and this budget proposal is reflective of the high value the community places on our park system.

# **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 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 remain at reduced levels with decreased staff visits to various types of facilities. Service levels will be maintained during peak seasons (June 1- Labor Day) at the City's community parks, but continue to be reduced during other times of the year. This service level is approximately 25% less then pre 2013-14 levels. Similarly, park services to neighborhood and linear parks continue to be reduced throughout the year by 40% and 50% respectively. Restrooms at the east side of Wortman Park (November 1 – February 28) will continue to be closed seasonally. The aging restroom structure at the west side of City Park has been taken out of service and removed.

### **Turf/Landscape Maintenance**

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. This core service continues at reduced service levels in some areas. Various facilities, primarily neighborhood parks, have been identified for irrigation shut downs, which results in reduced irrigation costs (start ups and repairs). These areas will require less mowing annually, with corresponding reduced costs, but will "go brown" during the summer, and remain dry until the fall rains.
- 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. 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 FY 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. Due to declining turf stand conditions at Dancer, and the high volume of use at this facility, staff believes this work is a pressing priority. As a result, funds have been shifted within the budget request for that purpose.

# **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 continues to be reduced by about 90% relative to prior service levels. Storm damaged trees will continue to be replaced as resources allow. 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 (11 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.

# 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 continues reduced 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 (13 years), clearing storm drain during December 2015 rains.

# Future Challenges and Opportunities

#### Maintenance planning

- o As with any asset, as the park system ages, maintenance demands and related costs continue to increase. The park system has grown since 2005 with West Hills, Chegwyn Farms, Riverside Dog Park and the BPA linear park extensions all being added in the past 10 years. At this time, the system continues to be maintained at service levels that were reduced significantly in FY 2013, and began being reduced in FY 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. An example would be that the quality of the athletic turf stand at Dancer Park has been reduced, with increased compaction resulting in drainage and playability issues. Another would be that when and if various unused irrigation systems are put back on line, there will be costs related to restoring those moth-balled systems.
- At this time, there is no capacity to begin to address backlogged maintenance items. 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.
- Given the current workload, staff notes that there is no capacity to take on additional maintenance without impacting current service levels. With the planned 4 acre park in NW McMinnville, maintenance work at other existing facilities will need to be reduced in order to free up resources to care for the new facility.

 Staff will continue the use of a computerized maintenance management system 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.

#### **Capital Planning**

• As the park system overall continues to age, planning for and funding capital improvements is becoming critical. 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 challenge will be to identify those elements, 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.

# **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	10,756	9,450	10,100	650
Personnel Services	701,873	828,471	792,529	(35,942)
Materials & Services	280,642	352,414	308,592	(43,822)
Capital Outlay	13,588	745	75,742	74,997
Total Expenditures	996,103	1,181,630	1,176,863	(4,767)
Net Expenditures	(985,348)	(1,172,180)	(1,166,763)	(5,417)



Guy Smith, Parks Maintenance (12 years), mowing at Chegwyn Farms Park.

### 2017 – 2018 Proposed Budget --- Budget Summary

# Full-Time Equivalents (FTE)

	/		
	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	10.57		
Senior Utility Worker		0.08	
Utility Worker II		(0.08)	
Utility Worker I		(1.50)	
Extra Help - Park Maintenance		(0.02)	
FTE Proposed Budget		(1.52)	9.05

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
7	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**

# 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description					
Fund	Number of		Total	Detailed	Summary
Department	Employees	Range	Salary	Page	Amount
Public Works Superintendent General Fund Park Maintenance (0.50 FTE) Street Fund (0.50 FTE)	1	352	99,168	141 172	49,584 49,584
Park Maintenance Supervisor General Fund Park Maintenance (0.95 FTE) Street Fund (0.05 FTE)	1	342	76,180	141 172	72,371 3,809
<u>Street Maintenance Supervisor</u> General Fund Park Maintenance (0.05 FTE) Street Fund (0.95 FTE)	1	342	78,581	141 172	3,929 74,652
Mechanic - Public Works General Fund Park Maintenance (0.45 FTE) Street Fund (0.45 FTE) Wastewater Services Fund Administration (0.10 FTE)	1	330	55,047	141 172 213	24,771 24,771 5,505
<u>Operations Support Specialist</u> General Fund Park Maintenance (0.50 FTE) Street Fund (0.50 FTE)	1	330	54,614	141 172	27,307 27,307

udget Documer	nt Report			01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>19 - PARK MAINTENANCE</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
9,934	10,176	9,150		Park Rentals reservation fees for Wortman and Discovery Meadows picnic facilities.	10,000	0	0
9,934	10,176	9,150		TOTAL CHARGES FOR SERVICES	10,000	0	0
				MISCELLANEOUS			
295	580	300	6600	Other Income	100	0	0
295	580	300		TOTAL MISCELLANEOUS	100	0	0
10,229	10,756	9,450		TOTAL RESOURCES	10,100	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>19 - PARK MAINTENANCE</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	10,043	0	7000	Salaries & Wages	0	0	0
388,959	408,055	478,922	Supervisor - Supervisor - Senior Utility Utility Worke Mechanic - I	Salaries & Wages - Regular Full Time ent - Public Works - 0.50 FTE Park Maintenance - 0.95 FTE Street Maintenance - 0.05 FTE v Worker - Park Maintenance - 1.00 FTE er II - Public Works - 4.00 FTE Public Works - 0.45 FTE Support Specialist - Public Works - 0.50 FTE	454,758	0	0
27,833	26,309	33,640	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Park Maintenance - 1.60 FTE	41,832	0	0
4,503	4,003	3,500	7000-20	Salaries & Wages - Overtime	2,500	0	0
0	700	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	0	0
0	5,001	0	7300	Fringe Benefits	0	0	0
25,088	26,151	32,073	7300-05	Fringe Benefits - FICA - Social Security	31,018	0	0
5,867	6,116	7,500	7300-06	Fringe Benefits - FICA - Medicare	7,255	0	0
85,657	98,736	120,522	7300-15	Fringe Benefits - PERS - OPSRP - IAP	129,898	0	0
76,151	77,459	104,648	7300-20	Fringe Benefits - Medical Insurance	83,063	0	0
0	14,500	11,750	7300-22	Fringe Benefits - VEBA Plan	7,250	0	0
938	793	970	7300-25	Fringe Benefits - Life Insurance	804	0	0
2,163	2,230	2,620	7300-30	Fringe Benefits - Long Term Disability	2,460	0	0
24,079	21,510	28,763	7300-35	Fringe Benefits - Workers' Compensation Insurance	28,226	0	0
274	267	363	7300-37	Fringe Benefits - Workers' Benefit Fund	264	0	0
820	0	2,000	7300-40	Fringe Benefits - Unemployment	2,001	0	0
642,333	701,873	828,471		TOTAL PERSONNEL SERVICES	792,529	0	0
				MATERIALS AND SERVICES			
861	533	900	7530	Safety Training/OSHA	750	0	0
136	125	700	<b>7540</b> Costs share	<b>Employee Events</b> d city-wide for employee training, materials, and events.	700	0	0
4,438	1,835	4,500	Registration	<b>Travel &amp; Education</b> for professional conferences and reimbursement to employees for approved grams, licenses, and certifications.	3,000	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>19 - PAR</b> Section : <b>N/A</b> Program :N/A	K MAINTENANCE	E			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
18,590	11,841	17,500	7590	Fuel - Vehicle & Equipment	t				12,500	0	0
21,958	21,438	22,600	7600	Electric & Natural Gas					23,000	0	0
7,200	9,900	8,900	7610-05	Insurance - Liability					10,900	0	0
11,000	11,600	14,000	7610-10	Insurance - Property					13,500	0	0
5,123	5,297	6,100	7620	Telecommunications					5,800	0	0
1,200	1,200	1,770	7650	Janitorial					1,700	0	0
14,839	14,257	18,000	7660	Materials & Supplies					14,500	0	0
1,642	3,077	3,500	7720-10 Parks Mainte maintenance	Repairs & Maintenance - Bu enance Department's shared cost of e.				ounds	2,500	0	0
13,261	17,942	23,000	7720-14	Repairs & Maintenance - Ve	ehicles				18,000	0	0
73,315	75,001	94,000	amenity repa	Repairs & Maintenance - Pa nance costs include solid waste disp airs/replacement, herbicides, garbag quipment parts, landscape bark, fall g material.	oosal, fertilizer, lime, ja je bags, dog waste st	, tatio	on supplies,	rrigation	84,000	0	0
2,849	8,913	5,000		Repairs & Maintenance - Pa sm costs including contract and mat elements in the park system.		ean	up graffiti an	d repair	3,500	0	0
1,976	1,918	1,480	7750	Professional Services					1,620	0	0
			<u>Descrip</u>		<u>Units</u>	4	<u>Amt/Unit</u>	<u>Total</u>			
				125 administration fee e allocation	1		120 1,500	120 1,500			
15,209	15,209	15,500	7780-07	Contract Services - Downto			1,500	1,500	16,000	0	0
56,805	68,142	103,000	7780-15 Contract ser maintenance repairs, tree	<b>Contract Services - Park Ma</b> vices augment staff capacity to addr e, electrical, plumbing, light construct planting/pruning/removal, turf/landsu sticide applications and water featur	ess systems needs re tion, irrigation repairs cape maintenance pr	s, pl	lay equipmer		83,000	0	0
3,627	1,480	2,700	7800-39 Miscellaneor	M & S Equipment - Parks us small equipment for operations ar	nd maintenance				2,000	0	0
1,291	709	750	7800-42 Miscellaneo	M & S Equipment - Shop us small equipment and tools for sho	op operations and ma	ainte	tenance		500	0	0
3,336	3,470	3,439	7840	M & S Computer Charges					4,497	0	0
			<u>Descrip</u> IS Depa	tion Irtment M&S costs shared city-wide	<u>Units</u> 1	1	<u>Amt/Unit</u> 4,497	<u>Total</u> 4,497			

lget Documer	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>19 - PARK MAINTENANCE</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
4,524	6,754	5,075	7840-65					6,625	0	C
			<u>Descrip</u>		<u>Units</u> 1	Amt/Unit	<u>Total</u>			
			ESRI AI	ement workstation rcview-17% shared with Plan, g,Street,WWS	1	1,500 2,000	1,500 2,000			
			-	sewer database-25% shared with Eng, Street	1	3,125	3,125			
263,178	280,642	352,414		TOTAL MATERIALS A	ND SE	RVICES		308,592	0	C
				CAPITAL OUTLAY						
327	719	745	8750	Capital Outlay Computer Charges				742	0	(
			<u>Descrip</u> IS Depa	tion rtment capital costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 742	<u>Total</u> 742			
0	0	0	8800	Building Improvements				50,000	0	(
			<u>Descrip</u> Tennis (	tion court resurfacing/pickleball conversion	<u>Units</u> 1	<u>Amt/Unit</u> 50,000	<u>Total</u> 50,000			
0	12,869	0	8850	Vehicles				0	0	(
0	0	0	8920	Land Improvements				0	0	(
0	0	0	9300-05	Park Improvements - Play Equipmen	t			25,000	0	(
			<u>Descrip</u> Thomps	<u>tion</u> on Park Playground resurfacing	<u>Units</u> 1	<u>Amt/Unit</u> 25,000	<u>Total</u> 25,000			
327	13,588	745		TOTAL CAPITAL	OUTL	<u>4Y</u>		75,742	0	(
905,838	996,103	1,181,630		TOTAL REQUIR	EMENT	rs		1,176,863	0	C



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# Budget Highlights Challenges

#### Aging equipment

Library patrons, volunteers, and staff have been negatively affected by aging elevator and HVAC equipment. Aging equipment becomes more complicated to repair, with parts difficult or impossible to find. A modernization of the elevator is included in this budget and will be a great safety improvement. The HVAC will continue to be repaired, with plans for an overhaul in the future.

#### **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

Additional hours were included in the 2016/17 budget, but were not implemented due to the addition of personnel in other city departments.

# **Outside City User Fee**

In 2016 Chemeketa Cooperative Regional Library Service (CCRLS) libraries voted to increase the number of items that can be checked out with a "Basic" card by those who live within the CCRLS taxing district but outside of city limits. This change decreased the number of patrons choosing to purchase a full service library card.

### Additional format requirements

Twenty years ago the library needed to purchase one copy of a popular title. Now there is a demand for multiple formats of the same title. The library must now buy the following formats:

- Regular print book
- Book on CD
- Downloadable audio bookDVD/Blu-ray

Downloadable ebook

### Opportunities RFID

Radio-Frequency Identification (RFID) is being implemented throughout CCRLS libraries. The technology, which was funded by CCRLS, uses radio waves to read information stored on a tag attached to library materials. RFID will create workflow changes, allowing for staff to focus on enhanced services to the public. The RFID changes will include:

- Simpler self-check machines
- Self pick-up of patron holds on library materials
- RFID security gates will negate the need for security cases on DVDs
- More efficient inventory processes

# Support from Friends of the Library and Library Foundation

The goal of the Friends of the Library and Library Foundation is to enhance library collections and activities beyond the limits of the McMinnville City budget. With decreases in the library city budget the Friends and Foundation have moved beyond enhancement and have supported the library with basic requirements, such as ADA accessible doors, books and other materials for borrowing, and shelving in the teen room, as well as the "extras", such as the recent plaza redesign and community art, that make the McMinnville Public Library a vibrant place to visit.

Friends of the Library support for fiscal year 2017/18 includes

- \$14,000 for library materials
- \$6,000 for library programming
- \$50,000-\$100,000 for Children's Room and lobby redesign, with intentions to receive matching funds
- Security gates
- RFID self-check machines

Library Foundation support for fiscal year 2017/18 includes

- \$12,000 dedicated for 2017 Book Buddies bookmobile summer program
- \$8,500 for library materials

Large print book • D

# **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.
- $\circ$  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

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	204,017	198,143	210,359	12,216
Personnel Services	1,075,705	1,121,600	1,188,819	67,219
Materials & Services	322,277	330,139	326,092	(4,047)
Capital Outlay	47,333	12,664	85,714	73,050
Total Expenditures	1,445,315	1,464,403	1,600,625	136,222
Net Expenditures	(1,241,298)	(1,266,260)	(1,390,266)	124,006

# Full-Time Equivalents (FTE)

	2016-17		2017-18				
	Adopted		Proposed				
-	Budget	Change	Budget				
FTE Adopted Budget	15.69						
Librarian II - Reference		(0.05)					
Librarian I - Reference		(0.08)					
Library Tech Assistant - Circulation		(0.14)					
Library Assistant - Childrens		(0.05)					
Library Assistant - Circulation		0.12					
Library Page		(0.20)					
Program Assistant		0.01					
Book Buddies - Labor		0.12					
FTE Proposed Budget		(0.27)	15.42				



# **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 CCRLS and Oregon Digital Library Consortium.



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

# **Historical Highlights**

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



- **2015** Book Buddies bookmobile program begins, bringing the library summer reading program to locations outside the library.
- 2016 Library completes plaza enhancement project, including community sponsored pavers and receives the McMinnville Downtown Association Main Street Award for the project.



Iget Docume	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
5,532	4,204	5,000	<b>4780</b> 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 expended through expenditure account 8150-55, Books & Materials-State Grant Materials.	5,000	0	C
140,517	138,493	150,643	<b>5050 CCRLS - Library</b> Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay.	161,709	0	(
146,049	142,697	155,643	TOTAL INTERGOVERNMENTAL	166,709	0	(
			CHARGES FOR SERVICES			
9,899	8,810	9,000	<ul> <li>5430 Outside City User Fee</li> <li>\$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.</li> </ul>	1,500	0	1
9,899	8,810	9,000	TOTAL CHARGES FOR SERVICES	1,500	0	
31,364	28,601	27,000	FINES AND FORFEITURES         6160       Fines & Lost Books         Overdue Fines Adult materials - 25 cents per day per item and Children's materials - 10 cents per day per item.         Lost Materials \$5 processing fee added to lost material cost.	22,000	0	(
31,364	28,601	27,000	TOTAL FINES AND FORFEITURES	22,000	0	
			MISCELLANEOUS			
3,379	13,550	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	
98	102	100	<b>6440-05 Donations - Library - Bookmobile</b> Donations received from the public and local service groups for bookmobile materials and expended through expenditure account 8160-05, Donations-Library-Bookmobile Books.	250	0	
0	1,611	0	6440-10 Donations - Library - Library Foundation	12,000	0	
0	0	0	6440-15 Donations - Library - Friends of the Library	0	0	
0	0	0	6440-20 Donations - Library - Adult Programs	0	0	

dget Documer	nt Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
2,011	1,364	1,500	6440-25 Donations - Library - Children's Programs Donations received from the public and local service groups and donations and compensation received for trainings performed by children's staff for children's programming, including the Children's Summer Reading Program. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs.	1,500	0	0
5,323	7,282	4,500	<b>6600-98 Other Income - Library</b> Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	6,000	0	0
10,810	23,909	6,500	TOTAL MISCELLANEOUS	20,150	0	0
198,122	204,017	198,143	TOTAL RESOURCES	210,359	0	0

2015	2016	2017		01 - GENERAL FUND Department :21 - LIBRARY	2018	2018	2018
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	16,697	0	7000	Salaries & Wages	0	0	0
409,409	473,120	520,246	Library Serv Librarian III Librarian III Librarian III Librarian II Librarian II Librarian I	Salaries & Wages - Regular Full Time ector - 1.00 FTE vices Manager - 1.00 FTE - Children's Services - 1.00 FTE - Circulation - 1.00 FTE - Reference - 1.00 FTE - Reference - 1.00 FTE - Reference - 1.00 FTE - Reference / Young Adult - 1.00 FTE Children's Services - 1.00 FTE hnical Assistant - Technical Services - 1.00 FTE	548,808	0	0
268,692	252,706	260,523	Librarian I - Librarian I - Library Tecl Library Tecl Library Assi Library Assi Library Assi	Salaries & Wages - Regular Part Time - Reference - 0.38 FTE Children's - 0.75 FTE Reference - 0.25 FTE hnical Assistant - Children's - 0.75 FTE hnical Assistant - Circulation - 1.50 FTE istant - Children's - 0.30 FTE istant - Circulation - 1.38 FTE istant - Technical Services - 0.70 FTE e - 0.18 FTE	261,996	0	0
			Book Buddi	es - Labor - 0.12 FTE			
2,051	2,067	2,497	7000-15 Program As	Salaries & Wages - Temporary ssistant - 0.11 FTE	2,590	0	0
188	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	2,800	4,800	7000-37	Salaries & Wages - Medical Opt Out Incentive	4,800	0	0
0	6,610	0	7300	Fringe Benefits	0	0	0
41,169	44,220	48,860	7300-05	Fringe Benefits - FICA - Social Security	50,729	0	0
9,628	10,342	11,424	7300-06	Fringe Benefits - FICA - Medicare	11,864	0	0
145,259	164,530	177,651	7300-15	Fringe Benefits - PERS - OPSRP - IAP	209,525	0	0
77,976	80,385	79,496	7300-20	Fringe Benefits - Medical Insurance	82,747	0	0
0	14,000	7,000	7300-22	Fringe Benefits - VEBA Plan	6,500	0	0
2,006	1,614	1,620	7300-25	Fringe Benefits - Life Insurance	1,620	0	0
3,502	3,638	3,762	7300-30	Fringe Benefits - Long Term Disability	3,964	0	0
2,147	2,315	2,898	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,927	0	0
489	488	536	7300-37	Fringe Benefits - Workers' Benefit Fund	450	0	0
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City of McMinnville Budget Document Report

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
0	0	99	7300-40	Fringe Benefits - Unemployment	99	0	0
173	176	188	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	200	0	0
962,689	1,075,705	1,121,600		TOTAL PERSONNEL SERVICES	1,188,819	0	0
				MATERIALS AND SERVICES			
1,042	940	1,000		Credit Card Fees credit card payment at circulation desk for overdue fines, lost items and out of card fees.	1,500	0	0
279	259	1,700		<b>Employee Events</b> d city-wide for employee training, materials, and events.	1,600	0	0
6,217	7,886	8,000		Travel & Education in professional organizations, registration and travel to workshops, conferences s.	8,000	0	0
1,249	1,077	1,300	Online back	Volunteer Recognition ground checks for library volunteers, recognition and gifts, including annual opreciation Day program and refreshments.	1,500	0	0
622	811	1,000	Mileage reim	<b>Fuel - Vehicle &amp; Equipment</b> hoursement for homebound program deliveries and outreach to preschools and cluding fuel for the bookmobile.	1,000	0	0
26,576	28,835	35,000	7600	Electric & Natural Gas	35,000	0	0
7,800	11,500	9,400	7610-05	Insurance - Liability	11,900	0	0
9,000	9,300	11,000	7610-10	Insurance - Property	11,200	0	0
15,088	15,158	16,000	Telephone a	<b>Telecommunications</b> and cell lines, elevator phone, bookmobile laptop connection, new internet service installation costs, and alarm phones.	16,000	0	0
19,282	20,608	22,000		Janitorial itorial services and supplies.	26,500	0	0
514	599	650	<b>7660</b> General libra	Materials & Supplies ary and staff room supplies.	650	0	0
341	466	400	<b>7660-15</b> Inter-library I	Materials & Supplies - Postage loan books returned by mail and other library mailing costs.	500	0	0
4,984	5,421	5,000		Materials & Supplies - Public Services reference area, Children's Room, and Homework Help Center; costs for toners utriges, copy paper and supplies for technology wall.	5,000	0	0
1,110	2,099	1,400	<b>7660-30</b> Library yello	Materials & Supplies - Public Information w pages listing, bookmarks with hours and contact information.	500	0	0
2,461	4,781	1,800		Materials & Supplies - Administration us expenses for employment ads, name tags and library signage, refreshments held in the library and other administrative expenses.	1,800	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>21 - LIBRAR</b> Section : <b>N/A</b> Program :N/A	Y			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
6,542	5,124	4,000		Materials & Supplies - Library ( Cooperative Regional Library Service (CU cases, miscellaneous expenses and cir	CRLS) chargeba		service,	3,500	0	0
4,794	4,985	5,000		Materials & Supplies - Library T ervices supplies: office and printer supplie materials; book covers, labels and audio	es, processing su		ks and	5,000	0	0
1,161	1,697	1,700	7660-65 Craft supplie	Materials & Supplies - Children s, paper and miscellaneous costs for chi		ning.		1,700	0	0
0	0	0	7680-10	Materials & Supplies - Donation	ns - Adult Prog	grams		0	0	0
0	0	0	revenue acc	Materials & Supplies - Donation s bookmobile program supplies come fro punt 01-21.6440-10 includes funds to reil sts for Book Buddies.	om this budget. L	ibrary Found		5,500	0	0
2,011	1,363	1,500		Materials & Supplies - Donation ogramming and supplies, including the S nue account 6440-25, Donations-Library	ummer Reading	Program, fun	ded	1,500	0	0
0	0	0	7680-16	Materials & Supplies - Donation	Materials & Supplies - Donations - Friends of the Library					0
26,304	8,684	10,000	7720-08	Repairs & Maintenance - Buildi	ng Repairs			10,000	0	0
16,201	16,803	18,000	cleaning, mo	Repairs & Maintenance - Buildi ntenance including pest control, alarm in: ss treatment for roof, elevator and HVAC ng and other regularly scheduled buildin	spections, extra s maintenance, g	scheduled gut		18,000	0	0
370	361	400	<b>7720-14</b> Repairs, mai	Repairs & Maintenance - Vehic ntenance and supplies for the library boo				400	0	0
2,463	2,436	1,900	7750	Professional Services				1,900	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				125 administration fee	1	100	100			
			Audit fe	e allocation	1	1,800	1,800			
6,931	7,203	7,800	Equipment n	Maintenance & Rental Contract naintenance agreements, leases, softwar ge meter lease, book vendor access and	e license renewa	als, storage sp enewals.	ace	7,800	0	0
0	0	6,000	Furniture and	M & S Equipment d other items have previously been budg w be tracked here.	eted in Materials	& Supplies.	These	6,000	0	0
0	0	0	7810-05	M & S Equipment - Donations -	Library Found	dation		0	0	0
55,281	59,492	58,471	7840	M & S Computer Charges				64,962	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
				rtment M&S costs shared city-wide	1	64,962	64,962			

Jet - e e e e e e e e e e e e e e e e e e	nt Report			01 - GENERAL FUN	ID					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>21 - LIBRAF</b> Section : <b>N/A</b> Program :N/A	RY			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
15,948	19,411	27,800	7840-70	M & S Computer Charges - Lik	orary			4,600	0	(
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			All-in-Or	ne Workstation Replacements	2	1,200	2,400			
			Chrome	book	1	300	300			
			Flashdri	ves	1	100	100			
			RAM up	grades	15	120	1,800			
19,650	19,021	20,000	8150-05 Fiction and n	Books & Materials - Adult Boo				20,000	0	
1,003	1,000	0	Items previou	Books & Materials - Reference books and materials for adult print refere usly purchased for the non-circulating re It Books budget.	nce collection.	n will now be p	ourchased	0	0	
4,190	4,649	4,000	8150-15 Online subsc and Heritage	Books & Materials - Reference criptions for public use: Consumer Repo			A to Z,	4,500	0	
14,002	13,997	14,000	8150-20	Books & Materials - Children's s, audio visual, and other materials for o		2.		14,000	0	
5,125	4,492	4,500	8150-25 Library mater	Books & Materials - Young Ad rials for young adults ages 12 - 17.	lult Books			4,500	0	
3,939	3,987	4,000	8150-30 Large print b	Books & Materials - Large Print ooks for visually impaired adults.	nt Books			4,000	0	
3,025	3,261	3,650	<b>8150-35</b> Books, media	Books & Materials - Spanish L a, magazines and newspapers in Spani		rials		3,650	0	
0	0	0	8150-40	Books & Materials - Bookmob	ile			0	0	
5,355	5,349	5,500	<b>8150-45</b> Newspaper a	Books & Materials - Periodica and magazine subscriptions, including S		titles.		5,500	0	
5,965	5,997	6,000	8150-50 Adult nonficti	Books & Materials - Audio Vis ion and entertainment DVDs.	uals-DVD			6,000	0	
5,421	5,369	5,500	8150-51 Fiction and n	Books & Materials - Audio Vis confiction books on CD.	uals-CD Books			5,500	0	
4,543	4,204	4,268	8150-55 State Ready- State Aid Gra	Books & Materials - State Gran -to-Read Grant expenditures funded the ant-Library.		ount 4780, O	regon	4,280	0	
3,379	13,550	400	<b>8160</b> Various libra Library.	<b>Donations - Library</b> ry purchases and materials funded thro	ugh revenue acco	unt 6440, Dor	nations-	400	0	
98	102	100	8160-05 Books and m -Library-Bool	<b>Donations - Library - Bookmo</b> naterials for the bookmobile funded thro kmobile.		unt 6440-05,	Donations	250	0	
310,267	322,277	330,139		TOTAL MATERI				326,092	0	

Budget Docum	ent Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				CAPITAL OUTLAY						
5,414	12,333	12,664	8750	Capital Outlay Computer Charges				10,714	0	0
			Descr	iption	<u>Units</u>	<u>Amt/Unit</u>	Total			
			IS De	partment - capital costs shared city-wide	1	10,714	10,714			
0	35,000	0		Building Improvements				75,000	0	0
5,414	47,333	12,664		TOTAL CAPIT	AL OUTLA	<u> </u>		85,714	0	0
1,278,370	1,445,315	1,464,403		TOTAL REQU	IREMENT	S		1,600,625	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 2017-18 proposed budget projects a 4.0% increase in assessed value (AV) compared to 2016-17 AV. The AV increase in 2016-17 was approximately 4.36% compared to the prior year.
- Based on the projected assessed value, property taxes levied for general operating purposes are estimated to be \$13,024,075.
- 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 \$11,982,150 for fiscal year 2017-18.

#### **Franchise Fees**

- McMinnville Water & Light payment in-lieu of tax for 2017-18 is projected to increase by 2.8% 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 2016-17 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 receipts, is expected to increase slightly compared to the prior year. Because the City will not receive State or local marijuana taxes until August 2017, the amount of taxes to be received is unknown at this time and the City has not included those taxes in the 2017-18 Proposed Budget.

#### Urban Renewal

 Previously, transactions between the General Fund and Urban Renewal Funds were budgeted as inter-agency transactions. To achieve consistency between budget basis accounting and financial statements prepared on the modified accrual basis of accounting, these transactions are budgeted as interfund transfers in the 2017-18 Proposed Budget. Please refer to the Urban Renewal Fund and Urban Renewal Debt Service Fund in this document for additional information.

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 2017-18 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 2017-18 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 - \$1,256,505
- Reimbursement from other funds for Engineering Materials and Services costs - \$74,242
- Transient Lodging Tax Represents 30% of the net Tax collected – \$193,470 and reimbursement of \$10,704 for General Fund costs to administer the tax.

 Urban Renewal Debt Service – Tax increment revenues received in Urban Renewal Debt service are transferred to reimburse the General Fund for payments related to urban renewal activities -\$313,905

#### **Expenditures**

#### **Transfers Out**

- Transfer to Emergency Communications Fund for police and fire (General Fund) emergency dispatch services is \$721,400. 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 activities.
- Transfer to Ambulance Fund General Fund support of the Ambulance Fund - \$800,000; a new ambulance will not be purchased in 2017-18.
- 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.

	2015-16	2016-17 Amended	2017-18 Proposed	Budget
Revenue	Actual 16,429,996	Budget 22,657,690	Budget 17,959,855	Variance (4,697,835)
Materials & Supplies	-	30,000	-	(1,001,000)
Special Payments	205,131	2,227,330	-	(2,227,330)
Debt Service	-	3,652,685	423,775	
Transfers Out	2,126,202	1,810,155	2,059,242	249,087
Total Expenditures	2,331,333	7,720,170	2,483,017	249,087
Net Expenditures	14,098,663	14,937,520	15,476,838	(539,318)



## **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.

- **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.

#### **Historical Highlights**

- **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			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGE1
			RESOURCES			
			PROPERTY TAXES			
10,812,090	11,428,581	11,481,000	4100-05         Property Taxes - Current           \$13,024,075         2017-18 Permanent operating property tax levy, \$5.02 per \$1,000           (\$1,041,925)         Less: Uncollectible taxes - 8%.           \$11,982,150         2017-18 Current property taxes	11,982,150	0	0
441,414	433,245	450,000	<b>4100-10 Property Taxes - Prior</b> Collection of delinquent property taxes due from prior year permanent rate property tax levies.	400,000	0	0
11,253,504	11,861,826	11,931,000	TOTAL PROPERTY TAXES	12,382,150	0	0
			LICENSES AND PERMITS			
1,830,726	1,778,731	1,918,000	<b>4205-05</b> 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.	1,850,000	0	0
0	5,316	700	<b>4205-06</b> Franchise Fees - Miscellaneous-Telecommunications Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	5,000	0	0
32,785	31,782	32,000	<b>4205-07</b> 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.	32,000	0	0
42,374	38,473	42,000	<b>4205-08</b> 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.	40,000	0	C
165,804	170,452	166,000	<b>4205-15</b> 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.	172,000	0	0
147,617	149,085	160,000	<b>4205-20</b> Franchise Fees - Recology Western Oregon Recology - Western Oregon collection franchise fee is 3%.	155,000	0	0
135,309	134,959	135,000	<b>4205-25</b> Franchise Fees - Northwest Natural NW Natural gas franchise fee is 3%.	122,000	0	C
3,540	3,406	3,000	<b>4490</b> Licenses & Permits - Misc Finance Department collects fees for liquor licenses, taxi service licenses, bicycle licenses, vehicle permits, etc.	2,500	0	0

dget Docum	ent Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
2,358,155	2,312,205	2,456,700	TOTAL LICENSES AND PERMITS	2,378,500	0	(
			INTERGOVERNMENTAL			
43,525	43,386	43,000	<b>4720</b> OR State Cigarette Taxes State Shared Revenue Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.	42,000	0	C
320,374	308,483	325,000	<b>4730 OR State Revenue Sharing</b> State Shared Revenue Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.	315,000	0	(
470,188	473,287	475,000	<b>4750 OR State Liquor Taxes</b> State Shared Revenue Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.	473,000	0	(
5,000	21,347	201,730	<b>5080-05</b> Inter-Agency Loan Repayment - Principal Previously accounted for repayment of loans between General Fund and Urban Renewal as inter-agency transactions. Beginning in 2017-18, transactions are accounted for as interfund transfers in account 01-99-6900-59.	0	0	(
			2017 - 2018 Moved to Transfers In 01-99-6900-59.			
0	0	50,125	<b>5080-10</b> Inter-Agency Loan Repayment - Interest Previously accounted for payment of interest on Loan between General Fund and Urban Renewal as inter-agency transactions. Beginning in 2017-18, transactions are accounted for as interfund transfers in account 01-99-6900-59.	0	0	(
			2017 - 2018 Moved to Transfers In 01-99-6900-59.			
839,087	846,503	1,094,855	TOTAL INTERGOVERNMENTAL	830,000	0	(
			MISCELLANEOUS			
38,116	37,003	25,700	6310 Interest Estimated interest income earned on investments	76,900	0	(
1,986	1,285	1,000	6600 Other Income	1,500	0	(
0	0	0	6600-03 Other Income - PERS Transition Liability Reimb	332,746	0	(
40,102	38,288	26,700	TOTAL MISCELLANEOUS	411,146	0	
			OTHER FINANCING SOURCE			
73,094	0	0	6820-10 Bond Proceeds - Premium	0	0	(
0	0	2,185,000	6830-10 Loan Proceeds - Alpine Avenue-Urban Renewal	0	0	(
0	0	3,532,560	6830-15 Loan Proceeds - PERS Transition Liability	0	0	
73,094	0	5,717,560	TOTAL OTHER FINANCING SOURCE	0	0	

dget Docume	nt Report			01 - GENERAL FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>99 - NON-DEPART</b> Section : <b>N/A</b> Program :N/A	MENTA	L		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				TRANSFERS IN						
5,669	5,817	6,020	6900-05	Transfers In - Special Assessments				6,337	0	0
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Adminis support.	tration and Finance personnel services	1	6,337	6,337			
172,473	188,401	209,270	6900-07	Transfers In - Transient Lodging Tax				204,174	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				personnel services support.	1	10,704	10,704			
			Transfe	30% of transient lodging taxes collected.	1	193,470	193,470			
178,111	200,375	198,721	6900-20	Transfers In - Street				238,144	0	0
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				und support of Engineering operations.	1	17,203	17,203			
			Enginee support.	ring, Admin, & Finance personnel services	1	220,941	220,941			
70,702	73,871	75,721	6900-25	Transfers In - Airport				123,902	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			•	Fund support of Engineering operations.	1	9,597	9,597			
			Enginee support.	ring, Admin, & Finance personnel services	1	114,305	114,305			
78,727	105,354	149,480	6900-45	Transfers In - Transportation				165,846	0	0
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Transpo operatio	rtation Fund support of Engineering	1	12,438	12,438			
			•	ring, Admin, & Finance personnel services	1	153,408	153,408			
51,320	52,236	54,999	6900-50	Transfers In - Park Development				58,359	0	0
			Descript	·	<u>Units</u>	Amt/Unit	<u>Total</u>			
				Rec Admin, Admin, & Finance personnel	1	58,359	58,359			
0	0	0	6900-58	Transfers In - Urban Renewal				25,026	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Planning	g personnel services support	1	25,026	25,026			

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>99 - NON-DEPAR</b> Section : <b>N/A</b> Program : <b>N/A</b>	ΓΜΕΝΤΑ	L		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
0	0	0	6900-59	Transfers In - Urban Renewal Debt S	Service			313,905	0	0
			Bank loa Bank loa	<u>tion</u> nent of prior year expenses an payment - Principal an payment - Interest nent of current year expenses	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 10,000 33,667 57,362 212,876	<u>Total</u> 10,000 33,667 57,362 212,876			
29,727	30,954	33,628	6900-70	Transfers In - Building				75,788	0	0
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Enginee support	ering, Admin, & Finance personnel services	1	75,788	75,788			
239,210	256,975	258,977	6900-75	Transfers In - Wastewater Services				287,543	0	C
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			operatio		1	19,335	19,335			
			Enginee support	ering, Admin, & Finance personnel services	1	268,208	268,208			
220,750	230,222	203,109	6900-77	Transfers In - Wastewater Capital				221,294	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Wastew operatio	rater Capital Fund support of Engineering ons.	1	15,668	15,668			
			Enginee support	ering, Admin, & Finance personnel services	1	205,626	205,626			
180,063	188,467	196,754	6900-79	Transfers In - Ambulance				191,973	0	C
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Adminis Billing s	tration and Finance personnel including Amb taff	1	191,973	191,973			
143,782	38,503	44,196	6900-85	Transfers In - Insurance Services				45,768	0	C
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Adminis support	tration and Finance personnel services	1	45,768	45,768			
1,370,534	1,371,175	1,430,875		TOTAL TRANS	FERS IN	<u>1</u>		1,958,059	0	C

get Documer	nt Report		01 - GENERAL FL	JND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>99 - NON</b> Section : <b>N/A</b> Program :N/A	I-DEPARTMENTA	L		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				QUIREMENTS					
			MATERIALS AND SERVI	<u>CES</u>					
73,094	0	30,000	750-63 Professional Services - Fin	ancing Issuance	Cost		0	0	0
73,094	0	30,000	TOTAL MATE	RIALS AND SEI	RVICES		0	0	0
			SPECIAL PAYMENTS						
0	205,131	2,227,330	395 Inter-Agency Loan - Urban	Renewal			0	0	0
0	205,131	2,227,330	TOTAL SI	PECIAL PAYME	<u>NTS</u>		0	0	0
			DEBT SERVICE						
0	0	3,502,560	417 PERS Transition Liability				0	0	0
0	0	0	<b>417-05 PERS Transition Liability -</b> 2016-17, PERS Transition Liability was refinal	213,420	0	0			
0	0	0	<b>417-10 PERS Transition Liability -</b> 2016-17. PERS Transition Liability was refina	119,326	0	0			
0	0	100,000	540-05 Alpine Avenue-Urban Rene	ment of principal on debt issued by City for construction of Urban Renewal portion of					0
0	0	50,125			Renewal porti	on of	57,362	0	0
0	0	3,652,685	TOTAL	DEBT SERVICI	<b>_</b>		423,775	0	0
			TRANSFERS OUT						
647,100	662,400	689,100	700-15 Transfers Out - Emergency	Communications	;		721,400	0	0
			Description General Fund support for YCOM dispatchin for PD & Fire.	<u>Units</u> g service 1	<u>Amt/Unit</u> 721,400	<u>Total</u> 721,400			
0	0	0	700-58 Transfers Out - Urban Rene	ewal			212,876	0	0
			<u>Description</u> Urban Renewal current year expenses	<u>Units</u> 1	<u>Amt/Unit</u> 212,876	<u>Total</u> 212,876			
750,000	1,150,000	800,000	700-79 Transfers Out - Ambulance				800,000	0	0
			Description	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Support of emergency medical services pro the City	vided by 1	800,000	800,000			

ent Report			01 - GENERAL FUND			
2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
313,802	321,055	9700-80	Transfers Out - Information Systems	324,966	0	0
2,126,202	1,810,155		TOTAL TRANSFERS OUT	2,059,242	0	0
			CONTINGENCIES			
0	900,000	9800	Contingencies	900,000	0	0
0	900,000		TOTAL CONTINGENCIES	900,000	0	0
			ENDING FUND BALANCE			
572,141	535,000	Designated of	<b>, , , , , , , , , ,</b>	463,786	0	0
0	0	9901-15	Designated End FB - General Fd - Fire - Vehicle Reserve	0	0	0
75,000	112,500		Designated End FB - General Fd - Facility Improvements funds earmarked for future facility improvements	112,500	0	0
6,623,209	3,919,564			2,098,261	0	0
7,270,350	4,567,064		TOTAL ENDING FUND BALANCE	2,674,547	0	0
9,601,683	13,187,234		TOTAL REQUIREMENTS	6,057,564	0	0
	2016 ACTUAL 313,802 2,126,202 0 0 0 572,141 0 572,141 0 572,141 0 6,623,209 6,623,209	2016 ACTUAL         2017 AMENDED BUDGET           313,802         321,055           2,126,202         1,810,155           0         900,000           0         900,000           572,141         535,000           572,141         535,000           0         0           0         0           6,623,209         3,919,564           7,270,350         4,567,064	2016 ACTUAL         2017 AMENDED BUDGET           313,802         321,055         9700-80           313,802         321,055         9700-80           2,126,202         1,810,155         Information           0         900,000         9800           0         900,000         9800           572,141         535,000         9901-07 Designated of City's retirem           0         0         9901-15           75,000         112,500         9901-25 Designated of City's retirem           6,623,209         3,919,564         9999 Undesignate expenditures           7,270,350         4,567,064         State of the second secon	OT - GENERCKAL FOUND2016 ACTUAL2017 AMENDED BUDGETDepartment :99 - NON-DEPARTMENTAL Section :N/A Program :N/A313,802321,0559700-80Transfers Out - Information Systems313,802321,0559700-80Transfers Out - Information Systems2016 BUDGET1324,966324,9662,126,2021,810,155Information Systems personnel services support.1324,9662,126,2021,810,155Information Systems personnel services support.1S24,9663,0009900,0009800ContingenciesInformation Systems personnel service support.Information Systems personnel services support.0900,0009901-07Designated End FB - General Fd - LOSAP Designated carryover from 2017-18 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.009901-05Designated End FB - General Fd - Facility Improvements Designated funds earmarked for future facility improvements Designated funds earmarked for future facility improvements Desig	Control Server VAL POND         Section IVAL         Section IVA         Section I	ACTUAL         2017         CONTENSITY         2018

Budget Docum	ent Report		01 - GENERAL FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
28,628,274	27,908,089	32,853,270	TOTAL RESOURCES	26,986,174	0	0
28,628,274	27,908,089	32,853,270	TOTAL REQUIREMENTS	26,986,174	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 3<sup>rd</sup> Street. For properties in Zone 2, the rate is \$0.375 per square foot. Zone 2 is primarily the downtown portion of 2<sup>nd</sup> Street and 4<sup>th</sup> Street. These are the same rates that were in effect for 2013 through 2016.
- The 2017-18 fiscal year is the first 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 2017-18.
- Community Development Block Grant In early 2015, the City was awarded a \$400,000 Community Development Block Grant (CDBG) by the State of Oregon for the purpose of providing housing rehabilitation grants to low and moderate income homeowners. All CDBG funds were expended by the end of the 2016-17 fiscal year.

## **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 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.

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	379,248	233,000	73,900	(159,100)
Materials & Services	378,173	232,300	72,300	(160,000)
Transfers Out	5,817	6,020	6,337	317
Total Expenditures	383,990	238,320	78,637	(159,683)
Net Expenditures	(4,742)	(5,320)	(4,737)	(583)



## **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) – 1<sup>st</sup> 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.

- Historical Highlights
- **2001** City Council re-establishes DEID – 6th three-year assessment district ~\$47,000.
- 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 – 10<sup>th</sup> 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.

Budget Docume	nt Report		05 - SPECIAL ASSESSMENT FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Section :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
164,479	159,630	154,512	4090Beginning Fund BalanceEstimated July 1, 2017 carryover from the 2016-2017 fiscal year.	150,357	0	0
164,479	159,630	154,512	TOTAL BEGINNING FUND BALANCE	150,357	0	0
			INTERGOVERNMENTAL			
5,372	321,022	160,000	4520-15 Community Development Block Grnt - 2015 Housing Rehabilitation	0	0	0
5,372	321,022	160,000	TOTAL INTERGOVERNMENTAL	0	0	0
			SPECIAL ASSESSMENTS			
54,328	57,151	72,300	6250 Downtown Economic Assessment Collections from the Downtown Economic Improvement District (DEID) Assessment. Funds collected are passed through to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance.	72,300	0	0
			Budget Note: The three-year DEID Assessment District's duration is from August 1, 2016 to July 31, 2019.			
54,328	57,151	72,300	TOTAL SPECIAL ASSESSMENTS	72,300	0	0
			MISCELLANEOUS			
747	611	700	6310 Interest	1,600	0	0
168	464	0	6310-25 Interest - Assessments Interest collected on past due assessment accounts.	0	0	0
916	1,075	700	TOTAL MISCELLANEOUS	1,600	0	0
225,095	538,878	387,512	TOTAL RESOURCES	224,257	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
96	0	0	7750 Professional Services	0	0	0
54,328	57,151	72,300	<b>8020</b> McMinnville Downtown Association Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	72,300	0	0
5,372	321,022	160,000	8220-15 Yamhill Co Affordable Housing - 2015 Comm Dev Block Grant	0	0	0
59,796	378,173	232,300	TOTAL MATERIALS AND SERVICES	72,300	0	0
			TRANSFERS OUT			
5,669	5,817	6,020	9700-01 Transfers Out - General Fund	6,337	0	0
			DescriptionUnitsAmt/UnitTotalAdministration and Finance personnel services16,3376,337support.16,3376,337			
5,669	5,817	6,020	TOTAL TRANSFERS OUT	6,337	0	0
			<u>CONTINGENCIES</u>			
0	0	80,000	9800 Contingencies	20,000	0	0
0	0	80,000	TOTAL CONTINGENCIES	20,000	0	0
			ENDING FUND BALANCE			
159,630	154,888	69,192	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover to July 1, 2018, includes the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.	125,620	0	0
159,630	154,888	69,192	TOTAL ENDING FUND BALANCE	125,620	0	0
225,095	538,878	387,512	TOTAL REQUIREMENTS	224,257	0	0

get Docume	nt Report		05 - SPECIAL ASSESSMENT FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
225,095	538,878	387,512	TOTAL RESOURCES	224,257	0	0
225,095	538,878	387,512	TOTAL REQUIREMENTS	224,257	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 2016-17 proposed budget includes a transfer of those discretionary funds to the General Fund.

## **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 2017-18 proposed budget includes a 4% increase in transient lodging tax revenue.
- The 2017-18 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.

 Two new hotels are being considered for construction in the next 12-18 months. Should those properties develop as planned, a significant expansion of both TLT revenues and the programs supported by those funds would occur, both for the City and Visit McMinnville.

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	649,284	694,100	672,374	(21,726)
Materials & Services	760,886	484,830	468,200	(16,630)
Transfers Out	188,401	209,270	204,174	(5,096)
Total Expenditures	949,287	694,100	672,374	(21,726)
Net Expenditures	(300,003)	-	-	-







## **Transient Lodging Tax Fund**

**Historical Highlights** 

- **2013** Transient Lodging Tax Ordinance No. 4974 adopted by City Council.
- **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.

ent Report		07 - TRANSIENT LODGING TAX FUND			
2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
		RESOURCES			
		BEGINNING FUND BALANCE			
451,330	0	4090Beginning Fund BalanceEstimated July 1, 2017 carryover from the 2016-2017 fiscal year.	0	0	(
451,330	0	TOTAL BEGINNING FUND BALANCE	0	0	
		LICENSES AND PERMITS			
644,878	693,000	<b>4220</b> Transient Lodging Tax Transient Lodging Taxes are collected by lodging providers and are turned over to the City	670,674	0	(
644,878	693,000	TOTAL LICENSES AND PERMITS	670,674	0	
		MISCELLANEOUS			
1,310	600	6310 Interest Interest on past due transient lodging tax payments	700	0	
3,095	500	6600 Other Income Penalties on past due transient lodging tax payments	1,000	0	
4,406	1,100	TOTAL MISCELLANEOUS	1,700	0	
1,100,614	694,100	TOTAL RESOURCES	672,374	0	
	ACTUAL 451,330 451,330 644,878 644,878 1,310 3,095 4,406	2016 ACTUAL         2017 AMENDED BUDGET           451,330         0           451,330         0           644,878         693,000           644,878         693,000           1,310         600           3,095         500           4,406         1,100	2016 ACTUAL2017 AMENDED BUDGETDepartment :N/A Section :N/A Program :N/A2016 ACTUAL2017 AMENDED BUDGETDepartment :N/A Section :N/A Program :N/ARESOURCESBEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.451,3300TOTAL BEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.451,3300TOTAL BEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.451,3300TOTAL BEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.644,878693,0004220 Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax Total LICENSES AND PERMITS644,878693,0006310 Interest Interest on past due transient lodging tax payments3,0955006600 6600 Other Income Penalties on past due transient lodging tax payments4,4061,100TOTAL MISCELLANEOUS	OF FINALLICENSE FLACTIONED2016 ACTUAL2017 AMENDED BUDGETDepartment :N/A Section :N/A Program :N/A2018 PROPOSED BUDGETRESOURCESEEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.0451,33004090 Eeginning Fund Balance Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.0451,3300TOTAL BEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.0451,3300TOTAL BEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.0644,878693,0004220 Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax payments670,674644,878693,0006310 Interest Interest on past due transient lodging tax payments7001,3106006310 6600 D Other Income Penalties on past due transient lodging tax payments7004,4061,100TOTAL MISCELLANEOUS1,700	2016 ACTUAL2017 AMENDED BUDGET2018 Department :N/A Section :N/A Program :N/A2018 PROPOSED BUDGET2018 APPROVED BUDGETACTUAL2017 AMENDED BUDGET2018 Section :N/A Program :N/A2018 Proprosed BUDGET2018 APPROVED BUDGETACTUAL2016 BUDGET2018 Program :N/A2018 Proprosed BUDGET2018 APPROVED BUDGETEEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.00451,3300TOTAL BEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.00451,3300TOTAL BEGINNING FUND BALANCE Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.00644,878693,0004220 Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax Transient Lodging Tax are collected by lodging providers and are turned over to the City670,6740644,878693,000TOTAL LICENSES AND PERMITS Interest on past due transient lodging tax payments70001,3106006310 6600 Penalties on past due transient lodging tax payments70003,0955006600 6600 Penalties on past due transient lodging tax payments1,00004,4061,100TOTAL MISCELLANEOUS1,7000

idget Docume	ent Report			07 - TRANSIENT LODO	<b>SING T</b>	AX FU	ND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
				REQUIRE	<b>IENTS</b>					
				MATERIALS AND SERVICES						
0	0	500	7660	Materials & Supplies				0	0	0
14,380	27,666	20,200	7750	Professional Services				16,800	0	0
			<u>Descrip</u> Audit fe	otion ee allocation	<u>Units</u> 1	<u>Amt/Unit</u> 16,800	<u>Total</u> 16,800			
122,560	733,220	464,130		Tourism Promotion & Programs odging Taxes paid to Visit McMinnville				451,400	0	0
136,941	760,886	484,830		TOTAL MATERIALS	AND SEI	RVICES		468,200	0	0
				TRANSFERS OUT						
172,473	188,401	209,270	9700-01	Transfers Out - General Fund				204,174	0	C
				<u>otion</u> er 30% of transient lodging taxes collected ee personnel services support.	<u>Units</u> 1 1	<u>Amt/Unit</u> 193,470 10,704	<u>Total</u> 193,470 10,704			
172,473	188,401	209,270		TOTAL TRANS	FERS OL	<u>JT</u>		204,174	0	(
				CONTINGENCIES						
0	0	0	9800	Contingencies				0	0	C
0	0	0		TOTAL CONTI	IGENCIE	S		0	0	C
				ENDING FUND BALANCE						
451,330	151,327	0		Unappropriated Ending Fd Balance e budgeted as expenditures instead of being all available dollars to be spent during the fisc	carried over	to ending fur	nd balance.	0	0	C
451,330	151,327	0		TOTAL ENDING FL	IND BAL	ANCE		0	0	C
760,744	1,100,614	694,100		TOTAL REQU		·c		672,374	0	0

dget Docum	ent Report		07 - TRANSIENT LODGING TAX FUND			
2015 ACTUAL	2016 2017 ACTUAL AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEL BUDGE	
760,744	1,100,614	694,100	TOTAL RESOURCES	672,374	0	0
760,744	1,100,614	694,100	TOTAL REQUIREMENTS	672,374	0	0

# **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.

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	236,017	234,600	243,885	9,285
Materials & Services	236,000	234,500	243,785	9,285
Total Expenditures	236,000	234,500	243,785	9,285
Net Expenditures	17	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.

2015	2016	2017	Department : N/A	2018	2018	2018
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :NA	BUDGET	BUDGET	BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
1,637	1,650	1,750	4090 Beginning Fund Balance	1,767	0	0
			Estimated July 1, 2017 carryover from the 2016-17 fiscal year.			
1,637	1,650	1,750	TOTAL BEGINNING FUND BALANCE	1,767	0	0
			LICENSES AND PERMITS			
26,824	25,486	26,000	<b>4205-07</b> Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and	26,000	0	0
			Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is			
			distributed to McMinnville Community Media (MCM) for management of local public access			
135,658	139,461	136,000	channel. 4205-15 Franchise Fees - Comcast Communications-Cable	140,785	0	0
100,000	100,401	100,000	Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and	110,700	Ũ	Ŭ
			Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access			
			channel.			
12,909	13,479	12,500	4275-07 Subscriber Fees - PEG - Frontier-Cable	15,000	0	0
			\$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).			
58,866	57,574	60,000	4275-15 Subscriber Fees - PEG - Comcast-Cable	62,000	0	0
,	,		\$1 per month subscriber fee received from Comcast for public access channel capital			
004057		004 500	expenditures; passed through to McMinnville Community Media (MCM).	0.40 705		•
234,257	236,000	234,500	TOTAL LICENSES AND PERMITS	243,785	0	0
			<u>MISCELLANEOUS</u>			
14	17	100	6310 Interest	100	0	0
14	17	100	TOTAL MISCELLANEOUS	100	0	0
235,907	237,668	236,350	TOTAL RESOURCES	245,652	0	0

2015	2016	2017	Department : N/A	2018	2018	2018
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
135,658	139,461	136,000	8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	140,785	0	0
26,824	25,486	26,000	<b>8170-07</b> McMinnville Community Media - Frontier Franchise Fee-Cable Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	26,000	0	0
58,866	57,574	60,000	<b>8170-15 McMinnville Community Media - PEG Access Support-Comcast</b> City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Frontier. Fee is required to be spent on cable access channel capital equipment.	62,000	0	0
12,909	13,480	12,500	<b>8170-17 McMinnville Community Media - PEG Access Support-Frontier</b> City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	15,000	0	0
234,257	236,000	234,500	TOTAL MATERIALS AND SERVICES	243,785	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			
1,650	1,668	400	<b>9999</b> Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2018, includes excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.	417	0	0
1,650	1,668	400	TOTAL ENDING FUND BALANCE	417	0	0
235,907	237,668	236,350	TOTAL REQUIREMENTS	245,652	0	0

dget Document Report			<b>10 - TELECOMMUNICATIONS FUND</b>			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
235,907	237,668	236,350	TOTAL RESOURCES	245,652	0	C
235,907	237,668	236,350	TOTAL REQUIREMENTS	245,652	0	C

# **EMERGENCY COMMUNICATIONS FUND**



Fund

## 2017 – 2018 Proposed Budget --- Budget Summary

## **Budget Highlights**

- Frontier Telephone Franchise Fee --- The City's telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to the 911 emergency communications system.
- Transfers From Other Funds --- Total transfers from the General Fund and Ambulance Funds equal \$780,700, 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.

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	786,638	835,390	865,630	30,240
Materials & Services	779,238	819,316	855,616	36,300
Capital Outlay	-	-	-	-
Total Expenditures	779,238	819,316	855,616	36,300
Net Expenditures	7,400	16,074	10,014	6,060



## **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).

Fiscal Year	YCOM City Contribution
2008 – 2009	580,950
2009 – 2010	596,608
2010 – 2011	621,625
2011 – 2012	649,400
2012 – 2013	669,300
2013 – 2014	686,700
2014 – 2015	726,200
2015 – 2016	765,100
2016 - 2017	780,700
2017 – 2018	809,600

2006 YCOM Policy Board votes to change the YCOM 190 intergovernmental agreement reorganizing the YCOM Policy Board management structure to a 5-member Executive Board. The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one "at-large" fire district member, one "at-large" city member, and the County Sheriff who also

serves as Board Chairperson.

- **2008** YCOM prepares to move into the City of McMinnville's new Public Safety Building.
- 2012 McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.

get Documer	nt Report		15 - EMERGENCY COMMUNICATIONS FUN	1D		
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	20 ADOPTE BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
262,238	109,721	134,609	4090Beginning Fund BalanceEstimated July 1, 2017 carryover from the 2016-2017 fiscal year.	134,819	0	
112,238	109,721	134,609	TOTAL BEGINNING FUND BALANCE	134,819	0	(
			LICENSES AND PERMITS			
0	1,634	500	<b>4205-06</b> Franchise Fees - Miscellaneous-Telecommunications Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	1,800	0	(
31,784	28,858	31,000	<b>4205-08</b> 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.	30,000	0	
31,784	30,492	31,500	TOTAL LICENSES AND PERMITS	31,800	0	
			INTERGOVERNMENTAL			
0	0	0	<b>4760 OR State 911 Emergency Services</b> SB 1559, effective January 1, 2013, requires the State to distribute 911 emergency excise taxes directly to 911 jurisdictions. As a result, 911 taxes are no longer received by the City and passed through to YCOM.	0	0	
17,947	0	18,000	5040-05Yamhill Communications Agency - Radio SystemCity funds for radio equipment reserve held by Yamhill County	7,500	0	
17,947	0	18,000	TOTAL INTERGOVERNMENTAL	7,500	0	
			CHARGES FOR SERVICES			
12,480	12,090	12,090	5325 System Access Fees Fees charged for access to City's radio system.	15,730	0	
12,480	12,090	12,090	TOTAL CHARGES FOR SERVICES	15,730	0	
			MISCELLANEOUS			
791	656	500	6310 Interest	1,000	0	
791	656	500	TOTAL MISCELLANEOUS	1,000	0	

Budget Docume	nt Report			15 - EMERGENCY CON	IMUNI	CATIO	NS FUN	ID		
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				TRANSFERS IN						
647,100	662,400	689,100	6900-01	Transfers In - General Fund				721,400	0	0
			Descrip	Description		<u>Amt/Unit</u>	<u>Total</u>			
			Genera for PD	I Fund support for YCOM dispatching service & Fire.	1	721,400	721,400			
79,100	81,000	84,200	6900-79	Transfers In - Ambulance				88,200	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Ambula service	nce Fund support for YCOM dispatching s.	1	88,200	88,200			
726,200	743,400	773,300		TOTAL TRANS	FERS IN	<u>1</u>		809,600	0	0
1,051,440	896,359	969,999		TOTAL RESOURCES				1,000,449	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED		Department : <b>N/A</b> Section : <b>N/A</b>					2018 PROPOSED	2018 APPROVED	2018 ADOPTEI
		BUDGET		Program :N/A					BUDGET	BUDGET	BUDGE
				RE	EQUIREMENTS						
				MATERIALS AND SERV	/ICES						
9,510	467	10,000	7720-06	Repairs & Maintenance - I	Equipment				10,000	0	C
35,010	36,425	36,016	Maintenand	Professional Services agreement for public safety radio	system equipment				36,016	0	(
			<u>Descrip</u>		<u>Units</u>	<u>A</u>	. <u>mt/Unit</u>	<u>Total</u>			
				ee allocation nance contract	1		900 35,116	900 35,116			
721,644	742,347	773,300	<b>8180-05</b> City's mem Yamhill Cor	YCOM - Other Governmer ber contribution for dispatching eme mmunications Agency (YCOM).		n ser	rvices prov	ided by	809,600	0	(
766,164	779,238	819,316		TOTAL MAT	ERIALS AND SE	RVI	ICES		855,616	0	(
				<u>CAPITAL OUTLAY</u>							
175,556	0	0	8710	Equipment					0	0	0
175,556	0	0		<u>TOTAL</u>	CAPITAL OUTL	AY			0	0	(
				<b>CONTINGENCIES</b>							
0	0	75,000	9800	Contingencies					75,000	0	0
0	0	75,000		<u>TOTAI</u>		<u>=S</u>			75,000	0	(
				ENDING FUND BALAN	<u>CE</u>						
109,721	117,120	75,683		Unappropriated Ending For ed carryover for July 1, 2018 includ s from 2017-2018 operations.		revei	nues over	(under)	69,833	0	(
109,721	117,120	75,683		TOTAL EN	DING FUND BAL	AN	CE		69,833	0	C
1,051,441	896,358	969,999		τοτα	L REQUIREMENT	rs			1,000,449	0	C

Budget Docume	nt Report		15 - EMERGENCY COMMUNICATIONS FUND							
2015 ACTUAL	ACTUAL ACTUAL AMENDED S BUDGET Pr	AMENDED	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET				
1,051,440		TOTAL RESOURCES	1,000,449	0	0					
1,051,441	896,359	969,999	TOTAL REQUIREMENTS	1,000,449	0	0				





## **Budget Highlights**

- The 2017-18 budget proposal continues to provide increased resources to put a high priority on pavement repair and maintenance activities. Increased funding has been set aside for localized pavement repair work in various locations around the city as well as for professional services work related to pavement management efforts. As with past practice, funds have been transferred to the Transportation Fund to support preservation projects.
- The budget proposal includes additional resources to maintain newly improved or constructed facilities funded through the 2014 Transportation bond. For this year, those include completed improvements to the 5<sup>th</sup> Street corridor as well as signal improvements on 2<sup>nd</sup> Street at Adams and Baker.
- The budget proposal continues to allocate funding to improve traffic signage and pavement markings throughout the community. Staff utilizes condition rating systems for sign retro-reflectivity and pavement markings. Deficient signs and markings are identified and scheduled for replacement over the coming year, with the condition ratings used to establish priorities. Specific signage projects will include the annual nighttime retro-reflectivity surveys and resulting replacements, as well moving into the first phase of a five year program to upgrade residential street signage to the new federal standards. Staff will also begin work on implementing a program to inspect pavement marking retro-reflectivity as per proposed federal requirements.
- 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.
- The budget continues funding for street lighting. Last year the City partnered with McMinnville Water and Light to develop and implement street lighting standards, which will include LED fixtures as standard. Discussions continue on how best to upgrade existing street lights with LED's. 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. 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 110 centerline miles of street, beautification areas, undeveloped rights of way, reverse frontages, and alleys. Maintenance includes regularly scheduled activities as well as demand-driven responses to weather, vehicular accidents, and special events.

#### **Pavement Maintenance**

- Preservation projects: 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.



Street crew paving

 Crack sealing: this is an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City operates its own crack seal program, and places 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 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
- o 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 51 vehicles and 151 various pieces of equipment at the Riverside Drive facility.



Kris Quinlan, 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 – Street Crew – Installing new signage

- 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.

# Street (State Gas Tax) Fund

- Staff waters and prune City owned trees; major pruning work is by contract. This work is primarily in the downtown tree zone and in beautification areas.
- Remove hazardous or storm damaged trees, and replace as appropriate. This work is typically done with contract forces.

#### **Emergency Response**

 Activities related to inclement weather, accidents, and hazardous materials spills. Tasks include anti-icing/deicing, sanding, 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

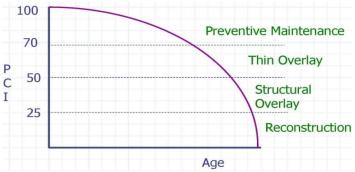
 A portion of the City's gas tax revenue increase from the 2009 House Bill 2001 is dedicated to meet this obligation. The first loan interest payment is due January 2016; the first principal payment will be due January 2017. Principal and interest payments will be approximately \$200,000 per year over the twenty year life of the loan.

#### **Maintenance Planning**

- Continue using computerized maintenance management software to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts.
- Continuous Improvement: As part of an on-going effort, Street Maintenance staff reviews various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- 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. The City's current overall system PCI stands at 69 (note that the rating was 70 in 2012). At this point, about 68% of the City's network meets that "very good" condition threshold:



To maintain that level will require an annual investment of approximately \$1.45 million dollars. In recent years, resource availability has limited the City's annual investment to approximately \$525,000. The pending Newberg/Dundee bypass loan requirements will negatively impact that amount. While the recently passed 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 higher preservation costs in the future. The 2014 Transportation Bond focused repaving and repair efforts on neighborhood streets in poor condition. That means that facilities such as Lafayette Avenue and 2<sup>nd</sup> Street (west of Adams), as well as other collectors, will need to pavement preservation work in the very near future with Street Fund resources.

#### **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. At this point, 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 23 units with an estimated replacement value of \$1.5 million.

TYPE (# of units owned)	AVERAGE AGE
Street sweepers (1)	17 years
Utility trucks and vans (9)	23.4 years
Dump trucks (4)	24.8 years
Construction / maintenance equip (7) **	26.6 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.). Unfortunately, in recent years, given the focus on other resource demands (pavement preservation, street lighting, and the bypass loan) funds have not been available for equipment or vehicle replacement. However, as the fleet continues to age, reliability, repair costs and functionality for various fleet units, including those used in emergency operations, are all becoming more significant issues. Thus, developing a funding strategy within the available resources to begin updating the fleet is 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.
- 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 on an ADA Transition Plan to identify pedestrian access challenges throughout the community and in the downtown core, and address as opportunities arise.

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	1,956,088	1,932,850	2,020,750	87,900
Personnel Services	707,204	734,812	800,977	66,165
Materials & Services	616,738	876,615	907,017	30,402
Capital Outlay	12,725	3,431	45,906	42,475
Transfers Out	308,659	807,202	646,741	(160,461)
Total Expenditures	1,645,325	2,422,060	2,400,641	(21,419)
Net Expenditures	310,762	(489,210)	(379,891)	(109,319)

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	8.74		
Senior Utility Worker		0.08	
Utility Worker II		(0.08)	
Extra Help - Street		0.08	
FTE Proposed Budget		0.08	8.82



Jeff York – Street Crew – 2015 Public Works Week Touch a Truck



street life.

# Street (State Gas Tax) Fund

1962	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	<b>199</b> 7	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 <sup>rd</sup>
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 <sup>th</sup> consecutive year.
1990	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	2005	Street Department maintains 100 miles of streets.	2008	Public Works crews responded to a 40-year snow & ice event in December.
1990	City maintains 64 miles of paved streets.	2005	200 new street signs were installed.	2008	First slurry seal project on city streets to prolong street life.
1994	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.	2006	Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH	2009	Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity
1994	Street sweeping function partially contracted.		wind-related calls due to December 14 <sup>th</sup> storm event.		ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal
1996	Seal Coating Program on city streets initiated to prolong				Highway Administration.

**Historical Highlights** 

# Street (State Gas Tax) Fund

- **2010** In 20<sup>th</sup> year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.
- **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. 2<sup>nd</sup> to Wallace Road.
- 2011 8<sup>th</sup> Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.
- 2012 2<sup>nd</sup> & 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 15<sup>th</sup> & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.
- 2012 2<sup>nd</sup> & 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.

## **Historical Highlights**

2015

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

# **Street Fund**

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u> Fund Department						Position Description Fund Department					
Section	Number of		Total	Detailed	Summary	Section	Number of		Total	Detailed	Summary
Program	Employees	Range	Salary	Page	Amount	Program	Employees	Range	Salary	Page	Amount
Public Works Superintendent General Fund	1	352	99,168			<u>Mechanic - Public Works</u> General Fund	1	330	55,047		
Park Maintenance (0.50 FTE)				141	49,584	Park Maintenance (0.45 FTE)				141	24,771
Street Fund (0.50 FTE)				172	49,584	Street Fund (0.45 FTE) Wastewater Services Fund				172	24,771
Park Maintenance Supervisor General Fund	1	342	76,180			Administration (0.10 FTE)				213	5,505
Park Maintenance (0.95 FTE)				141	72,371	Utility Worker II - WWS	4	329	208,457		
Street Fund (0.05 FTE)				172	3,809	Street Fund (0.40 FTE)				172	20,846
		0.40	70 504			Wastewater Services Fund					
<u>Street Maintenance Supervisor</u> General Fund	1	342	78,581			Conveyance Systems Sanitary (3.60 FTE)				223	187,611
Park Maintenance (0.05 FTE)				141	3,929	Sanitary (3.00 FTE)				223	107,011
Street Fund (0.95 FTE)				172	74,652	<b>Operations Support Specialist</b>	1	330	54,614		
					,	General Fund			- ,-		
SS & SD Maintenance Supervisor	1	342	75,280			Park Maintenance (0.50 FTE)				141	27,307
Street Fund (0.10 FTE)	-			172	7,528	Street Fund (0.50 FTE)				172	27,307
Wastewater Services Fund											
Conveyance Systems						Police Community Support Coordinator	1	140	63,067		
Sanitary (0.90 FTE)				223	67,752	General Fund Police					
Senior Utility Worker - WWS	1	333	60,829			Investigations and Support					
Street Fund (0.10 FTE)		555	00,023	172	6,083	Code / Parking Enforcement	(0.98 FTE)			49	61,806
Wastewater Services Fund					0,000	Street Fund (0.02 FTE)	(0.00112)			172	1,261
Conveyance Systems						× ,					
Sanitary (0.90 FTE)				223	54,746						

dget Docume	ent Report			20 - STREET FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				RESOURCES			
				BEGINNING FUND BALANCE			
1,603,996	1,796,928	2,046,632		Beginning Fund Balance / 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	1,827,275	0	C
1,603,996	1,796,928	2,046,632		TOTAL BEGINNING FUND BALANCE	1,827,275	0	C
				LICENSES AND PERMITS			
40	28	50	4300	Bicycle Fees	50	0	C
40	28	50		TOTAL LICENSES AND PERMITS	50	0	C
				INTERGOVERNMENTAL			
1,884,072	1,947,630	1,925,000	<b>4740</b> State highway cities on a per	<b>OR State Gas Taxes</b> revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to capita basis.	2,000,000	0	C
1,884,072	1,947,630	1,925,000	· · · · ·	TOTAL INTERGOVERNMENTAL	2,000,000	0	C
				MISCELLANEOUS			
6,855	7,529	6,300	6310	Interest	19,700	0	C
2,582	727	1,500	6600	Other Income	1,000	0	C
0	174	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	C
9,437	8,430	7,800		TOTAL MISCELLANEOUS	20,700	0	C
				TRANSFERS IN			
5,200	0	0	6900-85	Transfers In - Insurance Services	0	0	(
5,200	0	0		TOTAL TRANSFERS IN	0	0	C
3,502,744	3,753,016	3,979,482		TOTAL RESOURCES	3,848,025	0	C

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	10,175	0	7000	Salaries & Wages	0	0	0
348,759	382,583	404,644	Supervisor Supervisor Supervisor Mechanic - Senior Utility Senior Utility Utility Worke Operations	Salaries & Wages - Regular Full Time lent - 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 y Worker - Street - 1.00 FTE y Worker - WWS - 0.10 FTE er II - Street - 3.00 FTE er II - Street - 3.00 FTE er II - WWS - 0.40 FTE Support Specialist - Public Works - 0.50 FTE munity Support Coordinator - 0.02 FTE	436,374	0	0
23,231	28,070	34,640	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Streets - 1.75 FTE	45,800	0	0
3,779	6,980	3,500	7000-20	Salaries & Wages - Overtime	7,500	0	0
0	70	120	7000-37	Salaries & Wages - Medical Opt Out Incentive	120	0	0
0	5,664	0	7300	Fringe Benefits	0	0	0
22,624	24,855	27,461	7300-05	Fringe Benefits - FICA - Social Security	30,366	0	0
5,292	5,813	6,422	7300-06	Fringe Benefits - FICA - Medicare	7,103	0	0
72,271	86,740	98,890	7300-15	Fringe Benefits - PERS - OPSRP - IAP	119,426	0	0
94,852	102,529	106,080	7300-20	Fringe Benefits - Medical Insurance	97,690	0	0
0	18,300	9,650	7300-22	Fringe Benefits - VEBA Plan	8,500	0	0
844	752	760	7300-25	Fringe Benefits - Life Insurance	758	0	0
1,922	2,089	2,192	7300-30	Fringe Benefits - Long Term Disability	2,352	0	0
34,529	32,325	40,057	7300-35	Fringe Benefits - Workers' Compensation Insurance	44,631	0	0
248	258	297	7300-37	Fringe Benefits - Workers' Benefit Fund	258	0	0
0	0	99	7300-40	Fringe Benefits - Unemployment	99	0	0
608,350	707,204	734,812		TOTAL PERSONNEL SERVICES	800,977	0	0
				MATERIALS AND SERVICES			
1,901	813	1 000	7530	Safety Training/OSHA	1,000	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
129	118	700	7540 Costs share	Employee Events d city-wide for employee training, mat	terials, and events.			700	0	0
3,918	1,498	3,800	7550	Travel & Education				3,875	0	0
17,249	14,430	18,500	7590	Fuel - Vehicle & Equipment				14,300	0	0
10,930	10,976	12,200	7600	Electric & Natural Gas				12,450	0	0
41,500	56,800	45,800	7610-05	Insurance - Liability				57,400	0	0
11,100	11,600	8,700	7610-10	Insurance - Property				8,800	0	0
6,713	6,857	7,000	7620	Telecommunications				7,000	0	0
1,200	1,200	1,770	7650	Janitorial				1,700	0	0
15,598	17,837	16,000	7660	Materials & Supplies				14,500	0	0
51,390	64,924	70,000		Repairs & Maintenance d supplies for street maintenance act	ivities			75,000	0	0
17,661	25,522	21,500	7720-06	Repairs & Maintenance - Eq	uipment			24,000	0	0
6	0	0	7720-07	Repairs & Maintenance - Eq	uipment-Invento	ry		0	0	0
1,642	3,665	3,500	7720-10 Street Maint	Repairs & Maintenance - Bu enance Section's shared cost of Publ			nds	2,500	0	0
860	1,300	0	7720-14	Repairs & Maintenance - Ve	hicles			0	0	0
5,999	2,354	5,500	<b>7720-28</b> Materials an right-of-way	Repairs & Maintenance - Rig d supplies for maintenance of right-of		e areas within	city street	6,500	0	0
39,851	2,750	34,000	7720-30	Repairs & Maintenance - Sic construction of city sidewalks and whe				40,000	0	0
6,601	4,585	6,700	7720-32 Oregon Dep owned traffic	Repairs & Maintenance - Tra artment of Transportation (ODOT) co c signals.		al maintenanc	ce of City-	6,500	0	0
-28	0	0	7720-34	Repairs & Maintenance - Pa	rking Structure 8	Lots		0	0	0
66,600	0	100,000	<b>7720-35</b> Repair of the	Repairs & Maintenance - Sto e storm drainage system within the put				100,000	0	0
12,502	10,391	10,220	7750	<b>Professional Services</b>				8,320	0	0
			Audit fe	<u>tion</u> 125 administration fee e allocation ent Rating Services	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 120 2,200 6,000	<u>Total</u> 120 2,200 6,000			

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
127,136	108,515	245,600		Contract Services - Street Maintena tract services with private companies and othe eet repair, landscape, maintenance, snow rem	er agencies	for sweeping	, striping,	247,100	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Downto	wn contract sweeping	1	19,000	19,000			
			City wid	e contract sweeping	1	67,000	67,000			
			Inmate	work crew	1	3,600	3,600			
			Striping		1	21,500	21,500			
			Snow re	emoval services	1	10,000	10,000			
			Backflo	w testing	1	1,000	1,000			
			Paveme	ent repairs	1	125,000	125,000			
2,623	1,720	1,500	<b>7800</b> Miscellaneo	M & S Equipment us small equipment for operations and mainte	nance			4,000	0	0
1,291	709	750	7800-42 Miscellaneo	M & S Equipment - Shop us small equipment and tools for shop operati	ons and ma	intenance		500	0	0
4,289	4,462	4,300	7840	M & S Computer Charges				5,497	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			IS Depa	artment M&S charges shared city-wide	1	5,497	5,497			
8,768	9,254	10,575	7840-75	M & S Computer Charges - Street				10,125	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Replace	ement workstation	1	1,500	1,500			
			ESRI A Maint, V	rcview-17%, shared with Plan,Bldg,Eng,Pk VWS	1	2,000	2,000			
			Maint, V		1	3,125	3,125			
			Street S	Saver maintenance/subscription	1	3,500	3,500			
14,755	13,059	11,000		Signs g materials and supplies, along with replacen	nent of dowr	ntown parking	ı signage.	16,250	0	0
234,206	226,953	224,000	McMinnville					227,000	0	0
6,076	14,447	12,000	The street tr trees in the	Street Tree Program ee program includes activities related to plant downtown core. It also includes work on right orm damage, including clean-up, pruning, and	of way tree			12,000	0	0
712,467	616,738	876,615		TOTAL MATERIALS				907,017	0	0

Idget Docume	ent Report			20 - STREET FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				CAPITAL OUTLAY						
0	11,800	2,500	8710	Equipment				45,000	0	0
			<u>Descrip</u> Replace	ution e 1 ton flatbed	<u>Units</u> 1	<u>Amt/Unit</u> 45,000	<u>Total</u> 45,000			
420	925	931	8750	Capital Outlay Computer Charges				906	0	C
			<u>Descrip</u> IS Depa	ntion artment capital costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 906	<u>Total</u> 906			
420	12,725	3,431		TOTAL CAPITAL	OUTLA	<u>\Y</u>		45,906	0	C
				TRANSFERS OUT						
178,111	200,375	198,721	9700-01	Transfers Out - General Fund				238,144	0	C
			Descrip	<u>ntion</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Fund support of Engineering operations.	1	17,203	17,203			
			Engine support	ering, Admin, & Finance personnel services	1	220,941	220,941			
200,000	100,000	600,000	9700-45	Transfers Out - Transportation				400,000	0	(
			Descrip	<u>otion</u>	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Gas tax expens	revenues used to fund Transportation Fund es.	1	400,000	400,000			
6,468	8,284	8,481	9700-80	Transfers Out - Information Systems				8,597	0	(
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	8,597	8,597			
384,579	308,659	807,202		TOTAL TRANSFE	ERS OL	<u>JT</u>		646,741	0	(
				<u>CONTINGENCIES</u>						
0	0	250,000	9800	Contingencies				250,000	0	(
0	0	250,000		TOTAL CONTING	ENCIE	<u>S</u>		250,000	0	(
				ENDING FUND BALANCE						
1,796,928	2,107,690	1,307,422	Undesignate	Unappropriated Ending Fd Balance ed carryover for July 1, 2018, including the exces enditures from 2017-2018 operations.	s (deficit	) of revenues	over	1,197,384	0	(
1,796,928	2,107,690	1,307,422		TOTAL ENDING FUN	D BAL	ANCE		1,197,384	0	(
3,502,744	3,753,015	3,979,482		TOTAL REQUIR		·e		3,848,025	0	(

udget Docum	ent Report		20 - STREET FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
3,502,744	3,753,016	3,979,482	TOTAL RESOURCES	3,848,025	0	0
3,502,744	3,753,016	3,979,482	TOTAL REQUIREMENTS	3,848,025	0	0

# AIRPORT MAINTENANCE FUND

• Airport Layout Map

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## **Airport Maintenance Fund**

## **Budget Highlights**

- FBO services are being provided by Konect Aviation which is working out of the B&G Hangar.
- The 2017-18 proposed budget includes Federal Aviation Administration (FAA) grant funds to complete the planned rehabilitation / reconstruction of the main runway 4-22. It is anticipated that construction will be completed in October of 2017. FAA will cover 90% of the design, environmental and construction costs; and the City is responsible for a 10% match. The City applied for and was successful in securing a ConnectOregon V grant to cover the required 10% match funds.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$17.9 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 129 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 Fixed Base Operations (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. Konect Aviation is moving forward with their own plan for a new FBO facility.

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	817,961	3,655,676	4,606,781	951,105
Materials & Services	710,624	882,775	517,888	(364,887)
Capital Outlay	-	2,740,000	3,999,241	1,259,241
Transfers Out	73,871	75,721	123,902	48,181
Total Expenditures	784,495	3,698,496	4,641,031	942,535
Net Expenditures	33,466	(42,820)	(34,250)	(8,570)



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

aton Dent Fish & Wild

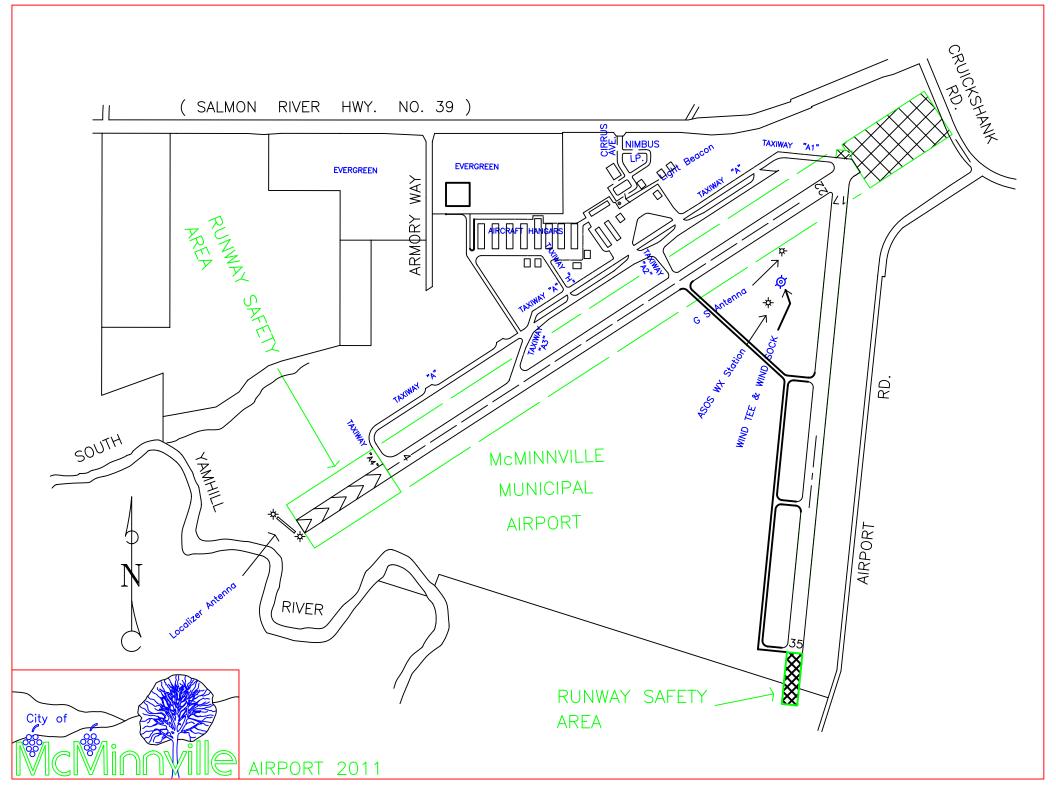


# **Airport Maintenance Fund**

- **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.



udget Docume	ent Report			25 - AIRPORT MAINTENANCE FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	50,000	4025-15	Designated Begin FB-Airport Fd - Facility Improvements	100,000	0	C
726,852	835,256	818,084	<b>4090</b> Estimated July	Beginning Fund Balance 1, 2017 carryover from the 2016-2017 fiscal year.	708,460	0	C
726,852	835,256	868,084		TOTAL BEGINNING FUND BALANCE	808,460	0	0
				INTERGOVERNMENTAL			
169,495	507,982	3,057,458	FAA grant for e	<b>FAA Grant</b> environmental and design work related to the rehabilitation and reconstruction way 4-22 project planned for 2016-17. Grant will fund 90% of the cost; City be 10%.	3,952,610	0	0
16,152	56,442	339,718	4775-10 Connect Orego	<b>ODOT State Grants - Connect Oregon</b> on V grant funds used for 10% match which is required with FAA grants	388,161	0	C
185,647	564,425	3,397,176		TOTAL INTERGOVERNMENTAL	4,340,771	0	0
				CHARGES FOR SERVICES			
13,654	13,654	13,600	5400-05	Property Rentals - Crop Share & USDA	13,600	0	C
60,010	60,530	61,500	5400-10	Property Rentals - Land Leases	62,100	0	C
119,827	124,488	125,400	5400-15	Property Rentals - OSP Building	127,600	0	C
10,308	9,773	9,700	5400-20	Property Rentals - Fixed Base Operator Lease	8,910	0	C
37,600	32,586	37,000	5400-25	Property Rentals - City Hangar	37,000	0	C
241,400	241,031	247,200		TOTAL CHARGES FOR SERVICES	249,210	0	0
				MISCELLANEOUS			
3,525	3,477	3,300	6310	Interest	8,800	0	0
6,565	9,029	8,000		Other Income lel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	8,000	0	0
10,090	12,506	11,300		TOTAL MISCELLANEOUS	16,800	0	0
1,163,989	1,653,217	4,523,760		TOTAL RESOURCES	5,415,241	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
6,400	6,900	6,100	7610-05	Insurance - Liability				6,800	0	0
5,700	5,800	7,000	7610-10	Insurance - Property				5,600	0	0
1,883	2,987	3,000		Materials & Supplies pom, janitorial and office supplies, miscellaneo	us permits			3,400	0	0
32,687	45,980	50,000	7720-40	Repairs & Maintenance - Runway/Ta				60,500	0	0
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Airport r etc	niscellanous repairs - minor paving, painting,	1	15,500	15,500			
				grounds weed spraying	1	15,000	15,000			
				grounds mowing	1	30,000	30,000			
10,783	22,188	42,500	7740-05	Rental Property Repair & Maint - Bu	ilding			26,200	0	0
			Descript	lion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				nous repairs, maintenance, landscaping, etc	1	23,500	23,500			
			Insuran	ce - liability	1	2,700	2,700			
13,846	15,855	22,400	7740-10	Rental Property Repair & Maint - OS	P			24,700	0	0
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				nous repairs, maintenance, landscaping, etc	1	21,000	21,000			
				ce - property	1	3,000	3,000			
				ce - liability	1	700	700	~~~~~	<b>^</b>	
14,393	35,604	39,600		Professional Services				26,600	0	0
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				e allocation with single audit	1	5,600	5,600			
				nous professional services t Airport Management	1	5,000 16,000	5,000 16,000			
165,954	566,925	697,175	7760-45	Professional Svcs - Plan/Study - En	vironmer			349,088	0	0
				Svc al and design work related to the main runway red for 2017-18	4-22 reha	bilitation/recor	nstruction			
6,384	8,386	15,000	8215	Airport Lighting acon, street, and parking area lighting mainten	ance and p	ower costs.		15,000	0	0
258,031	710,624	882,775		TOTAL MATERIALS				517,888	0	0
				CAPITAL OUTLAY						
0	0	_	8800	Building Improvements				0	0	0

Budget Docume	ent Report		25 - AIRPORT MAINTENANCE FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	2,700,000	8920-10 Land Improvements - FAA - Runway & Taxiway Const	3,999,241	0	0
0	0	40,000	<b>9120</b> Sewer Construction Installation of approximately 400 lineal feet of sanitary sewer to serve existing and future hangars east of Cirrus Avenue.	0	0	0
0	0	2,740,000	TOTAL CAPITAL OUTLAY	3,999,241	0	0
			TRANSFERS OUT			
70,702	73,871	75,721	9700-01 Transfers Out - General Fund	123,902	0	0
			DescriptionUnitsAmt/UnitTotaAirport Fund support of Engineering operations.19,5979,597Engineering, Admin, & Finance personnel services support.1114,305114,305	,		
70,702	73,871	75,721	TOTAL TRANSFERS OUT	123,902	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			
0	50,000	100,000	9925-15 Designated End FB - Airport Fd - Facility Improvements Carryover designated for future facility improvements	100,000	0	0
835,256	818,722	425,264	<b>9999</b> Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.	374,210	0	0
835,256	868,722	525,264	TOTAL ENDING FUND BALANCE	474,210	0	0
1,163,989	1,653,217	4,523,760	TOTAL REQUIREMENTS	5,415,241	0	0

Budget Docum	ent Report		25 - AIRPORT MAINTENANCE FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,163,989	1,653,217	4,523,760	TOTAL RESOURCES	5,415,241	0	0
1,163,989	1,653,217	4,523,760	TOTAL REQUIREMENTS	5,415,241	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 for the rebatable arbitrage liability.
- Remaining funds will be transferred to the Debt Service Fund in 2017-18 and the fund will be closed.



#### 2017 – 2018 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:

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

## **Department Cost Summary**

	2015-16	2016-17 Amended	2017-18 Proposed	Budget
Revenue	Actual	Budget	Budget 100	Variance (100)
Materials & Services	8,292	1,100	-	(1,100)
Transfer Out	-	2,376	3,052	676
Total Expenditures	8,292	3,476	3,052	(424)
Net Expenditures	(8,243)	(3,276)	(2,952)	(324)



# 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 2<sup>nd</sup> 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.

dget Docume	nt Report			40 - PUBLIC SAFETY FACILITIES CONSTR	R FUND		
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
11,476	11,476	3,276	4040-05	Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve	2,952	0	0
			Proceeds fro rebate liabilit	om 2006 issuance of bonds carried forward for payment of possible arbitrage ty.			
118	169	0		Beginning Fund Balance Jly 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	0	0	0
11,594	11,645	3,276		TOTAL BEGINNING FUND BALANCE	2,952	0	0
				MISCELLANEOUS			
52	50	200	6310	Interest	100	0	0
0	0	0	6310-30	Interest - Bond	0	0	0
52	50	200		TOTAL MISCELLANEOUS	100	0	0
11,645	11,695	3,476		TOTAL RESOURCES	3,052	0	0

idget Documen	t Report			<b>40 - PUBLIC SAFETY FACILITIES CONSTR</b>	FUND		
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	8,292	1,100	7750-57	Professional Services - Financing Administration	0	0	0
0	0	0	7750-63	Professional Services - Financing Issuance Cost	0	0	0
0	8,292	1,100		TOTAL MATERIALS AND SERVICES	0	0	0
				TRANSFERS OUT			
0	0	2,376	9700-60	Transfers Out - Debt Service	3,052	0	C
			<u>Descrip</u> Closing	tionUnitsAmt/UnitTotalPublic Safety Facility Construction Fund13,0523,052			
0	0	2,376		TOTAL TRANSFERS OUT	3,052	0	0
				CONTINGENCIES			
0	0	0	9800	Contingencies	0	0	0
0	0	0		TOTAL CONTINGENCIES	0	0	C
				ENDING FUND BALANCE			
11,476	3,184	0	9940-05	Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve	0	0	C
169	219	0	9999	Unappropriated Ending Fd Balance	0	0	C
11,645	3,403	0		TOTAL ENDING FUND BALANCE	0	0	C
11,645	11,695	3,476		TOTAL REQUIREMENTS	3,052	0	0

get Documer	nt Report		40 - PUBLIC SAFETY FACILITIES CO	NSTR FUND		
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
11,645	11,695	3,476	TOTAL RESOURCES	3,052	0	C
11,645	11,695	3,476	TOTAL REQUIREMENTS	3,052	0	0





## **Budget Highlights**

- Planned capital improvements during fiscal year 2017-18 include:
  - The construction of the Alpine Avenue improvements project (Transportation Bond & Urban Renewal funds);
  - The construction of the OR 99W & 2<sup>nd</sup> Street signals upgrade project (Transportation Bond & ODOT funds);
  - The construction of the Hill Road corridor improvements project (Transportation Bond);
  - The construction of the Ford Street sidewalk improvements project (Transportation Bond);
  - The design and construction of the 1<sup>st</sup> & 2<sup>nd</sup> Street pedestrian improvements project (Transportation Bond);
  - The construction of pedestrian & safety improvement projects (Transportation Bond);
  - The construction of the 2017 Contract Overlays (Transportation Bond) & 2017 Slurry Seals (State Gas Taxes) projects;
  - Initiating the design of the Old Sheridan Road corridor improvements project (Transportation Bond);
- The 2017-18 proposed budget includes a transfer of \$400,000 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 2017-18 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.



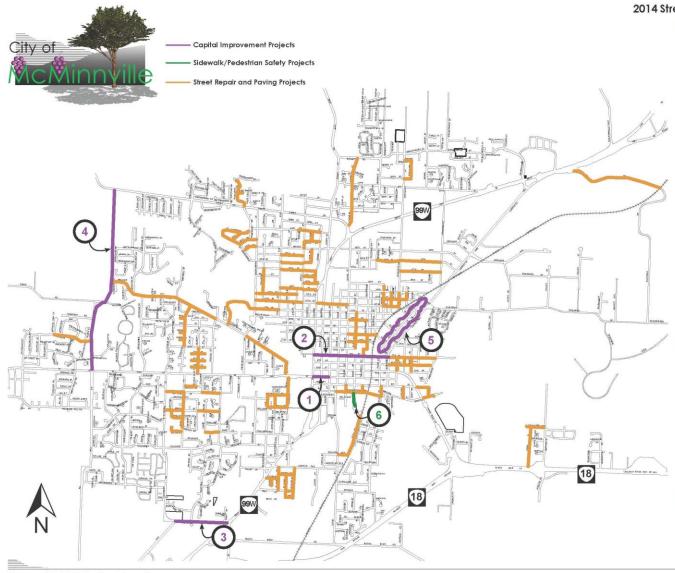
During the summer of 2016, approximately four miles of City streets were repaired and repaved, at a cost of \$1.8-million. These improvements are part of the \$24-million transportation bond measure approved by the voters in 2014.

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	511,999	1,255,448	9,100,487	7,845,039
Materials & Services	1,523,807	2,309,794	1,942,700	(367,094)
Capital Outlay	1,735,138	9,452,000	10,897,000	1,445,000
Debt Service	-	201,248	201,248	-
Transfers Out	105,354	149,480	165,846	16,366
Total Expenditures	3,364,299	12,112,522	13,206,794	1,094,272
Net Expenditures	(2,852,300)	(10,857,074)	(4,106,307)	(6,750,767)

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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



#### 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 corridor.



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 pedestnian 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 Repaving**

#### 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.meminnville.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 / 1<sup>st</sup> Street / Evans Street / 5<sup>th</sup> 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 15<sup>th</sup> 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.

## **Historical Highlights**

- **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 2<sup>nd</sup> Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
- 1997 Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W bond project.
- 1999 In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.

## **Transportation Fund**

**Historical Highlights** 

- **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.



Construction on the NE 5th Street Improvements Project began in August 2016 (work is scheduled to be complete in May of 2017). The purpose of the 5th Street project is to improve traffic flow in the City's core and enhance roadway and pedestrian safety. These improvements are part of the \$24-million transportation bond measure approved by the voters in 2014.

2015 ACTUAL	2016 ACTUAL 2,049,290	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A <b>RESOURCES</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
4 70 4 070	2,049,290					
4 70 4 070	2,049,290					
4 704 070	2,049,290		BEGINNING FUND BALANCE			
1,704,276		2,251,976	<b>4045-05 Designated Begin FB-Transport Fd - Transportation SDC</b> Estimated system development charge (SDC) designated carryover at July 1, 2017; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	2,359,037 on	0	0
0	18,110,675	14,986,060	<b>4045-15 Designated Begin FB-Transport Fd - Bond Proceeds</b> Proceeds carried forward from GO bonds issued in April 2015; designated for projects, as defined in November 2014 ballot measure	8,489,544	0	0
196,407	138,213	-15,908	4090Beginning Fund BalanceEstimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	139,032	0	0
1,900,683	20,298,178	17,222,128	TOTAL BEGINNING FUND BALANCE	10,987,613	0	0
			INTERGOVERNMENTAL			
0	40,361	250,000	<b>4777</b> OR Department of Transportation ODOT's contribution to the 2nd Street transportation bond project per IGA #30520	309,639	0	0
346,362	0	201,248	<b>4810</b> OR Federal Exchange - TEA 21 The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. The exchange rate is 94 cents of state funds for every \$1 of federal funds exchange Without 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).		0	0
346,362	40,361	451,248	TOTAL INTERGOVERNMENTAL	510,887	0	0
			CHARGES FOR SERVICES			
336,637	252,413	150,000	<b>5500</b> System Development Charges Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increas the city's transportation system capacity.	200,000 se	0	0
336,637	252,413	150,000	TOTAL CHARGES FOR SERVICES	200,000	0	0
			MISCELLANEOUS			
8,376	4,067	5,200	6310 Interest	14,100	0	0
19,103	115,157	49,000	6310-30 Interest - Bond	60,500	0	0
0	0	0	6600 Other Income	0	0	0
27,479	119,224	54,200	TOTAL MISCELLANEOUS	74,600	0	0
			OTHER FINANCING SOURCE			
16,085,000	0	0	6820-05 Bond Proceeds - Par Amount	7,915,000	0	0

Budget Docum	ent Report			45 - TRANSPORTATION	N FUN	D				
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2013 ADOPTEI BUDGE
2,153,688	0	0	6820-10	Bond Proceeds - Premium				0	0	0
18,238,688	0	0		TOTAL OTHER FINAN	ICING S	OURCE		7,915,000	0	0
				TRANSFERS IN						
200,000	100,000	600,000	6900-20	Transfers In - Street				400,000	0	0
			Descript	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Gas tax expense	revenues used to fund Transportation Fund es.	1	400,000	400,000			
200,000	100,000	600,000		TOTAL TRANS	FERS IN	<u>l</u>		400,000	0	0
21,049,849	20,810,177	18,477,576		TOTAL RESO	URCES			20,088,100	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
26,887	20,276	35,400	7750 Professional Services	41,700	0	0
			DescriptionUnitsAmt/UnitTotalAudit fee allocation113,70013,700Yamhill Parkway Committee support118,00018,000Miscellaneous consulting services110,00010,000	- ) )		
0	800	0	7750-57 Professional Services - Financing Administration	0	0	0
143,941	0	0	7750-63 Professional Services - Financing Issuance Cost	0	0	0
0	0	0	7770-65 Professional Services - Projects - Curb Ramp Replacement	0	0	0
6,065	85,202	17,394	7770-67 Professional Services - Projects - Street Resurfacing Consulting services related to street repair and repaving projects (bond measure)	25,000	0	0
0	185,071	425,000	7770-70 Professional Services - Projects - 2nd Street Improvements Consulting services related to 2nd Street improvements project (bond measure)	171,000	0	0
3,175	490,804	177,400	Professional Services - Projects - 5th Street Improvements           Consulting services related to 5th Street improvements project (bond measure)	0	0	0
0	410,411	137,600	7770-72 Professional Services - Projects - Alpine Avenue Consulting services related to Alpine Avenue improvements project (bond measure)	50,000	0	0
0	243,942	1,078,000	7770-73 Professional Services - Projects - Hill Road Improvements Consulting services related to Hill Road improvements project (bond measure)	1,135,000	0	0
0	0	50,000	7770-74 Professional Services - Projects - Old Sheridan Road Consulting services related to Old Sheridan Road improvements project (bond measure)	150,000	0	0
0	43,858	30,000	7770-75 Professional Services - Projects - Ford Street Sidewalk Consulting services related to Ford Street sidewalk project (bond measure)	60,000	0	0
0	5,599	244,000	7770-76 Professional Services - Projects - 1st & 2nd Pedestrian Improvement Consulting services related to 1st and 2nd Street pedestrian safety improvements project (bond measure)	145,000	0	0
0	37,845	115,000	7770-77 Professional Services - Projects - Pedestrian & Safety Improvements Consulting services related to pedestrian safety projects (bond measure)	165,000	0	0
180,068	1,523,807	2,309,794	TOTAL MATERIALS AND SERVICES	1,942,700	0	0
			CAPITAL OUTLAY			
89,701	0	100,000	<b>9020-05</b> Street Resurfacing - Seal Coating Slurry seal application on various City streets, primarily using fund exchange resources.	100,000	0	0
403,174	16,330	250,000	9020-10 Street Resurfacing - Contract Overlays Pavement overlay of various City streets, primarily using fund exchange resources.	0	0	0

**Budget Document Report** 

## **45 - TRANSPORTATION FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED	Department : <b>N/A</b> Section : <b>N/A</b>	2018 PROPOSED	2018 APPROVED	2018 ADOPTEI
ACTUAL	ACTUAL	BUDGET	Section :N/A Program :N/A	BUDGET	BUDGET	BUDGET
0	1,717,692	1,712,000		1,427,000	0	0
0	0	1,005,000	9030-05 Street Improvements - 2nd Street Improvements to NE 2nd St between Adams and Cowls (bond measure)	1,510,000	0	0
0	1,116	2,110,000	<b>9030-06</b> Street Improvements - 5th Street Upgrades to NE 5th St between Lafayette Ave and Adams St (bond measure)	0	0	0
0	0	1,700,000	9030-07 Street Improvements - Alpine Avenue Improvement of a portion of NE Alpine Ave (bond measure)	835,000	0	0
0	0	1,000,000	9030-08 Street Improvements - Hill Road North Widening and improvement of NW Hill Rd between 2nd St and Baker Cr Rd (bond measure)	4,525,000	0	0
0	0	400,000	9030-10 Street Improvements - Ford Street Sidewalk Ford Street sidewalk safety project (bond measure)	300,000	0	0
0	0	450,000	9030-11 Street Improvements - 1st & 2nd Street Pedestrian 1st/2nd St pedestrian safety improvements (bond measure)	900,000	0	0
0	0	725,000	9030-12 Street Improvements - Pedestrian & Safety Sidewalk / pedestrian safety improvements (bond measure)	1,300,000	0	0
0	0	0	<b>9150-05 Developer Reimbursement - Storm Drainage</b> Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.	0	0	0
492,875	1,735,138	9,452,000	TOTAL CAPITAL OUTLAY	10,897,000	0	0
			DEBT SERVICE			
0	0	128,711	9472-05 ODOT Loan - Newberg/Dundee Bypass - Principal Payment on ODOT loan for Phase I of project	159,942	0	0
0	0	72,537	9472-10 ODOT Loan - Newberg/Dundee Bypass - Interest Interest payment for City's loan balance	41,306	0	0
0	0	201,248	TOTAL DEBT SERVICE	201,248	0	0
			TRANSFERS OUT			
78,727	105,354	149,480	9700-01 Transfers Out - General Fund	165,846	0	0
			Description Units Amt/Unit Total			
			Transportation Fund support of Engineering 1 12,438 12,438 operations.			
			Engineering, Admin, & Finance personnel services 1 153,408 153,408 support.			
78,727	105,354	149,480	TOTAL TRANSFERS OUT	165,846	0	0
			<u>CONTINGENCIES</u>			
0	0	500,000	9800 Contingencies	500,000	0	0

Budget Docum	ent Report		45 - TRANSPORTATION FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	500,000	TOTAL CONTINGENCIES	500,000	0	0
			ENDING FUND BALANCE			
2,049,290	2,271,426	2,102,909	<b>9945-05 Designated End FB - Transport Fd - Transportation SDC</b> Designated system development charge (SDC) carryover at July 1, 2018; the accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	1,741,522	0	0
18,110,675	15,163,208	3,730,364	<b>9945-15 Designated End FB - Transport Fd - Bond Proceeds</b> Proceeds from GO bonds issued in April 2015 and fall of 2017 and carried forward to 2018- 19; proceeds designated for transportation projects, as defined in November 2014 ballot measure	4,432,513	0	0
138,213	11,243	31,781	<b>9999</b> Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2018, includes the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.	207,271	0	0
20,298,178	17,445,877	5,865,054	TOTAL ENDING FUND BALANCE	6,381,306	0	0
21,049,849	20,810,176	18,477,576	TOTAL REQUIREMENTS	20,088,100	0	0

## **45 - TRANSPORTATION FUND**

2015	2016	2017	Department : <b>N/A</b>	2018	2018	2018
ACTUAL	ACTUAL	AMENDED	Section : <b>N/A</b>	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program : <b>N/A</b>	BUDGET	BUDGET	BUDGET
21,049,849	20,810,177	18,477,576	TOTAL RESOURCES	20,088,100	0	0
21,049,849	20,810,177	18,477,576	TOTAL REQUIREMENTS	20,088,100	0	0

# PARK DEVELOPMENT FUND



- The 2017-18 proposed budget estimate for park systems development charge (SDC's) revenue is based on approximately 115 single family residential permits generating a total of \$248,860. The current Park SDC rate is \$2164 per residential unit.
- The new NW Neighborhood park project continues moving forward. Final design and construction documents will be completed in the spring of 2017. Depending upon the success of residential development plans currently under review with the City, the eventual park construction will commence in part along the same time-lines of the anticipated neighborhood development. The coordination between both projects is critical as the City and developer share design and construction responsibilities for Yohn Ranch Drive on the west perimeter of the new park. Yohn Ranch will provide the necessary, initial access and parking for the park and must be completed prior to or at the same time the park construction advances.
- New revenue and expenditure line items also show grant dollars that have been committed to the NW Neighborhood Park: \$493,810 from grants and donations are dedicated to fund approx. 30% of this important project.
- The 2017-18 proposed budget includes a \$100,000 transfer to the Debt Service Fund, reducing the amount of the tax levy needed for debt service payments for the Park Improvement Bond passed by voters in November 2000.



## **Future Challenges and Opportunities**

- With the strong support of citizens, the City is developing a progressive system of parks and open spaces that complement and enhance McMinnville's quality of life. Our park system is highly valued in our community as 85% of McMinnville citizen's use McMinnville parks. The City must remain determined to meet the challenge of improving and sustaining park maintenance staffing/funding at levels commensurate with the facilities and park functions that serve our growing community in the future. Community citizens & organizations and grant funders from throughout the State have invested in our success and promise of great stewardship of those park assets (and community opportunity) they help make possible. We are obliged to reciprocate with our own investment in that promise.
- Continue to communicate with citizens regarding park project status and park development opportunities and continue to accept public input, leadership, and assistance for ongoing park development success in the future.
- Park SDC's alone will not support the continued growth of 0 McMinnville's Park System as the community grows and new facilities are needed to sustain our quality of life. The completion of the NW Neighborhood Park will exhaust remaining Park Improvement Bond dollars (approved in 2000) and essentially end the City's financial capacity to expand our park system at any relevant level without additional resources. While we have created a great park system foundation to serve our existing population, we will be hard pressed to "keep up" with a growing and changing community in the future unless we can successfully secure the same variety of funding opportunities we have enjoyed in the past. Community discussions and goal setting about how to fund future park acquisitions and development projects should be a key component of our Parks, Recreation and Open Space update process that is planned to occur the next 2-3 years.

### 2017– 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	307,803	942,660	850,148	(92,512)
Materials & Services	14,620	233,158	15,258	(217,900)
Capital Outlay	4,650	1,636,125	1,545,330	(90,795)
Transfers Out	152,236	154,999	158,359	3,360
Total Expenditures	171,506	2,024,282	1,718,947	(305,335)
Net Expenditures	136,297	(1,081,622)	(868,799)	(212,823)



Pedestrian/Bicycle Greeway - NW



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 6<sup>th</sup> and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.

### **Historical Highlights**

- **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.

Idget Docume	nt Report		50 - PAI	RK DEVELOPMENT FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	D Section :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	20 ADOPTE BUDGE
				RESOURCES			
			BEGINNIN	G FUND BALANCE			
1,142,958	965,924	1,096,982	Proceeds	Begin FB-Park Dev Fd - Park Development Bond ated carryover of 2001 Park Improvement Bond proceeds.	866,478	0	
16,000	16,000	16,000	050-25 Designated	Begin FB-Park Dev Fd - Heather Hollow In from the Heather Glen Homeowners Association for future	16,000	0	
12,500	12,500	12,500	•	Begin FB-Park Dev Fd - Howard F Nice Trust	0	0	
5,585	4,229	3,435	··· · · · · · · · · · · · · · · · · ·	und Balance gnated carryover from the 2016-2017 fiscal year.	5,677	0	(
			palance. This negative baland have been all or partially funde	g discloses a negative system development charge (SDC) fund ce indicates that qualifying park improvement projects could ed by SDCs, but were instead funded by park improvement e SDCs were not available. This will continue to be the case for			
1,177,043	998,653	1,128,917		TOTAL BEGINNING FUND BALANCE	888,155	0	(
			INTERGO	ERNMENTAL			
1,288	0	60,862	and and Water Conservation	Fund (LWCF) Grant funds to support City Park project design lescribed in line items 7770-30 (Professional Services) and	0	0	
0	0	275,000	· ·	rk & Recreation Grant - NW Neighborhood Park	260,000	0	
1,288	0	335,862		TOTAL INTERGOVERNMENTAL	260,000	0	(
			<b>CHARGES</b>	FOR SERVICES			
379,546	301,180	275,340	Park system development cha	elopment Charges lrges (SDC) for park development from apartment and new lregon Revised Statutes require SDCs be used to fund projects	248,860	0	(
			Budget Note: Current Park Sl esidential units in 2017-18.	DC is \$2,164 per residential unit. Budget assumes 115 new			
379,546	301,180	275,340		TOTAL CHARGES FOR SERVICES	248,860	0	
			MISCELLA	NEOUS			
781	939	600		, intergovernmental, etc balances	5,500	0	

**Budget Document Report** 

## **50 - PARK DEVELOPMENT FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGE1
4,830	5,425	4,200	6310-30 Interest - Bond Interest earned on unspent Park System Improvement Bond proceeds.	4,700	0	0
0	0	60,000	<b>6360-16 Grants - The Collins Foundation</b> The Collins Foundation has awarded the City \$60,000 to support the NW Neighborhood Park Barrier Free, Inclusive Playground.	60,000	0	0
0	0	0	<b>6360-18 Grants - Ford Family Foundation</b> The Ford Family Foundation has awarded the City \$25,000 to support the NW Neighborhood Park Barrier Free, Inclusive Playground.	25,000	0	0
0	260	1,658	6450 Donations - Park Development Misc. Donations carried over from 2016 to 2017 (\$258 is for Dog Park.) Other donations for general or specified park improvements are sometimes received within this account.)	258	0	0
0	0	128,000	6450-21 Donations - Park Development - NW Neighborhood Park The McMinnville Kiwanis Club has donated \$124,830, Sunrise Rotary \$7,500 and a private donor \$1500 to help fund the Barrier Free, Inclusive Playground within the new NW Neighborhood Park. Other like donation may also be included in this line item if they are secured in the future.	133,830	0	0
0	0	112,000	6600 Other Income	112,000	0	0
5,611	6,623	306,458	TOTAL MISCELLANEOUS	341,288	0	0
			TRANSFERS IN			
0	0	25,000	6900-85 Transfers In - Insurance Services Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement.	0	0	0
0	0	25,000	TOTAL TRANSFERS IN	0	0	0
563,487	1,306,456	2,071,577	TOTAL RESOURCES	1,738,303	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS					
				MATERIALS AND SERVICES					
0	260	1,658	7680	Materials & Supplies - Donations			258	0	0
2,147	1,351	1,300	7750	Professional Services			2,500	0	0
			<u>Descrip</u> Audit fe	tion Units e allocation 1	<u>Amt/Unit</u> 2,500	<u>Total</u> 2,500			
500	500	3,700	7750-57	Professional Services - Financing Administra	ation		500	0	0
35,318	6,309	220,000		Professional Services - Projects - NW Neighb eighborhood park master plan refinements, final constructi management services.			12,000	0	0
			Budget Note park SDC fu	: Project funded by Park Improvement Bonds, although pnding.	project qualifie	s for 80%			
7,203	6,200	6,500	7770-30	Professional Services - Projects - City Park R	Renovations		0	0	0
45,168	14,620	233,158		TOTAL MATERIALS AND SER	RVICES		15,258	0	0
				CAPITAL OUTLAY					
0	0	188,000		Equipment - Donations - NW Park Playground nded in this account come from specified donations and gr -items 6360-16, 6360-18, and 6450.		n in	218,830	0	0
368,346	0	0	9200-10	Park Acquisition - NW Neighborhood Park			0	0	0
0	4,650	0	<b>9250-20</b> Pathway co	Park Construction - NE Neighborhood Park nection for new neighborhood access on the north park p	arimeter.		0	0	0
0	0	1,327,900	Construction is funded w adjacent pro Budget Note			g with	1,326,500	0	0
0	0	120,225	9300-15	Park Improvements - City Park Renovations			0	0	0
0	0	0	will be ident	<b>Park Improvements - Heather Hollow City Par</b> provements within Heather Hollow Neighborhood Park. S fied through discussions with residents of the Heather Gle who provided the money for the yet to be determined Heat	Specific improven subdivision	in SW	0	0	0
			-	: Project funded 100% by donation.					
0	0	0	9300-30	Park Improvements - Dog Park-Petco Founda	ation grant		0	0	0
368,346	4,650	1,636,125		TOTAL CAPITAL OUTLA	Y		1,545,330	0	0

udget Docume	ent Report			50 - PARK DEVELOPM	ENT F	UND				
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
				TRANSFERS OUT						
51,320	52,236	54,999	9700-01	Transfers Out - General Fund				58,359	0	0
			<b>Descript</b>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Rec Admin, Admin, & Finance personnel support.	1	58,359	58,359			
100,000	100,000	100,000	<b>9700-60</b> Transfer to p funded the S	<b>Transfers Out - Debt Service</b> artially off-set debt service for the Park Improv DC portion of projects built with bond funds.	vement Boi	nds which "up	o-front"	100,000	0	0
			Budget Note of bond mon	Park SDCs available for property tax debt se by for SDC percentage of bond projects	rvice off-se	et is proportio	nate to use			
			<u>Descript</u> Transfer	ion of park system development charges (SDC's	<u>Units</u> ) 1	<u>Amt/Unit</u> 100,000	<u>Total</u> 100,000			
151,320	152,236	154,999		TOTAL TRANSI	ERS OL	<u>JT</u>		158,359	0	0
				<b>CONTINGENCIES</b>						
0	0	31,295	9800	Contingencies				3,356	0	0
0	0	31,295		TOTAL CONTIN	IGENCIE	<u>ES</u>		3,356	0	0
				ENDING FUND BALANCE						
965,924	1,102,610	0	9950-05	Designated End FB - Park Dev Fd - Proceeds	Park Dev	elopment E	Bond	0	0	0
				aining at June 30, 2018 are budgeted as cont s allows those funds to be spent.	ingency in:	stead of endir	ng fund			
16,000	16,000	16,000	9950-25	Designated End FB - Park Dev Fd -	Heather I	Hollow		16,000	0	0
12,500	12,500	0	9950-30	Designated End FB - Park Dev Fd -	Howard <b>F</b>	Nice Trus	t	0	0	0
4,229	3,840	0		Unappropriated Ending Fd Balance aining at June 30, 2018 are budgeted as cont s allows those funds to be spent.		stead of endir	ng fund	0	0	0
998,653	1,134,950	16,000		TOTAL ENDING FU	ND BAL	ANCE		16,000	0	0

Budget Docum	ent Report		50 - PARK DEVELOPMENT FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,563,487	1,306,456	2,071,577	TOTAL RESOURCES	1,738,303	0	0
1,563,487	1,306,456	2,071,577	TOTAL REQUIREMENTS	1,738,303	0	0



# **DEBT SERVICE FUND**





### **Budget Highlights**

### **Debt Service – Current Property Taxes**

- In fiscal year 2017-18, the City will levy \$3,486,000 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 \$1.3360 per \$1,000 of assessed property values. This tax rate compares to the actual debt service tax rate of \$1.0879 in 2016-17.
- The increase in the taxes levied is due to principal and interest payments on the \$16,085,000 in general obligation bonds issued in 2015 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, general obligation 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 general obligation 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 general obligation 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.

### **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 also used 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 all 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. \$100,000 in park SDC revenue will be transferred from the Park Development Fund to the Debt Service Fund in 2017-18.

### **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, and Park System improvements. Since property taxes are used to pay debt service on general obligation bonds, these bonds must be approved by the voters.
- The City will continue to evaluate and identify fiscally responsible options for the funding of major capital projects, building repairs, and equipment purchases in the future.

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	2,814,454	2,659,676	3,364,252	704,576
Debt Service	2,435,624	3,358,950	3,417,100	58,150
Other Financing Uses	-	-	-	-
Total Expenditures	2,435,624	3,358,950	3,417,100	58,150
Net Expenditures	378,830	(699,274)	(52,848)	(646,426)



## **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.

## **Historical Highlights**

**2002** November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.

**2006** 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. Unspent bond proceeds transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds.
- **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 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
585,000	615,000	640,000	Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pr Aug 1	<b>nt</b> 0	0	0
200,010	25,100	12,800	Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pm Aug 1	t 0	0	0
0	0	158,650	Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	158,650	0	0
			luly 1, 2017 designated carryover from 2016-2017 to pay Public Safety Building Refunding Bond interest due August 1, 2017, which is prior to receipt of 2017-2018 property taxes			
520,000	535,000	550,000	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug		0	0
			luly 1, 2017 designated carryover from the 2016-2017 fiscal year to pay 2011 Park Refund Bond principal due August 1, 2017 which is prior to receipt of 2017-2018 property taxes.	ing		
57,300	52,100	46,750	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	41,250	0	0
			luly 1, 2017 designated carryover from the 2016-2017 fiscal year to pay 2011 Park Refund Bond interest due August 1, 2017 which is prior to receipt of 2017-2018 property taxes.	ing		
0	0	325,425	Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	308,925	0	0
			luly 1, 2017 designated carryover from the 2016-2017 to pay Transportation Bond Interest lue August 1, 2017, which is prior to the receipt of 2017-2018 taxes			
97,499	242,683	77,834	<b>Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	77,737	0	0
,459,809	1,469,883	1,811,459	TOTAL BEGINNING FUND BALANCE	1,141,562	0	0
			PROPERTY TAXES			
1,470,189	2,649,494	2,497,800	Property Taxes - Current33,486,0852016-2017 debt service property tax levy(\$278,885)Less uncollectible taxes - 8%33,207,2002016-2017 Current property taxes	3,207,200	0	0
			Debt Service property tax rate estimated at \$1.0879 per \$1,000 of assessed value compare o \$1.1884 in 2015-2016.	ed		
60,388	58,696	50,000	100-10 Property Taxes - Prior Collections of delinquent property taxes from prior year Debt Service Fund property tax levi	50,000 es.	0	0
,530,577	2,708,189	2,547,800	TOTAL PROPERTY TAXES	3,257,200	0	0
			MISCELLANEOUS			
4,379	6,264	3,600	310 Interest	4,000	0	0

udget Docume	ent Report			60 - DEBT SERVICE FUI	ND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED		Department : <b>N/A</b> Section : <b>N/A</b>				2018 PROPOSED	2018 APPROVED	201 ADOPTE
		BUDGET		Program :N/A				BUDGET	BUDGET	BUDGE
4,379	6,264	3,600		TOTAL MISCELL	ANEOL	<u>JS</u>		4,000	0	0
				OTHER FINANCING SOURCE						
7,235,000	0	0	6820-05	Bond Proceeds - Par Amount				0	0	0
1,185,342	0	0	6820-10	Bond Proceeds - Premium				0	0	0
8,420,342	0	0		TOTAL OTHER FINAN	CING S	OURCE		0	0	0
				TRANSFERS IN						
0	0	8,276	6900-40	Transfers In - Public Safety Facilities	Const			3,052	0	0
			<u>Descrip</u> Closing	tion Public Safety Facility Construction Fund	<u>Units</u> 1	<u>Amt/Unit</u> 3,052	<u>Total</u> 3,052			
100,000	100,000	100,000		Transfers In - Park Development m Park Development Fund to off-set property tax t bond debt service.	es levied	l to pay park		100,000	0	0
			Budget Note proportionat projects.	e: Available amount of Park Devopment SDC's e to the percentage use of original bond money	for prope on SDC F	rty tax debt se Park Developr	ervice is nent			
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Transfe	r of park system development charges (SDC's)	1	100,000	100,000			
100,000	100,000	108,276		TOTAL TRANSF	ERS II	<u>N</u>		103,052	0	0
11,515,107	4,284,337	4,471,135		TOTAL RESOURCES				4,505,814	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREMENTS			
				DEBT SERVICE			
585,000	615,000	640,000	<b>9460-05</b> Remaining 2 2016.	2006 PS & Court/Civic Bldg Bond - Principal - Aug 1 006 Public Safety and Courtroom/Civic Building principal payment, due August 1,	0	0	0
183,919	12,800	0		<b>2006 PS &amp; Court/Civic Bldg Bond - Interest - Feb 1</b> Safety and Courtroom/Civic Building Bonds were advance refunded in 2014-15. ayment is due February 1, 2017	0	0	0
200,006	25,100	12,800	<b>9460-15</b> Remaining 2 August 1, 20	2006 PS & Court/Civic Bldg Bond - Interest - Aug 1 006 Public Safety and Courtroom/Civic Building Bond interest payment due 16	0	0	0
0	65,000	0	9462-05	<b>2015 Public Safety Bldg Refunding Bond - Principal - Feb 1</b> Safety Building Bond Refunding principal payment due February 1, 2018.	650,000	0	0
0	252,482	158,650	9462-10 2015 Public \$	<b>2015 Public Safety Bldg Refunding Bond - Interest - Feb 1</b> Safety Building Bond Refunding interest payment due February 1, 2018.	158,650	0	0
0	0	158,650	9462-15 2015 Public \$	<b>2015 Public Safety Bldg Refunding Bond - Interest - Aug 1</b> Safety Building Bond Refunding principal payment due August 1, 2017.	158,650	0	0
0	310,000	1,100,000		2015 Transportation Bond - Principal - Feb 1 ortatioin Bond principal payment due February 1, 2018	1,200,000	0	0
0	521,392	325,425	<b>9475-10</b> 2015 Transp	2015 Transportation Bond - Interest - Feb 1 ortation Bond interest payment due February 1, 2018	308,925	0	0
0	0	325,425	<b>9475-15</b> 2015 Transp	2015 Transportation Bond - Interest - Aug 1 ortation Bond interest payment due August 1, 2017	308,925	0	0
520,000	535,000	550,000	<b>9485-05</b> 2011 Park Re	2011 Park Bond Refunding - Principal - Aug 1 efunding Bond principal payment due August 1, 2017	555,000	0	0
52,100	46,750	,		2011 Park Bond Refunding - Interest - Feb 1 efunding Bond interest payment due February 1, 2018	35,700	0	0
57,300	52,100	46,750	<b>9485-15</b> 2011 Park R	2011 Park Bond Refunding - Interest - Aug 1 efunding Bond interest payment due August 1, 2017	41,250	0	0
32,000	0		9490	Bond Refunding	0	0	0
,630,325	2,435,624	3,358,950		TOTAL DEBT SERVICE	3,417,100	0	0
				OTHER FINANCING USES			
8,414,899	0	0	9600	Bond Refunding	0	0	0
8,414,899	0	0		TOTAL OTHER FINANCING USES	0	0	0
				ENDING FUND BALANCE			
615,000	640,000	0	9960-20	Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1	0	0	0

dget Docume	ent Report			60 - DEBT SERVICE FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
183,920	12,800	0	9960-25	Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1	0	0	C
0	158,650	158,650	9960-27	Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	148,900	0	C
				designated cash carryover for payment of 2015 Public Safety Building ond interest due August 1, 2018, which is prior to receipt of 2018-2019 property			
535,000	550,000	555,000	9960-32	Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	570,000	0	(
				designated cash carryover for payment of the 2011 Park Refunding Bond August 1, 2018 which is prior to 2018-2019 receipt of property taxes			
52,100	46,750	41,250	9960-33	Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	35,700	0	C
				designated cash carryover for payment of the 2011 Park Refunding Bond August 1, 2018 which is prior to receipt of 2018-2019 property taxes			
0	325,425	308,925	9960-35	Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	290,925	0	0
				designated cash carryover for payment of 2015 Transportation Bond interest due 18, which is prior to receipt of 2018-2019 taxes			
83,863	115,088	48,360		Unappropriated Ending Fd Balance d carryover to July 1, 2018, including the excess (deficit) of revenues over inditures from 2017-2018 operations.	43,189	0	C
1,469,883	1,848,713	1,112,185		TOTAL ENDING FUND BALANCE	1,088,714	0	0
1,515,107	4,284,337	4,471,135		TOTAL REQUIREMENTS	4,505,814	0	0

Budget Docum	ent Report		60 - DEBT SERVICE FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
11,515,107	4,284,337	4,471,135	TOTAL RESOURCES	4,505,814	0	0
11,515,107	4,284,337	4,471,135	TOTAL REQUIREMENTS	4,505,814	0	0



# **BUILDING FUND**





## **Building Fund**

### **Budget Highlights**

- Management of the Building Division will move from the Community Development Department to the Planning Department in 2017-18 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 will assume leadership for the Building Official and the Building Division team. It is anticipated that as building permits continue to increase in volume and with the pending retirement of the Building Official, the Planning Director will be devoting 30% of their time to recruiting and helping a new Building Official continue to build on and grow the assets of the Building Division team to serve the development community. Thus 30% of the Planning Director's salary is allocated to the Building Division for 2017-18. And again, to offset the personnel time dedicated to this effort, the General Fund savings from this allocation will be used to increase the professional services budget to support long-range planning efforts.
- The 2017-18 proposed budget includes a placeholder for the addition of one full time Building Inspector; to be added when the Division workload / customer demand dictates. Currently, with only one full time Building Inspector, and a half-time Building Official, coverage for inspections and in-office customer service (availability for permit and code questions via phone or at the counter) remains challenging. Staff continues to do an excellent job coordinating schedules to maximize coverage and to meet our customer's expectations related to our services, but there are times during staff absences (training, vacations and/or sick leave) where we need to postpone inspections, and where other Community Development Department staff assists with providing the needed coverage.

- The City does not have staff with the code certifications necessary to perform A-level (multi-family residential, commercial, and industrial) plumbing plan reviews or inspections. We have entered into an intergovernmental agreement with Yamhill County that allows their Building personnel to perform that work for us (the reciprocal agreement will also allow us to provide inspection services and support to Yamhill County on an as needed basis). The Yamhill County Building Department staff has been excellent to work with, and they have been of great assistance to us in helping provide coverage for our inspectors on an as needed basis, often with very short notice (due to unexpected absences).
- The projected 2017-18 ending fund balance of approximately \$600,000 represents an approximate 95% annual operating reserve for the Division.



Permits were issued for 112 new residential housing units in fiscal year 2015-16

## **Building Fund**

## **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.

## **Future Challenges and Opportunities**

- Staffing levels may continue to impact the Division's ability to provide the state mandated and approved services related to building code enforcement and will impact the timing of inspection and plan review services provided to customers.
- Pending technology changes (we will need to upgrade our building permit system since it will no longer be supported) will be an opportunity to improve services – e.g. online permitting; credit card payments; system integration with McMinnville Water & Light; etc.

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	398,430	388,900	438,000	49,100
Personnel Services	234,158	349,653	449,897	100,244
Materials & Services	49,087	64,798	69,968	5,170
Capital Outlay	684	760	20,671	19,911
Transfers Out	39,238	42,109	84,385	42,276
Total Expenditures	323,168	457,320	624,921	167,601
Net Expenditures	75,263	(68,420)	(186,921)	118,501

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	3.25		
Building Official		0.50	
FTE Proposed Budget		0.50	3.75



# **Building Fund**

- **1969** State of Oregon adopts the 1968 edition of the National Electrical Code.
- **1970s** Early 1970s City of McMinnville establishes the Building Division and begins conducting limited 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 with various stakeholders from the building community.
- **1994** Staffing level grows to include 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** Due to staff reductions related to Measure 47/50, Building Division begins to use additional outside consultants for plan reviews.

- **1997** Building Division management moved into the 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 to provide adequate revenue for Building Division to become self-supporting.
- **2005** The annual review of the reserve balance indicated that the revenue reserve would exceed the reserve limits. The fee schedule applied to building permits was adjusted to reduce revenue generation by approximately 10%.
- **2006** An additional inspector position filled.
- **2007** Division moved to new Community Development Center.

- **Historical Highlights**
- **2009** Due to downturn in the construction industry, one inspector position was eliminated upon staff retirement.
- **2010** As a cost saving measure, the Building Division instituted a policy of two furlough days per month for all personnel. Staff furlough days were eliminated in early 2011.
- **2012** General Fund transfer of \$50,000 to support Division activities.
- 2012 Due to continued downturn in construction industry, one inspector position eliminated; one inspector reduced to part-time; and Division support of one Permit Technician was eliminated. Transfer from General Fund to support Division activities not required.
- **2012** Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.

# **Building Fund**

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description					
Fund	Number of	Total	<b>Detailed Summary</b>		
Department	Employees	Range	Salary	Page	Amount
<u>Permit Technician</u> General Fund	1	329	55,860		
Engineering (0.50 FTE)				21	27,930
Building Fund (0.50 FTE)				208	27,930
Permit Technician	1	329	54,960		
General Fund					
Engineering (0.10 FTE)				21	5,496
Planning (0.65 FTE)				25	35,724
Building Fund (0.25 FTE)				208	13,740

dget Docume	ent Report			70 - BUILDING FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				RESOURCES			
				BEGINNING FUND BALANCE			
329,228	605,656	631,101		<b>Beginning Fund Balance</b> ly 1, 2017 carryover from the 2016-2017 fiscal year.	773,488	0	0
329,228	605,656	631,101		TOTAL BEGINNING FUND BALANCE	773,488	0	0
				LICENSES AND PERMITS			
440,515	297,385	300,000	<b>4400-05</b> Building plan	Building Fees - Building Permit Fees review and permit fees; fire and life safety plan review fees.	335,000	0	0
41,013	37,821	32,000	4400-10 Mechanical p	Building Fees - Mechanical Permit Fees lan review and permit fees.	40,000	0	0
68,258	54,198	50,000	4400-15	Building Fees - Plumbing Permit Fees n review and permit fees.	50,000	0	0
4,135	3,440	2,000	4400-20 Manufactured fees.	Building Fees - Mobile Home Permit Fees d home setup permit fees including mobile home park plan review and permit	2,000	0	0
0	235	500	<b>4400-25</b> Miscellaneou	Building Fees - Miscellaneous Permit Fees s Building Division charges including re-inspection fees.	500	0	C
553,921	393,079	384,500		TOTAL LICENSES AND PERMITS	427,500	0	C
				MISCELLANEOUS			
3,376	2,678	2,400	6310	Interest	8,000	0	0
2,780	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	C
3,140	2,673	2,000		<b>Other Income - Building</b> 1% Administration Fee paid by the School District for the Building Division's heir Construction Excise Tax on new construction.	2,500	0	0
9,296	5,351	4,400		TOTAL MISCELLANEOUS	10,500	0	C
				TRANSFERS IN			
1,600	0	0	6900-85	Transfers In - Insurance Services	0	0	C
1,600	0	0		TOTAL TRANSFERS IN	0	0	C
894,045	1,004,086	1,020,001		TOTAL RESOURCES	1,211,488	0	0

2015	2016	2017		70 - BUILDING FUND Department :N/A	2018	2018	201
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTE
		BUDGET	1	Program :N/A	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	2,016	0	7000	Salaries & Wages	0	0	0
93,327	94,905	176,909	Building Ins Permit Tech	Salaries & Wages - Regular Full Time ficial - 1.00 FTE spector III - 2.00 FTE nnician - Eng / Bldg - 0.50 FTE nnician - Combined Depts - 0.25 FTE	271,429	0	0
46,255	53,416	44,407	7000-10	Salaries & Wages - Regular Part Time	0	0	0
14	0	200	7000-20	Salaries & Wages - Overtime	200	0	0
0	1,100	0	7300	Fringe Benefits	0	0	0
8,346	8,898	13,733	7300-05	Fringe Benefits - FICA - Social Security	16,841	0	0
1,952	2,081	3,213	7300-06	Fringe Benefits - FICA - Medicare	3,938	0	0
33,894	40,403	60,340	7300-15	Fringe Benefits - PERS - OPSRP - IAP	85,807	0	0
24,825	24,022	40,074	7300-20	Fringe Benefits - Medical Insurance	59,234	0	0
0	4,250	5,125	7300-22	Fringe Benefits - VEBA Plan	4,625	0	0
227	196	330	7300-25	Fringe Benefits - Life Insurance	292	0	0
746	766	1,202	7300-30	Fringe Benefits - Long Term Disability	1,486	0	0
2,510	2,041	4,009	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,933	0	0
63	65	111	7300-37	Fringe Benefits - Workers' Benefit Fund	109	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	1,003	0	0
212,159	234,158	349,653		TOTAL PERSONNEL SERVICES	449,897	0	0
				MATERIALS AND SERVICES			
336	157	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	0
35	33	300	<b>7540</b> Costs share	Employee Events ed city-wide for employee training, materials, and events.	300	0	0
200	3,190	5,000		<b>Travel &amp; Education</b> minars and classes to maintain staff certifications; attendance at the Accela ermit program) annual conference.	6,000	0	0
1,015	760	1,250	7590	Fuel - Vehicle & Equipment	1,500	0	0
2,011	2,082	2,400	<b>7600</b> Division's sl	Electric & Natural Gas hare of Community Development Center's electricity expense, ~25%.	2,500	0	0
of McMinnville	Budget Docume	nt Report		Page 208 of 258		4/18/2	2017

City of McMinnville Budget Document Report

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A					2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
1,500	2,100	2,500	7610-05	Insurance - Liability				3,200	0	0
1,000	1,100	1,300	7610-10	Insurance - Property				1,200	0	0
2,966	3,638	4,700	7620	Telecommunications				5,000	0	0
1,501	1,574	2,000		Janitorial are of Community Development Center jan	itorial service	and supplies o	cost,	2,100	0	0
4,359	2,754	4,500	Code books	Materials & Supplies poks and related material regarding structural, mechanical, plumbing, and fire codes; upplies; postage; uniforms and safety equipment.					0	0
20	185	1,250		Repairs & Maintenance maintenance of vehicles and office equipm	nent.			1,500	0	0
166	1,149	2,500	7720-08 Division's sh	's share of Community Development Center's repairs and improvements, ~25%.				2,500	0	0
913	647	2,100	alarm and lig	<b>Repairs &amp; Maintenance - Building</b> are of routine building maintenance costs i ghting repair and maintenance, gutter clean e, and carpet cleaning, ~25%.	ncluding pest of	control, garba	ge service,	2,100	0	0
410	474	600	7750	Professional Services				550	0	0
				<u>tion</u> 125 administration fee e allocation	<u>Units</u> 1 1	<u>Amt/Unit</u> 50 500	<u>Total</u> 50 500			
6,704	12,702	10,000		Professional Services - Contract pection services for large commercial proje when needed.			lding	12,000	0	0
0	0	1,500	7750-36 Contract pla	Professional Services - Contract n reviews and engineering services on corr				2,500	0	0
760	994	1,750	7790-20	Maintenance & Rental Contracts Center	- Communit	y Developn	nent	2,400	0	0
				are of Community Development Center HV naintenance; and copier leases, ~25%.	AC services; a	alarm monitori	ng;			
0	0	0	7800	M & S Equipment				0	0	0
3,174	3,302	3,508	7840	M & S Computer Charges				4,068	0	0
			<u>Descrip</u> IS Depa	t <u>ion</u> Irtment M&S costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 4,068	<u>Total</u> 4,068			
12,654	12,245	16,990	7840-80	M & S Computer Charges - Build	ing			13,900	0	0
			<u>Descrip</u> Accela	<u>tion</u> Permits Plus-70%, shared with Eng, Plan	<u>Units</u> 1	<u>Amt/Unit</u> 11,900	<u>Total</u> 11,900			
				rcview-17% shared with Plan, Bldg,Eng, Pk	<sup>.</sup> 1	2,000	2,000			

lget Docume	ent Report			70 - BUILDING FUND						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A					2018 APPROVED BUDGET	20 ADOPTE BUDGE
39,724	49,087	64,798		TOTAL MATERIALS	AND SEI	RVICES		69,968	0	
				CAPITAL OUTLAY						
311	684	760	8750	Capital Outlay Computer Charges				671	0	
			<u>Descript</u> IS Depa	<u>tion</u> rtment capital costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 671	<u>Total</u> 671			
0	0	0	<b>8850</b> Vehicle for n	Vehicles ew inspector position				20,000	0	
311	684	760		TOTAL CAPITAL OUTLAY			20,671	0		
				TRANSFERS OUT						
29,727	30,954	33,628	9700-01	Transfers Out - General Fund				75,788	0	
			<u>Descript</u> Enginee support.	ring, Admin, & Finance personnel services	<u>Units</u> 1	<u>Amt/Unit</u> 75,788	<u>Total</u> 75,788			
6,468	8,284	8,481	9700-80	Transfers Out - Information System	s			8,597	0	
			<u>Descript</u> Informat	<u>tion</u> tion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 8,597	<u>Total</u> 8,597			
36,195	39,238	42,109		TOTAL TRANS	ERS OL	<u>JT</u>		84,385	0	
				CONTINGENCIES						
0	0	75,000	9800	Contingencies				75,000	0	
0	0	75,000		TOTAL CONTIN	IGENCIE	<u>S</u>		75,000	0	
				ENDING FUND BALANCE						
605,656	680,918	487,681		Unappropriated Ending Fd Balance d carryover for July 1, 2018, including the ex- enditures from 2017-2018 operations.	ess (defici	) of revenues	over	511,567	0	
605,656	680,918	487,681		TOTAL ENDING FU	ND BAL	ANCE		511,567	0	
894,046	1,004,086	1,020,001		TOTAL REQUI		<b>`</b>		1,211,488	0	

dget Docum	ent Report		70 - BUILDING FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	AMENDED Section :N/A		2018 APPROVED BUDGET	201 ADOPTE BUDGE
894,045	1,004,086	1,020,001	TOTAL RESOURCES	1,211,488	0	0
894,046	1,004,086	1,020,001	TOTAL REQUIREMENTS	1,211,488	0	0

# WASTEWATER SERVICES

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



## **Budget Highlights**

- The 2017-18 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 22<sup>nd</sup> 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 Wastewater Services Financial Plan, the 2017-18 proposed budget includes a \$5,643,071 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines; repair and replacement of major equipment; and design work related to the expansion of the WRF tertiary filtration system.

The tertiary treatment system removes phosphorus. Chemicals are added to combine with particles, which settle and are pumped through filters.



- The 2017-18 proposed budget includes a 2.8% increase in sewer user fees, effective July 1, 2017, per the City Council's adopted Resolution 2017-07.
- During fiscal year 2017-18, the City will complete an update to the Wastewater Services Financial Plan. The updates are completed biennially, and include a review of actual revenues and expenses to verify that the needs of the wastewater utility are being met. The work will include a review of policy options related to rates for low income/senior users.

## **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.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Perform predictive, preventative, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Land application of exceptional quality biosolids.



Class A, exceptional quality biosolids is applied as fertilizer to local farm crops.

#### **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 as needed.
- Continue to maintain the stormwater system as a cooperative effort with the Public Works Division to remove pollutants before they are discharged to the streams and rivers.
- Coordinate sewer rehabilitation and replacement projects.
- 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 inflow and infiltration (I&I) into the system.
- Utilize an asset management system to record sewer maintenance and condition and prioritize repairs.

## **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 Total Maximum Daily Load (TMDL) process with DEQ.
- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.

#### Plant / Pump Stations

- Planning for new discharge permit with its contingent monitoring and compliance challenges.
- Continued focus on sustainability goals and opportunities for improvements through energy conservation projects.
- Monitoring for progress with I&I issues and other improvements to the collections system.
- Increased reliability of systems to minimize the potential for sanitary sewer overflows.
- Increased focus on preventative maintenance and corrosion abatement on the aging WRF equipment and processes.

#### **Environmental Services**

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.
- Maintain compliance record with the Environmental Protection Agency (EPA) quality assurance program by continuing to score 100% on all test parameters.

- Continue Wastewater Services Laboratory internship program with Linfield College for the 12th 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.
- 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 National Pollutant Discharge Elimination System (NPDES) permit.
- Evaluate sanitary sewer cleaning and video inspection schedule and adjust to maintain appropriate level of service.
- 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.



City Conveyance System crew performing maintenance on a sewer line on NE 4th Street. – pictured Utility Worker II Randy Clow & Sr Utility Worker Matt Bernards

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	9,198,318	9,552,337	9,856,328	303,991
Personnel Services	1,904,903	1,926,890	2,064,102	137,212
Materials & Services	1,266,828	1,471,033	1,496,034	25,001
Capital Outlay	119,783	163,352	185,132	21,780
Transfers Out	6,558,424	6,538,984	5,973,386	(565,598)
Total Expenditures	9,849,938	10,100,259	9,718,654	(381,605)
Net Expenditures	(651,620)	(547,922)	137,674	(685,596)

#### Full-Time Equivalents (FTE)

N			
	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	21.38		
Extra Help - WWS		(0.01)	
FTE Proposed Budget		(0.01)	21.37



- **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.

- Historical Highlights
- **1999** City submits revised *Wet Weather Management Plan* to meet DEQ's 2010 timeline for elimination of overflows.
- **2000** Sewer capital investments reach an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
- **2001** A large screen was installed ahead of the Raw Sewage Pump Station to remove debris from the influent prior to being pumped into the WRF.
- **2003** A new pump station was built, which replaced 3 Mile Lane #1 Pump Station. Sewer lines were relocated and 3 Mile Lane #2 Pump Station was eliminated.
- **2005** A new pump station added in the Autumn Ridge Development.
- **2005** An equipment storage building is completed for sewer maintenance equipment and the Conveyance System Maintenance crew moves to the division. The WRF Manager assumes supervisory management of the program.

- **2006** Water Reclamation Facility and Conveyance System Maintenance are re-named Wastewater Services Division.
- **2006** Pacific Northwest Clean Water Association (PNCWA) presents WRF with 2005 Compliance Award for no permit violations in calendar year 2005.
- **2006** PCWA presents WRF with 2006 Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.



- **2008** 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.

2013 Miller Addition sanitary sewer rehabilitation project completed to reduce I & I. Updated control system and data collection software to improve reliability and efficiency. WRF expansion process began with CH2M Hill

preliminary design.

**2014** Ground breaking commenced in July of 2014 for the expansion of the secondary treatment process at the Water Reclamation Facility (WRF). When completed, the WRF will be able to better manage flow during wet weather conditions and to increase capacity to accommodate future population growth, while continuing to produce high quality effluent and Class A biosolids that benefit the environment.



- 2014 Completion of the City's updated Sewer Use Ordinance and Significant Industrial User Implementation Manual for the Wastewater Services Pretreatment Program. This process involved major changes to incorporate federally mandated language into the City's Municipal Code. After several years, multiple revisions, and a public hearing period, the new ordinance was approval by the Oregon DEQ and the EPA. The City Council adopted Sewer Use Ordinance 4987 in early January 2015.
- **2015** Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.



**2015** Replacement of two main pumps and variable frequency drives (VFD) at the Cozine Pump Station.

### 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description Fund					
Department	Number of		Total	<b>Detailed Summary</b>	
Section	Employees	Range	Salary	Page	Amount
<u>SS &amp; SD Maintenance Supervisor</u> Street Fund (0.10 FTE) Wastewater Services Fund Conveyance Systems	1	342	75,280	172	7,528
Sanitary (0.90 FTE)				223	67,752
Senior Utility Worker - WWS Street Fund (0.10 FTE) Wastewater Services Fund Conveyance Systems Sanitary (0.90 FTE)	1	333	60,829	172 223	6,083 54,746
<u> Mechanic - Public Works</u>	1	330	55,047		
General Fund Park Maintenance (0.45 FTE) Street Fund (0.45 FTE) Wastewater Services Fund Administration (0.10 FTE)				141 172 213	24,771 24,771 5,505
<u>Utility Worker II - WWS</u> Street Fund (0.40 FTE) Wastewater Services Fund Conveyance Systems	4	329	208,457	172	20,846
Sanitary (3.60 FTE)				223	187,611

2016 ACTUAL	TUAL AMENDED	Department :N/A	2018	2018	2018
	BUDGET	Section :N/A Program :N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGE1
		RESOURCES			
		BEGINNING FUND BALANCE			
1,000,000	0,000 1,000,000	<b>4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R</b> Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1, 2017.	1,000,000	0	0
2,351,570	1,570 1,463,722	<b>4090</b> Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	1,265,183	0	0
3,351,570	,570 2,463,722	TOTAL BEGINNING FUND BALANCE	2,265,183	0	0
3,351,570	,570 2,463,722	TOTAL RESOURCES	2,265,183	0	0
	2,35 <b>3,35</b> 1	2,351,570 1,463,722 3,351,570 2,463,722	Program : NA         RESOURCES         BEGINNING FUND BALANCE         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, 2017.         2,351,570       1,463,722       4090       Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.         3,351,570       2,463,722       TOTAL BEGINNING FUND BALANCE	Program :N/A         RESOURCES         BEGINNING FUND BALANCE         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, 2017.       1,000,000         2,351,570       1,463,722       4090       Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.       1,265,183         3,351,570       2,463,722       TOTAL BEGINNING FUND BALANCE       2,265,183	Program :NA         RESOURCES         BEGINNING FUND BALANCE         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, 2017.       1,000,000       0         2,351,570       1,463,722       4090       Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.       1,265,183       0         3,351,570       2,463,722       TOTAL BEGINNING FUND BALANCE       2,265,183       0



# **ADMINISTRATION**



2015 ACTUAL	2016 ACTUAL	2017 AMENDED		Department :01 - ADMINISTRATION Section :N/A	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
ACTORE	ACTORE	BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	3,510	0	7000	Salaries & Wages	0	0	0
136,307	144,571	146,409	Office Speci	Salaries & Wages - Regular Full Time Services Manager - 1.00 FTE alist II - 1.00 FTE Public Works - 0.10 FTE	152,518	0	0
15,065	18,255	0	7000-15	Salaries & Wages - Temporary	0	0	0
136	244	500	7000-20	Salaries & Wages - Overtime	800	0	0
0	1,808	0	7300	Fringe Benefits	0	0	0
9,018	9,735	9,108	7300-05	Fringe Benefits - FICA - Social Security	9,506	0	0
2,109	2,277	2,130	7300-06	Fringe Benefits - FICA - Medicare	2,224	0	0
32,490	39,081	39,665	7300-15	Fringe Benefits - PERS - OPSRP - IAP	47,939	0	0
28,379	28,552	29,416	7300-20	Fringe Benefits - Medical Insurance	30,620	0	0
0	5,200	2,600	7300-22	Fringe Benefits - VEBA Plan	2,600	0	0
265	224	226	7300-25	Fringe Benefits - Life Insurance	226	0	0
751	779	788	7300-30	Fringe Benefits - Long Term Disability	820	0	0
5,527	5,244	5,032	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,244	0	0
85	90	72	7300-37	Fringe Benefits - Workers' Benefit Fund	61	0	0
0	1,995	99	7300-40	Fringe Benefits - Unemployment	2,001	0	0
230,132	261,563	236,045		TOTAL PERSONNEL SERVICES	254,559	0	0
				MATERIALS AND SERVICES			
738	1,047	1,100		Safety Training/OSHA ings, training films, posters, and handouts, etc.	1,100	0	0
355	344	1,900		<b>Employee Events</b> d city-wide for employee training, materials, and events.	1,800	0	0

**Budget Document Report** 

## 75 - WASTEWATER SERVICES FUND

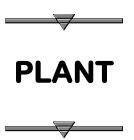
•	•			15 - WASIEWAIER S						
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department :01 - ADMINISTF Section :N/A	RATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
40 700	40.750		7550	Program :N/A						
12,799	12,753	16,000	Membership Environmen approved eo	Travel & Education os and registrations to professional organizat t Federation National Conference; and reimb ducation programs and travel expenses incur employee state certification.	oursements to	employees for	or	16,000	0	0
			Descrip	<u>ition</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Profess	ional Memberships	1	700	700			
			Training	g/conferences	1	12,500	12,500			
			Certifica	ation/LME licenses renewal and exams	1	2,800	2,800			
40,400	56,000	48,900	7610-05	Insurance - Liability				61,700	0	0
47,500	49,100	70,000	7610-10	Insurance - Property				80,000	0	0
19,211	19,416	22,000	Telephone a	<b>Telecommunications</b> and fax usage, pagers, and Verizon commun e costs for fiber connection to Water Reclam			nputer	22,000	0	0
7,426	6,919	9,600		Janitorial istration and Headworks building janitorial ch	narges.			9,000	0	0
			Descrip	<u>ution</u>	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Janitori	al services contract	1	8,400	8,400			
			Janitori	al supplies	1	600	600			
25,352	23,220	30,000	Department	Materials & Supplies costs for employee protective clothing, safet es, garbage service, advertisement, printing,				30,000	0	0
4,942	3,192	7,200	7740-05	Rental Property Repair & Maint - E	Building			7,350	0	0
			Descrip	<u>ition</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Insuran	ce - liability	1	200	200			
			Insuran	ce - property	1	700	700			
			Propert	-	1	2,450	2,450			
			Misc m	aintenance, repair, etc	1	4,000	4,000			

**Budget Document Report** 

## 75 - WASTEWATER SERVICES FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>01 - ADMINISTRA</b> Section : <b>N/A</b> Program :N/A	ΓΙΟΝ			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
32,037	22,165	33,000	7750	Professional Services				33,000	0	(
- ,	,		Engineering	, professional services and membership dues: IDL), permitting, plans development, etc.	Total Max	imum Daily L	oad			
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Audit fe	e allocation	1	4,200	4,200			
			Section	125 administration fee	1	50	50			
			Wastev	vater rate brochure	1	3,000	3,000			
			Water &	Light annual sewer billing fee	1	600	600			
			Environ	mental legal assistance	1	5,000	5,000			
			Miscella	aneous wastewater facilities consulting	1	15,200	15,200			
			Northw	est Biosolids Association dues	1	450	450			
			ACWA	program fees	1	2,000	2,000			
			ACWA	membership fees	1	1,400	1,400			
			Rental	agreement	1	1,100	1,100			
25,251 20,542	30,000		Maintenance & Rental Contracts Services contracts for maintenance and inspec	tions of va	arious facility :	systems	30,000	0		
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Landsc	aping contract	1	20,000	20,000			
				r maintenance contract	1	2,500	2,500			
			Fire ala	rm system inspection contract	1	3,000	3,000			
			Fire ext	inguisher and backflow preventer certification	1	3,000	3,000			
			Landsc	aping contract additions	1	1,500	1,500			
16,203	16,856	15,478	7840	M & S Computer Charges				18,989	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			IS Depa	artment M&S costs shared city-wide	1	18,989	18,989			
26,906	30,616	28,825	7840-85	M & S Computer Charges - WWS				29,325	0	(
			Descrip	tion	Units	Amt/Unit	Total			
				rcview-17% shared with Plan,Bldg,Eng,Pk	1	2,000	2,000			
				/IMS software	1	2,500	2,500			
				sewer maintenance-25% shared with Eng,Pk	1	3,125	3,125			
				ell Control Software	1	5,500	5,500			
				1 Software	1	500	500			
				rware software	1	5,500	5,500			
				/p2 Maint Management Software	1	2,500	2,500			
				replacements	2	1,600	3,200			
				ation replacements	3	1,500	4,500			

2015	2016	2017		Department :01 - ADMINISTF	RATION			2018	2018	2018
ACTUAL	ACTUAL	AMENDED		Section :N/A	-			PROPOSED	APPROVED	ADOPTED
		BUDGET		Program :N/A				BUDGET	BUDGET	BUDGET
35,813	39,129	41,500	8260	Permit & Basin Council Fees				42,000	0	0
				deral agency fees and permits.			<b>-</b>			
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				ational Prollutant Discharge Elim (NPDES)	1	24,800	24,800			
				USGS monitoring site fee - Yamhill River	1	13,200	13,200			
				rtification program fee	1	1,900	1,900			
				evator permit	1	200	200			
			-	Hazardous substance fee	1	400	400			
				al inspection	1	200	200			
				ormwater program fee	1	1,000	1,000			
			State bo	piler/pressure vessel permit fee	1	300	300			
294,932	301,298	355,503		TOTAL MATERIALS	AND SE	RVICES		382,264	0	0
				CAPITAL OUTLAY						
1,587	3,494	3,352	8750	Capital Outlay Computer Charges				3,132	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			IS Depa	artment capital costs shared city-wide	1	3,132	3,132			
0	0	0	8750-85	Capital Outlay Computer Charges	- Wastewa	ter Service	5	0	0	0
0	0	0	8800	Building Improvements				0	0	0
0	0	0	8850	Vehicles				0	0	0
1,587	3,494	3,352		TOTAL CAPIT	AL OUTLA	<u> </u>		3,132	0	0
526,651	566,355	594,900		TOTAL REQU	IIREMENT	·c		639,955	0	0



2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>72 - PLANT</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	11,034	0	7000	Salaries & Wages	0	0	0
479,763	504,350	518,819	Senior Oper Operator II - Operator I -	1.00 FTE nanic/SCADA Technician - 1.00 FTE	535,887	0	0
0	0	9,090	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.42 FTE	10,699	0	0
11,223	14,338	14,500	7000-20	Salaries & Wages - Overtime	14,500	0	0
0	5,723	0	7300	Fringe Benefits	0	0	0
29,008	30,578	33,629	7300-05	Fringe Benefits - FICA - Social Security	34,788	0	0
6,784	7,151	7,864	7300-06	Fringe Benefits - FICA - Medicare	8,136	0	0
109,482	115,610	122,360	7300-15	Fringe Benefits - PERS - OPSRP - IAP	145,368	0	0
95,195	97,664	88,486	7300-20	Fringe Benefits - Medical Insurance	115,556	0	0
0	18,750	8,000	7300-22	Fringe Benefits - VEBA Plan	10,000	0	0
1,097	941	972	7300-25	Fringe Benefits - Life Insurance	972	0	0
2,679	2,744	2,832	7300-30	Fringe Benefits - Long Term Disability	2,916	0	0
20,159	17,551	23,974	7300-35	Fringe Benefits - Workers' Compensation Insurance	24,968	0	0
267	269	324	7300-37	Fringe Benefits - Workers' Benefit Fund	273	0	0
52	0	61	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	48	0	0
755,708	826,703	830,911		TOTAL PERSONNEL SERVICES	904,111	0	0
				MATERIALS AND SERVICES			
0	0	0	7550	Travel & Education	0	0	0
4,404	3,402	5,400		Fuel - Vehicle & Equipment sel - vehicles, rolling stock and generators.	5,400	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>72 - PLANT</b> Section : <b>N/A</b> Program : <b>N/A</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
385,133	408,972	398,000		Electric & Natural Gas natural gas for the Water Reclamation Faci	ility at 3500 Cle	earwater Driv	ve and	405,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Natural	Gas	1	20,000	20,000			
			Electric	ity	1	385,000	385,000			
0	0	0	7660	Materials & Supplies				0	0	0
89,231	92,613	94,000		Chemicals micals used at the Water Reclamation Facil	lity.			96,000	0	0
			<u>Descrip</u>	<u>ition</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Alumin	um compounds	1	54,000	54,000			
			Polyme	rs	1	18,000	18,000			
			Sodium	hypochlorite	1	4,500	4,500			
			Alkalini	ty compounds	1	16,000	16,000			
			Miscella	aneous plant chemicals	1	3,500	3,500			
30,549	27,193	35,000	7720-04 Supplies rel	Repairs & Maintenance - Supplie ated to the Water Reclamation Facility and				34,000	0	0
			<u>Descrip</u>	<u>ition</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Tools		1	2,000	2,000			
			Landsc	ape - barkdust, irrigation, etc	1	4,000	4,000			
			Operati	ons lab supplies - gloves, analyticals	1	3,000	3,000			
			Fasten	ers, belts, seals, filters, etc	1	11,000	11,000			
			Lubrica	nts - oil, grease	1	5,000	5,000			
			Materia	ls for equipment rehabilitation	1	5,000	5,000			
			Electric	al components	1	1,500	1,500			
				parts and accessories	1	1,000	1,000			
			Grit/Ga	rbage service	1	1,500	1,500			

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>72 - PLANT</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGE1
132,009	172,912	209,000	7720-06	Repairs & Maintenance - Equipme	ent			209,000	0	0
			Repairs and and process	replacement of existing Water Reclamation		oump station	equipment	·		
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	Total			
			Instrum	entation and controls	1	12,000	12,000			
			Rental	equipment	1	5,000	5,000			
			Building	g and structure repairs	1	10,000	10,000			
			Electric	al systems	1	15,000	15,000			
			HVAC	systems	1	10,000	10,000			
			Mechai	nical equipment repairs	1	80,000	80,000			
			Ultravio	blet disinfection system	1	10,000	10,000			
			Landso	aping and irrigation	1	2,000	2,000			
			ATAD e	equipment	1	10,000	10,000			
			Chemic	cal delivery system	1	5,000	5,000			
			Pump s	station SCADA systems	1	25,000	25,000			
			Switch	gear service	1	25,000	25,000			
2,449	7,196	7,000	7720-14 Water Recla	Repairs & Maintenance - Vehicles amation Facility vehicle and forklift repairs an		e maintenano	ce.	5,000	0	0
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	Total			
			Wear it	ems - batteries, tires, etc	1	3,000	3,000			
			Mecahi	nical repairs	1	1,000	1,000			
			Preven	tative maintenance	1	1,000	1,000			
158	266	190	7750	Professional Services				380	0	0
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Section	125 administration fee	1	380	380			
121,215	100,240	130,000		<b>Contract Services - Biosolids</b> ontract hauling from the Water Reclamation F associated costs.	Facility, includ	es minor road	d dust	130,000	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Hauling	and application	1	125,000	125,000			
			-	anagement	1	5,000	5,000			
2,951	3,945	5,000	<b>7800</b> Equipment	M & S Equipment necessary for plant and pump station operati	ions and mair	itenance.		5,000	0	0
768,099	816,739	883,590		TOTAL MATERIALS	S AND SEI	RVICES		889,780	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
25 5/1									0	0
25,541	U	0	0000	building improvements				U	U	
25,541	0		8800	Building Improvements				0	0	

udget Docum	ent Report			75 - WASTEWATER SERVICES FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>72 - PLANT</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	0	8850 Replacing 19	Vehicles 190 Ford F250 3/4 ton pickup with a 1/2 ton four-wheel drive pickup	25,000	0	0
25,541	0	0		TOTAL CAPITAL OUTLAY	25,000	0	0
1,549,348	1,643,442	1,714,501		TOTAL REQUIREMENTS	1,818,891	0	0



2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>74 - ENVIRONMENTAL SERVICES</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	5,189	0	7000	Salaries & Wages	0	0	0
220,084	236,079	242,100	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	252,842	0	0
0	0	9,090	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.45 FTE	11,297	0	0
119	0	2,000	7000-20	Salaries & Wages - Overtime	1,001	0	0
0	2,646	0	7300	Fringe Benefits	0	0	0
13,322	14,298	15,698	7300-05	Fringe Benefits - FICA - Social Security	16,871	0	0
3,116	3,344	3,671	7300-06	Fringe Benefits - FICA - Medicare	3,946	0	0
46,454	51,424	54,098	7300-15	Fringe Benefits - PERS - OPSRP - IAP	64,088	0	0
43,932	44,427	45,770	7300-20	Fringe Benefits - Medical Insurance	47,645	0	0
0	7,000	4,000	7300-22	Fringe Benefits - VEBA Plan	3,500	0	0
499	426	432	7300-25	Fringe Benefits - Life Insurance	432	0	0
1,253	1,293	1,322	7300-30	Fringe Benefits - Long Term Disability	1,380	0	0
9,113	8,757	11,190	7300-35	Fringe Benefits - Workers' Compensation Insurance	11,799	0	0
116	120	151	7300-37	Fringe Benefits - Workers' Benefit Fund	129	0	0
338,008	375,002	389,522		TOTAL PERSONNEL SERVICES	414,930	0	0
				MATERIALS AND SERVICES			
12,833	19,185	23,000	Materials an <u>Descrip</u> Permit	Materials & Suppliesad supplies to support permit, pretreatment, and laboratory work and activities.ad b materials and supplies to support permit121,00021,000tment training and outreach supplies12,0002,000	23,000	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>74 - ENVIRONN</b> Section : <b>N/A</b> Program :N/A	IENTAL SE	RVICES		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
4,916	5,626	10,940	7750	Professional Services				9,990	0	0
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Section	125 administration fee	1	140	140			
			Lab ins	trumentation calibration	1	1,450	1,450			
			Spectro	ophotometer annual warranty	1	1,350	1,350			
			•	er System rental/sanitization	1	2,850	2,850			
				Itment assistance	1	4,200	4,200			
27,563	28,121	40,000		<b>Contract Services - Lab</b> oratory services necessary for permit and inc ter quality sampling of South Yamhill River.	lustrial compl	iance which in	cludes	40,000	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Industr	ial user compliance monitoring	1	2,500	2,500			
				ds 'Class A' sampling	1	6,500	6,500			
				compliance sampling	1	18,200	18,200			
				is related to TMDL, toxic permit renewal	1	11,000	11,000			
			,	itine pretreatment sampling	1	1,800	1,800			
0	3,856	4,000		M & S Equipment instrumentation or sampling monitoring equip	oment			0	0	0
45,312	56,787	77,940		TOTAL MATERIALS	S AND SEI	RVICES		72,990	0	0
				CAPITAL OUTLAY						
7,850	0	0	This system that may int	Equipment purifies the laboratory water to an ultra pure erfere with the analysis. System is original to no longer available.				7,000	0	0
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Ultra pu	ure water polishing unit (replacement)	1	7,000	7,000			
7,850	0	0		TOTAL CAPIT	AL OUTLA	<u>AY</u>		7,000	0	0
391,169	431,789	467,462		TOTAL REQU	IIREMENT	-5		494,920	0	0

## 75 - WASTEWATED SEDVICES ELIND



# **CONVEYANCE SYSTEMS**

**Organization Set – Sections** 

• Sanitary

Organization Set #

75-78-320

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>78 - CONVEYANCE SYSTEMS</b> Section : <b>320 - SANITARY</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	6,016	0	7000	Salaries & Wages	0	0	0
247,102	271,591	294,097	Senior Utility	Salaries & Wages - Regular Full Time SS & SD Maintenance - 0.90 FTE / Worker - 0.90 FTE er II - 3.60 FTE	309,028	0	0
1,840	1,126	3,000	7000-20	Salaries & Wages - Overtime	3,999	0	0
0	630	1,080	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,080	0	0
0	3,334	0	7300	Fringe Benefits	0	0	0
14,928	16,367	18,488	7300-05	Fringe Benefits - FICA - Social Security	19,476	0	0
3,491	3,828	4,324	7300-06	Fringe Benefits - FICA - Medicare	4,554	0	0
55,713	65,472	71,213	7300-15	Fringe Benefits - PERS - OPSRP - IAP	86,372	0	0
40,409	45,488	50,415	7300-20	Fringe Benefits - Medical Insurance	38,204	0	0
0	9,000	4,500	7300-22	Fringe Benefits - VEBA Plan	3,150	0	0
633	568	588	7300-25	Fringe Benefits - Life Insurance	588	0	0
1,363	1,502	1,596	7300-30	Fringe Benefits - Long Term Disability	1,684	0	0
18,140	16,561	20,925	7300-35	Fringe Benefits - Workers' Compensation Insurance	22,211	0	0
148	152	186	7300-37	Fringe Benefits - Workers' Benefit Fund	156	0	0
383,767	441,635	470,412		TOTAL PERSONNEL SERVICES	490,502	0	0
				MATERIALS AND SERVICES			
17,688	12,594	23,000	7590	Fuel - Vehicle & Equipment	23,000	0	0
739	688	1,000		Electric & Natural Gas s associated with Conveyance building.	1,000	0	0
9,220	13,837	20,000		<b>Repairs &amp; Maintenance - Supplies</b> maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, camera seals, and root cutter blades, etc.	20,000	0	0
9,746	9,540	25,000		<b>Repairs &amp; Maintenance - Equipment</b> tine repairs of the cameras, monitors, computers, generator, transporters, and anical devices not associated with vehicle repairs.	20,000	0	0
17,433	19,401	20,000		<b>Repairs &amp; Maintenance - Vehicles</b> tine repairs for VacCon, TV van, conveyance service truck, and rental ts when equipment is out of service.	22,000	0	0

dget Documer	nt Report		75 - WASTEWATER SERVICES FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>78 - CONVEYANCE SYSTEMS</b> Section : <b>320 - SANITARY</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
26,463	32,054	50,000	<b>7720-36 Repairs &amp; Maintenance - Sanitary Sewer Mainline/Lateral</b> Routine repairs and maintenance of sewer mainlines, laterals, and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	50,000	0	C
14	0	10,000	<b>7750 Professional Services</b> Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	10,000	0	C
4,750	3,890	5,000	7800 M & S Equipment Conveyance System maintenance equipment.	5,000	0	(
86,053	92,004	154,000	TOTAL MATERIALS AND SERVICES	151,000	0	0
			CAPITAL OUTLAY			
0	0	10,000	8710 Equipment Large diameter root cutter	0	0	C
0	0	0	8850 Vehicles	0	0	C
36,455	116,289	150,000	9110-05 Sanitary Sewer Replacements - Mainline/Lateral Preservation repair and replacement of sewer system mainlines and manholes.	150,000	0	C
36,455	116,289	160,000	TOTAL CAPITAL OUTLAY	150,000	0	C
506,274	649,928	784,412	TOTAL REQUIREMENTS	791,502	0	0



# **NON-DEPARTMENTAL**



dget Docume	ent Report		75 - WASTEWATER SERVICES FUND			
2015	2016	2017	Department :99 - NON-DEPARTMENTAL	2018	2018	201
ACTUAL	ACTUAL	AMENDED BUDGET	Section :N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTEI BUDGE
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
12,650	12,650	12,650	5400-40 Property Rentals - House Riverside Drive house rental income.	12,650	0	(
6,987	6,989	7,000	5400-45 Property Rentals - Farm Farm land lease on Water Reclamation Facility property.	7,000	0	C
9,100,344	9,107,387	9,476,981	5520 Sewer User Charges Monthly sewer charges based on water consumption and discharge loading.	9,774,359	0	C
			Budget Note: Proposed amount reflects a 2.8% rate increase effective July 1, 2017 per Council Resolution 2017-07.			
52,407	59,155	46,906	5530 Septage Fees Dumping fees collected from haulers for septic tank and portable toilet waste.	48,219	0	C
9,172,388	9,186,181	9,543,537	TOTAL CHARGES FOR SERVICES	9,842,228	0	C
			MISCELLANEOUS			
7,295	8,071	7,800	6310 Interest	13,100	0	C
4,635	1,121	1,000	6600 Other Income	1,000	0	C
0	2,946	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	C
11,930	12,137	8,800	TOTAL MISCELLANEOUS	14,100	0	(
			TRANSFERS IN			
14,200	0	0	6900-85 Transfers In - Insurance Services	0	0	C
14,200	0	0	TOTAL TRANSFERS IN	0	0	(
9,198,518	9,198,318	9,552,337	TOTAL RESOURCES	9,856,328	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	75 - WASTEWATER SERVICES FUND Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A					2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			REQUIREMENTS							
				TRANSFERS OUT						
239,210	256,975	258,977	9700-01	Transfers Out - General Fund				287,543	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Wastewater Services Fund support of Engineering operations.		1	19,335	19,335			
			Enginee support	ring, Admin, & Finance personnel services	1	268,208	268,208			
4,993,882	6,260,990	6,238,346		<b>9700-77</b> Transfers Out - Wastewater Capital Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.				5,643,071	0	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Ratepayer contribution for 2017-18 per the WWS 1 5,643,071 5,643,071 Financial Plan.		5,643,071				
29,438	40,459	41,661	9700-80	Transfers Out - Information System	s			42,772	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	42,772	42,772			
5,262,530	6,558,424	6,538,984		TOTAL TRANSFERS OUT					0	0
				<b>CONTINGENCIES</b>						
0	0	300,000	9800	Contingencies				300,000	0	0
0	0	300,000	TOTAL CONTINGENCIES				300,000	0	0	
				ENDING FUND BALANCE						
1,000,000	1,000,000	1,000,000	<b>9975-05 Designated End FB - WW Svc Fd - Sewer A/R</b> Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30, 2018.					1,000,000	0	0
2,351,570	1,699,949	615,800	<b>9999</b> Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.				1,102,857	0	0	
3,351,570	2,699,949	1,615,800	TOTAL ENDING FUND BALANCE				2,102,857	0	0	
8,614,100	9,258,373	8,454,784	TOTAL REQUIREMENTS				8,376,243	0	0	

Budget Docum	ent Report		75 - WASTEWATER SERVICES FUND					
2015 201 ACTUAL ACTUA		2017     Department :N/A       AMENDED     Section :N/A       BUDGET     Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE		
11,587,542	12,549,887	12,016,059	TOTAL RESOURCES	12,121,511	0	0		
11,587,542	12,549,887	12,016,059	TOTAL REQUIREMENTS	12,121,511	0	0		

# WASTEWATER CAPITAL FUND



# Wastewater Capital Fund

### **Budget Highlights**

- \$1,575,000 Complete construction of the 12<sup>th</sup> Street Sanitary Sewer Rehabilitation Project which is our continuing effort to curb infiltration and inflow (I&I) into the collections system. Based on findings in the master planning effort, I&I related rehabilitation projects are still a vital component in controlling overflows and help limit the size and scope of needed capacity improvements at the treatment plant.
- \$1,140,000 Complete the design, and begin construction of the tertiary filtration system expansion project at the Water Reclamation Facility (WRF) per the updated Water Reclamation Facilities Master Plan.
- \$1,006,708 Begin design of the grit system expansion and biosolids processing projects at the WRF (WRF) per the updated Water Reclamation Facilities Master Plan.
- \$980,000 Planned major equipment replacement projects at the WRF and pump stations.
- \$5,643,071 Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2015 Wastewater Services Financial Plan.



The construction of the WRF Expansion project was completed in 2016. The final project cost of ~\$13-million was approximately **\$2.5-million less** than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master 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.



In 2016, the City continued efforts to remove rainwater and groundwater from the public sanitary sewer system. Projects to repair and/or replace over two miles of sewer lines, at a cost of approximately \$2-million, were completed in the area near Cook School.

### **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	6,821,622	6,631,796	6,153,221	(478,575)
Materials & Services	690,302	809,450	1,915,393	1,105,943
Capital Outlay	5,187,409	2,700,000	3,208,509	508,509
Debt Service	-	-	-	-
Transfers Out	230,222	203,109	221,294	18,185
Total Expenditures	6,107,933	3,712,559	5,345,196	1,632,637
Net Expenditures	713,689	2,919,237	808,025	2,111,212



# Wastewater Capital Fund

- **1969** Voters approve \$710,000 sixyear sewage disposal general obligation bond issue.
- **1987** Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.
- **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.

- **2004** May 2004, City completes 2004 Sewer Rate Equity Review and City Council passes Resolution 2004 – 13 revising sewer user fees and sewer SDCs – rates set to achieve \$7.5 million capital reserve in 10 years for future Water Reclamation Facility expansion.
- **2005** Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.
- **2006** The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.
- **2007** The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.
- **2009** DEQ approves the WRF Facilities Plan.
- **2009** The Elm Street Sewer Rehabilitation Project was completed.

- **2010** The Saylor's Addition and High School Basin Sewer Rehabilitation projects were completed.
- 2012 The Downtown Basin Sewer Rehabilitation project was completed.
- **2013** Design work begins for the expansion of the WRF
- 2016 Construction of the WRF Expansion is completed. The final project cost of ~\$13-million was ~ \$2.5million less than the project estimate included in the adopted 2010 Wastewater **Treatment Facilities master** plan. The City was awarded a "2016 Project of the Year" award by the Oregon Chapter of the American Public Works Association (OR APWA) for the project work.



			77 - WASTEWATER CAPITAL FUND			<b>.</b>
2015 ACTUAL	2016 ACTUAL	2017 AMENDED	Department : <b>N/A</b> Section : <b>N/A</b>	2018 PROPOSED	2018 APPROVED	201 ADOPTE
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	0	4077-99 Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve	3,645,200	0	0
17,851,366	14,150,612	14,629,030	<b>4090</b> Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	15,318,927	0	C
charge fu sewer sy			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.			
17,851,366	14,150,612	14,629,030	TOTAL BEGINNING FUND BALANCE	18,964,127	0	C
			CHARGES FOR SERVICES			
715,204	490,088	325,000	<b>5500</b> 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	C
715,204	490,088	325,000	TOTAL CHARGES FOR SERVICES	325,000	0	C
			MISCELLANEOUS			
77,051	63,590	55,700	6310 Interest	172,400	0	C
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	(
4,550	6,900	10,000	<b>6500-10</b> Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	10,000	0	(
			Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.			
204	53	250	6600 Other Income	250	0	(
81,805	70,543	68,450	TOTAL MISCELLANEOUS	185,150	0	C
			TRANSFERS IN			
4,993,882	6,260,990	6,238,346	6900-75 Transfers In - Wastewater Services Transfer from the Wastwater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	5,643,071	0	(
			Description Units Amt/Unit Total			
			Ratepayer contribution for 2017-18 per the WWS15,643,0715,643,071Financial Plan.15,643,0715,643,071			
4,993,882	6,260,990	6,238,346	TOTAL TRANSFERS IN	5,643,071	0	(

Budget Docum	nent Report		77 - WASTEWATER CAPITAL FUND					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET		
23,642,258	20,972,234	21,260,826	TOTAL RESOURCES	25,117,348	0	0		

2015 ACTUAL						2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
			REQUI	REMENTS					
			MATERIALS AND SERVICES	<u>S</u>					
17,743	23,733	25,000	7750 Professional Services				43,600	0	0
			<u>Description</u> Audit fee allocation Miscellaneous professional services 2017 Wastewater financial model update	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 3,600 15,000 25,000	<u>Total</u> 3,600 15,000 25,000			
0	0	0	50-57 Professional Services - Financing Administration ministrative fee for paying agent for 2004 Sewer Refunding Bonds				0	0	0
590,952	434,383	8,000		770-37 Professional Services - Projects - WRF Expansion Design ngineering services for the design of the expansion of the Water Reclamation Facility.				0	0
0	0	0						0	0
0	0	0	7770-40 Professional Services - Project Engineering services for the solids processing expan		m Expans	on	506,708	0	0
0	60,718	38,000	7770-43 Professional Services - Project Engineering services for the replacement of 3 Mile La			ation	0	0	0
0	0	491,950	7770-44 Professional Services - Project Engineering services for the tertiary filtration system of			pansion	501,585	0	0
72,972	170,827	243,000	7770-57 Professional Services - Project Engineering services for the design and contract doc Reduction Projects.				360,000	0	0
967	640	3,500	8230 Private Sewer Lateral Repair In Private Sewer Lateral Repair Incentive Program - ma completed within 90 days of Notice of Defect.	<b>centive</b> ximum of \$250 p	per private la	iteral repair	3,500	0	0
0	0	0	8240-10 Private Sewer Lateral Loans - L "Loans" the City has made to property owners to ena defective private sewer lateral.			oair a	0	0	0
682,634	690,302	809,450	TOTAL MATERIA	LS AND SE	RVICES		1,915,393	0	0

2015 ACTUAL	2016 ACTUAL							2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				CAPITAL OUTLAY						
453,617	99,295	765,000	Planned majo	Equipment or equipment replacement at the WRF and, othermal thermophilic aerobic digesters v sewage pump station	or system pur	np stations.		980,000	0	C
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Ultraviol	et disinfection system upgrade	1	388,000	388,000			
			ATAD sp	piral aeroators & foam controllers	1	200,000	200,000			
			Tertiary	clarifier #1 & #2 recoating	1	150,000	150,000			
			ATAD #3	3 recoating	1	150,000	150,000			
				ariable frequency drive replacement	1	65,000	65,000			
			Cozine p	oump station variable frequency drive	1	15,000	15,000			
			Oxidatio	n ditch aerator assembly	1	12,000	12,000			
1,041,897	1,735,441	1,920,000	Sewer rehab	<b>120-25</b> Sewer Construction - I&I Reduction Projects ewer rehabilitation and reconstruction at various locations around the City to address inflow nd infiltration (I&I).			1,575,000	0	C	
7,092,748	3,352,673	0	9120-36 Expansion of	<b>Sewer Construction - WRF expansion</b> Expansion of the Water Reclamation Facility secondary treatment facilities.		0	0	0		
0	0	0	9120-44 Expansion of	<b>120-44</b> Sewer Construction - Filtration System Expansion xpansion of the tertiary treatment filtration system.		638,509	0	0		
0	0	15,000		Developer Reimbursement - Sani ent to commercial and subdivision develop y over what the developer requires which b	ers for sewer p			15,000	0	C
8,588,262	5,187,409	2,700,000		TOTAL CAPIT	AL OUTLA	<u>Y</u>		3,208,509	0	0
				TRANSFERS OUT						
220,750	230,222	203,109	9700-01	Transfers Out - General Fund				221,294	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Wastewa operation	ater Capital Fund support of Engineering ns.	1	15,668	15,668			
			Enginee support.	ring, Admin, & Finance personnel services	1	205,626	205,626			
220,750	230,222	203,109		TOTAL TRAN	SFERS OU	<u>די</u>		221,294	0	0
				<b>CONTINGENCIES</b>						
-	0	500,000	9800	Contingencies				500,000	0	0
0	0			J						

Budget Docum	ent Report			77 - WASTEWATER CAPITAL FUND			
2015 2016 ACTUAL ACTUAL A		2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				ENDING FUND BALANCE			
0	0	0	9977-99	Designated End FB - WW Cap Fd - PERS Refinancing Reserve	3,431,780	0	0
14,150,612	14,864,301	17,048,267		-		0	0
14,150,612	14,864,301	17,048,267		TOTAL ENDING FUND BALANCE	19,272,152	0	0
23,642,257	20,972,234	21,260,826		TOTAL REQUIREMENTS	25,117,348	0	0

Budget Docum	ent Report		77 - WASTEWATER CAPITAL FUND				
2015 201 ACTUAL ACTUA		2017     Department :N/A       AMENDED     Section :N/A       BUDGET     Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
23,642,258	20,972,234	21,260,826	TOTAL RESOURCES	25,117,348	0	0	
23,642,257	20,972,234	21,260,826	TOTAL REQUIREMENTS	25,117,348	0	0	



### **Budget Highlights**

This year we experienced another 600 Emergency Medical Service (EMS) call increase. The Fire Department is looking to readjust the response zones of our Ambulance Service Area (ASA) to reduce the length of time we are out of service due to long distance transports. We are looking to transfer the Yamhill Fire District into ASA 1 or Newberg's response zone. While this only consists of 90 ambulance transports annually, most of those transports are to Portland which increases our out of service time immensely. Tualatin Valley Fire & Rescue (TVF&R), Yamhill RFPD and McMinnville Fire Department all support this move. The Ambulance Service Area Committee is expected to make its recommendation to the County Commissioners on this change in May.

Last year Council authorized the purchase of three used Portland Fire Department Ambulances to prolong our current fleet. This year we will not be purchasing a new ambulance due to this purchase.

- 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. This will continue moving forward since it has no ties to the Affordable Care Act. It is expected that this legislation will be in place within the next year and could recover as much as \$400 per Medicaid call, which last year was over 23% of our transports.
- This year's budget continues to include a partnership with Amity. The peak unit has responded to the total annual projected calls within the first 6 months of deployment. The funds allocated for

the City portion of the contract are from the unfilled Assistant Chief vacancy. The peak unit will provide for an improved service to the entire Ambulance Service Area (ASA) with a Monday - Friday ambulance stationed in Amity.

 This year we will be beta testing an ambulance in Lafayette. The City of Lafayette has offered to allow us to use their facility to deploy an ambulance. This will be done for response time data collection to ensure the computer models are accurate. It is the first step in a long range partnership with the Lafayette Fire Department.

### **Core Services**

- Provide Advanced Life Support Care to City's 450 square mile Ambulance Service Area
- Provide Advanced & Basic Life Support training to all department Emergency Medical Services personnel
- Provide training to City partner rescue companies within Ambulance Service Area
- Ensure that the City meets the requirements of the Yamhill County Ambulance Service Area plan
- Provide for a Quality Assurance Program to continue to improve the ambulance delivery system
- Continue and improve partnerships with physician advisor and Willamette Valley Medical Center



### **Future Challenges and Opportunities**

- Address the challenge of the sustainability of the ambulance service given that user fee revenue does not cover the cost of providing ambulance service
- Develop funding strategies for operation of the ambulance service that reduce reliance on General Fund support
- Improve department public service to both internal and external customers
- Attempt to meet the requirements of the Yamhill County Ambulance Service Agreement
- Implement goals and objectives of Self Assessment
- Identify future staffing needs to accommodate increasing call volume
- Evaluate response needs of entire Ambulance Service Area
- Continue to improve partnerships with outlying rescue agencies
- Develop partnerships to meet and maintain requirements of the McMinnville Ambulance Service

### Full-Time Equivalents (FTE)

/		
2016-17		2017-18
Adopted		Proposed
Budget	Change	Budget
23.72		
	1.95	
	(0.65)	
	1.30	25.02
	Adopted Budget	Adopted <u>Budget</u> <u>Change</u> <b>23.72</b> 1.95 (0.65)



### **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	4,940,226	4,611,700	4,740,300	128,600
Personnel Services	3,100,488	3,209,373	3,454,925	245,552
Materials & Services	773,116	896,426	941,305	44,879
Capital Outlay	217,619	39,656	24,285	(15,371)
Transfers Out	312,834	325,326	325,092	(234)
Total Expenditures	4,404,057	4,470,781	4,745,607	274,826
Net Expenditures	536,169	140,919	(5,307)	146,226



- **1928** McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.
- **1950** A typical ambulance transport cost ~\$2.50.
- **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 five-year implementation process significantly decreasing the amount paid for medical transports.

#### **Historical Highlights**

**2004** First Fire Fund property tax transfer to support ambulance operations - \$50,000.

2004 Non-Emergency Transport (NET) Team program discontinued due to inadequate funding from Medicare and Medicaid.

- 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 fullfaith and credit obligation certificates financing dollars.



- **2006** Third Fire Fund property tax transfer to supplement ambulance operations \$300,000.
- **2006** Field Data program implemented. Integrates prehospital 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. 1<sup>st</sup> 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.



### 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

#### **Position Description**

Fund	Number of		Total	Detaile	ed Summary
Department	Employees	Range	Salary	Page	Amount
<u>Fire Chief</u> General Fund Fire	1	364	128,048		
Administration & Operations Ambulance Fund (0.25 FTE)	s (0.75 FTE)			71 236	96,036 32,012
<u>Fire Battalion Chief</u> General Fund Fire	3	245	305,389		
Administration & Operations Ambulance Fund (1.95 FTE)	s (1.05 FTE)			71 236	106,886 198,503
<u>Fire Lieutenant</u> General Fund Fire	3	235	256,021		
Administration & Operations Ambulance Fund (1.95 FTE)	s (1.05 FTE)			71 236	89,607 166,414
<u>Fire Engineer</u> General Fund Fire	3	230	264,863		
Administration & Operations Ambulance Fund (1.95 FTE)	s (1.05 FTE)			71 236	92,702 172,161
<u>Firefighter</u> General Fund Fire	24	220	1,812,610		
Administration & Operations Ambulance Fund (16.25 FTE)	6 (8.75 FTE)			71 236	634,414 1,178,196

### **Position Description**

Fund	Number of		Total	Detailed Summary		
Department	Employees	Range	Salary	Page	Amount	
<u>Firefighter / Paramedic</u> General Fund Fire	1	330	47,852			
Administration & Operations Ambulance Fund (0.46 FTE)	(0.25 FTE)			71 236	16,748 31,104	
<u>Firefighter / EMT</u> General Fund Fire	1	322	37,394			
Administration & Operations Ambulance Fund (0.46 FTE)	(0.25 FTE)			71 236	13,088 24,306	
<u>Office Manager</u> General Fund Fire	1	332	56,926			
Administration & Operations Ambulance Fund (0.65 FTE)	(0.35 FTE)			71 236	19,924 37,002	
Administrative Specialist II General Fund Fire	1	324	43,053			
Administration & Operations Ambulance Fund (0.75 FTE)	(0.25 FTE)			71 236	10,763 32,290	

dget Docume	ent Report			79 - AMBULANCE FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>		2018 APPROVED BUDGET	201 ADOPTEI BUDGE
				RESOURCES			
				BEGINNING FUND BALANCE			
686,715	650,996	750,000	<b>4079-05</b> Non-cash De at July 1, 201	<b>Designated Begin FB-Ambulance Fd - EMS A/R</b> esignated Beginning Fund Balance for Ambulance Accounts Receivable balance 17.	850,000	0	C
0	0	0	4079-25	Designated Begin FB-Ambulance Fd - Facility Improvements	37,500	0	C
408,982	163,197	484,847		Beginning Fund Balance ly 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	642,075	0	C
1,095,696	814,193	1,234,847		TOTAL BEGINNING FUND BALANCE	1,529,575	0	C
				INTERGOVERNMENTAL			
2,663	46,484	5,200	4840-05	OR Conflagration Reimbursement - Personnel	2,500	0	C
0	0	0	4840-10	OR Conflagration Reimbursement - Equipment	0	0	C
0	0	10,000	5035-05	City of Amity - Paramedic Ambulance	10,000	0	(
2,663	46,484	15,200		TOTAL INTERGOVERNMENTAL	12,500	0	(
				CHARGES FOR SERVICES			
3,009,770	3,577,616	3,630,000	Transport fee amounts (Me	<b>Transport Fees</b> e revenue for Medicare and Medicaid patient accounts includes only "allowed" edicare) or the amount that will actually be reimbursed (Medicaid). All other unts reflect the full amount of charges for the transport base rate and mileage.	3,765,000	0	(
127,200	124,860	130,000	Fees collecte	<b>FireMed Fees</b> ad from FireMed subscribers. City writes off amount owing on subscriber's payment(s) is received from insurance provider.	130,000	0	(
3,136,970	3,702,476	3,760,000		TOTAL CHARGES FOR SERVICES	3,895,000	0	(
				MISCELLANEOUS			
1,965	1,831	1,000	6310	Interest	2,300	0	(
76	0	0	6460 Donations rea account 7680	<b>Donations - Ambulance</b> ceived to help support ambulance operations expended through expenditure D, Materials and Supplies-Donations.	0	0	(
1,476	8,162	500	6600	Other Income	500	0	(
0	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	
35,802	31,274	35,000	Collection ag	<b>Collections - EMS</b> ency payments from ambulance past-due Accounts Receivable accounts rned to collections.	30,000	0	(

udget Docum	ent Report			79 - AMBULANCE FUNI	D					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				TRANSFERS IN						
750,000	1,150,000	800,000		Transfers In - General Fund transfer amount compared to prior year is due I no ambulance will be purchased in 2016-2017		e in transport	fee	800,000	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Support the City	of emergency medical services provided by	1	800,000	800,000			
20,800	0	0	6900-85	Transfers In - Insurance Services				0	0	0
770,800	1,150,000	800,000		TOTAL TRANS	FERS IN	<u>1</u>		800,000	0	0
5,045,448	5,754,419	5,846,547		TOTAL RESO	URCES			6,269,875	0	0

2015	2016	2017		79 - AMBULANCE FUND Department :N/A	2018	2018	201
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTE
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	45,518	0	7000	Salaries & Wages	0	0	(
1,616,922	1,644,136	1,754,363	Fire Chief - Emergency Fire Battalio Fire Lieuten Fire Enginee Firefighter - Office Mana	Medical Services Chief - 1.00 FTE on Chief - 1.95 FTE pant - 1.95 FTE er - 1.95 FTE	1,926,882	0	
13,059	15,834	51,098		Salaries & Wages - Regular Part Time Paramedic - 0.46 FTE EMT - 0.46 FTE	55,410	0	
			Staffing for I	Peak Unit Amity.			
250,180	317,645	223,000		Salaries & Wages - Overtime 8 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.	162,500	0	(
0	25,334	0	7300	Fringe Benefits	0	0	
113,175	118,948	125,746	7300-05	Fringe Benefits - FICA - Social Security	132,958	0	
26,469	27,915	29,410	7300-06	Fringe Benefits - FICA - Medicare	31,097	0	(
431,309	489,339	518,969	7300-15	Fringe Benefits - PERS - OPSRP - IAP	620,597	0	(
284,490	291,299	333,107	7300-20	Fringe Benefits - Medical Insurance	345,250	0	(
58,959	50,098	78,600	7300-22	Fringe Benefits - VEBA Plan	78,600	0	(
2,853	2,394	2,598	7300-25	Fringe Benefits - Life Insurance	2,738	0	
8,311	8,325	9,092	7300-30	Fringe Benefits - Long Term Disability	10,016	0	
73,382	62,613	81,794	7300-35	Fringe Benefits - Workers' Compensation Insurance	86,868	0	
981	1,001	1,096	7300-37	Fringe Benefits - Workers' Benefit Fund	1,006	0	
-19	91	500	7300-40	Fringe Benefits - Unemployment	1,003	0	
2,880,073	3,100,488	3,209,373		TOTAL PERSONNEL SERVICES	3,454,925	0	
				MATERIALS AND SERVICES			
4,520	3,615	4,000	7500	Credit Card Fees	4,000	0	

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
412	380	2,100		Employee Events d city-wide for employee training, materials, and events.	2,400	0	0
24,937	22,703	20,000	<b>7550</b> Emergency staff. Traini	<b>Travel &amp; Education</b> medical service training, education, and travel expenses for career and volunteer ing dollars will be spent on critical areas of certification and required EMS training ional development provided. Increase is to assist with leadership and	22,000	0	0
26,536	20,124	30,000	7590	Fuel - Vehicle & Equipment	30,000	0	0
5,576	5,526	6,500	7600	Electric & Natural Gas	6,500	0	0
13,100	18,300	17,000	7610-05	Insurance - Liability	25,300	0	0
10,800	10,400	16,500	7610-10	Insurance - Property	18,300	0	0
25,080	19,875	24,000	This represe	<b>Telecommunications</b> ents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent ility charges for the department.	24,000	0	0
12,455	12,176	12,500		<b>Uniforms - Employee</b> volunteer fire uniforms. Increase to return to pre 2009 replacement schedule for taffing levels increased but uniform budget had not.	12,500	0	0
0	0	200	7640	Laundry	500	0	0
1,730	2,115	2,500		Janitorial per week janitorial services and supplies - 75% shared with Fire Department in d.	2,500	0	0
27,464	27,557	32,000	7660	Materials & Supplies	32,000	0	0
6,736	6,519	7,200	7660-15	Materials & Supplies - Postage	7,000	0	0
107,161	99,407	110,000	7660-45 Increase due	Materials & Supplies - Medical Equipment & Supplies e to call volume increase and cost of medical supplies and medications increase.	110,000	0	0
1,433	1,452	1,600	7660-55	Materials & Supplies - Oxygen	1,800	0	0
76	0	0	<b>7680</b> Material and	Materials & Supplies - Donations I supplies funded through revenue account 6460, Donations-Ambulance.	0	0	0
0	0	0	7720	Repairs & Maintenance	0	0	0
283	0	12,000	<b>7720-06</b> Refurbish 2	Repairs & Maintenance - Equipment defibrillators	12,500	0	0
13,851	11,089	12,500	7720-08	Repairs & Maintenance - Building Repairs	12,500	0	0
28,853	35,458	45,000	7720-14 Increase due	Repairs & Maintenance - Vehicles e to loss of mechanic position	55,000	0	0
1,230	952	1,500	7720-16	Repairs & Maintenance - Radio & Pagers	1,500	0	0
33,254	21,146	26,000		Rental Property on rental property; includes rent and utilities and direct costs associated with that	26,000	0	0

0045	0040	0047		79 - AMBULANCE FUND				2040	0040	004
2015 ACTUAL	2016 ACTUAL	2017 AMENDED		Department : <b>N/A</b> Section : <b>N/A</b>				2018 PROPOSED	2018 APPROVED	201 ADOPTEI
,		BUDGET		Program :N/A				BUDGET	BUDGET	BUDGE
20,364	18,944	19,180	7750	Professional Services				19,890	0	0
-,	- , -	,	Descri	ntion	<u>Units</u>	Amt/Unit	Total	,		
				n 125 administration fee	<u>01110</u>	420	420			
				ee allocation	1	5,720	5,720			
				al Director contract	1	10,000	10,000			
				negotiations arbitrator shared 35% w Fire	1	1,350	1,350			
				Chaplaincy contract	1	2,400	2,400			
17,663	15,159	18,000	7790	Maintenance & Rental Contracts				18,500	0	C
	·		Maintenan	ce contracts for physio-control equipment, ambula ated contracts.	nce cots,	, and miscella	neous			
9,096	8,223	12,000	-	M & S Equipment				14,000	0	C
			Descri	ption	Units	Amt/Unit	Total			
			Defibri	llator batteries	10	500	5,000			
			Glide	scope	1	9,000	9,000			
4,151	13,108	8,000	7800-09	M & S Equipment - Radios				8,000	0	0
0	0	0	7810	M & S Equipment - Donations				0	0	0
17,156	16,856	21,496	7840	M & S Computer Charges				25,985	0	0
			Descri	ption	<u>Units</u>	Amt/Unit	Total			
			IS Dep	partment M&S costs shared city-wide	1	25,985	25,985			
64,177	43,017	34,650	7840-95 In an effort vehicle	M & S Computer Charges - Ambulance of cost reduction mobile computers will be replace		ablets saving	\$4,000 per	33,130	0	0
			Descri	ption	<u>Units</u>	Amt/Unit	Total			
				Aaintenance software-shared 50% with Fire	1	2,500	2,500			
				/arranty Extensions	6	330	1,980			
				ation Printer	1	1,200	1,200			
				ss Hotspots	2	1,500	3,000			
				tation replacements	1	1,500	1,500			
				Chart software maintenance	1	12,000	12,000			
			ESO F	Personnel maintenance-50%, shared with Fire	1	1,350	1,350			
			Netmo	tion maintenance-shared with Police, Fire	1	1,200	1,200			
			Target	software maintenance-50%, shared with Fire	1	3,000	3,000			
			Tritech Fire	message switch maintenance-35%, shared with	1	2,800	2,800			
			Mobile	/Inform RMS Upgrade Licensing	1	2,600	2,600			
0	0	0	7850	M & S Building Improvements				0	0	0
-										

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
12,018	4,233	5,000		<b>Revenue Adjustments - Bad-Debt V</b> ance writeoffs for accounts deemed totally unc death without estate, or undeliverable invoices	ollectible; f			7,500	0	0
-34	0	0		Revenue Adjustments - Medicare A e patient accounts, "non-allowed" amounts are the City cannot collect the "non-allowed" amo	e no longer	recorded as e		0	0	0
75,839	106,969	95,000		Revenue Adjustments - Firemed Window Market Adjust - Firemed Window Market Adjustments - Firemed Windo		nce payments	have	104,000	0	0
221,667	160,966	220,000		<b>Revenue Adjustments - Turned To</b> counts turned to collections agency after City ov write offs are recorded as expense.			ve been	235,000	0	0
54,552	57,174	70,000	County Hos	<b>Revenue Adjustments - Public Age</b> rovided to Yamhill County Jail, Yamhill County bice. Also includes write offs taken automatic e recorded as expense.	Detention	Center, and Y		60,000	0	0
847,121	773,116	896,426		TOTAL MATERIALS	AND SE	RVICES		941,305	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
20,436	0	0	8710-22	Equipment - EMS Defibrillators				0	0	0
1,680	3,494	24,656	8750	Capital Outlay Computer Charges				4,285	0	0
			<u>Descrip</u> IS Depa	tion rtment capital costs shared city-wide	<u>Units</u> 1	<u>Amt/Unit</u> 4,285	<u>Total</u> 4,285			
0	0	0	8750-95	Capital Outlay Computer Charges -	Ambular	nce		20,000	0	0
			<u>Descrip</u> ESO Bil	<u>tion</u> ling software	<u>Units</u> 1	<u>Amt/Unit</u> 20,000	<u>Total</u> 20,000			
0	0	15,000	8800	Building Improvements				0	0	0
188,686	214,125	0	8850	Vehicles				0	0	0
210,802	217,619	39,656		TOTAL CAPITA	L OUTL/	<u>AY</u>		24,285	0	0
				TRANSFERS OUT						
180,063	188,467	196,754	9700-01	Transfers Out - General Fund				191,973	0	0
			<u>Descrip</u> Adminis Billing s	tration and Finance personnel including Amb	<u>Units</u> 1	<u>Amt/Unit</u> 191,973	<u>Total</u> 191,973			

dget Docume	ent Report			79 - AMBULANCE FUN	ID					
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
79,100	81,000	84,200	9700-15	Transfers Out - Emergency Comm	unications	;		88,200	0	0
				nce Fund support for YCOM dispatching	<u>Units</u> 1	<u>Amt/Unit</u> 88,200	<u>Total</u> 88,200			
34,096	43,367	44,372	services 9700-80	Transfers Out - Information Syster	ns	00,200	00,200	44,919	0	0
			<u>Descript</u> Informat	ion ion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 44,919	<u>Total</u> 44,919			
293,259	312,834	325,326		TOTAL TRANS	FERS OL	JT		325,092	0	0
				<b>CONTINGENCIES</b>						
0	0	300,000	9800	Contingencies				300,000	0	0
0	0	300,000		TOTAL CONTI	NGENCIE	<u>S</u>		300,000	0	0
				ENDING FUND BALANCE						
650,996	841,823	750,000	Non-cash De	Designated End FB - Ambulance - esignated Ending Fund Balance for estimated une 30, 2018.		Accounts R	eceivable	850,000	0	0
0	0	37,500		Designated End FB - Ambulance - carryover for Fire Hall remodel, split 25/75 wi			ts	62,500	0	0
163,197	508,539	288,266		Unappropriated Ending Fd Balance esignated carryover for July 1, 2018, including expenditures from 2017-2018 operations		(deficit) of r	evenues	311,768	0	0
814,193	1,350,362	1,075,766		TOTAL ENDING FU	JND BAL	ANCE		1,224,268	0	0
5,045,448	5,754,419	5,846,547		TOTAL REQU	IREMENT	2		6,269,875	0	0

Idget Docum	ent Report		79 - AMBULANCE FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGET
5,045,448	5,754,419	5,846,547	TOTAL RESOURCES	6,269,875	0	0
5,045,448	5,754,419	5,846,547	TOTAL REQUIREMENTS	6,269,875	0	0

# **INFORMATION SYSTEMS & SERVICES FUND**

• Budgeted Computer Equipment – By Department



# Information Systems & Services Fund

### **Budget Highlights**

- The 2017-18 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:

- Upgrade the Municipal Court software package to allow for extended Cash Receipting and online payment functionality, integrated with the City's Finance department.
- The City's network storage array will be replaced, as the current storage system goes out of support in Fall 2017. This will meet the ever-increasing demand for data storage, especially video.
- 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.
- Continued pursuit and support of ERP financial system advanced features, including electronic forms and internal services for selfretrieval of employee information.
- Budget developed with the following priority items:
  - System and network security.
  - License compliance, and maintenance of compliance.
  - Continuity of Operations (COOP), restoration of service interruption.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.

- 2017 2018 Proposed Budget --- Budget Summary
- 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 to evaluate older city software packages as they complete their original product lifecycles and begin to prudently 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 the Finance Department for advanced feature implementation of the ERP financial system, as well as expanding the functionality of the system throughout the City.
- 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. Investigate opportunities for online payments, 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**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	1,043,072	1,050,684	1,070,946	20,262
Personnel Services	408,892	424,050	429,851	5,801
Materials & Services	575,351	557,654	531,995	(25,659)
Capital Outlay	55,086	94,180	119,200	25,020
Total Expenditures	1,039,328	1,075,884	1,081,046	5,162
Net Expenditures	3,744	(25,200)	(10,100)	(15,100)

### 2017 – 2018 Proposed Budget --- Budget Summary

### Full-Time Equivalents (FTE)

N			
	2016-17		2017-18
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	4.00		
No change			
FTE Proposed Budget			4.00



# **Information Systems & Services Fund**

- 1993 City's first Information Systems 2003 Manager hired. Yamhill County for management of IS services: City director position supported entity. 1995 Fiber Optic Cable Project eliminated. implemented resulting in fiber loop connecting City facilities. 2007 Physical location of IS 2004 Department moved from First system administrative 1995 Fire Station to Community specialist hired to help with Center. expanding City IS needs. system. 2005 Completed move of all City 1996 City transitions to Microsoft telephones back onto Citv-2008 Office Suite - Outlook, WORD, County telephone system. EXCEL, & Powerpoint. Email begins! Implemented mobile data 2006 terminals in fire and police 1998 City hires wide-area network 2009 vehicles. First agencies to administrator and shares cost use new 700 mhz public 50-50 with McMinnville School safety frequencies in the District #40. applications. state. 2001 McMinnville School District #40 2010 Completion of new 2006 eliminates cost sharing of widecomputer equipment room area network administrator with backup generator in position. Position assimilated Community Center. devices. into City budget. 2011 2006 Partnered with Finance IS Department completed
- 2002 migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide.

Partnership formed with

Department in selection of new Logos.net ERP financial system from New World Systems, Inc.

#### **Historical Highlights**

2006 Assisted in transition of YCOM from City-supported entity to Yamhill County-

Partnered with Yamhill County and assumed project management and problem resolution of the City public safety radio

- Supported the project of moving all communications for the City to the new Public Safety Building.
- Began implementation of redundant server strategy for "hot" site backup for City
- Began utilizing virtual server technology and moved to Storage Area Network
- Development of an IS strategic plan.
- 2011 Fully implemented electronic ticketing software for Police Department.

- Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.
- Implemented a fully electronic agenda system for the conducting of City Council meetings.
- 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.
- Hired a full-time IS Director.
- Implemented 'next-gen' network firewall technology for increased security and network performance.
- Completed overhaul of City's website.

				<b>Department</b>	
<u>Fund - Dep</u>	<u>partment</u>	Computer Equipment	<u>\$s</u>	Total	Notes
Administratio	on City Mar				
Administratio	01-01-002	Workstation - 1	1,500		Replacement - As needed
		Printer - 1	1,200		Replacement - As needed
Administratio	on, City Council		-	2,700	-
Administratio	01-01-005				
		None	-	0	-
Administratio		Time Monogement Coffuere	2 500		New Cystem
	01-01-008	Time Management Software	3,500	3,500	New System
			-	0,000	-
Finance/Acco	•				
	01-03-013	Printer maintenance Lexmark fuser - 1	300 850		Lexmark - Annual Maintenance Cost Replacement - not done in 2015/16
		Adobe Pro - 2	700		New software
		Logos e-Suite, e-Employee	12,000		Esuite base \$8k, eEmployee \$4k
		<u> </u>		13,850	
Engineering					
Engineering	01-05	Workstations - 1	1,500		Replacement - GIS Programmer
	01.00	New Workstation	3,000		New PIO Employee
		Maintenance - 1	1,700		Plotter (annual cost)
			-	6,200	-
Planning					
ag	01-07	None			
			-	0	
Police					
1 Once	01-11-040				
		e / Inform RMS Upgrade Licensing	8,000		CAD Upgrade Project
	Mobile / Infor	m RMS Upgrade eTicketing Work	20,000		CAD Upgrade Project
		Surfaces - 2 Printer - 1	4,400		Detectives
		Netmotion Licenses -3	1,200 1,100		Replace PDSGTLJ New Remote Access Users
		3 replacement MDTs (M7)	34,000		includes Verus camera system, Zebra printer for each
		2 Additional MDT Zebra printers	2,000		Replacements
		Evidence barcode printer	1,300		Replacement
			-	72,000	

				<b>Department</b>	
<u>Fund - Dep</u>	<u>partment</u>	Computer Equipment	<u>\$s</u>	<u>Total</u>	Notes
Municipal Co	urt				
wunicipal Co	01-13-060	Laptop - 1	1,600		Muni Court Laptop #2
			,	1,600	
Fire					
	01-15-070 Mol	Workstations - 2 bile / Inform RMS Upgrade Licensing	3,000 2,600		Replacements - Front Desk, Battalion Chief CAD Upgrade Project
		New Fleet Maintenance software	2,500		Split 50% with Ambulance
		R12 Warranty Extensions	1,650		5 - \$330 each
			,	9,750	
	-1 <sup>1</sup>				_
Park & Rec A	omin 01-017-001	None	0		
	01 011 001			0	<del>,</del>
					-
Park & Rec A					
	01-17-087	Receipt Printer	300		Replacement
		Activenet Peripherals Copier	1,000 1,000		Replacements for Activenet units Replacement
		Camera system	2,000		New System
		Camera System	2,000	4,300	
			·	,	-
Park & Rec C					
	01-17-090	Printer - 1	1,200	4 000	Replacement
				1,200	-
Park & Rec K	ОВ				
	01-17-093	None	0		
				0	-
Dark 9 Dee D	aa Smarta				
Park & Rec R	01-17-096	Printer - 1	300		Replacement
	01 17 000		000	300	
			•		-
Park & Rec, S					
	01-17-099				
Park Mainten	ance				
	01-19	Workstation - 1	1,500		Replacement - Park Maintenance Workstation
	-	_	,	1,500	
					_

	Department_									
Fund - Department		Computer Equipment	<u>\$s</u>	<u>Total</u>	Notes					
Library										
	01-21	Workstations - 2	2,400		Replacement - 'All-in-One' PC's - Children's Area					
	0. 2.	Chromebook	300							
		Loaner Flashdrives	100							
		RAM Upgrades	1,800		15 Staff PCs					
			_	4,600						
0										
Street	20	Workstations - 1	1,500	1,500	Replacement Street Maintenance					
		-								
Building		None	0							
-		_	_	0						
Wastewater Service	s									
	75-01	Workstations - 3	4,500		Replacement - Sr. Mechanic, Headworks #1 & 2					
		Laptops - 2	3,200		Replacements - Conveyance Laptop, WRF Laptop #1					
			—	7,700						
Ambulance										
	79	Workstations - 1	1,500		Substation #2					
		Substation Printer	1,200		New substation					
	Mobile	/ Inform RMS Upgrade Licensing	2,600		CAD Upgrade Project					
		New Fleet Maintenance software	2,500		Split 50% with Fire					
		R12 Warranty Extensions	1,980		6 total, \$330 each					
		Ambulance Billing Software	20,000		Carryover - ESO software replacement					
		Hotspots - 2	3,000	32,780						
			Total	32,700						
				163,480						
					-					

dget Docume	nt Report			<b>80 - INFORMATION S</b>	YSTEM	S & SE	RVICES	<b>FUND</b>		
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b>					2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
				RESOL	IRCES					
				<b>BEGINNING FUND BALANCE</b>						
36,000	28,300	26,000	<b>4080-15</b> Designated Begin FB-Info Sys Fd - Financial System Reserve July 1, 2017 carryover reserved for future City financial system software improvements.					21,740	0	
119,944	131,104	129,702	<b>4090</b> Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.					161,905	0	
155,944	159,404	155,702		TOTAL BEGINNING	FUND BA	LANCE		183,645	0	
				CHARGES FOR SERVICES						
400,311	482,898	460,313	<b>6000-01</b> Charges for Equipment & Services - General Fund Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs.					469,182	0	
13,477	14,641	15,806	6000-20	Charges for Equipment & Service		16,528	0			
16,139	16,231	21,258	6000-70	Charges for Equipment & Service	18,639	0				
44,695	50,966	47,655	6000-75 Charges for Equipment & Services - Wastewater Services Fund					51,446	0	
83,013	63,367	80,802	6000-79	Charges for Equipment & Service	83,400	0				
557,635	628,103	625,834		TOTAL CHARGES	639,195	0				
				MISCELLANEOUS						
857	773	800	6310	Interest	1,900	0				
0	0	0	6600	600 Other Income					0	
857	773	800		TOTAL MISCI	1,900	0				
				TRANSFERS IN						
246,895	313,802	321,055	6900-01	Transfers In - General Fund				324,966	0	
			<u>Descrip</u> Informa	tion tion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 324,966	<u>Total</u> 324,966			
6,468	8,284	8,481	6900-20	Transfers In - Street				8,597	0	
			<u>Descrip</u> Informa	tion tion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 8,597	<u>Total</u> 8,597			
6,468	8,284	8,481	6900-70	Transfers In - Building				8,597	0	
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	8,597	8,597			

Budget Docum	ent Report		80 - INFORMATION SYSTEMS & SERVICES FUND								
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
29,438	40,459	41,661	6900-75	Transfers In - Wastewater Services				42,772	0	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>				
			Informa	tion Systems personnel services support.	1	42,772	42,772				
34,096	43,367	44,372	6900-79	Transfers In - Ambulance				44,919	0	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>				
			Informa	tion Systems personnel services support.	1	44,919	44,919				
2,600	0	0	6900-85	Transfers In - Insurance Services				0	0	0	
325,965	414,196	424,050		TOTAL TRANSFERS IN				429,851	0	0	
1,040,401	1,202,476	1,206,386	TOTAL RESOURCES				1,254,591	0	0		

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>					2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
					UIREMENTS						
				PERSONNEL SERVICES							
0	5,392	0	7000	Salaries & Wages					0	0	0
206,190	253,570	264,830	Information	Salaries & Wages - Regular Systems Director - 1.00 FTE Systems Analyst II - 2.00 FTE Systems Analyst I - 1.00 FTE	Full Time				280,954	0	0
6,852	1,540	10,000	7000-20 For required during peak	Salaries & Wages - Overtime maintenance scheduled after workin activity periods.		onal extr	ra work	required	3,000	0	0
0	0	0	7000-37	Salaries & Wages - Medical	Opt Out Incentiv	e			2,400	0	0
0	2,804	0	7300	Fringe Benefits					0	0	0
12,417	14,759	17,039	7300-05	Fringe Benefits - FICA - Soc	ial Security				17,754	0	0
2,904	3,452	3,985	7300-06	Fringe Benefits - FICA - Mec	licare				4,153	0	0
39,272	51,073	55,744	7300-15	Fringe Benefits - PERS - OP	SRP - IAP				65,043	0	0
53,314	61,539	63,414	7300-20	Fringe Benefits - Medical Ins	surance				48,936	0	0
0	12,000	6,000	7300-22	Fringe Benefits - VEBA Plan	I				4,500	0	0
441	426	432	7300-25	Fringe Benefits - Life Insura	nce				432	0	0
1,194	1,401	1,454	7300-30	Fringe Benefits - Long Term	Disability				1,540	0	0
669	809	1,016	7300-35	Fringe Benefits - Workers' C	ompensation Ins	suranc	се		1,023	0	0
108	125	136	7300-37	Fringe Benefits - Workers' E	enefit Fund				116	0	0
323,361	408,892	424,050		TOTAL PER	SONNEL SERV	/ICES	:		429,851	0	0
				MATERIALS AND SERVIO	<u>CES</u>						
55	59	700	<b>7540</b> Costs share	Employee Events d city-wide for employee training, mat	erials, and events.				700	0	0
8,591	7,174	12,000	Technical tra	Travel & Education aining, network training, desktop train vel and meal expenses to seminars a		develor	pment tr	raining,	12,000	0	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/l</u>		<u>Total</u>			
				& Training, IS Analyst I & Training, IS Analyst II	1 2		,000 ,000	3,000 6,000			
				& Training, IS Analyst II & Training, Department Head	2	,	,000 ,000	6,000 3,000			

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEI BUDGE
229	160	1,000	<b>7590</b> Fuel and rep	Fuel - Vehicle & Equipment pair expense for IS Department vehicle				500	0	0
			<u>Descrip</u> IS SUV	<u>tion</u> vehicle expenses	<u>Units</u> 1	<u>Amt/Unit</u> 500	<u>Total</u> 500			
1,600	2,600	2,500	7610-05	Insurance - Liability				3,100	0	0
600	600	700	7610-10	Insurance - Property				600	0	0
6,900	7,798	10,000		<b>Telecommunications</b> Services Department telephones, cell phone:	s, and moder	n lines.		9,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				iFi Services	1	5,000	5,000			
			Telepho	one Services	1	4,000	4,000			
4,440	2,693	2,500	computer su	Materials & Supplies ce supplies, postage, shipping, professional s pplies, and training materials; including purc us training materials.			pendable	3,000	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			-	rds, mice, cabling, misc supplies	1	2,000	2,000			
				g costs, returns, primarily MDTs	1	750	750			
			Toner, p	printer paper, label printer supplies	1	250	250			
6	88	0	7720	Repairs & Maintenance				0	0	0
0	1,239	3,000	<b>7720-06</b> Equipment r	Repairs & Maintenance - Equipme epairs and software upgrades not covered by		ce contracts.		3,000	0	0
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				& non-warranty equipment repairs	1	2,500	2,500			
			Printer r	maintenance kits for in-house repairs	1	500	500			
0	0	0	7720-14	Repairs & Maintenance - Vehicles				0	0	0
14,526	42,430	28,884	7750	Professional Services				62,840	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				e allocation	1	1,200	1,200			
				v system monitoring	1	500	500			
				uilding A/V system maintenance	1	1,000	1,000			
			Website	e services	1	10,000	10,000			
			م المسمل	tion, network, design & support services	1	50,000	50,000			

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
7,700	2,333	33,000	7770-03	Professional Services - Projects	s - ERP			12,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Logos -	eSuite	1	8,000	8,000			
			Logos -	eEmployee	1	4,000	4,000			
66,346	16,918	0	7780-20 Yamhill Cou and addition	Contract Services - Information Inty service contract for management of C all IS support staff was discontinued in 20	ity's Information		partment	0	0	C
23,758	26,761	31,600	7792	Hardware Maintenance & Renta	I Contracts			30,700	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			APC Sy	vmmetra - server room UPS	1	2,700	2,700			
			Aruba V	Vireless maintenance	1	2,000	2,000			
			HP Ser	ver maintenance	1	6,000	6,000			
			Juniper	Switch maintenance	1	1,500	1,500			
			Server	room generator maintenance	1	1,000	1,000			
			-	e spam filter maintenance	1	3,500	3,500			
			Firewal	Imaintenance	1	14,000	14,000			
6,927	7,253	7,900	7792-20	Hardware Maintenance & Renta	I Contracts -	Police		8,000	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Data 91	1 MDT hardware maintenance	1	8,000	8,000			
0	0	0	7792-30	Hardware Maintenance & Renta	I Contracts -	Fire		0	0	(
0	0	0	7792-95	Hardware Maintenance & Renta	I Contracts -	Ambulance	•	0	0	(
97,556	127,287	116,000	7794	Software Maintenance & Rental	Contracts			126,400	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Helpdes	sk software	1	1,500	1,500			
				o Authority maintenance	1	2,500	2,500			
			LOGOS	- citywide ERP system maintenance	1	71,000	71,000			
			RSA Se	ecureID maintenance	1	1,000	1,000			
			Snap D	eploy renewal	1	1,000	1,000			
			Veeam	backup maintenance	1	9,500	9,500			
				e support renewal	1	13,000	13,000			
				ed Trust renewal	1	2,100	2,100			
				sktop renewal	1	4,000	4,000			
				Connect renewal	1	2,000	2,000			
				vs / SQL licensing	1	10,000	10,000			
			Symant	ec A/V Monitoring maintenance	1	3,000 1,000	3,000 1,000			

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTEE BUDGET
0	0	0	7794-02	Software Maintenance & Rental Con Office	ntracts - (	City Manage	r's	0	0	0
6,500	6,500	6,500	7794-03	Software Maintenance & Rental Cor	ntracts - (	City Council		0	0	0
0	0	0	7794-05	Software Maintenance & Rental Cor	ntracts - /	Accounting		0	0	0
0	0	0	7794-08	Software Maintenance & Rental Co	ntracts - I	egal		0	0	0
7,227	7,605	9.965	7794-10	Software Maintenance & Rental Cor		-		10,975	0	0
- ,	.,	-,	Descript		Units	Amt/Unit	Total	-,		
				permits - 15% - Shared with Plan and Bldg	1	2,550	2,550			
			Hansen	sewer database 25% - shared with Street, int, WWS	1	3,125	3,125			
			ESRI Ar Street, \	cview 17% - Shared with Bldg, Plan, Eng, WWS	1	2,000	2,000			
			AutoCA	D maintenance - 66% - shared with Planning	1	3,300	3,300			
4,369	5,458	5,200	7794-15	Software Maintenance & Rental Co	ntracts - I	Planning		6,250	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Accela I	Permits Plus - 15% - shared with Eng, Bldg	1	2,550	2,550			
			ESRI Ar Street, \	cview 17% - shared with Bldg, Eng, Pk Maint, WWS	1	2,000	2,000			
			AutoCA Enginee	D Maintenance - 33% - shared with rring	1	1,700	1,700			
36,247	39,350	40,540	7794-20	Software Maintenance & Rental Cor	ntracts - I	Police		41,800	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			E-ticketi	ng maintenance - 67% shared with Muni Ct	1	8,000	8,000			
			WebLEI	DS maintenance	1	1,100	1,100			
			Evidenc	e OnQ maintenance	1	8,500	8,500			
			Tritech I	remote support	1	400	400			
			Tritech	e-ticketing import	1	1,300	1,300			
				message switch support	1	2,900	2,900			
			Tritech I	nobile support	1	7,500	7,500			
			Tritech	RMS maintenance	1	8,800	8,800			
			Netmoti	on maintenance - 50% shared with Fire, Amb	1	2,500	2,500			
			E-ticketi	ng annual hosting fee	1	800	800			
6,563	7,100	7,200	7794-25	Software Maintenance & Rental Co	ntracts - I	Municipal Co	ourt	7,200	0	0
			Descript	tion	<u>Units</u>	Amt/Unit	Total			
			E-ticketi	ng maintenance-33% shared with Police	1	4,000	4,000			
			Caselle	maintenance	1	3,200	3,200			

2045	2046	2047		Department :N/A				204.9	2010	204
2015 ACTUAL	2016 ACTUAL	2017 AMENDED		Section :N/A				2018 PROPOSED	2018 APPROVED	201 ADOPTE
		BUDGET		Program :N/A				BUDGET	BUDGET	BUDGE
5,656	12,901	14,900	7794-30	Software Maintenance & Rental Cont	racts - F	Fire		17,400	0	C
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			ESO - 1	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	
			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	
,		·	Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	Total	·		
				et annual maintenance	1	1,200	1,200			
1,200	1,200	1,200	7794-45	Software Maintenance & Rental Cont	racts - (	Community	Center	1,200	0	
			Descript	ion	Units	Amt/Unit	Total			
			Activene	annual maintenance	1	1,200	1,200			
2,400	1,200	1,200	7794-50	Software Maintenance & Rental Cont	racts - ł	Kids on the	Block	1,200	0	
			Descript	ion	Units	Amt/Unit	Total			
			Activene	annual maintenance	1	1,200	1,200			
1,200	1,200	1,200	7794-55	Software Maintenance & Rental Cont	racts - F	Recreational	l Sports	1,200	0	
			Descript	ion	Units	Amt/Unit	Total			
				et annual maintenance	1	1,200	1,200			
0	1,200	1,200	7794-60	Software Maintenance & Rental Cont	racts - S	Senior Cente	er	1,200	0	
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			Activene	t annual maintenance	1	1,200	1,200			
4,524	4,637	5,075	7794-65	Software Maintenance & Rental Cont	racts - F	Park Mainter	nance	5,125	0	
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			ESRI Ar Street, V	cview-17% shared with Plan, Bldg, Eng, VWS	1	2,000	2,000			
			Hansen	sewer database-25% shared with Eng, Street	1	3,125	3,125			
0	0	0	7794-70	Software Maintenance & Rental Cont	racts - I	ibrary		0	0	

						S & SE				
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
7,023	7,137	8,575	7794-75	Software Maintenance & Rental Cont	racts - S	Streets		8,625	0	C
			Descript	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ESRI Ar Maint, V	cview-17%, shared with Plan, Bldg, Eng, Pk /WS	1	2,000	2,000			
			Hansen Maint, V	sewer database-25%, shared with Eng, Pk /WS	1	3,125	3,125			
			Street S	aver maintenance / subscription	1	3,500	3,500			
10,654	11,585	13,150	7794-80	Software Maintenance & Rental Cont	racts - I	Building		13,900	0	(
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			ESRI Ar Maint, V	cview-17% shared with Plan, Bldg, Eng, Pk /WS	1	2,000	2,000			
			Accela I	Permits Plus-70%, shared with Eng, Plan	1	11,900	11,900			
19,583	19,908	21,225	7794-85	Software Maintenance & Rental Cont	racts - N	Nastewater	Services	21,625	0	(
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			ESRI Ar Maint, S	cview-17%, shared with Plan, Bldg, Eng, Pk treet	1	2,000	2,000			
			WWS -	MP2 Maint Management Software	1	2,500	2,500			
				Il Control Software	1	5,500	5,500			
				ware Software	1	5,500	5,500			
			Hansen Maint, S	sewer maintenance-25%, shared with Eng, Pk treet	1	3,125	3,125			
				IMS software	1	2,500	2,500			
			Win 911	software	1	500	500			
26,870	23,035	20,350	7794-95	Software Maintenance & Rental Cont	racts - A	Ambulance		20,350	0	(
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			ESO Ch	art software maintenance	1	12,000	12,000			
			Netmoti	on maintenance- shared with Police, Fire	1	1,200	1,200			
			Tritech ı Fire	nessage switch maintenance-35%, shared with	1	2,800	2,800			
			ESO Pe	rsonnel maintenance - 50%, shared with Fire	1	1,350	1,350			
			Target s	oftware maintenance-50%, shared with Fire	1	3,000	3,000			
2,820	7,014	9,000	7800-15	M & S Equipment - Information Syste	ms			6,000	0	(
			Descript	ion	Units	Amt/Unit	Total			
				 station / tablet upgrades	1	2,000	2,000			
			VDi thin	10	1	4,000	4,000			

jet Documer	nt Report	80 - INFORMATION SYSTEMS & SERVICE						FUND		
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTE BUDGE
14,408	16,705	11,000	7800-18	M & S Equipment - Hardware				8,000	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Network	c hardware replacements	1	3,000	3,000			
			UPS Re	eplacements	1	2,000	2,000			
			NAS Re	eplacement devices	1	2,000	2,000			
			RSA tol	ken replacements	1	1,000	1,000			
0	0	0	7800-21	M & S Equipment - Software				0	0	
0	0	0		M & S Equipment - Inventory tory computer equipment for emergency re rds, mice, surge strips, tools, etc.	eplacements.	Miscellaneous	supplies;	0	0	
0	0	0	7840	M & S Computer Charges				0	0	
7,500	485	0	7840-02	M & S Computer Charges - City	Manager's O	ffice		2,700	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Worksta	ation replacement	1	1,500	1,500			
			Printer r	replacement	1	1,200	1,200			
0	9,240	0	7840-03	M & S Computer Charges - City	Council			0	0	
2,698	4,682	7,150	7840-05	M & S Computer Charges - Acco	ounting			1,850	0	
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Lexmar	k fuser	1	850	850			
			Lexmar	k printer maintenance	1	300	300			
			Adobe F	Pro licenses	2	350	700			
0	3,730	4,400	7840-08	M & S Computer Charges - Lega	l			3,500	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Time M	anagement software	1	3,500	3,500			
4,671	13,117	10,840	7840-10	M & S Computer Charges - Engi	neering			6,200	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Replace	ement workstation	1	1,500	1,500			
			•	maintenance	1	1,700	1,700			
			New wo	orkstation	1	3,000	3,000			
	3,998	540	7840-15	M & S Computer Charges - Plan				0	0	

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
13,090	31,550	21,400 <b>7840-20</b>	M & S Computer Charges - Police				18,025	0	0
		Descr	iption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ces - Detectives	2	2,200	4,400			
			r replacement	1	1,200	1,200			
			otion Licenses eting Zebra printer replacements	3 2	375 1,000	1,125 2,000			
			nce barcode printer	2	1,000	2,000			
			e/Inform RMS Upgrade Licensing	1	8,000	8,000			
0	5,586	0 7840-25	M & S Computer Charges - Municip	al Court	-,	-,	1,600	0	0
-	-,	Descr		Units	<u>Amt/Unit</u>	Total	,	-	-
			cement laptop	1	1,600	1,600			
13,339	13,545	15,850 <b>7840-30</b>	M & S Computer Charges - Fire			·	9,750	0	0
		Descr	iption	<u>Units</u>	Amt/Unit	Total			
			station replacements	2	1,500	3,000			
			Varranty Extensions	5	330	1,650			
		Fleet	Maintenance software shared 50% with Amb	1	2,500	2,500			
		Mobile	e/Inform RMS Upgrade Licensing	1	2,600	2,600			
1,629	0	0 <b>7840-35</b>	M & S Computer Charges - Parks 8	Rec Adm	ninistration		0	0	0
4,676	2,966	3,600 <b>7840-40</b>	M & S Computer Charges - Aquatic	Center			5,500	0	0
		Descr	iption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			net peripherals	1	1,000	1,000			
			cement receipt printer	1	300	300			
			ra system	1	3,000	3,000			
			cement printer	1	1,200	1,200			
1,917	2,568	2,100 <b>7840-45</b>	M & S Computer Charges - Commu	inity Cent	er		1,200	0	0
		Descr		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			cement printer	1	1,200	1,200			
1,650	0	0 <b>7840-50</b>	M & S Computer Charges - Kids on				0	0	0
0	1,167	0 <b>7840-55</b>	M & S Computer Charges - Recreat	ional Spo	orts		300	0	0
		Descr	•	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
		Repla	cement printer	1	300	300			
3,345	0	0 <b>7840-60</b>	M & S Computer Charges - Senior	Center			0	0	0
0	2,117	0 <b>7840-65</b>	M & S Computer Charges - Park Ma	aintenanc	e		1,500	0	0
		Descr		<u>Units</u>	<u>Amt/Unit</u>	Total			
		Repla	cement workstation	1	1,500	1,500			

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
15,948	19,411	27,800	7840-70	M & S Computer Charges - Library				4,600	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			All-in-O	ne Workstation Replacements	2	1,200	2,400			
			Chrome		1	300	300			
			Flashdri		1	100	100			
			RAM Up	ogrades	15	120	1,800			
1,745	2,117	2,000	7840-75	M & S Computer Charges - Street				1,500	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Replace	ement workstation	1	1,500	1,500			
2,000	660	3,840	7840-80	M & S Computer Charges - Building				0	0	0
7,323	10,707	7,600	7840-85	M & S Computer Charges - WWS				7,700	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Worksta	tion replacements	3	1,500	4,500			
			Laptop	replacements	2	1,600	3,200			
0	0	0	7840-90	M & S Computer Charges - Sewer M	aintenan	се		0	0	0
37,307	19,982	14,300	7840-95	M & S Computer Charges - Ambular	ce			12,780	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Worksta	tion replacements	1	1,500	1,500			
			Substat	ion Printer	1	1,200	1,200			
			R12 Wa	irranty Extensions	6	330	1,980			
				s Hotspots	2	1,500	3,000			
				aintenance software - shared 50% with Fire	1	2,500	2,500			
				nform RMS Upgrade Licensing	1	2,600	2,600			
5,892	6,192	6,600	8280	Data Communications				7,000	0	0
524,405	575,351	557,654		TOTAL MATERIALS A	ND SEI	RVICES		531,995	0	0
				CAPITAL OUTLAY						
25,014	55,086	0	8730-05	Equipment - Computers - Hardware				45,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				prage replacement	1	45,000	45,000			
0	0	0	8730-10	Equipment - Computers - Software				0	0	0
0	0	52,516	8750	Capital Outlay Computer Charges				0	0	0
-	Ŭ	- ,						-	-	

dget Docume	ent Report			80 - INFORMATION SYS	STEM	S & SEF	VICES	FUND		
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	201 ADOPTEI BUDGE
8,216	0	21,664	8750-20	Capital Outlay Computer Charges -	Police			54,200	0	0
				ion Data Terminal w/Verus camera system/printer nform RMS Upgrade e-ticketing custom work	<u>Units</u> 3 1	<u>Amt/Unit</u> 11,400 20,000	<u>Total</u> 34,200 20,000			
0	0	0	8750-85	Capital Outlay Computer Charges -	Wastewa	ter Services	5	0	0	0
0	0	20,000	8750-95	Capital Outlay Computer Charges -	Ambulan	се		20,000	0	0
			<u>Descript</u> ESO Bil	<u>ion</u> ling 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 -	ERP			0	0	0
33,230	55,086	94,180		TOTAL CAPITAL		<u>AY</u>		119,200	0	0
				<b>CONTINGENCIES</b>						
0	0	65,000	9800	Contingencies				65,000	0	0
0	0	65,000		TOTAL CONTIN	GENCIE	<u>S</u>		65,000	0	0
				ENDING FUND BALANCE						
28,300	31,300	0	9980-15	Designated End FB - Info Sys Fd - F	inancial	System Res	erve	9,740	0	0
131,104	131,848	65,502		<b>Unappropriated Ending Fd Balance</b> d carryover for July 1, 2018, including the exc nditures from 2017-2018 operations.	ess (defici	t) of revenues	over	98,805	0	0
159,404	163,148	65,502		TOTAL ENDING FUI	ND BAL	ANCE		108,545	0	0
1,040,401	1,202,476	1,206,386		TOTAL REQUIR	REMENT	S		1,254,591	0	0

### 00 INFORMATION SYSTEMS 2 SERVICES FUND

udget Docum	ent Report		80 - INFORMATION SYSTEMS & SERVICES FUND								
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET					
1,040,401	1,202,476	1,206,386	TOTAL RESOURCES	1,254,591	0	0					
1,040,401	1,202,476	1,206,386	TOTAL REQUIREMENTS	1,254,591	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 9% and liability premiums by 10% compared to 2016-17 premiums. Property insurance increase is due to addition of vehicles and to auto physical damage claims incurred.
- Workers' Compensation Insurance:
  - Workers compensation rates, CIS administrative costs, and the state assessment are projected to remain consistent with the prior year.
  - City of McMinnville experience modifier for 2016-17 was 88% which means the City's losses were approximately 12% better than the average. This compares to an experience modifier of 86% in 2015-16.

**Insurance Services Fund Reserve** - Over several previous years, the reserve in the Insurance Services Fund had increased significantly, due to actual premium costs and claims expense being less than budgeted. In 2014-15, surplus funds in the Insurance Services Fund were distributed to operating departments. There will be no surplus distribution in 2017-18.

#### **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, property and 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 2016-17 was \$448,000.

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.

• The City will also work with CIS to review risk management practices to limit exposure to property and general liability claims.

#### 2017 – 2018 Proposed Budget --- Budget Summary

## **Department Cost Summary**

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
Revenue	1,032,346	1,185,417	1,322,664	137,247
Materials & Services	800,905	1,018,295	1,104,300	86,005
Transfers Out	38,503	69,196	45,768	(23,428)
Total Expenditures	839,408	1,087,491	1,150,068	62,577
Net Expenditures	192,938	97,926	172,596	(74,670)



# **Insurance Services Fund**

- City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).
- City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.
- City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.
- Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.
- Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.
- Insurance Services Fund surplus funds Community Center seismic retrofit.

- Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.
- City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.
- Fire union members first begin medical insurance cost sharing 10% of premium.
- 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.
- Police union members first begin medical insurance cost sharing 5% of premium.
- CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.

#### **Historical Highlights**

City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.

Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.

- Insurance Services Fund surplus allocated to operating departments.
- Insurance Services Fund surplus allocated to operating departments.

2015	2016	2017	Department : <b>N/A</b>	2018	2018	2018
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
-	_	BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
994,384	1,114,014	1,319,387	<b>4090</b> Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	1,620,481	0	0
994,384	1,114,014	1,319,387	TOTAL BEGINNING FUND BALANCE	1,620,481	0	0
			CHARGES FOR SERVICES			
221,300	303,300	281,100	<b>6050-05 Insurance - Liability</b> Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage.	353,200	0	0
171,300	179,800	242,400	<b>6050-10 Insurance - Property</b> Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery.	248,500	0	0
466,245	410,734	519,217	6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage.	553,564	0	0
858,845	893,834	1,042,717	TOTAL CHARGES FOR SERVICES	1,155,264	0	0
			MISCELLANEOUS			
4,368	5,260	4,700	6310 Interest	14,400	0	0
16,049	32,448	28,000	6510-05 Insurance Loss Reimbursement - Property Estimated six claims at \$3,000 each, less \$6,000 of deductibles - \$1,000 per claim.	28,000	0	0
0	0	25,000	<b>6510-10</b> Insurance Loss Reimbursement - Parks Proceeds from City Park shelter fire. Funds will be transferred to Park Development Fund to rebuild shelter.	25,000	0	0
20,391	45,162	40,000	6510-15 Insurance Loss Reimbursement - Automobile Estimated six claims at \$3,000 each less \$3,000 of deductibles - \$500 per claim.	40,000	0	0
0	0	0	6600 Other Income	0	0	0
60,758	55,641	45,000	6600-15 Other Income - City County Insurance Services	60,000	0	0
101,566	138,512	142,700	TOTAL MISCELLANEOUS	167,400	0	0
,954,796	2,146,360	2,504,804	TOTAL RESOURCES	2,943,145	0	0

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
				R	EQUIREMENTS					
				MATERIALS AND SER	VICES					
1,380	1,693	1,300	7750	<b>Professional Services</b>				1,100	0	0
			<u>Descrip</u> Audit fe	<u>tion</u> e allocation	<u>Units</u> 1	<u>Amt/Unit</u> 1,100	<u>Total</u> 1,100			
371,423	402,445	453,445	45 8300 Property & Liability Ins Premium Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.				601,700	0	0	
17,112	0	0	0 8330-12 Liability Aggregate Deductible - 2011 - 2012 Maximum deductible of \$50,000 has been met.				0	0	0	
840	24,160	12,500 8330-13 Liability Aggregate Deductible - 2012 - 2013 Liability deductible year with no open claim. 2012-2013 fiscal year general liability deductible amount is \$50,000.				0	0	0		
4,252	30,000	8,050	50 8330-14 Liability Aggregate Deductible - 2013 - 2014 Liability deductible year with no open claims. 2013-2014 fiscal year general liability deductible amount is \$50,000.				0	0	0	
13,950	29,843	30,000	0 8330-15 Liability Aggregate Deductible - 2014 - 2015 Liability deductible year open with one open claim. 2014-2015 fiscal year general liability deductible amount is \$50,000.				0	0	0	
0	16,710	25,000	<b>8330-16</b> Liability Aggregate Deductible - 2015 - 2016 Liability deductible year open with three open claims. 2015-2016 fiscal year general liability deductible amount was \$50,000				13,500	0	0	
0	0	50,000	<b>8330-17</b> Liability Aggregate Deductible - 2016 - 2017 Liability deductible year open with no open claims. 2016-17 fiscal year general liability deductible amount is \$50,000			40,000	0	0		
0	0	0	<b>8330-18</b> 2017-18 ger	Liability Aggregate Deduce neral liability deductible amount is				50,000	0	0
25,797	0	0	8350-12 Closed plan	Workers' Compensation year in 2014-2015	- 2011 - 2012 Retro	Closed		0	0	0
-422	-7,361	0	8350-14 No open wo	Workers' Compensation rkers' compensation claims for this		)		0	0	0
176,830	74,170	50,000	8350-15 No open wo	Workers' Compensation rkers' compensation claims for this		)		5,000	0	0
0	148,193	100,000	8350-16 Workers' Compensation - 2015 - 2016 Retro Two open workers' compensation claims for this plan year			5,000	0	0		
0	0	200,000	8350-17 Seven open	Workers' Compensation workers' compensation claims for		)		100,000	0	0
0	0	0		Workers' Compensation ial contribution paid to CIS for 201 ing the 2017-18 fiscal year			aims	200,000	0	0

idget Docume	ent Report			85 - INSURANCE SERVICES FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
17,049	35,448	26,000		Property & Auto Damage Claims - Property Loss & Damage operty insurance carries a \$1,000 deductible.	26,000	0	0
0	0	25,000	8370-10	Property & Auto Damage Claims - Park Loss & Damage	25,000	0	0
24,391	45,602	37,000		Property & Auto Damage Claims - Automobile Damage utomobile insurance carries a \$500 collision deductible and a \$250 ive deductible.	37,000	0	0
652,600	800,905	1,018,295		TOTAL MATERIALS AND SERVICES	1,104,300	0	0
				TRANSFERS OUT			
143,782	38,503	44,196	9700-01	Transfers Out - General Fund	45,768	0	0
			<u>Descrip</u> Adminis support	tration and Finance personnel services 1 45 768 45 7			
5,200	0	0	9700-20	Transfers Out - Street	0	0	0
0	0	25,000	Insurance re	Transfers Out - Park Development imbursement for costs associated with lower City Park Kitchen Shelter transfered to Park Development Fund.	0	0	0
1,600	0	0	9700-70	Transfers Out - Building	0	0	0
14,200	0	0	9700-75	Transfers Out - Wastewater Services	0	0	0
20,800	0	0	9700-79	Transfers Out - Ambulance	0	0	0
2,600	0	0	9700-80	Transfers Out - Information Systems	0	0	0
188,182	38,503	69,196		TOTAL TRANSFERS OUT	45,768	0	0
				CONTINGENCIES			
0	0	100,000	9800	Contingencies	100,000	0	0
0	0	100,000		TOTAL CONTINGENCIES	100,000	0	0
				ENDING FUND BALANCE			
1,114,014	1,306,952	1,317,313	Undesignate	<b>Unappropriated Ending Fd Balance</b> d carryover for July 1, 2018, including the excess (deficit) of revenues over nditures from 2017-2018 operations.	1,693,077	0	0
1,114,014	1,306,952	1,317,313		TOTAL ENDING FUND BALANCE	1,693,077	0	0
1,954,796	2,146,360	2,504,804		TOTAL REQUIREMENTS	2,943,145	0	0

udget Docum	ent Report		85 - INSURANCE SERVICES FUND			
2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,954,796	2,146,360	2,504,804	TOTAL RESOURCES	2,943,145	0	0
1,954,796	2,146,360	2,504,804	TOTAL REQUIREMENTS	2,943,145	0	0