



**City Council Meeting Agenda**

**Tuesday, March 08, 2022**

**6:00 p.m. – City Council Work Session**

**7:00 p.m. – City Council Regular Meeting**

**EXECUTIVE SESSION – to immediately follow the Regular City Council Meeting (CLOSED TO THE PUBLIC)**

**REVISED 03/04/2022**

*Welcome! The public is strongly encouraged to participate remotely but there is limited seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself. In accordance with Governor Kate Brown’s new face covering mandate, all who wish to attend public meetings must wear a face mask or some kind of face covering is required while in the building and you must maintain six feet apart from others.*

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

- *Email at any time up to 12 p.m. the day of the meeting to [Claudia.Cisneros@mcminnvilleoregon.gov](mailto:Claudia.Cisneros@mcminnvilleoregon.gov);*
- *If appearing via telephone only please sign up prior to the meeting by emailing the City Recorder at [Claudia.Cisneros@mcminnvilleoregon.gov](mailto:Claudia.Cisneros@mcminnvilleoregon.gov) as the chat function is not available when calling in zoom;*
- *Join the zoom meeting; send a chat directly to City Recorder, Claudia Cisneros, to request to speak and use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide your First and Last name, Address, contact information (email or phone) to the City Recorder. You do not need to state your address for the record when called to speak.***

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*You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:  
[www.mcm11.org/live](http://www.mcm11.org/live)*

**CITY COUNCIL WORK SESSION AND CITY COUNCIL REGULAR MEETING:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/86065535381?pwd=NWN0Y3Q4V0syOEowS2JHK3NTdWE4dz09>

*Zoom ID: 860 6553 5381*

*Zoom Password: 934380*

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

*ID: 860 6553 5381*

**6:00 PM – COUNCIL WORK SESSION – VIA ZOOM AND LIMITED SEATING AT CIVIC HALL**

1. CALL TO ORDER
2. CLASSIFICATION/COMPENSATION CONTINUED DISCUSSION
3. ADJOURNMENT

**7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM AND LIMITED SEATING AT CIVIC HALL**

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PROCLAMATIONS
  - a. Women’s History Month Proclamation

4. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.*
5. PUBLIC HEARING
  - a. Public Hearing regarding vacating a portion of SE Clay Street between SE Washington Street and SE Dayton Avenue (RV 1-21).
6. ADVICE/ INFORMATION ITEMS
  - a. Reports from Councilors on Committee & Board Assignments
  - b. Department Head Reports
7. CONSENT AGENDA
  - a. Consider the Minutes of the September 22, 2020 City Council Regular Meeting.
  - b. Consider the Minutes of the October 13, 2020 City Council Work Session & Regular Meeting.
  - c. Consider **Resolution No. 2022-15**: A Resolution Approving Entering into a Contract for Water Assistance Provisions with Yamhill Community Action Partnership (YCAP). (Added on 03.04.2022)
8. RESOLUTION
  - a. Consider **Resolution No. 2022-07**: A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations. (Added on 03.04.2022)
9. ORDINANCE
  - a. Consider first reading with a possible second reading of **Ordinance No. 5111**: An Ordinance Vacating A Portion Of SE Clay Street Between SE Washington Street and SE Dayton Avenue (RV 1-21).
10. ADJOURNMENT OF REGULAR MEETING

**EXECUTIVE SESSION – IMMEDIATELY FOLLOW THE CITY COUNCIL REGULAR MEETING - VIA ZOOM (NOT OPEN TO THE PUBLIC)**

1. CALL TO ORDER
2. **Executive Session pursuant to ORS 192.660(2)(a)**: To consider the employment of a public officer, employee, staff member or individual agent. (Added on 03.09.2022)
3. **Executive Session pursuant to ORS 192.660(2)(i)**: To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

4. **Executive Session pursuant to ORS 192.660(2)(h):** To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
5. ADJOURNMENT

## PROCLAMATION

**Whereas,** Women’s History Month is a celebration of women’s contributions to history, culture and society and has been observed annually in the month of March in the United States since 1987; and

**Whereas,** Women’s History Month is a dedicated month to reflect on the often-overlooked contributions of women to United States history; and

**Whereas,** McMinnville women of every race, class, and ethnic background have made historic contributions to the growth and strength of our city in countless ways; and

**Whereas,** McMinnville women have played and continue to play critical economic, cultural, and social role in every sphere of the life of the City by constituting a significant portion of the labor force working inside and outside of the home; and

**Whereas,** McMinnville women have played a unique role throughout the history of the City by providing the majority of the volunteer labor force of the City; and

**Whereas,** McMinnville women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our City; and

**Whereas,** McMinnville women of every race, class, and ethnic background served as early leaders in the forefront of every major social change movement; and

**Whereas,** McMinnville women have courageously served our country in the national and state armed forces; and

**Whereas,** McMinnville women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the industrial labor movement, the civil rights movement, and other peaceful movements, which create a more fair and just society for all; and

**Whereas,** despite these contributions, the role of women in McMinnville, Oregon, and our national histories, has been overlooked and undervalued.

**NOW, THEREFORE,** I, Scott A. Hill, Mayor of the City of McMinnville do hereby proclaim **that March is designated** as

### **Women’s History Month**

in the City of McMinnville and do recommend its observance with appropriate programs, ceremonies, and activities. I also invite all to visit [www.WomensHistoryMonth.gov](http://www.WomensHistoryMonth.gov) and [www.womenshistory.org](http://www.womenshistory.org) to learn more about the generations of women who have left enduring imprints on our history

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the OFFICIAL Seal of the City of McMinnville to be affixed this 8<sup>th</sup> day of March, 2022.



CITY OF McMinnville  
MINUTES OF CITY COUNCIL MEETING  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, September 22, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

|             |                                 |               |
|-------------|---------------------------------|---------------|
| Councilors: | <u>Present</u>                  | <u>Absent</u> |
|             | Remy Drabkin                    |               |
|             | Adam Garvin                     |               |
|             | Kellie Menke, Council President |               |
|             | Zack Geary                      |               |
|             | Wendy Stassens                  |               |
|             | Sal Peralta                     |               |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Planning Director Heather Richards, Police Chief Matt Scales, Finance Director Jennifer Cuellar, Parks and Recreation Director Susan Muir, Information Technology Director Scott Burke, Library Director Jenny Berg, Police Chief Matt Scales, Human Resources Manager Kylie Bayer, Fire Marshal Debbie McDermott, Community Development Director Mike Bisset, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:01 p.m. and welcomed all in attendance.
2. PROCLAMATIONS:
  - 2.a. MADE Day and National Manufacturing Day  

Mayor Hill read the proclamation declaring October 2, 2020 as MADE Day and National Manufacturing Day and presented it to Scott Cooper, MEDP.
  - 2.b. National Latinx Heritage Month  

Mayor Hill read the proclamation declaring September 15 - October 15, 2020 as National Latinx Heritage Month and presented it to Human Resources Manager Bayer. She discussed the Latinx population's contributions to the community.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Mark Davis, McMinnville resident, commented on the increased use of Work Sessions for covering Council business. He was particularly concerned about the UGB Work Sessions where they were talking about decision points. The public needed to have the opportunity to address these issues.

Chris Chenoweth, McMinnville resident, discussed the perception that there was rubber stamping going on. As they went through the Level 10 process, he encouraged the Council to recognize that view existed and discuss how to counteract that view. There could be a potential transition with the elections and whatever was decided in the next month might not be implemented. He suggested including potential candidates in the discussions to get buy in.

4. PRESENTATION

4.a. McMinnville Downtown Association (MDA) Annual Update

Heather Miller, MDA Board, said the last time they presented to Council was August 2019. At that time they had successfully executed their summer event season without an Executive Director. Following the summer season, the Board refocused on the internal structure of MDA and did a program evaluation. She explained the results of the evaluation including positives, priorities for improvement, creating MDA values, returning to the four pillars of Main Street, and hiring an Executive Director. She discussed the 2020 MDA Annual Dinner.

Dave Rucklos, MDA Executive Director, discussed how they reacted to the Covid-19 pandemic including daily communication with stakeholders, survey to quantify the pandemic's financial and social impact, creating a safe environment, Farmer's Market, and dine outside program. He explained the 2020 membership and current initiatives including façade improvement grants, twinkle light maintenance, and downtown banner revival.

There was discussion regarding priority projects for improving downtown, wayfinding effort, appreciation for Mr. Rucklos, stability and clarity in the MDA mission, work on communication and transparency for the organization, suggestion for a membership meeting with the Building Official, other programs to help businesses, appreciation for Library Director Berg's help, and appreciation for Ms. Miller.

5. ADVICE/ INFORMATION ITEMS

5.a. Reports from Councilors on Committee & Board Assignments

Councilor Geary reported on Landscape Review Committee, MacPac, and McMinnville Community Media meetings.

Council President Menke reported on Visit McMinnville projects and YCAP meeting.

Councilor Garvin reported on YCOM Board and Airport Commission meetings.

Councilor Peralta reported on the Council of Governments meetings.

Councilor Drabkin reported on the Affordable Housing Task Force meeting.

Councilor Stassens shared the items on the Level 10 master issues list. They would start with the ones that got the most votes and then take new votes as they went along.

*Councilor Geary MOVED to adopt the City Council Level 10 master issues list as presented; SECONDED by Council President Menke. Motion PASSED unanimously.*

Mayor Hill reported on meetings with the new owners of the Evergreen Aviation Museum, Mr. Rucklos and the MDA, MEDP, YCAP, and Bypass Committee. They were ready to move forward with Phase 2 of the Bypass.

5.b. Department Head Reports

Planning Director Richards said they were extending the application deadline for the emergency business assistance grants to this Friday.

Human Resources Manager Bayer gave an update on the new DEI initiatives including creating an advisory committee.

City Manager Towery would be attending the ICMA virtual conference for the rest of the week. He discussed hazardous air conditions due to area fires.

6. CONSENT AGENDA

- a. Consider the Minutes of the January 22, 2020 City Council Work Session.
- b. Consider the Minutes of the January 28, 2020 City Council Regular Meeting.
- c. Consider **Resolution No. 2020-59**: A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.

*Council President Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Stassens. Motion PASSED unanimously.*

7. RESOLUTION

- 7.a. Consider **Resolution No. 2020-58**: A Resolution awarding the contract for the Apron & Taxilane Rehabilitation Project, Project 2017-10.

Community Development Director Bisset said the bids for this project were opened in May and had been held since that time while they were waiting for confirmation on a construction grant from the FFA. The City was notified that they received the grant and it was ready to be signed. K&E Excavating was the lowest responsive bidder with a bid amount of \$1,272,382.00. Staff recommended awarding the bid as presented.

There was discussion regarding the bid amount and confirming the bid price through the end of September.

*Councilor Garvin MOVED to approve Resolution No. 2020-58, awarding the contract for the Apron & Taxilane Rehabilitation Project, Project 2017-10; SECONDED by Councilor Geary. Motion PASSED 6-0 by the following vote:*

*Aye – Councilors Drabkin, Geary, Garvin, Stassens, Peralta, and Menke*

8. ADJOURNMENT: Mayor Hill adjourned the meeting at 8:37 p.m.

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Claudia Cisneros, City Recorder

CITY OF McMinnville  
CITY COUNCIL WORK SESSION  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, October 13, 2020 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

|             |                                 |                        |
|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present</u>                  | <u>Excused Absence</u> |
|             | Adam Garvin                     |                        |
|             | Zack Geary                      |                        |
|             | Kellie Menke, Council President |                        |
|             | Remy Drabkin                    |                        |
|             | Sal Peralta                     |                        |
|             | Wendy Stassens                  |                        |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, Senior Planner Tom Schauer, Senior Planner Chuck Darnell, Finance Director Jennifer Cuellar, Police Chief Matt Scales, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Information System Director Scott Burke, and member of the News Media –and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:03 p.m.
2. URBAN GROWTH BOUNDARY (UGB) REMAND UPDATE PROCESS PRESENTATION

Councilor Peralta noted he had email correspondence with Planning Director Richards about prospects for protecting the native White Oak surrounding the City.

Planning Director Richards said protecting smaller habitats within the City limits and UGB when development occurred was something to discuss in the Development Code program.

City Attorney Guile-Hinman discussed the process for public outreach and input on the UGB amendment. She discussed the outreach schedule to educate the public prior to the public hearings.

There was discussion regarding the deadline for the work, how Councilors and potential Council candidates should not attend these meetings, process if something significant came up that would delay the schedule, notice for the public hearings, and allowing people to testify all three nights.

Planning Director Richards gave the UGB expansion presentation that she would be showing to the public in the upcoming outreach meetings. She discussed the total additional acres needed in the UGB, final map recommendation, UGB study areas, total final land designations in the UGB amendment, preferred alternative for commercial/industrial land, Comprehensive Plan designations in the UGB, Urban Holding designation, developing a Framework Plan, and make-up of the UGB

amendment. The UGB amendment increased the overall acreage of the McMinnville UGB by 17.6% and accommodated a 35% increase in population. The UGB amendment accounted for .2% of Yamhill County's acreage and would urbanize .4% of Yamhill County's exclusive farm use land.

There was discussion regarding the floodplains in the UGB amendment areas and community engagement.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:56 p.m.

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Claudia Cisneros, City Recorder

DRAFT

CITY OF McMinnville  
MINUTES OF CITY COUNCIL MEETING  
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Tuesday, October 13, 2020 at 7:00 p.m.

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Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Planning Director Heather Richards, Police Chief Matt Scales, Finance Director Jennifer Cuellar, Parks and Recreation Director Susan Muir, Information Technology Director Scott Burke, Library Director Jenny Berg, Human Resources Manager Kylie Bayer, Fire Chief Rich Leipfert, Community Development Director Mike Bisset, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:02 p.m. and welcomed all in attendance.
2. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Mayor Hill said Mark Davis, McMinnville resident, had submitted written comments relating to the proposed reserve and fund balance policy.

Alexis Biddle was representing Thousand Friends of Oregon. He said they wanted to work cooperatively with the City on the Urban Growth Boundary amendment and prioritizing affordable housing and inclusive communities while protecting irreplaceable agricultural lands.

Javier Ruiz, McMinnville resident, spoke about how he and his family had contributed to the community yet he was being personally attacked by a City Councilor in the newspaper and social media. He thought it was time for positive change on the Council.

Hanna Brandt, McMinnville resident, commented on her opposition to the Downtown Exclusionary Zone. She thought it punished people for being poor or who were experiencing mental illness.

Joseph Polivka, McMinnville resident, addressed City ordinances that criminalized homelessness, increased municipal overreach, and infringed on individual liberty. He asked for more information from the City Attorney.

Lesli Lucier, McMinnville resident, voiced concern about behaviors and personal attacks during this election cycle. She thought the Council should speak up against it.

Mike Fair, McMinnville resident, introduced himself to the Council and his tutoring services.

Bridgette Rappoport, McMinnville resident, spoke about the behaviors during this political season and encouraged everyone to stick to the issues and stop tearing people down.

3. ADVISE/ INFORMATION ITEMS

3.a. Reports from Councilors on Committee & Board Assignments

Councilor Garvin reported on the upcoming Airport Commission meeting and vacancies on the Airport Commission.

Councilor Drabkin reported on the Affordable Housing Task Force meeting where equity and inclusion and the Task Force's action plan were discussed.

Councilor Peralta discussed the recruitment process for the Executive Director of the Mid-Willamette Valley Council of Governments.

Councilor Geary reported on McMinnville Community Media coverage of the election and Mac PAC meeting where facilities were discussed. He would be representing McMinnville on the Climate Friendly and Equitable Communities Rulemaking Advisory Committee.

Council President Menke reported on the sale of the mill site in Newberg and Economic Vitality Leadership Council grant awards.

Councilor Stassens reported on the Urban Renewal Advisory Committee meeting where façade improvement grant awards were discussed.

Mayor Hill discussed the MEDP meeting and award for the Dine Out program, Mid-Willamette Valley Area Commission on Transportation meeting, All Roads Transportation Safety Program meeting, and MWAX meeting. He was on the interview panel for Budget Committee candidates.



3.b. Department Head Reports

Fire Chief Leipfert gave an update on the Fire Department nursing home and call volume, Covid funds, and Consolidation Feasibility Study.

There was discussion regarding Fire Department staffing levels.

City Attorney Guile-Hinman reported that Yamhill County denied Riverbend Landfill's expansion and Riverbend had appealed it to LUBA.

Planning Director Richards discussed City committee recruitment.

Finance Director Cuellar announced the City received an award for the 2018-19 Comprehensive Annual Financial Report.

Human Resources Manager Bayer said DEI training had been set up for staff and Council.

Community Development Director Bisset discussed the next Airport Commission meeting.

There was discussion regarding speed radar signs.

City Manager Towery discussed the upcoming League of Oregon Cities Conference.

4. RESOLUTION

- 4.a. Consider **Resolution No. 2020-60**: A Resolution authorizing the City Manager to enter into a Personal Services Contract with Landis Consulting Engineering Services, Inc. in the amount "not to exceed" \$64,800 for engineering design and construction support services for the WRF and RSPS Emergency Stand-by Generator Installation, Project No. 2020-2.

Community Development Director Bisset said this would provide emergency stand-by power at the water reclamation facility and raw sewage pump station.

*Councilor Peralta MOVED to approve Resolution No. 2020-60, authorizing the City Manager to enter into a Personal Services Contract with Landis Consulting Engineering Services, Inc. in the amount "not to exceed" \$64,800 for engineering design and construction support services for the WRF and RSPS Emergency Stand-by Generator Installation, Project No. 2020-2; SECONDED by Councilor Stassens. Motion PASSED 6-0 by the following vote:*

*Aye – Councilors Drabkin, Geary, Garvin, Stassens, Peralta, and Menke*

- 4.b. Consider **Resolution No. 2020-62**: A Resolution Adopting a Reserve and Fund Balance Policy.

Finance Director Cuellar said Council had asked staff to look into the difference between a reserve of two months and three months of operating expenses. The differential was \$1.8 million to get from two months to three months. She recommended the two months. She said this policy would allow creation of reserves for special purpose needs on top of the proposed minimum target. It also required Information Services to add a technology capital needs budget for future technology needs. She read the additional recital that was added to the resolution.

There was discussion regarding the 3-5 year implementation window, two months vs. three months, setting reasonable targets and making progress, how the policy would affect the City's budget, adding a mid-year review, evaluating core services, and refinement of priorities.

*Councilor Geary MOVED to approve Resolution No. 2020-62, adopting a Reserve and Fund Balance Policy with a two month reserve as amended; SECONDED by Councilor Stassens. Motion PASSED 6-0 by the following vote:*

*Aye – Councilors Drabkin, Geary, Garvin, Stassens, Peralta, and Menke*

- 4.c. Consider **Resolution No. 2020-63**: A Resolution appointing Hadleigh Heller as a youth liaison to the McMinnville Historic Landmarks Committee.

Senior Planner Darnell said this resolution would appoint a youth liaison to the Historic Landmarks Committee. He explained the application and interview process.

Hadleigh Heller, McMinnville resident, introduced herself to the Council.

*Council President Menke MOVED to approve Resolution No. 2020-63, appointing Hadleigh Heller as a youth liaison to the McMinnville Historic Landmarks Committee; SECONDED by Councilor Stassens. Motion PASSED 6-0 by the following vote:*

*Aye – Councilors Drabkin, Geary, Garvin, Stassens, Peralta, and Menke*

5. ORDINANCE

- 5.a. Consider first with possible second reading of **Ordinance No. 5097**: An Ordinance Adopting a New McMinnville Municipal Code Chapter 2.35, Establishing a Diversity, Equity, and Inclusion Committee.

No Councilor present requested that the Ordinance be read in full.

City Attorney Guile-Hinman read by title only Ordinance No. 5097, An Ordinance adopting a new McMinnville Municipal Code Chapter 2.35, establishing a Diversity, Equity, and Inclusion Committee.

Human Resources Manager Bayer said the Council had identified creating a DEI Committee as a top priority. She explained the role of the seven member advisory committee and recruitment process.

There was discussion regarding rotating terms, meeting schedule, and committee input on the budget.

*Councilor Geary MOVED to pass Ordinance No. 5097 to a second reading; SECONDED by Councilor Drabkin. Motion PASSED unanimously.*

City Attorney Guile-Hinman read by title only for a second time Ordinance No. 5097.

*Councilor Peralta MOVED to approve the second reading of Ordinance No. 5097, adopting a new McMinnville Municipal Code Chapter 2.35, establishing a Diversity, Equity, and Inclusion Committee; SECONDED by Councilor Stassens. Motion PASSED 6-0 by the following vote:*

*Aye – Councilors Drabkin, Geary, Garvin, Stassens, Peralta, and Menke*

6. ADJOURNMENT: Mayor Hill adjourned the meeting at 8:54 p.m.

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Claudia Cisneros, City Recorder

## STAFF REPORT

**DATE:** March 2, 2022  
**TO:** Jeff Towery, City Manager  
**FROM:** Jennifer Cuellar, Finance Director  
**SUBJECT:** YCAP contract to implement new LIHWA program

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### COMMUNITY SAFETY & RESILIENCY

Proactively plan for and responsively maintain a safe and resilient community



### ENGAGEMENT & INCLUSION

Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity

**Report in Brief:** The Low-Income Household Water Assistance (LIHWA) Program. LIHWA is a new federal emergency water and wastewater assistance program, established and funded through the 2021 Consolidated Appropriations Act (CAA) and the 2021 American Rescue Plan Act (ARPA). The LIHWA Program is designed to provide low-income households with assistance for paying drinking water and wastewater utilities. Households who are at or below 60% State Median Income (SMI) may be eligible for the program.

**Discussion:**

The City must enter into an agreement with YCAP in order to be able to provide LIHWA relief payments to ratepayers of our wastewater services utility.

Staff will work with McMinnville Water and Light to facilitate the application of these payments to qualified households.

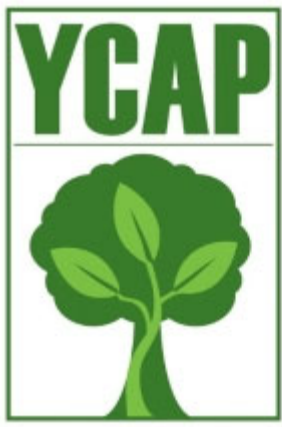
**Fiscal Impact:**

The program requires no cost to the City. City staffing resources will be required to support with contracting and administering the program. We also plan to advertise the LIHWA program to the community via our normal communications channels.

**Recommendation:** Staff recommends adoption of the contract with YCAP.

**Documents:**

1. Informational letter from YCAP regarding the program
2. Resolution No. 2022-15
  - a. YCAP Contract for Water Assistance LIHWA



PO Box 621  
McMinnville, OR 97128

Main Campus:  
1317 NE Dustin Court  
McMinnville, OR 97128  
Phone: 503-472-0457  
Fax: 503-472-5555

Youth Outreach:  
719 E First Street  
Newberg, OR 97132  
Phone: 503-538-8023  
Fax: 503-538-2100

Website:  
[www.yamhillcap.org](http://www.yamhillcap.org)

FEBRUARY 23, 2022

CITY OF MCMINNVILLE  
ATTN: JENNIFER CUELLAR

To the owner or operator of the water or wastewater utility:

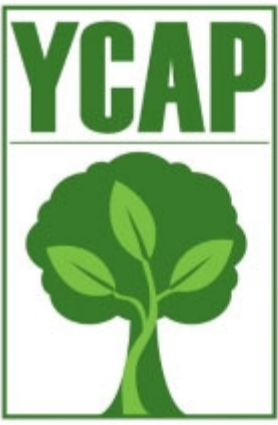
Oregon Housing and Community Services (OHCS) recently shared an update on the Low-Income Household Water Assistance (LIHWA) Program. LIHWA is a new federal emergency water and wastewater assistance program, established and funded through the 2021 Consolidated Appropriations Act (CAA) and the 2021 American Rescue Plan Act (ARPA). The LIHWA Program is designed to provide low-income households with assistance for paying drinking water and wastewater utilities. Households who are at or below 60% State Median Income (SMI) may be eligible for the program.

Oregon received \$13.8 million for the LIHWA Program, which will be available through September 30, 2023, or until funds are exhausted, whichever comes first. OHCS is anticipating LIHWA assistance to be available to the public in January 2022. There are two preliminary steps required to make this happen.

First, OHCS initiated grant agreements with the Community Action Agency (CAA) network, who will then partner with water utilities and culturally responsive organizations on the local level to distribute assistance. The program is designed such that residential customers will apply to their local CAA for assistance. The CAA will determine eligibility and payment amount and then make a direct payment to the water/wastewater utility on behalf of the residential customer.

Second, which is of importance to water/wastewater utilities, OHCS has developed a Vendor Agreement for utilities to sign on with the local CAA as official participants in the LIHWA Program. The Vendor Agreement will enable water/wastewater utilities to share residential customer arrearage information with the CAAs and enable CAAs to submit payments to the water/wastewater utilities.





PO Box 621  
McMinnville, OR 97128

Main Campus:  
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Fax: 503-472-5555

Youth Outreach:  
719 E First Street  
Newberg, OR 97132  
Phone: 503-538-8023  
Fax: 503-538-2100

Website:  
[www.yamhillcap.org](http://www.yamhillcap.org)

Included is the vendor agreement necessary to enable YCAP to commit and pay LIHWA assistance to your utility on behalf of your eligible customers. Please complete the vendor agreement and return to the address listed below. Once we have reviewed and signed the agreement a copy will be provided to you.

YCAP  
1317 NE DUSTIN CT  
MCMINNVILLE OR 97128

Please contact YCAP with any questions or concerns as soon as possible. Information, documents, and recordings of OHCS engagement for the LIHWA Program are available on the LIHWA website.

Thank you for your time and dedication to your customers.

Sincerely,

Jennifer Skinner  
Energy Assistance Coordinator  
Yamhill Community Action Partnership



**RESOLUTION NO. 2022-15**

A Resolution Approving Entering into a Contract for Water Assistance Provisions with Yamhill Community Action Partnership (YCAP).

**RECITALS:**

**Whereas**, the City of McMinnville wishes to offer wastewater ratepayers the opportunity to access federal funds, one of the many programs supported for the next two years with the American Rescue Plan Act legislation, for qualified low-income households for support in paying their utility bill; and

**Whereas**, the City desires to contract with YCAP as the Oregon Housing and Community Department’s assigned program administrator to provide these services for fiscal years 2021-22 through 2023-24, the current duration of this funding source.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:**

1. That entry into a contract between the City of McMinnville, Yamhill Community Action Partnership and the Oregon Housing and Community Services Department is hereby approved.
2. The City Manager is hereby authorized and directed to execute the contract attached hereto as Exhibit A with Yamhill Community Action Partnership and the Oregon Housing and Community Services Department.
3. The City Manager is hereby further authorized and directed to create and/or approve any policies, practices, or guidelines with McMinnville Water & Light in order for the City to meet the requirements of the contract.
4. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 8th day of March 2022 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 8th day of March, 2022.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

**EXHIBITS:**

- A. YCAP Contract for Water Assistance LIWHA

CONTRACT FOR WATER ASSISTANCE PROVISIONS  
BETWEEN

Yamhill Community Action Partnership (YCAP)

AND

City of McMinnville

This Low-Income Housing Water Assistance (LIHWA) Program Agreement (“Agreement”) is entered into by and between the YCAP (“Agency”), City of McMinnville (“Vendor”), and the Oregon Housing and Community Services Department, together with its successors and assigns (“Department”), (each a “Party” and collectively the “Parties”) under the following terms:

1. Entire Contract

- a) This Agreement is the mechanism by which all Parties can carry out the provisions of the Low-Income Household Water Assistance (LIHWA) Program.
- b) It is understood and agreed that the entire contract between the Parties is contained in this Agreement.
- c) This Agreement supersedes all previous commitments, promises, representations either oral or written, between the Parties relating to the subject matter hereof.
- d) The person signing this Agreement on behalf of the Vendor certifies and attests that the Vendor has the power and authority to enter into and perform this Agreement, and that the signor has full and complete authority to bind the Vendor.
- e) All the words and phrases used in this Agreement shall have the meanings given herein or as used in the LIHWA Program Requirements and other related requirements unless the context clearly requires otherwise.

2. Definitions

- a) Authorization means a form that contains the Eligible Household’s account number, name of person applying for LIHWA assistance, name on the account, address of Eligible Household, and amount of the LIHWA Payment to be applied to the Eligible Household’s account.
- b) Commitment means the initial communication that an Eligible Household has qualified for LIHWA Payments and serves as notice of the forthcoming Authorization.
- c) Eligible Household means a household receiving services from the Vendor that has been determined, by the Agency in accordance with LIHWA eligibility guidelines, to be eligible for a LIHWA Payment.
- d) LIHWA Payment(s) includes regular and crisis payments made by the Agency to the Vendor on behalf of Eligible Households for eligible drinking water and/or wastewater service charges (including reconnection charges, fees, penalties, or reduction of current charges and fees).

3. The Agency agrees to do the following:

- a) To assign a vendor number/business code to each Vendor after the Agreement is fully executed.
- b) To obtain an Eligible Household’s consent through a Release of Information in order for the Agency to initiate two-way communication with the Vendor regarding Account information (such as current amount owed, status of service, and crisis situation indicators).
- c) To effectuate LIHWA Payments to the Vendor on behalf of Eligible Households, including:
  - i. Notifying the Vendor of Commitments through an agreed-upon format (i.e., direct portal input, written, oral, etc.),
  - ii. Notifying the Eligible Household of Commitments made to Vendor,
  - iii. Pursuant to Commitment, submitting payment to the Vendor promptly and no later than 45 days after Commitment issued, and
  - iv. Prior to receipt of payment, notifying Vendor of any changes to Commitments caused by federal or state law.
- d) To issue to Vendor a single check or Automated Clearing House (ACH) payment that includes benefits for all Eligible Households. A payment register precedes the check or ACH deposit. The register includes the names of the Eligible Households, the account names and numbers, the amounts to be applied to each account, and the addresses and counties of residence of the Eligible Households.



- e) To inform the Vendor in the case an Eligible Household is in crisis or life-threatening situation and speaking to the Vendor on behalf of the Eligible Household when a member of the Eligible Household is not present or does not have accessibility to such a discussion.

4. The Vendor agrees to do the following:

- a) To refer its customers to the Agency for assistance.
- b) To charge all Eligible Households using the Vendor's normal billing process.
- c) To charge all Eligible Households the price normally charged for drinking water and/or wastewater services supplied to non-eligible households, except for other billing assistance and/or discount programs.
- d) Not to exclude or discriminate against any Eligible Households with respect to cost of services, terms, deferred payment plans, credit, conditions of sale, or discounts and programs offered to non-eligible households.
- e) Not to treat any Eligible Households adversely because of receipt of LIHWA assistance.
- f) To continue to apply the regular drinking water and/or wastewater service charges and credits of payments in regular fashion, even in consideration of a Commitment or LIHWA Payment.
- g) To process all LIHWA Payments, on behalf of Eligible Households from the Agency, including:
  - i. Applying a credit notation to the Eligible Household's account as soon as the Vendor receives a LIHWA Authorization from the Agency.
    - 1. This credit can only be applied to water and wastewater related charges and fees.
    - 2. This credit cannot be applied to charges and fees including but not limited to police, streetlights, and garbage service.
  - ii. Applying and itemizing LIHWA Payments for all Eligible Households identified in the LIHWA Payment Register as directed by the Agency.
  - iii. Posting all payments to Eligible Household accounts promptly after being received, no later than the next billing cycle.
  - iv. If a LIHWA Payment cannot be credited to the Eligible Household's account, processing a refund, according to the Oregon LIHWA Vendor Refund Policies, directly to the Eligible Household within thirty (30) days.
- h) To discuss the Eligible Household's crisis or life-threatening situation with the Agency, speaking on behalf of the Eligible Household when a member of the Eligible Household is not present or does not have accessibility to the discussion.
- i) To cooperate with the Agency, once informed of the crisis or life-threatening situation and in receipt of a Commitment, to resolve the Eligible Household's situation related to drinking water and/or wastewater services with urgency.
- j) To comply with Oregon LIHWA Vendor Refund Policies, as described below in this Agreement.
- k) To maintain an accounting system and supporting fiscal records that represent the amounts and billing of drinking water and/or wastewater services provided to Eligible Households.
- l) To fully cooperate with the Department's and Agency's monitoring practices, including but not limited to providing requested documentation for Federal representatives or Oregon Secretary of State representatives within set time frames, as well as communicating with Department or Agency staff.
- m) To provide at no cost to the Department, Eligible Household, or Agency, written information on an Eligible Household's drinking water and/or wastewater services costs, bill payment history, and/or arrearage history for no more than the previous 12 monthly billing periods, even when it may be from a prior occupant household.
- n) To provide at no cost to the Department or Agency, or an authorized agent to the Department or Agency, for the purposes of research, evaluation, and analysis, information on household drinking water and/or wastewater services costs and usage for Eligible Households.
- o) **Program Requirements:** Vendor agrees to timely satisfy all requirements of this Agreement, including all LIHWA Regulations or other forms of LIHWA federal guidance, as applicable, and all other applicable federal, state, and local statutes, rules, regulations, ordinances, and orders (all of the foregoing, as amended from time to time, collectively, the "Program Requirements") to the satisfaction of Department or Agency.

5. Termination

- a) This Agreement shall terminate upon the earliest to occur of the following events:

- i. A change in the requirements of applicable Federal or State regulations for LIHWA administration,
  - ii. A change in the state plan for administering LIHWA that affects the terms and conditions of this Agreement,
  - iii. Thirty (30) days' written notice of termination by any Party,
  - iv. Mutual consent of all Parties,
  - v. Any license or certificate required by law or regulation to be held by the Vendor to provide services outlined in this Agreement is denied, revoked, or not renewed, or
  - vi. The end of the LIHWA program year, which begins on January 1, 2022 and ends on September 30, 2023.
- b) This Agreement will terminate effective immediately upon determination by the Department that the Vendor is not in compliance with the terms of this Agreement, including the Program Requirements. The Vendor will be notified within ten (10) days of termination.
  - c) Termination by any Party shall not discharge any obligations owed by any Party to another or to an Eligible Household or any liability, which has accrued prior to termination.
  - d) The rights and remedies of any Party provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

6. Miscellaneous

- a) **Subcontracts:** The Vendor shall not enter into any subcontracts, beyond those already in place for normal and current billing operations, for any of the services provided under this Agreement without obtaining prior consent from the Department or Agency. The Vendor shall also provide the subcontract agreement(s) with this Vendor Agreement (see Attachment A).
- b) **Amendments:** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument between the Parties.
- c) **Execution and Counterparts:** This Agreement may be executed in counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
- d) **Severability:** If any court of competent jurisdiction shall hold any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.
- e) **Assignment:** The Vendor shall not assign or transfer its interest in this Assignment without the express written consent of the Department and Agency.
- f) **Waiver:** The failure by any Party to enforce any provision of this Agreement shall not constitute a waiver by another Party of that or any other provision.
- g) **Independent Contractors/Workers' Compensation Coverage:** Vendor and Agency are independent contractors under this Agreement and both covenant, warrant, and affirm that neither they nor any of their agents, representatives or employees are an officer, employee, or agent of the other party. Vendor and Agency further covenant, warrant and affirm that they shall provide Workers' Compensation insurance for their prospective employees and require such by their subcontractors.
- h) **Indemnity:** Subject to any applicable limitations in the Oregon Constitution and the Oregon Tort Claims Act, each Party (the "Indemnifying Party") shall save, defend (consistent with ORS chapter 180), indemnify and hold harmless the other Party, the Department and each of their officers, agents, employees and members (the "Indemnified Parties") from all claims, suits or actions of whatsoever nature (collectively, "Claims") to the extent resulting from or arising out of the negligent or wrongful acts or omissions of the Indemnifying Party or its subcontractors, agents, or employees in its performance or non-performance of its obligations under this Agreement unless such Claims primarily result from the Indemnified Party or Parties' negligence, gross negligence or willful misconduct. In no event shall either Party be liable to the other for Claims in an amount more than \$50,000 per event.
- i) **Successors in Interest:** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, and their respective successors and assigns, if any.
- j) **Force Majeure:** A Party shall not be held responsible for delay or default as a result of an event or action beyond its reasonable control, including without limitation, fire, riots, acts of God or war.
- k) **Governing Law:** This Agreement is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.
- l) **Merger:** This Agreement constitutes the entire Agreement between the Parties. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties.

- m) **Mediation:** In the case the Parties become involved in a dispute regarding any part of this Agreement, the Parties shall submit to mediation prior to the commencement of litigation to enforce this Agreement. The mediator shall be an individual mutually acceptable to all Parties. Each Party shall pay its own cost for the time and effort involved in mediation and agrees to split equally the cost of the mediator. All Parties agree to exercise best efforts and act in good faith to resolve all disputes.
- n) **Eligible Household Information Confidentiality:** Due to the obligations outlined in this Agreement, all Parties will have access to Confidential Information of Eligible Households, including but not limited to household member names, social security numbers, addresses, account numbers, account payments and balances, and income information. All Parties shall use appropriate safeguards to prevent the disclosure of Confidential Information to unauthorized third parties (which excludes, for example, compliance with applicable Public Records Laws or as required by an official court order), and shall prevent employees, agents or subcontractors from accessing, copying, disclosing or using any such Confidential Information.
- o) **Red Flag Rules:** All Parties agree to establish, maintain, and abide by reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft related to Eligible Households through the administration of LIHWA.
- p) **Funds Available and Authorized:** The Vendor understands and agrees that payment of amounts under this Agreement is contingent on the Department receiving appropriations or other expenditure authority sufficient to allow the Department and Agency to continue to make payments under this Agreement.
- q) **Effective Date and Duration:** This Agreement shall be effective upon execution by all Parties and shall remain in effect until terminated as described in the "Termination" section herein.
- r) **Further Acts:** Vendor will do, make, execute, and deliver all such further acts or writings as Department or Agency may require to protect the Department or Agency's rights under this Agreement.
- s) **False Claims Act:** The Parties acknowledge the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) made by (or caused by) a Party that pertains to this Agreement or LIHWA Payments for Eligible Households. The Parties certify that no claim is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. Each Party further acknowledge, in addition to the remedies under this Agreement, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the Party.

**IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized representatives as of the date(s) written below.**

**VENDOR:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

**AGENCY:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_

## Oregon's Low-Income Household Water Assistance (LIHWA) Program Vendor Refund Policy

1. Credit Balances – Unless there is an event otherwise noted in this Refund Policy, all LIHWA Payments that create a credit balance remain on the Eligible Household's account until exhausted.
2. Ineligible Credit Balances - In the event that a LIHWA Payment cannot be applied to the Eligible Household's account, the remaining balance shall be returned to the Eligible Household within thirty (30) days after the Vendor receives the LIHWA Payment.
3. Deposits – All deposits and accrued interest become the property of the Eligible Household and shall be returned to the Eligible Household at the time specified in the deposit agreement in a manner consistent with applicable administrative rules, approved tariffs and other law.
4. Voluntary Closure and Moves - If the Eligible Household voluntarily closes the account that received a LIHWA Payment or moves to another service address that the Vendor does not represent, any credit balances resulting from a LIHWA Payment shall be refunded to the Eligible Household. If the Eligible Household moves to another service address by which the Vendor does represent, any credit balances resulting from a LIHWA Payment shall be transferred to the new address.
5. Inability to Locate Eligible Household – In the event that the Vendor is unable to locate the Eligible Household within one (1) year after service has been discontinued for any reason, any unused portion of a LIHWA Payment shall be returned to the Oregon Department of State Lands as unclaimed property.
6. Deceased Eligible Household – In the event a LIHWA Payment remains on the Eligible Household's account and the account is closed, the Vendor shall return the LIHWA Payment credit balance to the Department no later than the end of the program year. The Vendor shall submit a check to the Department with the notation of number six of this Refund Policy.
7. Return Address for Refunds to the State of Oregon – Mail refunds to:  
  
OREGON HOUSING AND COMMUNITY SERVICES, ENERGY SERVICES SECTION  
ATTN: LIHWA PROGRAM REFUND  
725 SUMMER ST NE, SUITE B  
SALEM, OR 97301  
*Refunds must include the following information: Eligible Household name, Eligible Household address, Name of Agency that provided LIHWA Payment to Eligible Household, Date of LIHWA Payment to Vendor, Reason for the return.*
8. Incorrect Payments – All Agencies and Vendors are required to review the LIHWA Payments register for accuracy. In the event an Agency makes a payment in error, the Agency must correct the error within thirty (30) days of the error's discovery and the Agency is responsible for any applicable late charges, interest, or other penalties that cannot be waived in good faith. LIHWA Payments made in error must be corrected by the Agency and will be refunded from subsequent LIHWA Payments made to the Vendor. In the event the Vendor credits an account in error due to causes other than Agency error or otherwise misappropriates LIHWA Payments, the Vendor must correct the error within thirty (30) days of the error's discovery and is responsible for any applicable late charges, interest, or other penalties that cannot be waived in good faith.

**Drinking Water and/or Wastewater Utility Vendor Information**

|                                 |                       |                        |
|---------------------------------|-----------------------|------------------------|
| Vendor Name                     |                       |                        |
|                                 |                       |                        |
| Primary Contact Name            | Primary Contact Phone | Customer Service Phone |
|                                 |                       |                        |
| Primary Contact Mailing Address | Primary Contact Fax   | Primary Contact Email  |
|                                 |                       |                        |
| Payment Contact Name            | Payment Contact Phone |                        |
|                                 |                       |                        |
| Payment Contact Mailing Address | Payment Contact Fax   | Payment Contact Email  |
|                                 |                       |                        |

|                                      |                                      |  |                              |
|--------------------------------------|--------------------------------------|--|------------------------------|
| Legal Name (For tax purposes)        |                                      |  |                              |
|                                      |                                      |  |                              |
| Taxpayer Identification Number (TIN) |                                      |  |                              |
|                                      |                                      |  |                              |
| Type of TIN                          |                                      |  |                              |
|                                      | Employer ID Number (FEIN)            |  | Social Security Number (SSN) |
|                                      | Individual Taxpayer ID Number (ITIN) |  |                              |
| Type of Entity                       |                                      |  |                              |
|                                      | Individual/Sole Proprietor           |  | Limited Liability Company    |
|                                      | Corporation                          |  | Government Entity            |

|   |           |                          |            |                          |           |                          |            |
|---|-----------|--------------------------|------------|--------------------------|-----------|--------------------------|------------|
| Counties served (Please check all that apply) |           |                          |            |                          |           |                          |            |
| <input type="checkbox"/>                      | Baker     | <input type="checkbox"/> | Douglas    | <input type="checkbox"/> | Lake      | <input type="checkbox"/> | Tillamook  |
| <input type="checkbox"/>                      | Benton    | <input type="checkbox"/> | Gilliam    | <input type="checkbox"/> | Lane      | <input type="checkbox"/> | Umatilla   |
| <input type="checkbox"/>                      | Clackamas | <input type="checkbox"/> | Grant      | <input type="checkbox"/> | Lincoln   | <input type="checkbox"/> | Union      |
| <input type="checkbox"/>                      | Clatsop   | <input type="checkbox"/> | Harney     | <input type="checkbox"/> | Malheur   | <input type="checkbox"/> | Wallowa    |
| <input type="checkbox"/>                      | Columbia  | <input type="checkbox"/> | Hood River | <input type="checkbox"/> | Marion    | <input type="checkbox"/> | Wasco      |
| <input type="checkbox"/>                      | Coos      | <input type="checkbox"/> | Jackson    | <input type="checkbox"/> | Morrow    | <input type="checkbox"/> | Washington |
| <input type="checkbox"/>                      | Crook     | <input type="checkbox"/> | Jefferson  | <input type="checkbox"/> | Multnomah | <input type="checkbox"/> | Wheeler    |
| <input type="checkbox"/>                      | Curry     | <input type="checkbox"/> | Josephine  | <input type="checkbox"/> | Polk      | <input type="checkbox"/> | Yamhill    |
| <input type="checkbox"/>                      | Deschutes | <input type="checkbox"/> | Klamath    | <input type="checkbox"/> | Sherman   | <input type="checkbox"/> |            |

|   |  |                          |                                     |
|---|--|--------------------------|-------------------------------------|
| Tribes served (Please check all that apply) |  |                          |                                     |
| <input type="checkbox"/>                    | Burns Paiute   | <input type="checkbox"/> | Confederated Tribes of Warm Springs |
| <input type="checkbox"/>                    | Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians | <input type="checkbox"/> | Cow Creek Band of Umpqua Indians    |
| <input type="checkbox"/>                    | Confederated Tribes of Grand Ronde                             | <input type="checkbox"/> | Coquille Indian Tribe               |
| <input type="checkbox"/>                    | Confederated Tribes of Siletz                                  | <input type="checkbox"/> | Klamath Tribes                      |
| <input type="checkbox"/>                    | Confederated Tribes of Umatilla Reservation                    | <input type="checkbox"/> |                                     |

# STAFF REPORT

**DATE:** March 1, 2022  
**TO:** Mayor and City Councilors  
**FROM:** Kylie Bayer, Human Resources Manager  
**SUBJECT:** Classification and Compensation Implementation Report and Recommendation

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## CITY GOVERNMENT CAPACITY

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

### **Report in Brief:**

The Classification and Compensation Project is complete, and staff is prepared to recommend an implementation strategy based on the findings from the project consultants, Gallagher Benefits Services Inc. (GBS.) Staff recommends placing non-represented employees on the proposed salary range at the step closest to their years of service in position, without exceeding the midpoint on the range, with a minimum 2% increase for most employees, effective July 1, 2021. This staff report and presentation is intended to provide additional information and context requested at the January 25, 2022, regular City Council meeting.

### **Background:**

The City's current classification plan was built without a consistent methodology. This resulted in a patchwork of classifications without a real structure to group positions by responsibility, knowledge, skill, effort, or working conditions. Best practices in classification structure call for a consistent job evaluation methodology. As a classification plan is the basis for salary ranges, the City's salary ranges were also created without consistency. Prior salary surveys appear to have simply compared the City's positions with other agencies based on job title alone and were not created or updated using best practices in compensation. Additionally, some past salary adjustment recommendations were not implemented, likely due to available budget and the City's former compensation philosophy to not align wages with the labor market. Further, the Oregon Equal Pay Act calls for equitable compensation for employees in comparable classifications; while no City employees have filed claims regarding pay equity, the recommended classification structure and salary ranges ensure the City can confidently comply with all provisions of the law.

In 2019 staff requested proposals from multiple firms specializing in classification and compensation to evaluate classifications, create a new classification structure, and to recommend salary ranges informed by the labor market and internal equity between classifications. The City retained GBS to perform this work for most of the City's jobs except for sworn union-represented public safety positions (firefighter, fire engineer, fire

lieutenant, fire battalion chief, deputy fire marshal, police officer, police corporal, and police sergeant,) the Judge, and the Municipal Court Security Officer.

Employees provided detailed information about their jobs through Position Description Questionnaires and met with consultants from GBS to provide more nuanced information about their jobs through a series of interviews. GBS then applied their proprietary Decision Band Methodology® (based primarily on the decision-making authority assigned to each position as well as supervisory authority, impacts of errors, and complexity of duties) to each classification and developed their recommended classification structure. Employees and their supervisors reviewed the recommended classification changes and either approved or appealed the recommendation. Nearly 50 employees filed appeals; most appeals were minor with only seven requiring a more in-depth review of the classification. GBS submitted their final recommended classification structure, including changes based on the received appeals, February 22, 2022.

GBS also recommended updates to the City's compensation plan. We learned that, compared to the general labor market, the City's salary bands are narrower and that the top of the City's current salary bands are generally more aligned with the mid-point of salaries in the labor market. As such, GBS recommended the City widen its salary bands to a 30% spread for entry-level and technical individual contributor positions and to a 50% spread for advanced individual contributor positions and managers; widening the bands also increases the top step for most classifications which further aligns the City's compensation with the market. GBS also noted the City's current salary structure does not appear to consistently account for internal equity; the recommended compensation plan is based on both external labor market data and internal equity between salary bands.

Staff and consultants from GBS presented information to the City Council regarding the classification and compensation project in May 2019, September 2019, October 2020, and most recently in January 2022.

**Reasons to Implement Recommended Changes:**

It is critical the City maintain its classification and compensation plans into the future. This project highlighted a lack of consistency in the City's classification structure. Classification plan maintenance is important as classifications are at the heart of many human resources functions including recruitment, retention, career pathways, performance management, accommodations, and protected leave required by the Family Medical Leave Act and Oregon Family Leave Act, or workers' compensation leave. In addition to the human resources functions listed, an effective classification structure is the foundation of a compensation plan.

The recommended compensation plan ensures the City's salary ranges are competitive and aligned with the labor market; it also ensures internal equity between classifications. The compensation plan also simplifies the City's salary schedules, reducing the number of salary bands from over 50 to 30. GBS also aged their recommended salary structure to July 1, 2021, so any cost-of-living adjustment for fiscal year 22/23 will be based on accurately aged salary data, maintaining competitive wages through the coming fiscal year.

Specifically, implementing the recommended changes will impact employee relations and the City's ability to recruit a professional and talented workforce.

### **Employee Relations:**

The City's non-represented employees did not receive a cost-of-living adjustment last July; employees in the McMinnville Police Association and the IAFF Local 3099 received 2% cost of living adjustments through the bargaining process. Additionally, many general service, non-represented employees were furloughed 1-2 days per week between April and September 2021; and while the Oregon Employment Department's Work Share program offset the loss of income it did not account for the decrease in PERS contributions or the difficulty of trying to maintain service levels with a reduction in scheduled work hours throughout last spring/summer. The City's budget shortfall for the current fiscal year slowed this project down to the point many employees have lost confidence in the City's ability to implement any recommended salary adjustments. This is particularly concerning as the City aims to retain its workforce in a season of high turnover nationwide.

Retaining employees is one of the most effective ways for the City to provide consistent service to our community and it is difficult to retain employees if the City cannot maintain positive employee relations. While there are numerous factors that play into an employee's decision to stay with an employer, fair and competitive compensation is one of the most critical. Through exit interviews, staff have learned that many employees left to take higher paying jobs in other cities and counties. Employee retention has been particularly difficult as of late. In the last twelve months the City has seen 12 full-time non-represented employees voluntarily resign their positions and 3 employees retire; 3 employees have recently given notice of their resignation. In 2019 (the last "normal" year) the City saw 8 employees voluntarily resign and only one retirement. While an increase of 9 resignations/retirements in a given year may not seem significant, the City has around 100 non-represented positions so the near 10% increase in voluntary resignations/retirements is especially concerning.

The cost to recruit, train, and onboard a new employee is significantly higher than retaining existing employees in the first place. While a new employee can certainly bring valuable experience and skill to the role, the City must be mindful of the direct and indirect costs of turnover. The Society for Human Resources Management reports that direct replacement costs can reach as high as 50-60% of an employee's annual salary. There are also indirect costs resulting in a decrease of service level or productivity.

Examples of direct turnover costs include:

- Accrued vacation and compensatory time pay out
- Temporary coverage (temp employee, contracted service, or overtime for existing employees)
- Staff time for exit interview and payroll/benefits administration
- Staff time to plan recruitment (draft job announcement language, criteria to evaluate applicants, and determine job advertisements)
- Staff time to evaluate applications, interview candidates, conduct pre-employment reference and background checks, and negotiate job offer
- Formal new hire training, onboarding, and mentoring



- New hire compensation (which may or may not be higher than the exiting employee)

Indirect costs include:

- Delay in productivity while new hire acclimates to their role
- Strained relationships in affected department, especially when exiting employee has high social/organizational capital
- Decreased morale in affected department resulting from added workload on employees
- Reduced confidence in McMinnville’s ability to effectively retain staff and maintain service levels

**Recruitment Environment:**

Today’s recruitment environment is challenging. The “Great Resignation” means employees across all sectors are assessing their current employment relationships while being inundated with career opportunities. It truly is a jobseeker’s market, and it is critical the City align its compensation structure with the market to attract qualified applicants. Previous compensation philosophies at the City that prioritized the nobility of public sector work over fair and competitive compensation are no longer acceptable.

The City has experienced difficulty in achieving large applicant pools for open recruitments. Recruitment strategies like hiring information sessions, job advertisements, and thoughtfully crafted job announcements announcing the availability of remote work and flexible schedules aren’t sufficient when the compensation does not compare to other employers in the area or in the industry. For example, the City Engineer recruitment had only 4 qualified applicants to consider; the top of the salary range, as posted, is approximately \$95,000/year. The top step for the City Engineer at the City of Salem is approximately \$150,000/year and approximately \$120,000/year at the City of Newberg. The Court Supervisor recruitment had only 3 qualified applicants to consider; the top step of the salary range, as posted, was approximately \$63,000/year. The top step for a similar position at the City of Newberg is approximately \$74,000/year and approximately \$87,000/year at the City of Tigard. These differences in compensation appear to directly have an impact on the City’s ability to recruit qualified applicants for open positions.

**Strategic Plan:**

The City’s strategic plan, Mac-Town 2032, calls for investment in the City’s workforce and specifically prioritizes competitive and equitable compensation. The recommended salary adjustments in this supplemental budget achieves this goal. Further, the recommended salary structure is easy for the City to maintain moving forward, preventing the need for a complete overhaul again in the future. While the Mac-Town 2032 strategic plan calls for equitable compensation, it is also a requirement under Oregon law. The Oregon Equal Pay Act requires that work of substantially similar knowledge, skills, effort, responsibility, and working conditions be compensated equally; adopting the recommended classification structure and compensation plan ensures the City is compensating employees equitably for work of comparable character.

**Options and Recommendation:**

Staff explored numerous implementation strategies and have five for the City Council to consider. In all five options: 1) any employee whose current salary exceeds the top of the

new salary range will be frozen until the salary range “catches up” and 2) any employee below the beginning of the new salary range will be placed on the first step, at minimum, of the range effective July 1, 2021 (original FY 21/22 budgeted scenario.) The City’s beginning fund balances support 98% of the cost any of the options listed below.

1. Option 1: Effective July 1, 2021, move each employee to a step on the new salary range based on their years of service in their current position, without exceeding the mid-point on the range. Employees (except for those whose current salary exceeds the range) will receive a minimum 2% increase. The estimated cost to implement this recommendation is \$560,000.
2. Option 2: Same recommendation as #1, with a January 1, 2022, effective date. The estimated cost to implement this scenario is \$365,000. (Formerly Supplemental Budget Alternative A)
3. Option 3: Same as recommendation #1 without ensuring a minimum 2% increase. The estimated cost to implement this scenario is \$435,000. (Formerly Supplemental Budget Alternative B)
4. Option 4: Same as recommendation #3, with a January 1, 2022, effective date. The estimated cost to implement this scenario is \$300,000. (Formerly Supplemental Budget Alternative C)
5. Option 5: Effective July 1, 2021, move only employees whose current salary is below the starting step in the new range into the new range. All other salaries would remain frozen. The estimated cost to implement this scenario is \$80,000. (Formerly Supplemental Budget Alternative D)
  - a. If this option is approved, all other employees would be placed on the new salary range effective July 1, 2022.

Staff recommend the City Council move to approve the supplemental budget with option 1, as presented.

**Conclusion:**

While the staff recommendation has the highest cost of the five options presented it also places the highest value on City employees. General Service employees at the City have provided quality service to McMinnville residents for decades. That service has been notably more challenging in recent years due to budget constraints, furloughs, and the COVID-19 pandemic. Further, though the City makes an effort to maintain consistency between non-represented staff and the two bargaining units, the difference in compensation grew significantly without a general service cost of living adjustment this fiscal year.

This recommendation puts the City on equal footing with comparable jurisdictions and the local labor market; though the recruitment environment is expected to remain challenging into the future, the City can be confident our compensation plan, if approved, does not deter qualified candidates from applying for our open recruitments.

Finally, this recommendation ensures progress on the City’s strategic plan and aligns with the City’s vision “A collaborative and caring city inspiring an exceptional quality of life.” When employees are paid fair and competitive wages, they can afford the quality of life we envision for McMinnville residents. As the City’s Human Resources Manager, I

enthusiastically recommend the City Council move to adopt staff's recommendation and adjust compensation retroactively to July 1, 2021.

**Attachments:**

- 1. Resolution 2022-07: Option 1**
- 2. Resolution 2022-07: Option 2 (formerly Alternative A)**
- 3. Resolution 2022-07: Option 3 (formerly Alternative B)**
- 4. Resolution 2022-07: Option 4 (formerly Alternative C)**
- 5. Resolution 2022-07: Option 5 (formerly Alternative D)**
- 6. Proposed Salary Ranges**
- 7. Breakdown of proposed compensation changes for executive team and employees in exempt/non-exempt classifications**
- 8. Staff Report from Jennifer Cuellar, Finance Director, budget to actual report**
- 9. Financial/Workforce Data for General Fund**

**RESOLUTION NO. 2022 – 07**

A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations.

**RECITALS:**

**Whereas**, Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition was not known at the time the budget was prepared thus requiring a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

**Whereas**, the results of the Classification and Compensation study were delayed significantly and the scope of the differentials between market wages and city wages for each department and fund was not fully understood at the time the FY2021-22 budget was adopted; and

**Whereas**, this resolution proposes a supplemental budget for the General Fund, Street Fund, Building Fund, Wastewater Services Fund and Information Services Fund for personnel services costs. A supplemental budget is necessary to allow for the initial implementation of the Classification and Compensation study that brings City of McMinnville wages and salaries to levels consistent with the local labor market to attract and retain a high-quality workforce; and

**Whereas**, five funds will see Transfer In revenue increases associated with the Classification and Compensation implementation. The General, Street, Building, Wastewater Services and Information Services Funds either provide support services to other funds or will see an increased offset for the cost of supporting the HR manager; and

**Whereas**, the General Fund, Street Fund, Building Fund and Wastewater Services Fund increases in personnel category expenses will be funded by unanticipated beginning fund balance levels that exceed each fund's expense associated with the Classification and Compensation implementation; and

**Whereas**, the increase in support services salaries impacts additional funds because the Transfer Out to cover the personnel costs supporting them during FY2021-22 also went up; and

**Whereas**, for the General Fund, Street Fund, Building Fund and Wastewater Services Fund, the higher Transfer Out appropriation will also be funded by unanticipated beginning fund balance levels that exceed each fund's additional Transfer Out appropriation; and

**Whereas**, the Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds' Transfers Out category in this supplemental budget action see small cost increases that will be offset with Contingency Transfers; and

**Whereas**, the Information Services Fund’s increase in personnel category expenses will be covered by a Contingency Transfer; and

**Whereas**, contingency transfers are limited to 15% of the total appropriation in the fund; this action does not exceed this statutory limit (ORS 294.463(2)) for any of the funds that include a Contingency Transfer; and

**Whereas**, because the supplemental budget for the General, Street, Building, Wastewater Services, Information Services, Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds’ expenditures are not changed by more than 10%, a public hearing is not required.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:**

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2021-2022 in the General, Street, Building, Wastewater Services, Information Services, Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds.
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2021-2022 are hereby appropriated as detailed in Exhibit A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 8th day of March 2022 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 8th day of March 2022.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

**EXHIBITS:**

- A. Option 1: Supplemental Budget Appropriations Classifications and Compensation Full Year FY2021-22 Implementation 2% minimum.

## Option 1 (Staff Recommendation)

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Full Year FY2021-22 Implementation 2% minimum

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>General Fund</b>                              |                           |                          |                               |
| Administration                                   | 1,443,624                 | 34,900                   | 1,478,524                     |
| Finance  | 657,173                   | 35,200                   | 692,373                       |
| Engineering                                      | 1,057,828                 | 29,000                   | 1,086,828                     |
| Planning   | 1,373,531                 | 14,800                   | 1,388,331                     |
| Police   | 9,073,617                 | 24,900                   | 9,098,517                     |
| Municipal Court                                  | 505,812                   | 16,600                   | 522,412                       |
| Fire   | 9,400,338                 | 28,300                   | 9,428,638                     |
| Parks & Recreation                               | 3,133,535                 | 51,400                   | 3,184,935                     |
| Park Maintenance                                 | 1,389,713                 | 20,200                   | 1,409,913                     |
| Library  | 1,835,005                 | 213,100                  | 2,048,105                     |
| Not Allocated to Organizational Unit or Program: |                           |                          |                               |
| Unemployment                                     | 51,097                    |                          | 51,097                        |
| Debt Service                                     | 748,674                   |                          | 748,674                       |
| Transfers Out To Other Funds                     | 1,437,784                 | 13,338                   | 1,451,122                     |
| Operating Contingencies                          | 1,000,000                 |                          | 1,000,000                     |
| <b>Total General Fund</b>                        | <b>\$ 33,107,731</b>      | 481,738                  | <b>33,589,469</b>             |
| <b>Revenue Budget Adjustment: General</b>        |                           |                          |                               |
| Fund Unrestricted Beginning Balance              | 4,280,177                 | 481,738                  | 4,761,915                     |
| Transfer In                                      | 1,926,913                 | 51,778                   | 1,978,691                     |
| <b>Grant and Special Assessment Fund</b>         |                           |                          |                               |
| Community Assessments                            | 7,466,800                 |                          | 7,466,800                     |
| Transfers Out To Other Funds                     | 7,702                     | 299                      | 8,001                         |
| Operating Contingencies                          | 35,000                    | -299                     | 34,701                        |
| <b>Total Special Assessment Fund</b>             | <b>\$ 7,509,502</b>       | -                        | <b>7,509,502</b>              |
| <b>Transient Lodging Tax Fund</b>                |                           |                          |                               |
| Tourism Promotion and Programs                   | 818,771                   | -1,156                   | 817,615                       |
| Transfers out to Other Funds                     | 380,429                   | 1,156                    | 381,585                       |
| <b>Total Transient Lodging Tax Fund</b>          | <b>\$ 1,199,200</b>       | -                        | <b>1,199,200</b>              |
| <b>Emergency Communications Fund</b>             |                           |                          |                               |
| 911 Emergency Communications                     | 838,906                   |                          | 838,906                       |
| Debt Service                                     | 37,172                    |                          | 37,172                        |
| Transfers out to Other Funds                     | 1,429                     | 102                      | 1,531                         |
| Operating Contingencies                          | 45,000                    | -102                     | 44,898                        |
| <b>Total Emergency Communications Fund</b>       | <b>\$ 922,507</b>         | -                        | <b>922,507</b>                |

## Option 1 (Staff Recommendation)

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Full Year FY2021-22 Implementation 2% minimum

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>Street Fund</b>                         |                           |                          |                               |
| Street Maintenance and Improvements        | 2,142,281                 | 23,500                   | 2,165,781                     |
| Transfers Out To Other Funds               | 492,055                   | 8,953                    | 501,008                       |
| Operating Contingencies                    | 500,000                   |                          | 500,000                       |
| <b>Total Street Fund \$</b>                | <b>3,134,336</b>          | 32,453                   | <b>3,166,789</b>              |
| <b>Revenue Budget Adjustment: Street</b>   |                           |                          |                               |
| Fund Beginning Balance                     | 1,364,613                 | 32,453                   | 1,397,066                     |
| Transfer In                                | 5,777                     | 239                      | 6,016                         |
| <b>Airport Fund</b>                        |                           |                          |                               |
| Airport Maintenance and Operations         | 1,751,807                 |                          | 1,751,807                     |
| Transfers Out To Other Funds               | 101,582                   | 3,105                    | 104,687                       |
| Operating Contingencies                    | 300,000                   | -3,105                   | 296,895                       |
| <b>Total Airport Fund \$</b>               | <b>2,153,389</b>          | -                        | <b>2,153,389</b>              |
| <b>Transportation Fund</b>                 |                           |                          |                               |
| Street Capital Improvements                | 1,083,500                 |                          | 1,083,500                     |
| Debt Service                               | 201,248                   |                          | 201,248                       |
| Transfers Out To Other Funds               | 109,194                   | 5,343                    | 114,537                       |
| Project Contingencies                      | 500,000                   | -5,343                   | 494,657                       |
| <b>Total Transportation Fund \$</b>        | <b>1,893,942</b>          | -                        | <b>1,893,942</b>              |
| <b>Park Development Fund</b>               |                           |                          |                               |
| Park Acquisition and Improvements          | 21,700                    |                          | 21,700                        |
| Transfers Out To Other Funds               | 47,035                    | 1,871                    | 48,906                        |
| Project Contingencies                      | 500,000                   | -1,871                   | 498,129                       |
| <b>Total Park Development Fund \$</b>      | <b>568,735</b>            | -                        | <b>568,735</b>                |
| <b>Building Fund</b>                       |                           |                          |                               |
| Building Plan Review and Inspection        | 736,148                   | 2,000                    | 738,148                       |
| Transfers Out To Other Funds               | 29,482                    | 1,341                    | 30,823                        |
| Operating Contingencies                    | 75,000                    |                          | 75,000                        |
| <b>Total Building Fund \$</b>              | <b>840,630</b>            | 3,341                    | <b>843,971</b>                |
| <b>Revenue Budget Adjustment: Building</b> |                           |                          |                               |
| Fund Beginning Balance                     | 1,417,473                 | 3,341                    | 1,420,814                     |
| Transfer In                                | 2,888                     | 120                      | 3,008                         |

## Option 1 (Staff Recommendation)

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Full Year FY2021-22 Implementation 2% minimum

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>Wastewater Services Fund</b>                                  |                           |                          |                               |
| Wastewater Services Program                                      | 4,832,961                 | 50,400                   | 4,883,361                     |
| Transfers Out To Other Funds                                     | 6,428,981                 | 15,835                   | 6,444,816                     |
| Operating Contingencies  | 900,000                   |                          | 900,000                       |
| <b>Total Wastewater Services Fund \$</b>                         | <b>12,161,942</b>         | 66,235                   | <b>12,228,177</b>             |
| <b>Revenue Budget Adjustment:</b>                                |                           |                          |                               |
| Wastewater Services Fund Beginning Balance                       | 3,600,859                 | 66,235                   | 3,667,094                     |
| Transfer In  | 14,442                    | 598                      | 15,040                        |
| <b>Wastewater Capital Fund</b>                                   |                           |                          |                               |
| Sewer Capital Improvements                                       | 14,393,800                |                          | 14,393,800                    |
| Transfers Out To Other Funds                                     | 204,847                   | 9,252                    | 214,099                       |
| Project Contingencies  | 1,500,000                 | -9,252                   | 1,490,748                     |
| <b>Total Wastewater Capital Fund \$</b>                          | <b>16,098,647</b>         | -                        | <b>16,098,647</b>             |
| <b>Information Services Fund</b>                                 |                           |                          |                               |
| Information Technology Services                                  | 1,294,349                 | 13,200                   | 1,307,549                     |
| Operating Contingencies  | 75,000                    | -13,200                  | 61,800                        |
| <b>Total Information Services Fund \$</b>                        | <b>1,369,349</b>          | -                        | <b>1,369,349</b>              |
| <b>Revenue Budget Adjustment:</b>                                |                           |                          |                               |
| Information Services Fund Transfer In                            | 532,039                   | 15,951                   | 547,990                       |
| <b>Insurance Services Fund</b>                                   |                           |                          |                               |
| Property, Liability and Workers Compensation Insurance           | 1,449,600                 |                          | 1,449,600                     |
| Transfers Out To Other Funds                                     | 202,440                   | 8,093                    | 210,533                       |
| Operating Contingencies  | 250,000                   | -8,093                   | 241,907                       |
| <b>Total Insurance Services Fund \$</b>                          | <b>1,902,040</b>          | -                        | <b>1,902,040</b>              |
| <b>Total Appropriations, All Funds in Supplemental Budget \$</b> | <b>66,763,303</b>         | <b>583,766</b>           | <b>67,347,069</b>             |



**RESOLUTION NO. 2022 – 07**

A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations.

**RECITALS:**

**Whereas**, Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition was not known at the time the budget was prepared thus requiring a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

**Whereas**, the results of the Classification and Compensation study were delayed significantly and the scope of the differentials between market wages and city wages for each department and fund was not fully understood at the time the FY2021-22 budget was adopted; and

**Whereas**, this resolution proposes a supplemental budget for the General Fund, Street Fund, Building Fund, Wastewater Services Fund and Information Services Fund for personnel services costs. A supplemental budget is necessary to allow for the initial implementation of the Classification and Compensation study that brings City of McMinnville wages and salaries to levels consistent with the local labor market to attract and retain a high-quality workforce; and

**Whereas**, five funds will see Transfer In revenue increases associated with the Classification and Compensation implementation. The General, Street, Building, Wastewater Services and Information Services Funds either provide support services to other funds or will see an increased offset for the cost of supporting the HR manager; and

**Whereas**, the General Fund, Street Fund, Building Fund and Wastewater Services Fund increases in personnel category expenses will be funded by unanticipated beginning fund balance levels that exceed each fund's expense associated with the Classification and Compensation implementation; and

**Whereas**, the increase in support services salaries impacts additional funds because the Transfer Out to cover the personnel costs supporting them during FY2021-22 also went up; and

**Whereas**, for the General Fund, Street Fund, Building Fund and Wastewater Services Fund, the higher Transfer Out appropriation will also be funded by unanticipated beginning fund balance levels that exceed each fund's additional Transfer Out appropriation; and

**Whereas**, the Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds' Transfers Out category in this supplemental budget action see small cost increases that will be offset with Contingency Transfers; and

**Whereas**, the Information Services Fund’s increase in personnel category expenses will be covered by a Contingency Transfer; and

**Whereas**, contingency transfers are limited to 15% of the total appropriation in the fund; this action does not exceed this statutory limit (ORS 294.463(2)) for any of the funds that include a Contingency Transfer; and

**Whereas**, because the supplemental budget for the General, Street, Building, Wastewater Services, Information Services, Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds’ expenditures are not changed by more than 10%, a public hearing is not required.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:**

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2021-2022 in the General, Street, Building, Wastewater Services, Information Services, Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds.
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2021-2022 are hereby appropriated as detailed in Exhibit A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 8th day of March 2022 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 8th day of March 2022.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

**EXHIBITS:**

- A. Option 2: Supplemental Budget Appropriations Classifications and Compensation January 1-June 30, 2022 Implementation 2% minimum.

## Option 2

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Jan 1, 2022 Implementation 2% minimum

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>General Fund</b>                              |                           |                          |                               |
| Administration                                   | 1,443,624                 | 21,600                   | 1,465,224                     |
| Finance  | 657,173                   | 17,000                   | 674,173                       |
| Engineering                                      | 1,057,828                 | 23,500                   | 1,081,328                     |
| Planning   | 1,373,531                 | 7,600                    | 1,381,131                     |
| Police   | 9,073,617                 | 10,900                   | 9,084,517                     |
| Municipal Court                                  | 505,812                   | 12,700                   | 518,512                       |
| Fire   | 9,400,338                 | 11,000                   | 9,411,338                     |
| Parks & Recreation                               | 3,133,535                 | 29,100                   | 3,162,635                     |
| Park Maintenance                                 | 1,389,713                 | 9,400                    | 1,399,113                     |
| Library  | 1,835,005                 | 182,100                  | 2,017,105                     |
| Not Allocated to Organizational Unit or Program: |                           |                          |                               |
| Unemployment                                     | 51,097                    |                          | 51,097                        |
| Debt Service                                     | 748,674                   |                          | 748,674                       |
| Transfers Out To Other Funds                     | 1,437,784                 | 6,352                    | 1,444,136                     |
| Operating Contingencies                          | 1,000,000                 |                          | 1,000,000                     |
| <b>Total General Fund</b>                        | <b>\$ 33,107,731</b>      | 331,252                  | <b>33,438,983</b>             |
| <b>Revenue Budget Adjustment: General</b>        |                           |                          |                               |
| Fund Unrestricted Beginning Balance              | 4,280,177                 | 331,252                  | 4,611,429                     |
| Transfer In                                      | 1,926,913                 | 38,748                   | 1,965,661                     |
| <b>Grant and Special Assessment Fund</b>         |                           |                          |                               |
| Community Assessments                            | 7,466,800                 |                          | 7,466,800                     |
| Transfers Out To Other Funds                     | 7,702                     | 176                      | 7,878                         |
| Operating Contingencies                          | 35,000                    | -176                     | 34,824                        |
| <b>Total Special Assessment Fund</b>             | <b>\$ 7,509,502</b>       | -                        | <b>7,509,502</b>              |
| <b>Transient Lodging Tax Fund</b>                |                           |                          |                               |
| Tourism Promotion and Programs                   | 818,771                   | -569                     | 818,202                       |
| Transfers out to Other Funds                     | 380,429                   | 569                      | 380,998                       |
| <b>Total Transient Lodging Tax Fund</b>          | <b>\$ 1,199,200</b>       | -                        | <b>1,199,200</b>              |
| <b>Emergency Communications Fund</b>             |                           |                          |                               |
| 911 Emergency Communications                     | 838,906                   |                          | 838,906                       |
| Debt Service                                     | 37,172                    |                          | 37,172                        |
| Transfers out to Other Funds                     | 1,429                     | 49                       | 1,478                         |
| Operating Contingencies                          | 45,000                    | -49                      | 44,951                        |
| <b>Total Emergency Communications Fund</b>       | <b>\$ 922,507</b>         | -                        | <b>922,507</b>                |

## Option 2

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Jan 1, 2022 Implementation 2% minimum

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>Street Fund</b>                         |                           |                          |                               |
| Street Maintenance and Improvements        | 2,142,281                 | 9,300                    | 2,151,581                     |
| Transfers Out To Other Funds               | 492,055                   | 6,830                    | 498,885                       |
| Operating Contingencies                    | 500,000                   |                          | 500,000                       |
| <b>Total Street Fund \$</b>                | <b>3,134,336</b>          | 16,130                   | <b>3,150,466</b>              |
| <b>Revenue Budget Adjustment: Street</b>   |                           |                          |                               |
| Fund Beginning Balance                     | 1,364,613                 | 16,130                   | 1,380,743                     |
| Transfer In                                | 5,777                     | 113                      | 5,890                         |
| <b>Airport Fund</b>                        |                           |                          |                               |
| Airport Maintenance and Operations         | 1,751,807                 |                          | 1,751,807                     |
| Transfers Out To Other Funds               | 101,582                   | 2,312                    | 103,894                       |
| Operating Contingencies                    | 300,000                   | -2,312                   | 297,688                       |
| <b>Total Airport Fund \$</b>               | <b>2,153,389</b>          | -                        | <b>2,153,389</b>              |
| <b>Transportation Fund</b>                 |                           |                          |                               |
| Street Capital Improvements                | 1,083,500                 |                          | 1,083,500                     |
| Debt Service                               | 201,248                   |                          | 201,248                       |
| Transfers Out To Other Funds               | 109,194                   | 4,699                    | 113,893                       |
| Project Contingencies                      | 500,000                   | -4,699                   | 495,301                       |
| <b>Total Transportation Fund \$</b>        | <b>1,893,942</b>          | -                        | <b>1,893,942</b>              |
| <b>Park Development Fund</b>               |                           |                          |                               |
| Park Acquisition and Improvements          | 21,700                    |                          | 21,700                        |
| Transfers Out To Other Funds               | 47,035                    | 908                      | 47,943                        |
| Project Contingencies                      | 500,000                   | -908                     | 499,092                       |
| <b>Total Park Development Fund \$</b>      | <b>568,735</b>            | -                        | <b>568,735</b>                |
| <b>Building Fund</b>                       |                           |                          |                               |
| Building Plan Review and Inspection        | 736,148                   | 1,000                    | 737,148                       |
| Transfers Out To Other Funds               | 29,482                    | 777                      | 30,259                        |
| Operating Contingencies                    | 75,000                    |                          | 75,000                        |
| <b>Total Building Fund \$</b>              | <b>840,630</b>            | 1,777                    | <b>842,407</b>                |
| <b>Revenue Budget Adjustment: Building</b> |                           |                          |                               |
| Fund Beginning Balance                     | 1,417,473                 | 1,777                    | 1,419,250                     |
| Transfer In                                | 2,888                     | 56                       | 2,944                         |

## Option 2

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Jan 1, 2022 Implementation 2% minimum

|   | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|---|---------------------------|--------------------------|-------------------------------|
| <b>Wastewater Services Fund</b>                               |                           |                          |                               |
| Wastewater Services Program                                   | 4,832,961                 | 23,200                   | 4,856,161                     |
| Transfers Out To Other Funds                                  | 6,428,981                 | 11,919                   | 6,440,900                     |
| Operating Contingencies                                       | 900,000                   |                          | 900,000                       |
| <b>Total Wastewater Services Fund</b>                         | <b>\$ 12,161,942</b>      | 35,119                   | <b>12,197,061</b>             |
| <b>Revenue Budget Adjustment:</b>                             |                           |                          |                               |
| Wastewater Services Fund Beginning Balance                    | 3,600,859                 | 35,119                   | 3,635,978                     |
| Transfer In   | 14,442                    | 282                      | 14,724                        |
| <b>Wastewater Capital Fund</b>                                |                           |                          |                               |
| Sewer Capital Improvements                                    | 14,393,800                |                          | 14,393,800                    |
| Transfers Out To Other Funds                                  | 204,847                   | 8,211                    | 213,058                       |
| Project Contingencies   | 1,500,000                 | -8,211                   | 1,491,789                     |
| <b>Total Wastewater Capital Fund</b>                          | <b>\$ 16,098,647</b>      | -                        | <b>16,098,647</b>             |
| <b>Information Services Fund</b>                              |                           |                          |                               |
| Information Technology Services                               | 1,294,349                 | 4,800                    | 1,299,149                     |
| Operating Contingencies                                       | 75,000                    | -4,800                   | 70,200                        |
| <b>Total Information Services Fund</b>                        | <b>\$ 1,369,349</b>       | -                        | <b>1,369,349</b>              |
| <b>Revenue Budget Adjustment:</b>                             |                           |                          |                               |
| Information Services Fund Transfer In                         | 532,039                   | 7,596                    | 539,635                       |
| <b>Insurance Services Fund</b>                                |                           |                          |                               |
| Property, Liability and Workers Compensation Insurance        | 1,449,600                 |                          | 1,449,600                     |
| Transfers Out To Other Funds                                  | 202,440                   | 3,996                    | 206,436                       |
| Operating Contingencies                                       | 250,000                   | -3,996                   | 246,004                       |
| <b>Total Insurance Services Fund</b>                          | <b>\$ 1,902,040</b>       | -                        | <b>1,902,040</b>              |
| <b>Total Appropriations, All Funds in Supplemental Budget</b> |                           |                          |                               |
|   | <b>\$ 66,763,303</b>      | <b>384,277</b>           | <b>67,147,580</b>             |

**RESOLUTION NO. 2022 – 07**

A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations.

**RECITALS:**

**Whereas**, Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition was not known at the time the budget was prepared thus requiring a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

**Whereas**, the results of the Classification and Compensation study were delayed significantly and the scope of the differentials between market wages and city wages for each department and fund was not fully understood at the time the FY2021-22 budget was adopted; and

**Whereas**, this resolution proposes a supplemental budget for the General Fund, Street Fund, Building Fund, Wastewater Services Fund and Information Services Fund for personnel services costs. A supplemental budget is necessary to allow for the initial implementation of the Classification and Compensation study that brings City of McMinnville wages and salaries to levels consistent with the local labor market to attract and retain a high-quality workforce; and

**Whereas**, five funds will see Transfer In revenue increases associated with the Classification and Compensation implementation. The General, Street, Building, Wastewater Services and Information Services Funds either provide support services to other funds or will see an increased offset for the cost of supporting the HR manager; and

**Whereas**, the General Fund, Street Fund, Building Fund and Wastewater Services Fund increases in personnel category expenses will be funded by unanticipated beginning fund balance levels that exceed each fund's expense associated with the Classification and Compensation implementation; and

**Whereas**, the increase in support services salaries impacts additional funds because the Transfer Out to cover the personnel costs supporting them during FY2021-22 also went up; and

**Whereas**, for the General Fund, Street Fund, Building Fund and Wastewater Services Fund, the higher Transfer Out appropriation will also be funded by unanticipated beginning fund balance levels that exceed each fund's additional Transfer Out appropriation; and

**Whereas**, the Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds' Transfers Out category in this supplemental budget action see small cost increases that will be offset with Contingency Transfers; and

**Whereas**, the Information Services Fund’s increase in personnel category expenses will be covered by a Contingency Transfer; and

**Whereas**, contingency transfers are limited to 15% of the total appropriation in the fund; this action does not exceed this statutory limit (ORS 294.463(2)) for any of the funds that include a Contingency Transfer; and

**Whereas**, because the supplemental budget for the General, Street, Building, Wastewater Services, Information Services, Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds’ expenditures are not changed by more than 10%, a public hearing is not required.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:**

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2021-2022 in the General, Street, Building, Wastewater Services, Information Services, Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds.
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2021-2022 are hereby appropriated as detailed in Exhibit A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 8th day of March 2022 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 8th day of March 2022.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

**EXHIBITS:**

- A. Option 3: Supplemental Budget Appropriations Classifications and Compensation Full Year FY2021-22 no 2% minimum.

## Option 3

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Full Year FY2021-22 Implementation

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>General Fund</b>                              |                           |                          |                               |
| Administration                                   | 1,443,624                 | 19,900                   | 1,463,524                     |
| Finance  | 657,173                   | 35,200                   | 692,373                       |
| Engineering                                      | 1,057,828                 | 22,800                   | 1,080,628                     |
| Planning   | 1,373,531                 | 900                      | 1,374,431                     |
| Police   | 9,073,617                 | 4,300                    | 9,077,917                     |
| Municipal Court                                  | 505,812                   | 16,600                   | 522,412                       |
| Fire   | 9,400,338                 | 12,700                   | 9,413,038                     |
| Parks & Recreation                               | 3,133,535                 | 43,600                   | 3,177,135                     |
| Park Maintenance                                 | 1,389,713                 | 8,400                    | 1,398,113                     |
| Library  | 1,835,005                 | 207,000                  | 2,042,005                     |
| Not Allocated to Organizational Unit or Program: |                           |                          |                               |
| Unemployment                                     | 51,097                    |                          | 51,097                        |
| Debt Service                                     | 748,674                   |                          | 748,674                       |
| Transfers Out To Other Funds                     | 1,437,784                 | 13,338                   | 1,451,122                     |
| Operating Contingencies                          | 1,000,000                 |                          | 1,000,000                     |
| <b>Total General Fund</b>                        | <b>\$ 33,107,731</b>      | <b>384,738</b>           | <b>33,492,469</b>             |
| <b>Revenue Budget Adjustment: General</b>        |                           |                          |                               |
| Fund Unrestricted Beginning Balance              | 4,280,177                 | 384,738                  | 4,664,915                     |
| Transfer In                                      | 1,926,913                 | 38,412                   | 1,965,325                     |
| <b>Grant and Special Assessment Fund</b>         |                           |                          |                               |
| Community Assessments                            | 7,466,800                 |                          | 7,466,800                     |
| Transfers Out To Other Funds                     | 7,702                     | 217                      | 7,919                         |
| Operating Contingencies                          | 35,000                    | -217                     | 34,783                        |
| <b>Total Special Assessment Fund</b>             | <b>\$ 7,509,502</b>       | <b>-</b>                 | <b>7,509,502</b>              |
| <b>Transient Lodging Tax Fund</b>                |                           |                          |                               |
| Tourism Promotion and Programs                   | 818,771                   | -733                     | 818,038                       |
| Transfers out to Other Funds                     | 380,429                   | 733                      | 381,162                       |
| <b>Total Transient Lodging Tax Fund</b>          | <b>\$ 1,199,200</b>       | <b>-</b>                 | <b>1,199,200</b>              |
| <b>Emergency Communications Fund</b>             |                           |                          |                               |
| 911 Emergency Communications                     | 838,906                   |                          | 838,906                       |
| Debt Service                                     | 37,172                    |                          | 37,172                        |
| Transfers out to Other Funds                     | 1,429                     | 102                      | 1,531                         |
| Operating Contingencies                          | 45,000                    | -102                     | 44,898                        |
| <b>Total Emergency Communications Fund</b>       | <b>\$ 922,507</b>         | <b>-</b>                 | <b>922,507</b>                |



## Option 3

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Full Year FY2021-22 Implementation

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>Street Fund</b>                         |                           |                          |                               |
| Street Maintenance and Improvements        | 2,142,281                 | 13,600                   | 2,155,881                     |
| Transfers Out To Other Funds               | 492,055                   | 6,548                    | 498,603                       |
| Operating Contingencies                    | 500,000                   |                          | 500,000                       |
| <b>Total Street Fund \$</b>                | <b>3,134,336</b>          | 20,148                   | <b>3,154,484</b>              |
| <b>Revenue Budget Adjustment: Street</b>   |                           |                          |                               |
| Fund Beginning Balance                     | 1,364,613                 | 20,148                   | 1,384,761                     |
| Transfer In                                | 5,777                     | 84                       | 5,861                         |
| <b>Airport Fund</b>                        |                           |                          |                               |
| Airport Maintenance and Operations         | 1,751,807                 |                          | 1,751,807                     |
| Transfers Out To Other Funds               | 101,582                   | 1,938                    | 103,520                       |
| Operating Contingencies                    | 300,000                   | -1,938                   | 298,062                       |
| <b>Total Airport Fund \$</b>               | <b>2,153,389</b>          | -                        | <b>2,153,389</b>              |
| <b>Transportation Fund</b>                 |                           |                          |                               |
| Street Capital Improvements                | 1,083,500                 |                          | 1,083,500                     |
| Debt Service                               | 201,248                   |                          | 201,248                       |
| Transfers Out To Other Funds               | 109,194                   | 4,895                    | 114,089                       |
| Project Contingencies                      | 500,000                   | -4,895                   | 495,105                       |
| <b>Total Transportation Fund \$</b>        | <b>1,893,942</b>          | -                        | <b>1,893,942</b>              |
| <b>Park Development Fund</b>               |                           |                          |                               |
| Park Acquisition and Improvements          | 21,700                    |                          | 21,700                        |
| Transfers Out To Other Funds               | 47,035                    | 593                      | 47,628                        |
| Project Contingencies                      | 500,000                   | -593                     | 499,407                       |
| <b>Total Park Development Fund \$</b>      | <b>568,735</b>            | -                        | <b>568,735</b>                |
| <b>Building Fund</b>                       |                           |                          |                               |
| Building Plan Review and Inspection        | 736,148                   | 700                      | 736,848                       |
| Transfers Out To Other Funds               | 29,482                    | 1,097                    | 30,579                        |
| Operating Contingencies                    | 75,000                    |                          | 75,000                        |
| <b>Total Building Fund \$</b>              | <b>840,630</b>            | 1,797                    | <b>842,427</b>                |
| <b>Revenue Budget Adjustment: Building</b> |                           |                          |                               |
| Fund Beginning Balance                     | 1,417,473                 | 1,797                    | 1,419,270                     |
| Transfer In                                | 2,888                     | 42                       | 2,930                         |

## Option 3

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Full Year FY2021-22 Implementation

|   | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|---|---------------------------|--------------------------|-------------------------------|
| <b>Wastewater Services Fund</b>                               |                           |                          |                               |
| Wastewater Services Program                                   | 4,832,961                 | 33,200                   | 4,866,161                     |
| Transfers Out To Other Funds                                  | 6,428,981                 | 13,168                   | 6,442,149                     |
| Operating Contingencies                                       | 900,000                   |                          | 900,000                       |
| <b>Total Wastewater Services Fund</b>                         | <b>\$ 12,161,942</b>      | 46,368                   | <b>12,208,310</b>             |
| <b>Revenue Budget Adjustment:</b>                             |                           |                          |                               |
| Wastewater Services Fund Beginning Balance                    | 3,600,859                 | 46,368                   | 3,647,227                     |
| Transfer In   | 14,442                    | 211                      | 14,653                        |
| <b>Wastewater Capital Fund</b>                                |                           |                          |                               |
| Sewer Capital Improvements                                    | 14,393,800                |                          | 14,393,800                    |
| Transfers Out To Other Funds                                  | 204,847                   | 8,455                    | 213,302                       |
| Project Contingencies   | 1,500,000                 | -8,455                   | 1,491,545                     |
| <b>Total Wastewater Capital Fund</b>                          | <b>\$ 16,098,647</b>      | -                        | <b>16,098,647</b>             |
| <b>Information Services Fund</b>                              |                           |                          |                               |
| Information Technology Services                               | 1,294,349                 | 13,200                   | 1,307,549                     |
| Operating Contingencies                                       | 75,000                    | -13,200                  | 61,800                        |
| <b>Total Information Services Fund</b>                        | <b>\$ 1,369,349</b>       | -                        | <b>1,369,349</b>              |
| <b>Revenue Budget Adjustment:</b>                             |                           |                          |                               |
| Information Services Fund Transfer In                         | 532,039                   | 15,951                   | 547,990                       |
| <b>Insurance Services Fund</b>                                |                           |                          |                               |
| Property, Liability and Workers Compensation Insurance        | 1,449,600                 |                          | 1,449,600                     |
| Transfers Out To Other Funds                                  | 202,440                   | 3,615                    | 206,055                       |
| Operating Contingencies                                       | 250,000                   | -3,615                   | 246,385                       |
| <b>Total Insurance Services Fund</b>                          | <b>\$ 1,902,040</b>       | -                        | <b>1,902,040</b>              |
| <b>Total Appropriations, All Funds in Supplemental Budget</b> |                           |                          |                               |
|   | <b>\$ 66,763,303</b>      | <b>453,051</b>           | <b>67,216,354</b>             |

**RESOLUTION NO. 2022 – 07**

A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations.

**RECITALS:**

**Whereas**, Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition was not known at the time the budget was prepared thus requiring a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

**Whereas**, the results of the Classification and Compensation study were delayed significantly and the scope of the differentials between market wages and city wages for each department and fund was not fully understood at the time the FY2021-22 budget was adopted; and

**Whereas**, this resolution proposes a supplemental budget for the General Fund, Street Fund, Building Fund, Wastewater Services Fund and Information Services Fund for personnel services costs. A supplemental budget is necessary to allow for the initial implementation of the Classification and Compensation study that brings City of McMinnville wages and salaries to levels consistent with the local labor market to attract and retain a high-quality workforce; and

**Whereas**, five funds will see Transfer In revenue increases associated with the Classification and Compensation implementation. The General, Street, Building, Wastewater Services and Information Services Funds either provide support services to other funds or will see an increased offset for the cost of supporting the HR manager; and

**Whereas**, the General Fund, Street Fund, Building Fund and Wastewater Services Fund increases in personnel category expenses will be funded by unanticipated beginning fund balance levels that exceed each fund's expense associated with the Classification and Compensation implementation; and

**Whereas**, the increase in support services salaries impacts additional funds because the Transfer Out to cover the personnel costs supporting them during FY2021-22 also went up; and

**Whereas**, for the General Fund, Street Fund, Building Fund and Wastewater Services Fund, the higher Transfer Out appropriation will also be funded by unanticipated beginning fund balance levels that exceed each fund's additional Transfer Out appropriation; and

**Whereas**, the Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds' Transfers Out category in this supplemental budget action see small cost increases that will be offset with Contingency Transfers; and

**Whereas**, the Information Services Fund's increase in personnel category expenses will be covered by a Contingency Transfer; and

**Whereas**, contingency transfers are limited to 15% of the total appropriation in the fund; this action does not exceed this statutory limit (ORS 294.463(2)) for any of the funds that include a Contingency Transfer; and

**Whereas**, because the supplemental budget for the General, Street, Building, Wastewater Services, Information Services, Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds' expenditures are not changed by more than 10%, a public hearing is not required.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:**

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2021-2022 in the General, Street, Building, Wastewater Services, Information Services, Grants and Assessment, Transient Lodging Tax, Emergency Communications, Airport, Transportation, Park Development, Wastewater Capital and Insurance Services Funds.
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2021-2022 are hereby appropriated as detailed in Exhibit A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 8th day of March 2022 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 8th day of March 2022.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

**EXHIBITS:**

- A. Option 4: Supplemental Budget Appropriations Classifications and Compensation January 1-June 30, 2022 Implementation, no 2% minimum.

Option 4

**Exhibit A: Supplemental Budget Appropriations**

Classification and Compensation Jan 1, 2022 Implementation

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>General Fund</b>                              |                           |                          |                               |
| Administration                                   | 1,443,624                 | 14,100                   | 1,457,724                     |
| Finance  | 657,173                   | 17,000                   | 674,173                       |
| Engineering                                      | 1,057,828                 | 19,500                   | 1,077,328                     |
| Planning   | 1,373,531                 |                          | 1,373,531                     |
| Police   | 9,073,617                 | 600                      | 9,074,217                     |
| Municipal Court                                  | 505,812                   | 12,700                   | 518,512                       |
| Fire   | 9,400,338                 | 3,200                    | 9,403,538                     |
| Parks & Recreation                               | 3,133,535                 | 25,200                   | 3,158,735                     |
| Park Maintenance                                 | 1,389,713                 | 1,900                    | 1,391,613                     |
| Library  | 1,835,005                 | 179,100                  | 2,014,105                     |
| Not Allocated to Organizational Unit or Program: |                           |                          |                               |
| Unemployment                                     | 51,097                    |                          | 51,097                        |
| Debt Service                                     | 748,674                   |                          | 748,674                       |
| Transfers Out To Other Funds                     | 1,437,784                 | 6,352                    | 1,444,136                     |
| Operating Contingencies                          | 1,000,000                 |                          | 1,000,000                     |
| <b>Total General Fund</b>                        | <b>\$ 33,107,731</b>      | 279,652                  | <b>33,387,383</b>             |
| <b>Revenue Budget Adjustment: General</b>        |                           |                          |                               |
| Fund Unrestricted Beginning Balance              | 4,280,177                 | 279,652                  | 4,559,829                     |
| Transfer In                                      | 1,926,913                 | 31,017                   | 1,957,930                     |
| <b>Grant and Special Assessment Fund</b>         |                           |                          |                               |
| Community Assessments                            | 7,466,800                 |                          | 7,466,800                     |
| Transfers Out To Other Funds                     | 7,702                     | 135                      | 7,837                         |
| Operating Contingencies                          | 35,000                    | -135                     | 34,865                        |
| <b>Total Special Assessment Fund</b>             | <b>\$ 7,509,502</b>       | -                        | <b>7,509,502</b>              |
| <b>Transient Lodging Tax Fund</b>                |                           |                          |                               |
| Tourism Promotion and Programs                   | 818,771                   | -358                     | 818,413                       |
| Transfers out to Other Funds                     | 380,429                   | 358                      | 380,787                       |
| <b>Total Transient Lodging Tax Fund</b>          | <b>\$ 1,199,200</b>       | -                        | <b>1,199,200</b>              |
| <b>Emergency Communications Fund</b>             |                           |                          |                               |
| 911 Emergency Communications                     | 838,906                   |                          | 838,906                       |
| Debt Service                                     | 37,172                    |                          | 37,172                        |
| Transfers out to Other Funds                     | 1,429                     | 49                       | 1,478                         |
| Operating Contingencies                          | 45,000                    | -49                      | 44,951                        |
| <b>Total Emergency Communications Fund</b>       | <b>\$ 922,507</b>         | -                        | <b>922,507</b>                |

## Option 4

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Jan 1, 2022 Implementation

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>Street Fund</b>                         |                           |                          |                               |
| Street Maintenance and Improvements        | 2,142,281                 | 4,300                    | 2,146,581                     |
| Transfers Out To Other Funds               | 492,055                   | 5,299                    | 497,354                       |
| Operating Contingencies                    | 500,000                   |                          | 500,000                       |
| <b>Total Street Fund \$</b>                | <b>3,134,336</b>          | 9,599                    | <b>3,143,935</b>              |
| <b>Revenue Budget Adjustment: Street</b>   |                           |                          |                               |
| Fund Beginning Balance                     | 1,364,613                 | 9,599                    | 1,374,212                     |
| Transfer In                                | 5,777                     | 35                       | 5,812                         |
| <b>Airport Fund</b>                        |                           |                          |                               |
| Airport Maintenance and Operations         | 1,751,807                 |                          | 1,751,807                     |
| Transfers Out To Other Funds               | 101,582                   | 1,469                    | 103,051                       |
| Operating Contingencies                    | 300,000                   | -1,469                   | 298,531                       |
| <b>Total Airport Fund \$</b>               | <b>2,153,389</b>          | -                        | <b>2,153,389</b>              |
| <b>Transportation Fund</b>                 |                           |                          |                               |
| Street Capital Improvements                | 1,083,500                 |                          | 1,083,500                     |
| Debt Service                               | 201,248                   |                          | 201,248                       |
| Transfers Out To Other Funds               | 109,194                   | 4,409                    | 113,603                       |
| Project Contingencies                      | 500,000                   | -4,409                   | 495,591                       |
| <b>Total Transportation Fund \$</b>        | <b>1,893,942</b>          | -                        | <b>1,893,942</b>              |
| <b>Park Development Fund</b>               |                           |                          |                               |
| Park Acquisition and Improvements          | 21,700                    |                          | 21,700                        |
| Transfers Out To Other Funds               | 47,035                    | 269                      | 47,304                        |
| Project Contingencies                      | 500,000                   | -269                     | 499,731                       |
| <b>Total Park Development Fund \$</b>      | <b>568,735</b>            | -                        | <b>568,735</b>                |
| <b>Building Fund</b>                       |                           |                          |                               |
| Building Plan Review and Inspection        | 736,148                   | 300                      | 736,448                       |
| Transfers Out To Other Funds               | 29,482                    | 655                      | 30,137                        |
| Operating Contingencies                    | 75,000                    |                          | 75,000                        |
| <b>Total Building Fund \$</b>              | <b>840,630</b>            | 955                      | <b>841,585</b>                |
| <b>Revenue Budget Adjustment: Building</b> |                           |                          |                               |
| Fund Beginning Balance                     | 1,417,473                 | 955                      | 1,418,428                     |
| Transfer In                                | 2,888                     | 18                       | 2,906                         |

## Option 4

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Jan 1, 2022 Implementation

|   | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|---|---------------------------|--------------------------|-------------------------------|
| <b>Wastewater Services Fund</b>                               |                           |                          |                               |
| Wastewater Services Program                                   | 4,832,961                 | 14,600                   | 4,847,561                     |
| Transfers Out To Other Funds                                  | 6,428,981                 | 10,257                   | 6,439,238                     |
| Operating Contingencies                                       | 900,000                   |                          | 900,000                       |
| <b>Total Wastewater Services Fund</b>                         | <b>\$ 12,161,942</b>      | 24,857                   | <b>12,186,799</b>             |
| <b>Revenue Budget Adjustment:</b>                             |                           |                          |                               |
| Wastewater Services Fund Beginning Balance                    | 3,600,859                 | 24,857                   | 3,625,716                     |
| Transfer In   | 14,442                    | 88                       | 14,530                        |
| <b>Wastewater Capital Fund</b>                                |                           |                          |                               |
| Sewer Capital Improvements                                    | 14,393,800                |                          | 14,393,800                    |
| Transfers Out To Other Funds                                  | 204,847                   | 7,746                    | 212,593                       |
| Project Contingencies   | 1,500,000                 | -7,746                   | 1,492,254                     |
| <b>Total Wastewater Capital Fund</b>                          | <b>\$ 16,098,647</b>      | -                        | <b>16,098,647</b>             |
| <b>Information Services Fund</b>                              |                           |                          |                               |
| Information Technology Services                               | 1,294,349                 | 4,800                    | 1,299,149                     |
| Operating Contingencies                                       | 75,000                    | -4,800                   | 70,200                        |
| <b>Total Information Services Fund</b>                        | <b>\$ 1,369,349</b>       | -                        | <b>1,369,349</b>              |
| <b>Revenue Budget Adjustment:</b>                             |                           |                          |                               |
| Information Services Fund Transfer In                         | 532,039                   | 7,596                    | 539,635                       |
| <b>Insurance Services Fund</b>                                |                           |                          |                               |
| Property, Liability and Workers Compensation Insurance        | 1,449,600                 |                          | 1,449,600                     |
| Transfers Out To Other Funds                                  | 202,440                   | 1,757                    | 204,197                       |
| Operating Contingencies                                       | 250,000                   | -1,757                   | 248,243                       |
| <b>Total Insurance Services Fund</b>                          | <b>\$ 1,902,040</b>       | -                        | <b>1,902,040</b>              |
| <b>Total Appropriations, All Funds in Supplemental Budget</b> |                           |                          |                               |
|   | <b>\$ 66,763,303</b>      | <b>315,062</b>           | <b>67,078,365</b>             |

**RESOLUTION NO. 2022 - 07**

A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations.

**RECITALS:**

**Whereas**, this resolution proposes a supplemental budget for the General Fund. A supplemental budget is necessary to allow for the initial implementation of the Classification and Compensation study that brings all City of McMinnville employee wages and salaries to a minimum of the first step in each staffer's new assigned range; and

**Whereas**, the increase in support services salaries impacts additional funds because the transfer to cover the personnel costs supporting them also increased. The Street, Airport, Transportation, Building, Wastewater Services and Wastewater Capital Funds experience these increases in the Transfers Out category. These small cost increases will be offset with Contingency Transfers for these six funds; and

**Whereas**, Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition was not known at the time the budget was prepared thus requiring a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

**Whereas**, the results of the Classification and Compensation study were delayed significantly and the scope of the differentials between market wages and city wages for each department and fund was not fully understood at the time the FY2021-22 budget was adopted; and

**Whereas**, the General Fund increase in personnel category expenses will be funded by unanticipated beginning fund balance levels that exceed the expense associated with the Classification and Compensation implementation; and

**Whereas**, because the supplemental budget for General, Street, Airport, Transportation, Building, Wastewater Services and Wastewater Capital Funds are not changed by more than 10%, a public hearing is not required; and

**Whereas**, contingency transfers are limited to 15% of the total appropriation in each fund; this action does not exceed this statutory limit (ORS 294.463(2)).

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:**

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2021-2022 in the



General, Street, Airport, Transportation, Building, Wastewater Services and Wastewater Capital Funds.

2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2021-2022 are hereby appropriated as detailed in Exhibit A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 8th day of March 2022 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 8th day of March 2022.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

EXHIBITS:

- A. Option 5: Supplemental Budget Appropriations Classifications and Compensation Implementation All EEs in new range, at least step 1.

## Option 5

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Implementation All EEs in new range, at least step 1

|  | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|--|---------------------------|--------------------------|-------------------------------|
| <b>General Fund</b>                              |                           |                          |                               |
| Administration                                   | 1,443,624                 | 9,600                    | 1,453,224                     |
| Finance  | 657,173                   |                          | 657,173                       |
| Engineering                                      | 1,057,828                 | 2,900                    | 1,060,728                     |
| Planning   | 1,373,531                 |                          | 1,373,531                     |
| Police   | 9,073,617                 |                          | 9,073,617                     |
| Municipal Court                                  | 505,812                   |                          | 505,812                       |
| Fire   | 9,400,338                 |                          | 9,400,338                     |
| Parks & Recreation                               | 3,133,535                 |                          | 3,133,535                     |
| Park Maintenance                                 | 1,389,713                 |                          | 1,389,713                     |
| Library  | 1,835,005                 | 67,900                   | 1,902,905                     |
| Not Allocated to Organizational Unit or Program: |                           |                          |                               |
| Unemployment                                     | 51,097                    |                          | 51,097                        |
| Debt Service                                     | 748,674                   |                          | 748,674                       |
| Transfers Out To Other Funds                     | 1,437,784                 | 0                        | 1,437,784                     |
| Operating Contingencies                          | 1,000,000                 |                          | 1,000,000                     |
| <b>Total General Fund</b>                        | <b>\$ 33,107,731</b>      | <b>80,400</b>            | <b>33,188,131</b>             |
| <b>Revenue Budget Adjustment: General</b>        |                           |                          |                               |
| Fund Unrestricted Beginning Balance              | 4,280,177                 | 80,400                   | 4,360,577                     |
| Transfer In                                      | 1,926,913                 | 11,254                   | 1,938,167                     |
| <b>Street Fund</b>                               |                           |                          |                               |
| Street Maintenance and Improvements              | 2,142,281                 |                          | 2,142,281                     |
| Transfers Out To Other Funds                     | 492,055                   | 2,688                    | 494,743                       |
| Operating Contingencies                          | 500,000                   | -2,688                   | 497,312                       |
| <b>Total Street Fund</b>                         | <b>\$ 3,134,336</b>       | <b>0</b>                 | <b>3,134,336</b>              |
| <b>Airport Fund</b>                              |                           |                          |                               |
| Airport Maintenance and Operations               | 1,751,807                 |                          | 1,751,807                     |
| Transfers Out To Other Funds                     | 101,582                   | 232                      | 101,814                       |
| Operating Contingencies                          | 300,000                   | -232                     | 299,768                       |
| <b>Total Airport Fund</b>                        | <b>\$ 2,153,389</b>       | <b>-</b>                 | <b>2,153,389</b>              |
| <b>Transportation Fund</b>                       |                           |                          |                               |
| Street Capital Improvements                      | 1,083,500                 |                          | 1,083,500                     |
| Debt Service                                     | 201,248                   |                          | 201,248                       |
| Transfers Out To Other Funds                     | 109,194                   | 1,761                    | 110,955                       |
| Project Contingencies                            | 500,000                   | -1,761                   | 498,239                       |
| <b>Total Transportation Fund</b>                 | <b>\$ 1,893,942</b>       | <b>-</b>                 | <b>1,893,942</b>              |

## Option 5

### Exhibit A: Supplemental Budget Appropriations

Classification and Compensation Implementation All EEs in new range, at least step 1

|                                       | Original<br>Appropriation | Class and<br>Comp Change | Supplemental<br>Appropriation |
|---------------------------------------|---------------------------|--------------------------|-------------------------------|
| <b>Building Fund</b>                  |                           |                          |                               |
| Building Plan Review and Inspection   | 736,148                   |                          | 736,148                       |
| Transfers Out To Other Funds          | 29,482                    | 232                      | 29,714                        |
| Operating Contingencies               | 75,000                    | -232                     | 74,768                        |
|                                       | <u>736,148</u>            | <u>-232</u>              | <u>74,768</u>                 |
| <b>Total Building Fund</b>            | <b>\$ 840,630</b>         | <b>0</b>                 | <b>840,630</b>                |
| <b>Wastewater Services Fund</b>       |                           |                          |                               |
| Wastewater Services Program           | 4,832,961                 |                          | 4,832,961                     |
| Transfers Out To Other Funds          | 6,428,981                 | 4,094                    | 6,433,075                     |
| Operating Contingencies               | 900,000                   | -4,094                   | 895,906                       |
|                                       | <u>4,832,961</u>          | <u>4,094</u>             | <u>895,906</u>                |
| <b>Total Wastewater Services Fund</b> | <b>\$ 12,161,942</b>      | <b>-</b>                 | <b>12,161,942</b>             |
| <b>Wastewater Capital Fund</b>        |                           |                          |                               |
| Sewer Capital Improvements            | 14,393,800                |                          | 14,393,800                    |
| Transfers Out To Other Funds          | 204,847                   | 2,248                    | 207,095                       |
| Project Contingencies                 | 1,500,000                 | -2,248                   | 1,497,752                     |
|                                       | <u>14,393,800</u>         | <u>2,248</u>             | <u>1,497,752</u>              |
| <b>Total Wastewater Capital Fund</b>  | <b>\$ 16,098,647</b>      | <b>-</b>                 | <b>16,098,647</b>             |

## Proposed 2021/2022 Salary Schedule DBM Bands A & B

| Annual     |      |          |          |          |          |          |          |          |          |          |          |          |
|------------|------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| DBM Rating | Step | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        | 9        | 10       | 11       |
| A11        |      | \$27,455 | \$28,279 | \$29,102 | \$29,926 | \$30,750 | \$31,573 | \$32,397 | \$33,221 | \$34,044 | \$34,868 | \$35,692 |
| A12        |      | \$31,439 | \$32,382 | \$33,326 | \$34,269 | \$35,212 | \$36,155 | \$37,098 | \$38,041 | \$38,985 | \$39,928 | \$40,871 |
| A13        |      | \$35,423 | \$36,486 | \$37,549 | \$38,611 | \$39,674 | \$40,737 | \$41,800 | \$42,862 | \$43,925 | \$44,988 | \$46,050 |
| B21        |      | \$37,777 | \$39,288 | \$40,799 | \$42,310 | \$43,821 | \$45,332 | \$46,843 | \$48,355 | \$49,866 | \$51,377 | \$52,888 |
| B22        |      | \$41,595 | \$43,259 | \$44,923 | \$46,587 | \$48,250 | \$49,914 | \$51,578 | \$53,242 | \$54,906 | \$56,569 | \$58,233 |
| B23        |      | \$45,413 | \$47,230 | \$49,046 | \$50,863 | \$52,679 | \$54,496 | \$56,312 | \$58,129 | \$59,945 | \$61,762 | \$63,578 |
| B24        |      | \$50,194 | \$52,202 | \$54,210 | \$56,218 | \$58,226 | \$60,233 | \$62,241 | \$64,249 | \$66,257 | \$68,264 | \$70,272 |
| B25        |      | \$55,927 | \$58,164 | \$60,402 | \$62,639 | \$64,876 | \$67,113 | \$69,350 | \$71,587 | \$73,824 | \$76,061 | \$78,298 |
| B31        |      | \$50,194 | \$52,202 | \$54,210 | \$56,218 | \$58,226 | \$60,233 | \$62,241 | \$64,249 | \$66,257 | \$68,264 | \$70,272 |
| B32        |      | \$55,927 | \$58,164 | \$60,402 | \$62,639 | \$64,876 | \$67,113 | \$69,350 | \$71,587 | \$73,824 | \$76,061 | \$78,298 |

| Semi-Monthly |      |         |         |         |         |         |         |         |         |         |         |         |
|--------------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| DBM Rating   | Step | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      |
| A11          |      | \$1,144 | \$1,178 | \$1,213 | \$1,247 | \$1,281 | \$1,316 | \$1,350 | \$1,384 | \$1,419 | \$1,453 | \$1,487 |
| A12          |      | \$1,310 | \$1,349 | \$1,389 | \$1,428 | \$1,467 | \$1,506 | \$1,546 | \$1,585 | \$1,624 | \$1,664 | \$1,703 |
| A13          |      | \$1,476 | \$1,520 | \$1,565 | \$1,609 | \$1,653 | \$1,697 | \$1,742 | \$1,786 | \$1,830 | \$1,874 | \$1,919 |
| B21          |      | \$1,574 | \$1,637 | \$1,700 | \$1,763 | \$1,826 | \$1,889 | \$1,952 | \$2,015 | \$2,078 | \$2,141 | \$2,204 |
| B22          |      | \$1,733 | \$1,802 | \$1,872 | \$1,941 | \$2,010 | \$2,080 | \$2,149 | \$2,218 | \$2,288 | \$2,357 | \$2,426 |
| B23          |      | \$1,892 | \$1,968 | \$2,044 | \$2,119 | \$2,195 | \$2,271 | \$2,346 | \$2,422 | \$2,498 | \$2,573 | \$2,649 |
| B24          |      | \$2,091 | \$2,175 | \$2,259 | \$2,342 | \$2,426 | \$2,510 | \$2,593 | \$2,677 | \$2,761 | \$2,844 | \$2,928 |
| B25          |      | \$2,330 | \$2,424 | \$2,517 | \$2,610 | \$2,703 | \$2,796 | \$2,890 | \$2,983 | \$3,076 | \$3,169 | \$3,262 |
| B31          |      | \$2,091 | \$2,175 | \$2,259 | \$2,342 | \$2,426 | \$2,510 | \$2,593 | \$2,677 | \$2,761 | \$2,844 | \$2,928 |
| B32          |      | \$2,330 | \$2,424 | \$2,517 | \$2,610 | \$2,703 | \$2,796 | \$2,890 | \$2,983 | \$3,076 | \$3,169 | \$3,262 |

| Hourly     |      |         |         |         |         |         |         |         |         |         |         |         |
|------------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| DBM Rating | Step | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      |
| A11        |      | \$13.20 | \$13.60 | \$13.99 | \$14.39 | \$14.78 | \$15.18 | \$15.58 | \$15.97 | \$16.37 | \$16.76 | \$17.16 |
| A12        |      | \$15.12 | \$15.57 | \$16.02 | \$16.48 | \$16.93 | \$17.38 | \$17.84 | \$18.29 | \$18.74 | \$19.20 | \$19.65 |
| A13        |      | \$17.03 | \$17.54 | \$18.05 | \$18.56 | \$19.07 | \$19.59 | \$20.10 | \$20.61 | \$21.12 | \$21.63 | \$22.14 |

|     |  |         |         |         |         |         |         |         |         |         |         |         |
|-----|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| B21 |  | \$18.16 | \$18.89 | \$19.61 | \$20.34 | \$21.07 | \$21.79 | \$22.52 | \$23.25 | \$23.97 | \$24.70 | \$25.43 |
| B22 |  | \$20.00 | \$20.80 | \$21.60 | \$22.40 | \$23.20 | \$24.00 | \$24.80 | \$25.60 | \$26.40 | \$27.20 | \$28.00 |
| B23 |  | \$21.83 | \$22.71 | \$23.58 | \$24.45 | \$25.33 | \$26.20 | \$27.07 | \$27.95 | \$28.82 | \$29.69 | \$30.57 |
| B24 |  | \$24.13 | \$25.10 | \$26.06 | \$27.03 | \$27.99 | \$28.96 | \$29.92 | \$30.89 | \$31.85 | \$32.82 | \$33.78 |
| B25 |  | \$26.89 | \$27.96 | \$29.04 | \$30.11 | \$31.19 | \$32.27 | \$33.34 | \$34.42 | \$35.49 | \$36.57 | \$37.64 |
| B31 |  | \$24.13 | \$25.10 | \$26.06 | \$27.03 | \$27.99 | \$28.96 | \$29.92 | \$30.89 | \$31.85 | \$32.82 | \$33.78 |
| B32 |  | \$26.89 | \$27.96 | \$29.04 | \$30.11 | \$31.19 | \$32.27 | \$33.34 | \$34.42 | \$35.49 | \$36.57 | \$37.64 |

## Proposed 2021/2022 Salary Schedule DBM Bands C, D, E, F

| Annual |      |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
|--------|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|        | Step | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        | 13        | 14        | 15        |
| C41    |      | \$58,280  | \$60,362  | \$62,443  | \$64,525  | \$66,606  | \$68,687  | \$70,769  | \$72,850  | \$74,932  | \$77,013  | \$79,095  | \$81,176  | \$83,258  | \$85,339  | \$87,420  |
| C42    |      | \$61,946  | \$64,158  | \$66,370  | \$68,583  | \$70,795  | \$73,007  | \$75,220  | \$77,432  | \$79,644  | \$81,857  | \$84,069  | \$86,281  | \$88,494  | \$90,706  | \$92,919  |
| C43    |      | \$65,611  | \$67,954  | \$70,298  | \$72,641  | \$74,984  | \$77,327  | \$79,671  | \$82,014  | \$84,357  | \$86,700  | \$89,044  | \$91,387  | \$93,730  | \$96,073  | \$98,417  |
| C44    |      | \$70,201  | \$72,708  | \$75,215  | \$77,723  | \$80,230  | \$82,737  | \$85,244  | \$87,751  | \$90,259  | \$92,766  | \$95,273  | \$97,780  | \$100,287 | \$102,794 | \$105,302 |
| C45    |      | \$75,705  | \$78,408  | \$81,112  | \$83,816  | \$86,520  | \$89,223  | \$91,927  | \$94,631  | \$97,335  | \$100,038 | \$102,742 | \$105,446 | \$108,150 | \$110,853 | \$113,557 |
| C51    |      | \$70,201  | \$72,708  | \$75,215  | \$77,723  | \$80,230  | \$82,737  | \$85,244  | \$87,751  | \$90,259  | \$92,766  | \$95,273  | \$97,780  | \$100,287 | \$102,794 | \$105,302 |
| C52    |      | \$75,705  | \$78,408  | \$81,112  | \$83,816  | \$86,520  | \$89,223  | \$91,927  | \$94,631  | \$97,335  | \$100,038 | \$102,742 | \$105,446 | \$108,150 | \$110,853 | \$113,557 |
| D61    |      | \$80,295  | \$83,162  | \$86,030  | \$88,898  | \$91,765  | \$94,633  | \$97,501  | \$100,368 | \$103,236 | \$106,104 | \$108,971 | \$111,839 | \$114,707 | \$117,574 | \$120,442 |
| D62    |      | \$83,960  | \$86,959  | \$89,957  | \$92,956  | \$95,954  | \$98,953  | \$101,952 | \$104,950 | \$107,949 | \$110,947 | \$113,946 | \$116,944 | \$119,943 | \$122,942 | \$125,940 |
| D63    |      | \$87,625  | \$90,755  | \$93,884  | \$97,014  | \$100,143 | \$103,273 | \$106,402 | \$109,532 | \$112,661 | \$115,791 | \$118,920 | \$122,050 | \$125,179 | \$128,309 | \$131,438 |
| D64    |      | \$92,215  | \$95,509  | \$98,802  | \$102,096 | \$105,389 | \$108,683 | \$111,976 | \$115,269 | \$118,563 | \$121,856 | \$125,150 | \$128,443 | \$131,736 | \$135,030 | \$138,323 |
| D65    |      | \$97,719  | \$101,209 | \$104,699 | \$108,189 | \$111,679 | \$115,169 | \$118,659 | \$122,149 | \$125,639 | \$129,129 | \$132,619 | \$136,109 | \$139,599 | \$143,089 | \$146,579 |
| D71    |      | \$92,215  | \$95,509  | \$98,802  | \$102,096 | \$105,389 | \$108,683 | \$111,976 | \$115,269 | \$118,563 | \$121,856 | \$125,150 | \$128,443 | \$131,736 | \$135,030 | \$138,323 |
| D72    |      | \$97,719  | \$101,209 | \$104,699 | \$108,189 | \$111,679 | \$115,169 | \$118,659 | \$122,149 | \$125,639 | \$129,129 | \$132,619 | \$136,109 | \$139,599 | \$143,089 | \$146,579 |
| E81    |      | \$102,309 | \$105,963 | \$109,617 | \$113,271 | \$116,925 | \$120,579 | \$124,232 | \$127,886 | \$131,540 | \$135,194 | \$138,848 | \$142,502 | \$146,156 | \$149,810 | \$153,464 |
| E82    |      | \$105,974 | \$109,759 | \$113,544 | \$117,329 | \$121,114 | \$124,899 | \$128,683 | \$132,468 | \$136,253 | \$140,038 | \$143,823 | \$147,607 | \$151,392 | \$155,177 | \$158,962 |
| E83    |      | \$109,640 | \$113,556 | \$117,471 | \$121,387 | \$125,303 | \$129,218 | \$133,134 | \$137,050 | \$140,966 | \$144,881 | \$148,797 | \$152,713 | \$156,628 | \$160,544 | \$164,460 |
| E91    |      | \$114,230 | \$118,310 | \$122,389 | \$126,469 | \$130,548 | \$134,628 | \$138,708 | \$142,787 | \$146,867 | \$150,947 | \$155,026 | \$159,106 | \$163,186 | \$167,265 | \$171,345 |
| E92    |      | \$119,733 | \$124,010 | \$128,286 | \$132,562 | \$136,838 | \$141,114 | \$145,391 | \$149,667 | \$153,943 | \$158,219 | \$162,495 | \$166,772 | \$171,048 | \$175,324 | \$179,600 |
| F101   |      | \$124,323 | \$128,764 | \$133,204 | \$137,644 | \$142,084 | \$146,524 | \$150,964 | \$155,404 | \$159,844 | \$164,285 | \$168,725 | \$173,165 | \$177,605 | \$182,045 | \$186,485 |

| Semi-monthly |      |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|--------------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|              | Step | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15      |
| C41          |      | \$2,428 | \$2,515 | \$2,602 | \$2,689 | \$2,775 | \$2,862 | \$2,949 | \$3,035 | \$3,122 | \$3,209 | \$3,296 | \$3,382 | \$3,469 | \$3,556 | \$3,643 |
| C42          |      | \$2,581 | \$2,673 | \$2,765 | \$2,858 | \$2,950 | \$3,042 | \$3,134 | \$3,226 | \$3,319 | \$3,411 | \$3,503 | \$3,595 | \$3,687 | \$3,779 | \$3,872 |
| C43          |      | \$2,734 | \$2,831 | \$2,929 | \$3,027 | \$3,124 | \$3,222 | \$3,320 | \$3,417 | \$3,515 | \$3,613 | \$3,710 | \$3,808 | \$3,905 | \$4,003 | \$4,101 |
| C44          |      | \$2,925 | \$3,030 | \$3,134 | \$3,238 | \$3,343 | \$3,447 | \$3,552 | \$3,656 | \$3,761 | \$3,865 | \$3,970 | \$4,074 | \$4,179 | \$4,283 | \$4,388 |
| C45          |      | \$3,154 | \$3,267 | \$3,380 | \$3,492 | \$3,605 | \$3,718 | \$3,830 | \$3,943 | \$4,056 | \$4,168 | \$4,281 | \$4,394 | \$4,506 | \$4,619 | \$4,732 |
| C51          |      | \$2,925 | \$3,030 | \$3,134 | \$3,238 | \$3,343 | \$3,447 | \$3,552 | \$3,656 | \$3,761 | \$3,865 | \$3,970 | \$4,074 | \$4,179 | \$4,283 | \$4,388 |
| C52          |      | \$3,154 | \$3,267 | \$3,380 | \$3,492 | \$3,605 | \$3,718 | \$3,830 | \$3,943 | \$4,056 | \$4,168 | \$4,281 | \$4,394 | \$4,506 | \$4,619 | \$4,732 |
| D61          |      | \$3,346 | \$3,465 | \$3,585 | \$3,704 | \$3,824 | \$3,943 | \$4,063 | \$4,182 | \$4,302 | \$4,421 | \$4,540 | \$4,660 | \$4,779 | \$4,899 | \$5,018 |
| D62          |      | \$3,498 | \$3,623 | \$3,748 | \$3,873 | \$3,998 | \$4,123 | \$4,248 | \$4,373 | \$4,498 | \$4,623 | \$4,748 | \$4,873 | \$4,998 | \$5,123 | \$5,248 |
| D63          |      | \$3,651 | \$3,781 | \$3,912 | \$4,042 | \$4,173 | \$4,303 | \$4,433 | \$4,564 | \$4,694 | \$4,825 | \$4,955 | \$5,085 | \$5,216 | \$5,346 | \$5,477 |
| D64          |      | \$3,842 | \$3,980 | \$4,117 | \$4,254 | \$4,391 | \$4,528 | \$4,666 | \$4,803 | \$4,940 | \$5,077 | \$5,215 | \$5,352 | \$5,489 | \$5,626 | \$5,763 |
| D65          |      | \$4,072 | \$4,217 | \$4,362 | \$4,508 | \$4,653 | \$4,799 | \$4,944 | \$5,090 | \$5,235 | \$5,380 | \$5,526 | \$5,671 | \$5,817 | \$5,962 | \$6,107 |
| D71          |      | \$3,842 | \$3,980 | \$4,117 | \$4,254 | \$4,391 | \$4,528 | \$4,666 | \$4,803 | \$4,940 | \$5,077 | \$5,215 | \$5,352 | \$5,489 | \$5,626 | \$5,763 |
| D72          |      | \$4,072 | \$4,217 | \$4,362 | \$4,508 | \$4,653 | \$4,799 | \$4,944 | \$5,090 | \$5,235 | \$5,380 | \$5,526 | \$5,671 | \$5,817 | \$5,962 | \$6,107 |

|      |  |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|------|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| E81  |  | \$4,263 | \$4,415 | \$4,567 | \$4,720 | \$4,872 | \$5,024 | \$5,176 | \$5,329 | \$5,481 | \$5,633 | \$5,785 | \$5,938 | \$6,090 | \$6,242 | \$6,394 |
| E82  |  | \$4,416 | \$4,573 | \$4,731 | \$4,889 | \$5,046 | \$5,204 | \$5,362 | \$5,520 | \$5,677 | \$5,835 | \$5,993 | \$6,150 | \$6,308 | \$6,466 | \$6,623 |
| E83  |  | \$4,568 | \$4,731 | \$4,895 | \$5,058 | \$5,221 | \$5,384 | \$5,547 | \$5,710 | \$5,874 | \$6,037 | \$6,200 | \$6,363 | \$6,526 | \$6,689 | \$6,852 |
| E91  |  | \$4,760 | \$4,930 | \$5,100 | \$5,270 | \$5,440 | \$5,610 | \$5,779 | \$5,949 | \$6,119 | \$6,289 | \$6,459 | \$6,629 | \$6,799 | \$6,969 | \$7,139 |
| E92  |  | \$4,989 | \$5,167 | \$5,345 | \$5,523 | \$5,702 | \$5,880 | \$6,058 | \$6,236 | \$6,414 | \$6,592 | \$6,771 | \$6,949 | \$7,127 | \$7,305 | \$7,483 |
| F101 |  | \$5,180 | \$5,365 | \$5,550 | \$5,735 | \$5,920 | \$6,105 | \$6,290 | \$6,475 | \$6,660 | \$6,845 | \$7,030 | \$7,215 | \$7,400 | \$7,585 | \$7,770 |

| Hourly |      |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|--------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|        | Step | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15      |
| C41    |      | \$28.02 | \$29.02 | \$30.02 | \$31.02 | \$32.02 | \$33.02 | \$34.02 | \$35.02 | \$36.02 | \$37.03 | \$38.03 | \$39.03 | \$40.03 | \$41.03 | \$42.03 |
| C42    |      | \$29.78 | \$30.85 | \$31.91 | \$32.97 | \$34.04 | \$35.10 | \$36.16 | \$37.23 | \$38.29 | \$39.35 | \$40.42 | \$41.48 | \$42.55 | \$43.61 | \$44.67 |
| C43    |      | \$31.54 | \$32.67 | \$33.80 | \$34.92 | \$36.05 | \$37.18 | \$38.30 | \$39.43 | \$40.56 | \$41.68 | \$42.81 | \$43.94 | \$45.06 | \$46.19 | \$47.32 |
| C44    |      | \$33.75 | \$34.96 | \$36.16 | \$37.37 | \$38.57 | \$39.78 | \$40.98 | \$42.19 | \$43.39 | \$44.60 | \$45.80 | \$47.01 | \$48.22 | \$49.42 | \$50.63 |
| C45    |      | \$36.40 | \$37.70 | \$39.00 | \$40.30 | \$41.60 | \$42.90 | \$44.20 | \$45.50 | \$46.80 | \$48.10 | \$49.40 | \$50.70 | \$51.99 | \$53.29 | \$54.59 |
| C51    |      | \$33.75 | \$34.96 | \$36.16 | \$37.37 | \$38.57 | \$39.78 | \$40.98 | \$42.19 | \$43.39 | \$44.60 | \$45.80 | \$47.01 | \$48.22 | \$49.42 | \$50.63 |
| C52    |      | \$36.40 | \$37.70 | \$39.00 | \$40.30 | \$41.60 | \$42.90 | \$44.20 | \$45.50 | \$46.80 | \$48.10 | \$49.40 | \$50.70 | \$51.99 | \$53.29 | \$54.59 |
| D61    |      | \$38.60 | \$39.98 | \$41.36 | \$42.74 | \$44.12 | \$45.50 | \$46.88 | \$48.25 | \$49.63 | \$51.01 | \$52.39 | \$53.77 | \$55.15 | \$56.53 | \$57.90 |
| D62    |      | \$40.37 | \$41.81 | \$43.25 | \$44.69 | \$46.13 | \$47.57 | \$49.02 | \$50.46 | \$51.90 | \$53.34 | \$54.78 | \$56.22 | \$57.66 | \$59.11 | \$60.55 |
| D63    |      | \$42.13 | \$43.63 | \$45.14 | \$46.64 | \$48.15 | \$49.65 | \$51.15 | \$52.66 | \$54.16 | \$55.67 | \$57.17 | \$58.68 | \$60.18 | \$61.69 | \$63.19 |
| D64    |      | \$44.33 | \$45.92 | \$47.50 | \$49.08 | \$50.67 | \$52.25 | \$53.83 | \$55.42 | \$57.00 | \$58.58 | \$60.17 | \$61.75 | \$63.33 | \$64.92 | \$66.50 |
| D65    |      | \$46.98 | \$48.66 | \$50.34 | \$52.01 | \$53.69 | \$55.37 | \$57.05 | \$58.73 | \$60.40 | \$62.08 | \$63.76 | \$65.44 | \$67.11 | \$68.79 | \$70.47 |
| D71    |      | \$44.33 | \$45.92 | \$47.50 | \$49.08 | \$50.67 | \$52.25 | \$53.83 | \$55.42 | \$57.00 | \$58.58 | \$60.17 | \$61.75 | \$63.33 | \$64.92 | \$66.50 |
| D72    |      | \$46.98 | \$48.66 | \$50.34 | \$52.01 | \$53.69 | \$55.37 | \$57.05 | \$58.73 | \$60.40 | \$62.08 | \$63.76 | \$65.44 | \$67.11 | \$68.79 | \$70.47 |
| E81    |      | \$49.19 | \$50.94 | \$52.70 | \$54.46 | \$56.21 | \$57.97 | \$59.73 | \$61.48 | \$63.24 | \$65.00 | \$66.75 | \$68.51 | \$70.27 | \$72.02 | \$73.78 |
| E82    |      | \$50.95 | \$52.77 | \$54.59 | \$56.41 | \$58.23 | \$60.05 | \$61.87 | \$63.69 | \$65.51 | \$67.33 | \$69.15 | \$70.97 | \$72.78 | \$74.60 | \$76.42 |
| E83    |      | \$52.71 | \$54.59 | \$56.48 | \$58.36 | \$60.24 | \$62.12 | \$64.01 | \$65.89 | \$67.77 | \$69.65 | \$71.54 | \$73.42 | \$75.30 | \$77.18 | \$79.07 |
| E91    |      | \$54.92 | \$56.88 | \$58.84 | \$60.80 | \$62.76 | \$64.73 | \$66.69 | \$68.65 | \$70.61 | \$72.57 | \$74.53 | \$76.49 | \$78.45 | \$80.42 | \$82.38 |
| E92    |      | \$57.56 | \$59.62 | \$61.68 | \$63.73 | \$65.79 | \$67.84 | \$69.90 | \$71.96 | \$74.01 | \$76.07 | \$78.12 | \$80.18 | \$82.23 | \$84.29 | \$86.35 |
| F101   |      | \$59.77 | \$61.91 | \$64.04 | \$66.17 | \$68.31 | \$70.44 | \$72.58 | \$74.71 | \$76.85 | \$78.98 | \$81.12 | \$83.25 | \$85.39 | \$87.52 | \$89.66 |

## Classification and Compensation Follow Up Information

|   | Current Salary* | Option 1 | Option 2 | Option 3 | Option 4 | Option 5 |
|---|-----------------|----------|----------|----------|----------|----------|
| City staff (DBM A, B)                                   | 5,070,800       | 134,800  | 66,600   | 83,300   | 44,800   | 10,400   |
| Managers, supervisors and professional staff (DBM C, D) | 3,894,400       | 343,600  | 261,300  | 299,400  | 231,900  | 70,000   |
| ET (DBM E)  | 1,544,400       | 79,100   | 35,300   | 49,300   | 20,700   | -        |
| Total   | 10,509,600      | 557,500  | 363,200  | 432,000  | 297,400  | 80,400   |

|   | Current Salary | Staff Recommendation | Alternative A | Alternative B | Alternative C | Alternative D |
|---|----------------|----------------------|---------------|---------------|---------------|---------------|
| City staff (DBM A, B)                                   | 48.25%         | 24.18%               | 18.34%        | 19.28%        | 15.06%        | 12.94%        |
| Managers, supervisors and professional staff (DBM C, D) | 37.06%         | 61.63%               | 71.94%        | 69.31%        | 77.98%        | 87.06%        |
| ET (DBM E)  | 14.70%         | 14.19%               | 9.72%         | 11.41%        | 6.96%         | 0.00%         |

\* includes estimate 35% benefit factor on salary

1/26/2022



## STAFF REPORT - Requested Information

**DATE:** January 26, 2022  
**TO:** Jeff Towery, City Manager  
**FROM:** Jennifer Cuellar, Finance Director  
**SUBJECT:** Information request from Council

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At the Council meeting on January 25, 2022, as part of the discussion regarding the FY22 supplemental budget proposal regarding the implementation of the Classification and Compensation study, some follow-up information was requested by the Councilors.

Data regarding the distribution of the salary costs across different portions of the general services workforce is provided in an attached spreadsheet in dollars and as proportions of the personnel service category components of the staff recommendation on implementation as well as the four alternative implementation scenarios.

General financial information regarding the budget status of the funds was also discussed. It has been on the finance department list of projects for the last two years to develop a package of financial information that is meaningful for Council and citizens to read and review as well as efficient to produce from our financial system. Regrettably, this goal has not been met.

Attached is a report from our financial system which shows revenues and expenses relative to budget by department and fund. Please note when reviewing this information:

- The column FY22 YTD Transactions are the actual revenues received and expenses paid through the date on the report (1/26/2022)
- This data includes 13 of 24 payrolls and property tax collections through December 2021
- Expense totals include the amount budgeted for contingency and ending fund balance in each fund
- The report includes totals from FY2021 in the far-right column
- The Adopted Budget column is the FY22 budget that was appropriated in June 2021
- The first budget amendment approved on 1/25/2022 has not yet been keyed into the system



# Budget by Organization Report

Through 01/26/22  
 Prior Fiscal Year Activity Included  
 Summary Listing

| Organization                                    | Adopted Budget         | Budget Amendments | Amended Budget         | Current Month Transactions | YTD Encumbrances        | FY22 YTD Transactions  | Budget - YTD Transactions | % Used/ Rec'd | FY21 Prior Year Total  |
|---|------------------------|-------------------|------------------------|----------------------------|-------------------------|------------------------|---------------------------|---------------|------------------------|
| <b>Fund 01 - General</b>                        |                        |                   |                        |                            |                         |                        |                           |               |                        |
| <b>REVENUE</b>                                  |                        |                   |                        |                            |                         |                        |                           |               |                        |
| Department 01 - Administration                  | 22,700.00              | .00               | 22,700.00              | .00                        | .00                     | 7,083.00               | 15,617.00                 | 31            | 13,888.00              |
| Department 03 - Finance                         | 26,500.00              | .00               | 26,500.00              | 1,590.00                   | .00                     | 8,401.45               | 18,098.55                 | 32            | 27,234.35              |
| Department 05 - Engineering                     | 100,750.00             | .00               | 100,750.00             | 80.00                      | .00                     | 169,245.00             | (68,495.00)               | 168           | 202,077.87             |
| Department 07 - Planning                        | 107,500.00             | .00               | 107,500.00             | 13,168.50                  | .00                     | 119,203.95             | (11,703.95)               | 111           | 225,986.23             |
| Department 09 - Building                        | .00                    | .00               | .00                    | .00                        | .00                     | .00                    | .00                       | +++           | .00                    |
| Department 11 - Police                          | 634,510.00             | .00               | 634,510.00             | 20,780.25                  | .00                     | 182,475.71             | 452,034.29                | 29            | 158,894.54             |
| Department 13 - Municipal Court                 | 408,400.00             | .00               | 408,400.00             | 668.82                     | .00                     | 174,103.68             | 234,296.32                | 43            | 363,995.87             |
| Department 15 - Fire                            | 5,024,519.00           | .00               | 5,024,519.00           | 85,077.58                  | .00                     | 1,600,999.01           | 3,423,519.99              | 32            | 4,197,934.71           |
| Department 17 - Parks & Recreation              | 1,282,680.00           | .00               | 1,282,680.00           | 10,381.05                  | .00                     | 335,905.88             | 946,774.12                | 26            | 272,448.06             |
| Department 19 - Park Maintenance                | 2,500.00               | .00               | 2,500.00               | .00                        | .00                     | .00                    | 2,500.00                  | 0             | 557.15                 |
| Department 21 - Library                         | 252,042.00             | .00               | 252,042.00             | 71,824.77                  | .00                     | 136,863.04             | 115,178.96                | 54            | 240,472.13             |
| Department 99 - Non-Departmental                | 22,444,376.00          | .00               | 22,444,376.00          | 518,999.84                 | .00                     | 17,500,478.31          | 4,943,897.69              | 78            | 24,230,413.72          |
| <b>REVENUE TOTALS</b>                           | <b>\$35,264,154.00</b> | <b>\$0.00</b>     | <b>\$35,264,154.00</b> | <b>\$722,570.81</b>        | <b>\$0.00</b>           | <b>\$25,996,517.18</b> | <b>\$9,267,636.82</b>     | <b>74%</b>    | <b>\$35,521,993.19</b> |
| <b>EXPENSE</b>                                  |                        |                   |                        |                            |                         |                        |                           |               |                        |
| Department 01 - Administration                  | 1,443,624.00           | .00               | 1,443,624.00           | 142,254.11                 | 63,349.20               | 832,418.10             | 547,856.70                | 62            | 1,323,691.47           |
| Department 03 - Finance                         | 657,173.00             | .00               | 657,173.00             | 31,734.44                  | 22,063.71               | 345,293.55             | 289,815.74                | 56            | 627,949.52             |
| Department 05 - Engineering                     | 1,057,828.00           | .00               | 1,057,828.00           | 30,099.72                  | 15,996.74               | 390,516.20             | 651,315.06                | 38            | 895,214.95             |
| Department 07 - Planning                        | 1,373,531.00           | .00               | 1,373,531.00           | 41,734.05                  | 37,463.68               | 458,577.04             | 877,490.28                | 36            | 1,320,677.30           |
| Department 11 - Police                          | 9,252,701.00           | .00               | 9,252,701.00           | 359,501.70                 | 177,258.06              | 4,658,420.32           | 4,417,022.62              | 52            | 8,872,778.48           |
| Department 13 - Municipal Court                 | 505,812.00             | .00               | 505,812.00             | 15,897.34                  | 11,876.05               | 256,269.92             | 237,666.03                | 53            | 546,927.53             |
| Department 15 - Fire                            | 9,400,338.00           | .00               | 9,400,338.00           | 370,442.16                 | 443,949.09              | 4,472,542.11           | 4,483,846.80              | 52            | 8,930,828.81           |
| Department 17 - Parks & Recreation              | 3,133,535.00           | .00               | 3,133,535.00           | 92,218.17                  | 149,640.77              | 1,156,110.32           | 1,827,783.91              | 42            | 1,987,677.43           |
| Department 19 - Park Maintenance                | 1,389,713.00           | .00               | 1,389,713.00           | 59,749.79                  | 86,526.88               | 612,084.10             | 691,102.02                | 50            | 1,330,572.52           |
| Department 21 - Library                         | 1,835,005.00           | .00               | 1,835,005.00           | 73,086.26                  | 80,007.75               | 943,867.49             | 811,129.76                | 56            | 1,746,641.27           |
| Department 99 - Non-Departmental                | 5,214,894.00           | .00               | 5,214,894.00           | 2,013.76                   | 286,457.28              | 925,269.38             | 4,003,167.34              | 23            | 2,177,275.76           |
| <b>EXPENSE TOTALS</b>                           | <b>\$35,264,154.00</b> | <b>\$0.00</b>     | <b>\$35,264,154.00</b> | <b>\$1,218,731.50</b>      | <b>\$1,374,589.21</b>   | <b>\$15,051,368.53</b> | <b>\$18,838,196.26</b>    | <b>47%</b>    | <b>\$29,760,235.04</b> |
| <b>Fund 01 - General Totals</b>                 |                        |                   |                        |                            |                         |                        |                           |               |                        |
| <b>REVENUE TOTALS</b>                           | <b>35,264,154.00</b>   | <b>.00</b>        | <b>35,264,154.00</b>   | <b>722,570.81</b>          | <b>.00</b>              | <b>25,996,517.18</b>   | <b>9,267,636.82</b>       | <b>74%</b>    | <b>35,521,993.19</b>   |
| <b>EXPENSE TOTALS</b>                           | <b>35,264,154.00</b>   | <b>.00</b>        | <b>35,264,154.00</b>   | <b>1,218,731.50</b>        | <b>1,374,589.21</b>     | <b>15,051,368.53</b>   | <b>18,838,196.26</b>      | <b>47%</b>    | <b>29,760,235.04</b>   |
| <b>Fund 01 - General Totals</b>                 | <b>\$0.00</b>          | <b>\$0.00</b>     | <b>\$0.00</b>          | <b>(\$496,160.69)</b>      | <b>(\$1,374,589.21)</b> | <b>\$10,945,148.65</b> | <b>(\$9,570,559.44)</b>   |               | <b>\$5,761,758.15</b>  |
| <b>Fund 05 - Grants and Special Assessments</b> |                        |                   |                        |                            |                         |                        |                           |               |                        |

Added on 03.04.2022



# Budget by Organization Report

Through 01/26/22  
 Prior Fiscal Year Activity Included  
 Summary Listing

| REVENUE   |   |                |        |                |             |              |                |                  |     |                |
|---|---|----------------|--------|----------------|-------------|--------------|----------------|------------------|-----|----------------|
|   | REVENUE TOTALS                                  | \$7,602,029.00 | \$0.00 | \$7,602,029.00 | \$4,982.11  | \$0.00       | \$5,651,890.22 | \$1,950,138.78   | 74% | \$558,582.04   |
| EXPENSE   |   |                |        |                |             |              |                |                  |     |                |
|   | EXPENSE TOTALS                                  | \$7,602,029.00 | \$0.00 | \$7,602,029.00 | \$0.00      | \$0.00       | \$151,832.80   | \$7,450,196.20   | 2%  | \$424,786.15   |
| Fund 05 - Grants and Special Assessments Totals |   |                |        |                |             |              |                |                  |     |                |
|   | REVENUE TOTALS                                  | 7,602,029.00   | .00    | 7,602,029.00   | 4,982.11    | .00          | 5,651,890.22   | 1,950,138.78     | 74% | 558,582.04     |
|   | EXPENSE TOTALS                                  | 7,602,029.00   | .00    | 7,602,029.00   | .00         | .00          | 151,832.80     | 7,450,196.20     | 2%  | 424,786.15     |
|   | Fund 05 - Grants and Special Assessments Totals | \$0.00         | \$0.00 | \$0.00         | \$4,982.11  | \$0.00       | \$5,500,057.42 | (\$5,500,057.42) |     | \$133,795.89   |
| Fund 07 - Transient Lodging Tax                 |   |                |        |                |             |              |                |                  |     |                |
| REVENUE   |   |                |        |                |             |              |                |                  |     |                |
|   | REVENUE TOTALS                                  | \$1,199,200.00 | \$0.00 | \$1,199,200.00 | \$82,094.98 | \$0.00       | \$625,091.83   | \$574,108.17     | 52% | \$1,125,409.81 |
| EXPENSE   |   |                |        |                |             |              |                |                  |     |                |
|   | EXPENSE TOTALS                                  | \$1,199,200.00 | \$0.00 | \$1,199,200.00 | \$0.00      | \$0.00       | \$550,963.08   | \$648,236.92     | 46% | \$1,125,171.11 |
| Fund 07 - Transient Lodging Tax Totals          |   |                |        |                |             |              |                |                  |     |                |
|   | REVENUE TOTALS                                  | 1,199,200.00   | .00    | 1,199,200.00   | 82,094.98   | .00          | 625,091.83     | 574,108.17       | 52% | 1,125,409.81   |
|   | EXPENSE TOTALS                                  | 1,199,200.00   | .00    | 1,199,200.00   | .00         | .00          | 550,963.08     | 648,236.92       | 46% | 1,125,171.11   |
|   | Fund 07 - Transient Lodging Tax Totals          | \$0.00         | \$0.00 | \$0.00         | \$82,094.98 | \$0.00       | \$74,128.75    | (\$74,128.75)    |     | \$238.70       |
| Fund 10 - Telecommunications                    |   |                |        |                |             |              |                |                  |     |                |
| REVENUE   |   |                |        |                |             |              |                |                  |     |                |
|   | REVENUE TOTALS                                  | \$249,967.00   | \$0.00 | \$249,967.00   | \$0.00      | \$0.00       | \$63,207.08    | \$186,759.92     | 25% | \$248,011.54   |
| EXPENSE   |   |                |        |                |             |              |                |                  |     |                |
|   | EXPENSE TOTALS                                  | \$249,967.00   | \$0.00 | \$249,967.00   | \$0.00      | \$0.00       | \$69,718.68    | \$180,248.32     | 28% | \$246,056.81   |
| Fund 10 - Telecommunications Totals             |   |                |        |                |             |              |                |                  |     |                |
|   | REVENUE TOTALS                                  | 249,967.00     | .00    | 249,967.00     | .00         | .00          | 63,207.08      | 186,759.92       | 25% | 248,011.54     |
|   | EXPENSE TOTALS                                  | 249,967.00     | .00    | 249,967.00     | .00         | .00          | 69,718.68      | 180,248.32       | 28% | 246,056.81     |
|   | Fund 10 - Telecommunications Totals             | \$0.00         | \$0.00 | \$0.00         | \$0.00      | \$0.00       | (\$6,511.60)   | \$6,511.60       |     | \$1,954.73     |
| Fund 15 - Emergency Communications              |   |                |        |                |             |              |                |                  |     |                |
| REVENUE   |   |                |        |                |             |              |                |                  |     |                |
|   | REVENUE TOTALS                                  | \$961,489.00   | \$0.00 | \$961,489.00   | \$4,506.42  | \$0.00       | \$580,582.78   | \$380,906.22     | 60% | \$1,058,767.33 |
| EXPENSE   |   |                |        |                |             |              |                |                  |     |                |
|   | EXPENSE TOTALS                                  | \$961,489.00   | \$0.00 | \$961,489.00   | \$68,957.59 | \$348,461.17 | \$517,582.04   | \$95,445.79      | 90% | \$947,833.58   |
| Fund 15 - Emergency Communications Totals       |   |                |        |                |             |              |                |                  |     |                |
|   | REVENUE TOTALS                                  | 961,489.00     | .00    | 961,489.00     | 4,506.42    | .00          | 580,582.78     | 380,906.22       | 60% | 1,058,767.33   |



# Budget by Organization Report

Through 01/26/22  
 Prior Fiscal Year Activity Included  
 Summary Listing

|                                    |                       |                |        |                |                |                |                |                  |      |                |
|------------------------------------|-----------------------|----------------|--------|----------------|----------------|----------------|----------------|------------------|------|----------------|
|                                    | <b>EXPENSE TOTALS</b> | 961,489.00     | .00    | 961,489.00     | 68,957.59      | 348,461.17     | 517,582.04     | 95,445.79        | 90%  | 947,833.58     |
| Fund 15 - Emergency Communications | <b>Totals</b>         | \$0.00         | \$0.00 | \$0.00         | (\$64,451.17)  | (\$348,461.17) | \$63,000.74    | \$285,460.43     |      | \$110,933.75   |
| Fund 20 - Street                   | <b>REVENUE</b>        |                |        |                |                |                |                |                  |      |                |
|                                    | <b>REVENUE TOTALS</b> | \$3,990,440.00 | \$0.00 | \$3,990,440.00 | \$273,409.69   | \$0.00         | \$3,700,294.63 | \$290,145.37     | 93%  | \$4,398,117.06 |
|                                    | <b>EXPENSE</b>        |                |        |                |                |                |                |                  |      |                |
|                                    | <b>EXPENSE TOTALS</b> | \$3,990,440.00 | \$0.00 | \$3,990,440.00 | \$87,478.97    | \$382,614.71   | \$1,230,032.14 | \$2,377,793.15   | 40%  | \$2,618,942.83 |
| Fund 20 - Street                   | <b>Totals</b>         |                |        |                |                |                |                |                  |      |                |
|                                    | <b>REVENUE TOTALS</b> | 3,990,440.00   | .00    | 3,990,440.00   | 273,409.69     | .00            | 3,700,294.63   | 290,145.37       | 93%  | 4,398,117.06   |
|                                    | <b>EXPENSE TOTALS</b> | 3,990,440.00   | .00    | 3,990,440.00   | 87,478.97      | 382,614.71     | 1,230,032.14   | 2,377,793.15     | 40%  | 2,618,942.83   |
| Fund 20 - Street                   | <b>Totals</b>         | \$0.00         | \$0.00 | \$0.00         | \$185,930.72   | (\$382,614.71) | \$2,470,262.49 | (\$2,087,647.78) |      | \$1,779,174.23 |
| Fund 25 - Airport Maintenance      | <b>REVENUE</b>        |                |        |                |                |                |                |                  |      |                |
|                                    | <b>REVENUE TOTALS</b> | \$2,356,605.00 | \$0.00 | \$2,356,605.00 | \$1,292,770.22 | \$0.00         | \$2,100,159.73 | \$256,445.27     | 89%  | \$968,753.79   |
|                                    | <b>EXPENSE</b>        |                |        |                |                |                |                |                  |      |                |
|                                    | <b>EXPENSE TOTALS</b> | \$2,356,605.00 | \$0.00 | \$2,356,605.00 | \$6,940.48     | \$26,610.68    | \$1,593,070.39 | \$736,923.93     | 69%  | \$415,914.07   |
| Fund 25 - Airport Maintenance      | <b>Totals</b>         |                |        |                |                |                |                |                  |      |                |
|                                    | <b>REVENUE TOTALS</b> | 2,356,605.00   | .00    | 2,356,605.00   | 1,292,770.22   | .00            | 2,100,159.73   | 256,445.27       | 89%  | 968,753.79     |
|                                    | <b>EXPENSE TOTALS</b> | 2,356,605.00   | .00    | 2,356,605.00   | 6,940.48       | 26,610.68      | 1,593,070.39   | 736,923.93       | 69%  | 415,914.07     |
| Fund 25 - Airport Maintenance      | <b>Totals</b>         | \$0.00         | \$0.00 | \$0.00         | \$1,285,829.74 | (\$26,610.68)  | \$507,089.34   | (\$480,478.66)   |      | \$552,839.72   |
| Fund 45 - Transportation           | <b>REVENUE</b>        |                |        |                |                |                |                |                  |      |                |
|                                    | <b>REVENUE TOTALS</b> | \$3,818,776.00 | \$0.00 | \$3,818,776.00 | \$19,605.04    | \$0.00         | \$3,540,145.69 | \$278,630.31     | 93%  | \$8,101,860.50 |
|                                    | <b>EXPENSE</b>        |                |        |                |                |                |                |                  |      |                |
|                                    | <b>EXPENSE TOTALS</b> | \$3,818,776.00 | \$0.00 | \$3,818,776.00 | \$0.00         | \$114,008.74   | \$267,719.80   | \$3,437,047.46   | 10%  | \$5,171,114.21 |
| Fund 45 - Transportation           | <b>Totals</b>         |                |        |                |                |                |                |                  |      |                |
|                                    | <b>REVENUE TOTALS</b> | 3,818,776.00   | .00    | 3,818,776.00   | 19,605.04      | .00            | 3,540,145.69   | 278,630.31       | 93%  | 8,101,860.50   |
|                                    | <b>EXPENSE TOTALS</b> | 3,818,776.00   | .00    | 3,818,776.00   | .00            | 114,008.74     | 267,719.80     | 3,437,047.46     | 10%  | 5,171,114.21   |
| Fund 45 - Transportation           | <b>Totals</b>         | \$0.00         | \$0.00 | \$0.00         | \$19,605.04    | (\$114,008.74) | \$3,272,425.89 | (\$3,158,417.15) |      | \$2,930,746.29 |
| Fund 50 - Park Development         | <b>REVENUE</b>        |                |        |                |                |                |                |                  |      |                |
|                                    | <b>REVENUE TOTALS</b> | \$1,934,336.00 | \$0.00 | \$1,934,336.00 | \$20,936.00    | \$0.00         | \$1,986,173.03 | (\$51,837.03)    | 103% | \$1,752,647.57 |
|                                    | <b>EXPENSE</b>        |                |        |                |                |                |                |                  |      |                |
|                                    | <b>EXPENSE TOTALS</b> | \$1,934,336.00 | \$0.00 | \$1,934,336.00 | \$0.00         | \$0.00         | \$24,316.91    | \$1,910,019.09   | 1%   | \$61,371.20    |



# Budget by Organization Report

Through 01/26/22  
 Prior Fiscal Year Activity Included  
 Summary Listing

|                                   |              |        |              |             |        |                |                  |      |                |
|-----------------------------------|--------------|--------|--------------|-------------|--------|----------------|------------------|------|----------------|
| Fund 50 - Park Development Totals |              |        |              |             |        |                |                  |      |                |
| REVENUE TOTALS                    | 1,934,336.00 | .00    | 1,934,336.00 | 20,936.00   | .00    | 1,986,173.03   | (51,837.03)      | 103% | 1,752,647.57   |
| EXPENSE TOTALS                    | 1,934,336.00 | .00    | 1,934,336.00 | .00         | .00    | 24,316.91      | 1,910,019.09     | 1%   | 61,371.20      |
| Fund 50 - Park Development Totals | \$0.00       | \$0.00 | \$0.00       | \$20,936.00 | \$0.00 | \$1,961,856.12 | (\$1,961,856.12) |      | \$1,691,276.37 |

Fund 58 - Urban Renewal  
 REVENUE

|                |              |        |              |        |        |              |             |     |              |
|----------------|--------------|--------|--------------|--------|--------|--------------|-------------|-----|--------------|
| REVENUE TOTALS | \$366,863.00 | \$0.00 | \$366,863.00 | \$0.00 | \$0.00 | \$301,896.61 | \$64,966.39 | 82% | \$410,752.63 |
|----------------|--------------|--------|--------------|--------|--------|--------------|-------------|-----|--------------|

EXPENSE

|                |              |        |              |             |              |             |              |     |              |
|----------------|--------------|--------|--------------|-------------|--------------|-------------|--------------|-----|--------------|
| EXPENSE TOTALS | \$366,863.00 | \$0.00 | \$366,863.00 | \$11,171.06 | \$109,924.00 | \$40,788.92 | \$216,150.08 | 41% | \$205,479.47 |
|----------------|--------------|--------|--------------|-------------|--------------|-------------|--------------|-----|--------------|

Fund 58 - Urban Renewal Totals

|                |            |     |            |           |            |            |            |     |            |
|----------------|------------|-----|------------|-----------|------------|------------|------------|-----|------------|
| REVENUE TOTALS | 366,863.00 | .00 | 366,863.00 | .00       | .00        | 301,896.61 | 64,966.39  | 82% | 410,752.63 |
| EXPENSE TOTALS | 366,863.00 | .00 | 366,863.00 | 11,171.06 | 109,924.00 | 40,788.92  | 216,150.08 | 41% | 205,479.47 |

Fund 58 - Urban Renewal Totals

|  |        |        |        |               |                |              |                |  |              |
|--|--------|--------|--------|---------------|----------------|--------------|----------------|--|--------------|
|  | \$0.00 | \$0.00 | \$0.00 | (\$11,171.06) | (\$109,924.00) | \$261,107.69 | (\$151,183.69) |  | \$205,273.16 |
|--|--------|--------|--------|---------------|----------------|--------------|----------------|--|--------------|

Fund 59 - Urban Renewal Debt Service  
 REVENUE

|                |              |        |              |            |        |              |                |      |              |
|----------------|--------------|--------|--------------|------------|--------|--------------|----------------|------|--------------|
| REVENUE TOTALS | \$669,404.00 | \$0.00 | \$669,404.00 | \$9,668.36 | \$0.00 | \$780,485.90 | (\$111,081.90) | 117% | \$673,251.45 |
|----------------|--------------|--------|--------------|------------|--------|--------------|----------------|------|--------------|

EXPENSE

|                |              |        |              |        |        |              |              |     |              |
|----------------|--------------|--------|--------------|--------|--------|--------------|--------------|-----|--------------|
| EXPENSE TOTALS | \$669,404.00 | \$0.00 | \$669,404.00 | \$0.00 | \$0.00 | \$120,412.52 | \$548,991.48 | 18% | \$384,221.32 |
|----------------|--------------|--------|--------------|--------|--------|--------------|--------------|-----|--------------|

Fund 59 - Urban Renewal Debt Service Totals

|                |            |     |            |          |     |            |              |      |            |
|----------------|------------|-----|------------|----------|-----|------------|--------------|------|------------|
| REVENUE TOTALS | 669,404.00 | .00 | 669,404.00 | 9,668.36 | .00 | 780,485.90 | (111,081.90) | 117% | 673,251.45 |
| EXPENSE TOTALS | 669,404.00 | .00 | 669,404.00 | .00      | .00 | 120,412.52 | 548,991.48   | 18%  | 384,221.32 |

Fund 59 - Urban Renewal Debt Service Totals

|  |        |        |        |            |        |              |                |  |              |
|--|--------|--------|--------|------------|--------|--------------|----------------|--|--------------|
|  | \$0.00 | \$0.00 | \$0.00 | \$9,668.36 | \$0.00 | \$660,073.38 | (\$660,073.38) |  | \$289,030.13 |
|--|--------|--------|--------|------------|--------|--------------|----------------|--|--------------|

Fund 60 - Debt Service  
 REVENUE

|                |                |        |                |             |        |                |              |     |                |
|----------------|----------------|--------|----------------|-------------|--------|----------------|--------------|-----|----------------|
| REVENUE TOTALS | \$4,083,284.00 | \$0.00 | \$4,083,284.00 | \$55,756.23 | \$0.00 | \$3,936,816.20 | \$146,467.80 | 96% | \$5,031,047.07 |
|----------------|----------------|--------|----------------|-------------|--------|----------------|--------------|-----|----------------|

EXPENSE

|                |                |        |                |        |        |                |                |     |                |
|----------------|----------------|--------|----------------|--------|--------|----------------|----------------|-----|----------------|
| EXPENSE TOTALS | \$4,083,284.00 | \$0.00 | \$4,083,284.00 | \$0.00 | \$0.00 | \$1,083,600.00 | \$2,999,684.00 | 27% | \$3,734,950.00 |
|----------------|----------------|--------|----------------|--------|--------|----------------|----------------|-----|----------------|

Fund 60 - Debt Service Totals

|                |              |     |              |           |     |              |              |     |              |
|----------------|--------------|-----|--------------|-----------|-----|--------------|--------------|-----|--------------|
| REVENUE TOTALS | 4,083,284.00 | .00 | 4,083,284.00 | 55,756.23 | .00 | 3,936,816.20 | 146,467.80   | 96% | 5,031,047.07 |
| EXPENSE TOTALS | 4,083,284.00 | .00 | 4,083,284.00 | .00       | .00 | 1,083,600.00 | 2,999,684.00 | 27% | 3,734,950.00 |

Fund 60 - Debt Service Totals

|  |        |        |        |             |        |                |                  |  |                |
|--|--------|--------|--------|-------------|--------|----------------|------------------|--|----------------|
|  | \$0.00 | \$0.00 | \$0.00 | \$55,756.23 | \$0.00 | \$2,853,216.20 | (\$2,853,216.20) |  | \$1,296,097.07 |
|--|--------|--------|--------|-------------|--------|----------------|------------------|--|----------------|

Fund 70 - Building  
 REVENUE

|                |                |        |                |             |        |                |                |      |                |
|----------------|----------------|--------|----------------|-------------|--------|----------------|----------------|------|----------------|
| REVENUE TOTALS | \$2,017,361.00 | \$0.00 | \$2,017,361.00 | \$34,606.17 | \$0.00 | \$2,185,802.55 | (\$168,441.55) | 108% | \$2,305,858.36 |
|----------------|----------------|--------|----------------|-------------|--------|----------------|----------------|------|----------------|

EXPENSE

Added on 03.04.2022



# Budget by Organization Report

Through 01/26/22  
 Prior Fiscal Year Activity Included  
 Summary Listing

|                       |                |        |                |             |             |              |                |     |              |
|-----------------------|----------------|--------|----------------|-------------|-------------|--------------|----------------|-----|--------------|
| <b>EXPENSE TOTALS</b> | \$2,017,361.00 | \$0.00 | \$2,017,361.00 | \$27,234.20 | \$12,870.71 | \$354,781.40 | \$1,649,708.89 | 18% | \$646,154.49 |
|-----------------------|----------------|--------|----------------|-------------|-------------|--------------|----------------|-----|--------------|

Fund **70 - Building** Totals

|                       |              |     |              |           |     |              |              |      |              |
|-----------------------|--------------|-----|--------------|-----------|-----|--------------|--------------|------|--------------|
| <b>REVENUE TOTALS</b> | 2,017,361.00 | .00 | 2,017,361.00 | 34,606.17 | .00 | 2,185,802.55 | (168,441.55) | 108% | 2,305,858.36 |
|-----------------------|--------------|-----|--------------|-----------|-----|--------------|--------------|------|--------------|

|                       |              |     |              |           |           |            |              |     |            |
|-----------------------|--------------|-----|--------------|-----------|-----------|------------|--------------|-----|------------|
| <b>EXPENSE TOTALS</b> | 2,017,361.00 | .00 | 2,017,361.00 | 27,234.20 | 12,870.71 | 354,781.40 | 1,649,708.89 | 18% | 646,154.49 |
|-----------------------|--------------|-----|--------------|-----------|-----------|------------|--------------|-----|------------|

Fund **70 - Building** Totals

|  |        |        |        |            |               |                |                  |  |                |
|--|--------|--------|--------|------------|---------------|----------------|------------------|--|----------------|
|  | \$0.00 | \$0.00 | \$0.00 | \$7,371.97 | (\$12,870.71) | \$1,831,021.15 | (\$1,818,150.44) |  | \$1,659,703.87 |
|--|--------|--------|--------|------------|---------------|----------------|------------------|--|----------------|

Fund **75 - Wastewater Services**

**REVENUE**

Department **99 - Non-Departmental**

|  |               |     |               |            |     |              |              |    |               |
|--|---------------|-----|---------------|------------|-----|--------------|--------------|----|---------------|
|  | 10,901,770.00 | .00 | 10,901,770.00 | 831,459.96 | .00 | 5,462,147.34 | 5,439,622.66 | 50 | 11,031,424.35 |
|--|---------------|-----|---------------|------------|-----|--------------|--------------|----|---------------|

|                       |                 |        |                 |              |        |                |                |     |                 |
|-----------------------|-----------------|--------|-----------------|--------------|--------|----------------|----------------|-----|-----------------|
| <b>REVENUE TOTALS</b> | \$14,502,629.00 | \$0.00 | \$14,502,629.00 | \$831,459.96 | \$0.00 | \$9,397,099.36 | \$5,105,529.64 | 65% | \$14,730,682.70 |
|-----------------------|-----------------|--------|-----------------|--------------|--------|----------------|----------------|-----|-----------------|

**EXPENSE**

Department **01 - Administration**

|  |            |     |            |           |           |            |            |    |            |
|--|------------|-----|------------|-----------|-----------|------------|------------|----|------------|
|  | 941,350.00 | .00 | 941,350.00 | 23,061.13 | 56,377.35 | 417,523.91 | 467,448.74 | 50 | 647,246.32 |
|--|------------|-----|------------|-----------|-----------|------------|------------|----|------------|

Department **72 - Plant**

|  |              |     |              |           |            |              |            |    |              |
|--|--------------|-----|--------------|-----------|------------|--------------|------------|----|--------------|
|  | 1,946,289.00 | .00 | 1,946,289.00 | 53,301.23 | 293,587.73 | 1,008,442.82 | 644,258.45 | 67 | 1,846,103.49 |
|--|--------------|-----|--------------|-----------|------------|--------------|------------|----|--------------|

Department **74 - Environmental Services**

|  |            |     |            |           |           |            |            |    |            |
|--|------------|-----|------------|-----------|-----------|------------|------------|----|------------|
|  | 556,528.00 | .00 | 556,528.00 | 17,385.27 | 19,839.55 | 250,590.42 | 286,098.03 | 49 | 515,790.72 |
|--|------------|-----|------------|-----------|-----------|------------|------------|----|------------|

Department **76 - Pump Stations**

|  |     |     |     |     |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|

Department **78 - Conveyance Systems**

|  |            |     |            |           |           |            |            |    |            |
|--|------------|-----|------------|-----------|-----------|------------|------------|----|------------|
|  | 776,794.00 | .00 | 776,794.00 | 28,399.91 | 19,442.66 | 287,655.21 | 469,696.13 | 40 | 654,316.71 |
|--|------------|-----|------------|-----------|-----------|------------|------------|----|------------|

Department **99 - Non-Departmental**

|  |               |     |               |          |     |              |              |    |              |
|--|---------------|-----|---------------|----------|-----|--------------|--------------|----|--------------|
|  | 10,281,668.00 | .00 | 10,281,668.00 | 5,321.25 | .00 | 3,494,302.83 | 6,787,365.17 | 34 | 7,132,273.44 |
|--|---------------|-----|---------------|----------|-----|--------------|--------------|----|--------------|

|                       |                 |        |                 |              |              |                |                |     |                 |
|-----------------------|-----------------|--------|-----------------|--------------|--------------|----------------|----------------|-----|-----------------|
| <b>EXPENSE TOTALS</b> | \$14,502,629.00 | \$0.00 | \$14,502,629.00 | \$127,468.79 | \$389,247.29 | \$5,458,515.19 | \$8,654,866.52 | 40% | \$10,795,730.68 |
|-----------------------|-----------------|--------|-----------------|--------------|--------------|----------------|----------------|-----|-----------------|

Fund **75 - Wastewater Services** Totals

|                       |               |     |               |            |     |              |              |     |               |
|-----------------------|---------------|-----|---------------|------------|-----|--------------|--------------|-----|---------------|
| <b>REVENUE TOTALS</b> | 14,502,629.00 | .00 | 14,502,629.00 | 831,459.96 | .00 | 9,397,099.36 | 5,105,529.64 | 65% | 14,730,682.70 |
|-----------------------|---------------|-----|---------------|------------|-----|--------------|--------------|-----|---------------|

|                       |               |     |               |            |            |              |              |     |               |
|-----------------------|---------------|-----|---------------|------------|------------|--------------|--------------|-----|---------------|
| <b>EXPENSE TOTALS</b> | 14,502,629.00 | .00 | 14,502,629.00 | 127,468.79 | 389,247.29 | 5,458,515.19 | 8,654,866.52 | 40% | 10,795,730.68 |
|-----------------------|---------------|-----|---------------|------------|------------|--------------|--------------|-----|---------------|

Fund **75 - Wastewater Services** Totals

|  |        |        |        |              |                |                |                  |  |                |
|--|--------|--------|--------|--------------|----------------|----------------|------------------|--|----------------|
|  | \$0.00 | \$0.00 | \$0.00 | \$703,991.17 | (\$389,247.29) | \$3,938,584.17 | (\$3,549,336.88) |  | \$3,934,952.02 |
|--|--------|--------|--------|--------------|----------------|----------------|------------------|--|----------------|

Fund **77 - Wastewater Capital**

**REVENUE**

|                       |                 |        |                 |             |        |                 |                |     |                 |
|-----------------------|-----------------|--------|-----------------|-------------|--------|-----------------|----------------|-----|-----------------|
| <b>REVENUE TOTALS</b> | \$42,322,331.00 | \$0.00 | \$42,322,331.00 | \$27,529.00 | \$0.00 | \$39,862,220.84 | \$2,460,110.16 | 94% | \$39,175,482.70 |
|-----------------------|-----------------|--------|-----------------|-------------|--------|-----------------|----------------|-----|-----------------|

**EXPENSE**

|                       |                 |        |                 |        |                |                |                 |    |                |
|-----------------------|-----------------|--------|-----------------|--------|----------------|----------------|-----------------|----|----------------|
| <b>EXPENSE TOTALS</b> | \$42,322,331.00 | \$0.00 | \$42,322,331.00 | \$0.00 | \$1,452,094.85 | \$1,038,085.05 | \$39,832,151.10 | 6% | \$2,981,176.25 |
|-----------------------|-----------------|--------|-----------------|--------|----------------|----------------|-----------------|----|----------------|

Fund **77 - Wastewater Capital** Totals

|                       |               |     |               |           |     |               |              |     |               |
|-----------------------|---------------|-----|---------------|-----------|-----|---------------|--------------|-----|---------------|
| <b>REVENUE TOTALS</b> | 42,322,331.00 | .00 | 42,322,331.00 | 27,529.00 | .00 | 39,862,220.84 | 2,460,110.16 | 94% | 39,175,482.70 |
|-----------------------|---------------|-----|---------------|-----------|-----|---------------|--------------|-----|---------------|

|                       |               |     |               |     |              |              |               |    |              |
|-----------------------|---------------|-----|---------------|-----|--------------|--------------|---------------|----|--------------|
| <b>EXPENSE TOTALS</b> | 42,322,331.00 | .00 | 42,322,331.00 | .00 | 1,452,094.85 | 1,038,085.05 | 39,832,151.10 | 6% | 2,981,176.25 |
|-----------------------|---------------|-----|---------------|-----|--------------|--------------|---------------|----|--------------|

Fund **77 - Wastewater Capital** Totals

|  |        |        |        |             |                  |                 |                   |  |                 |
|--|--------|--------|--------|-------------|------------------|-----------------|-------------------|--|-----------------|
|  | \$0.00 | \$0.00 | \$0.00 | \$27,529.00 | (\$1,452,094.85) | \$38,824,135.79 | (\$37,372,040.94) |  | \$36,194,306.45 |
|--|--------|--------|--------|-------------|------------------|-----------------|-------------------|--|-----------------|

Fund **80 - Information Systems & Services**

**REVENUE**

|                       |                |        |                |        |        |              |              |     |                |
|-----------------------|----------------|--------|----------------|--------|--------|--------------|--------------|-----|----------------|
| <b>REVENUE TOTALS</b> | \$1,698,359.00 | \$0.00 | \$1,698,359.00 | \$0.00 | \$0.00 | \$840,653.28 | \$857,705.72 | 49% | \$1,452,560.95 |
|-----------------------|----------------|--------|----------------|--------|--------|--------------|--------------|-----|----------------|

**EXPENSE**

Added on 03.04.2022



# Budget by Organization Report

Through 01/26/22  
 Prior Fiscal Year Activity Included  
 Summary Listing

|                       |                |        |                |             |             |              |              |     |                |
|-----------------------|----------------|--------|----------------|-------------|-------------|--------------|--------------|-----|----------------|
| <b>EXPENSE TOTALS</b> | \$1,698,359.00 | \$0.00 | \$1,698,359.00 | \$79,145.94 | \$58,866.15 | \$742,106.67 | \$897,386.18 | 47% | \$1,287,054.74 |
|-----------------------|----------------|--------|----------------|-------------|-------------|--------------|--------------|-----|----------------|

Fund **80 - Information Systems & Services** Totals

|                       |              |     |              |     |     |            |            |     |              |
|-----------------------|--------------|-----|--------------|-----|-----|------------|------------|-----|--------------|
| <b>REVENUE TOTALS</b> | 1,698,359.00 | .00 | 1,698,359.00 | .00 | .00 | 840,653.28 | 857,705.72 | 49% | 1,452,560.95 |
|-----------------------|--------------|-----|--------------|-----|-----|------------|------------|-----|--------------|

|                       |              |     |              |           |           |            |            |     |              |
|-----------------------|--------------|-----|--------------|-----------|-----------|------------|------------|-----|--------------|
| <b>EXPENSE TOTALS</b> | 1,698,359.00 | .00 | 1,698,359.00 | 79,145.94 | 58,866.15 | 742,106.67 | 897,386.18 | 47% | 1,287,054.74 |
|-----------------------|--------------|-----|--------------|-----------|-----------|------------|------------|-----|--------------|

Fund **80 - Information Systems & Services** Totals

|  |        |        |        |               |               |             |               |  |              |
|--|--------|--------|--------|---------------|---------------|-------------|---------------|--|--------------|
|  | \$0.00 | \$0.00 | \$0.00 | (\$79,145.94) | (\$58,866.15) | \$98,546.61 | (\$39,680.46) |  | \$165,506.21 |
|--|--------|--------|--------|---------------|---------------|-------------|---------------|--|--------------|

Fund **85 - Insurance Services**

**REVENUE**

|                       |                |        |                |        |        |                |              |     |                |
|-----------------------|----------------|--------|----------------|--------|--------|----------------|--------------|-----|----------------|
| <b>REVENUE TOTALS</b> | \$2,354,036.00 | \$0.00 | \$2,354,036.00 | \$0.00 | \$0.00 | \$1,738,081.02 | \$615,954.98 | 74% | \$2,747,331.07 |
|-----------------------|----------------|--------|----------------|--------|--------|----------------|--------------|-----|----------------|

**EXPENSE**

|                       |                |        |                |             |          |                |                |     |                |
|-----------------------|----------------|--------|----------------|-------------|----------|----------------|----------------|-----|----------------|
| <b>EXPENSE TOTALS</b> | \$2,354,036.00 | \$0.00 | \$2,354,036.00 | \$15,626.47 | \$200.00 | \$1,235,681.61 | \$1,118,154.39 | 53% | \$1,780,550.80 |
|-----------------------|----------------|--------|----------------|-------------|----------|----------------|----------------|-----|----------------|

Fund **85 - Insurance Services** Totals

|                       |              |     |              |     |     |              |            |     |              |
|-----------------------|--------------|-----|--------------|-----|-----|--------------|------------|-----|--------------|
| <b>REVENUE TOTALS</b> | 2,354,036.00 | .00 | 2,354,036.00 | .00 | .00 | 1,738,081.02 | 615,954.98 | 74% | 2,747,331.07 |
|-----------------------|--------------|-----|--------------|-----|-----|--------------|------------|-----|--------------|

|                       |              |     |              |           |        |              |              |     |              |
|-----------------------|--------------|-----|--------------|-----------|--------|--------------|--------------|-----|--------------|
| <b>EXPENSE TOTALS</b> | 2,354,036.00 | .00 | 2,354,036.00 | 15,626.47 | 200.00 | 1,235,681.61 | 1,118,154.39 | 53% | 1,780,550.80 |
|-----------------------|--------------|-----|--------------|-----------|--------|--------------|--------------|-----|--------------|

Fund **85 - Insurance Services** Totals

|  |        |        |        |               |            |              |                |  |              |
|--|--------|--------|--------|---------------|------------|--------------|----------------|--|--------------|
|  | \$0.00 | \$0.00 | \$0.00 | (\$15,626.47) | (\$200.00) | \$502,399.41 | (\$502,199.41) |  | \$966,780.27 |
|--|--------|--------|--------|---------------|------------|--------------|----------------|--|--------------|

Grand Totals

|                       |                |     |                |              |     |                |               |     |                |
|-----------------------|----------------|-----|----------------|--------------|-----|----------------|---------------|-----|----------------|
| <b>REVENUE TOTALS</b> | 125,391,263.00 | .00 | 125,391,263.00 | 3,379,894.99 | .00 | 103,287,117.93 | 22,104,145.07 | 82% | 120,261,109.76 |
|-----------------------|----------------|-----|----------------|--------------|-----|----------------|---------------|-----|----------------|

|                       |                |     |                |              |              |               |               |     |               |
|-----------------------|----------------|-----|----------------|--------------|--------------|---------------|---------------|-----|---------------|
| <b>EXPENSE TOTALS</b> | 125,391,263.00 | .00 | 125,391,263.00 | 1,642,755.00 | 4,269,487.51 | 29,530,575.73 | 91,591,199.76 | 27% | 62,586,742.75 |
|-----------------------|----------------|-----|----------------|--------------|--------------|---------------|---------------|-----|---------------|

|              |        |        |        |                |                  |                 |                   |  |                 |
|--------------|--------|--------|--------|----------------|------------------|-----------------|-------------------|--|-----------------|
| Grand Totals | \$0.00 | \$0.00 | \$0.00 | \$1,737,139.99 | (\$4,269,487.51) | \$73,756,542.20 | (\$69,487,054.69) |  | \$57,674,367.01 |
|--------------|--------|--------|--------|----------------|------------------|-----------------|-------------------|--|-----------------|



# City of McMinnville **Trend Data over Time**

## **Introduction**

The following graphs describe changes over time for adopted budgets, actual financial activity and the workforce included in the current portfolio of General Fund services. Whenever General Fund appears in this document, it includes ambulance activities and staff levels that prior to FY2019-20 were accounted for in a separate fund.

Financial data is presented from FY2008-09 to date; this initial period was the first full year that the accounting system the City currently uses was deployed. Some staffing level data presented covers the twenty-year period starting in FY2002-03, information available from an earlier study of city-wide full-time equivalents (FTEs).

These trends help provide context for the City's current financial circumstances and some of the program and staffing investments made over the last many years. This document does not attempt to identify all the significant one-time expenses or revenues that occurred in individual years.

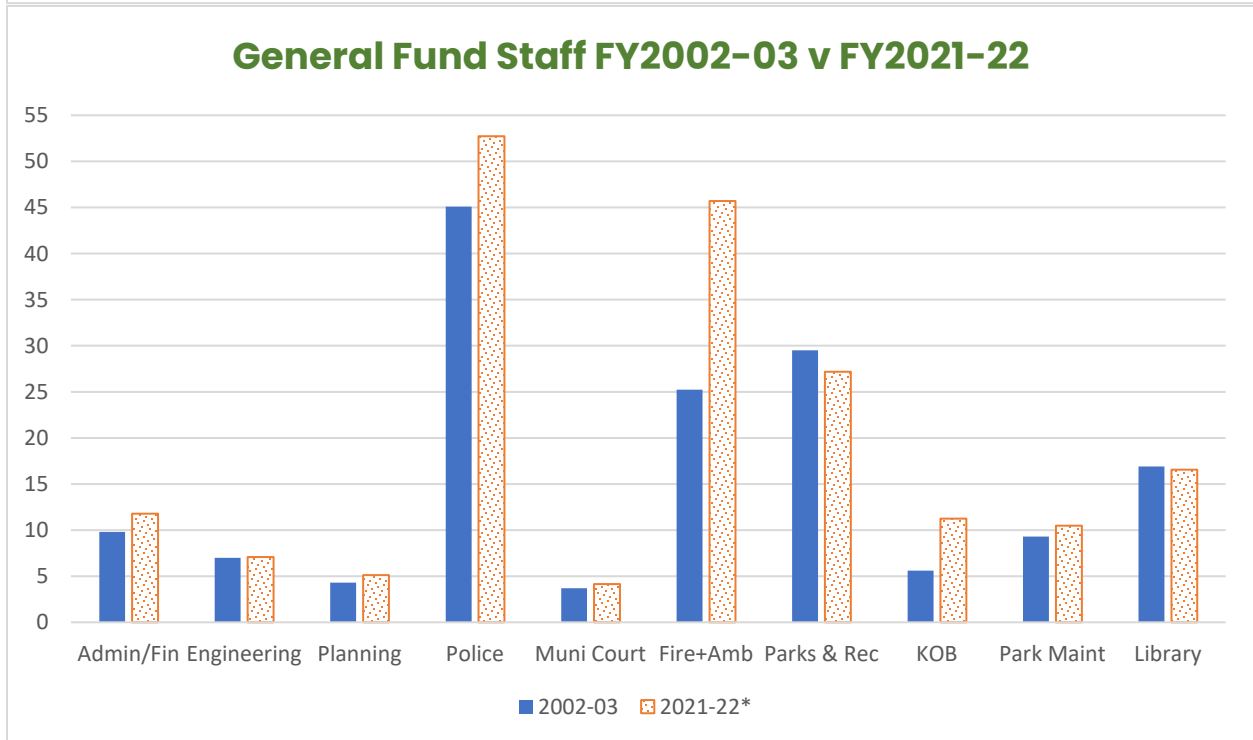
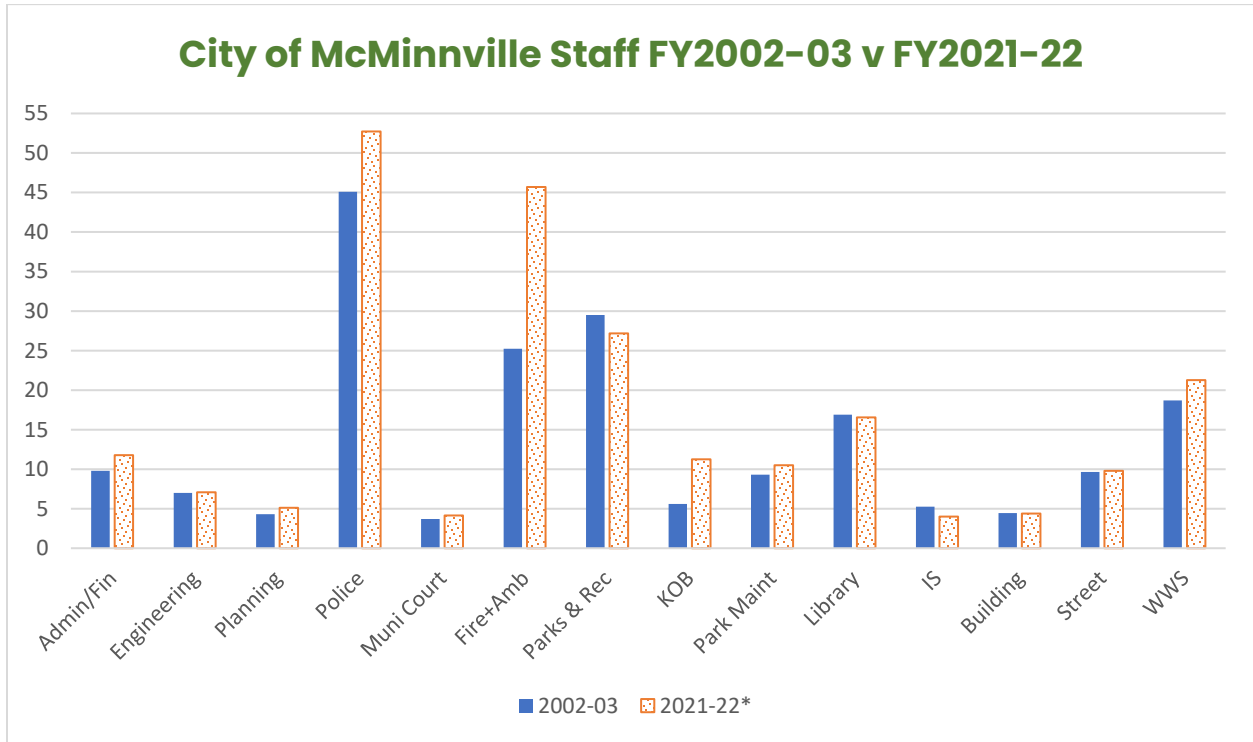
October 10, 2021

This information was included as an attachment to the 10/20/2021 Staff Report on Resources and Sustainable City Services for the joint Council-Budget Committee meeting on that date.

[https://www.mcminnvilleoregon.gov/sites/default/files/file\\_attachments/city\\_council/meeting/packets/22681/joint\\_packet\\_10.20.21\\_-\\_revised.pdf](https://www.mcminnvilleoregon.gov/sites/default/files/file_attachments/city_council/meeting/packets/22681/joint_packet_10.20.21_-_revised.pdf)



## Workforce Trends



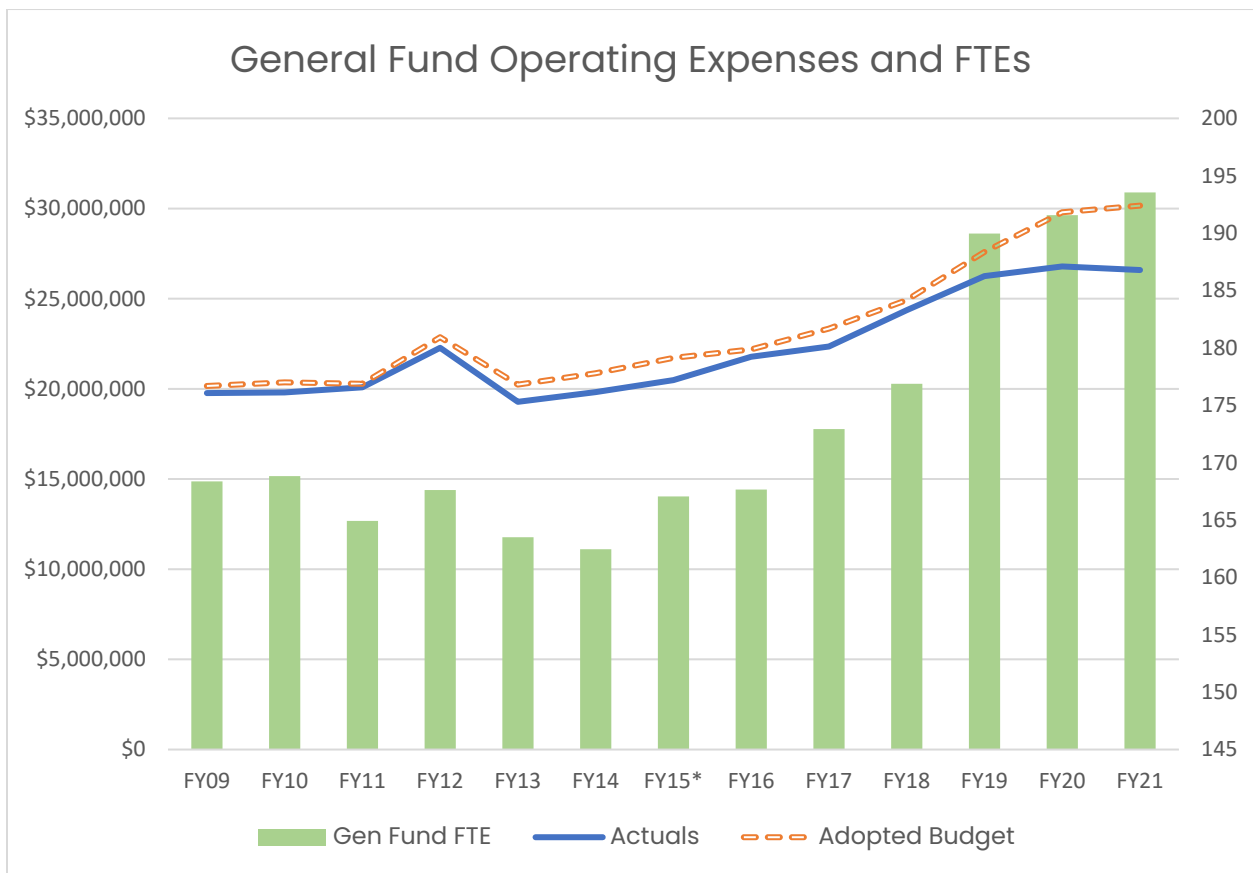
\* FY2021-22 data is adjusted to better reflect departmental comparison of staffing investment over time. Two re-organizations affect department level FTEs but do not represent an investment in new services: FY2018-19 reorganization (moving 2 code compliance FTE from MPD to Planning and moving park ranger 1.7 FTE from P&R to MPD) and FY2019-20 outsource of ambulance billing (reduced Admin/Fin by 1.8 FTE)

#### Other General Fund Staffing Information:

- Fire and Ambulance service staff has seen the largest growth in headcount over the last 20 years. In FY2005-06 and FY2006-07, approximately seven staffers came on board those years; another addition of three employees was budgeted in FY2011-12; incremental staffing investments averaging 1.33 FTE were budgeted each year from FY2016-17 through FY2021-22.
- Police staffing generally held steady in the 43-45 FTE range for the first 15 years of the last two decades; investments in FY2017-18 and FY18-19 brought the staffing level up to 52.5 FTE level budgeted in the last three fiscal years.
- FY2021-22 includes a budgeted loss of over three FTE for Parks and Recreation programming staff relative the prior year due to Covid-19 impacts and austerity measures required to balance that year's budget. During the past two decades, Parks and Recreation staffing levels have ranged from 24 FTEs to the high-water mark of 29.5 FTEs back in FY2002-03.
- Kids on the Block (KOB) staffing has seen the highest increase proportionally over the last 20 years, giving an indication of the after-school program's outsized impact on the ability of the Parks and Recreation department to fulfill its larger core services mandate to the community.
- The City added a full-time city recorder and, later, a human resources manager; both accounted for in the Administration Department. The Finance Department, net of the outsourced ambulance billing function, remains unchanged relative 20 years ago. Over the years, Finance has experienced periods with one to two FTE in additional staff over its 4.85-5.0 FTE base level seen the last five years as well as in the early 2000s.
- Planning function staff capacity has increased by less than one full FTE in the last two decades; this fact can be difficult to see since the budget shows the department's proportionate increase of 80% in personnel relative its staffing level of only 3.5 FTE in FY2016-17. This recent budgetary increase is predominantly driven by moving the code compliance function (two FTEs) from the Police Department to the Planning Department in FY2018-19.
- Park Maintenance staff has experienced the biggest proportional workforce fluctuations in the last 20 years, with staff levels ranging from 5.6 to 8.0 FTE

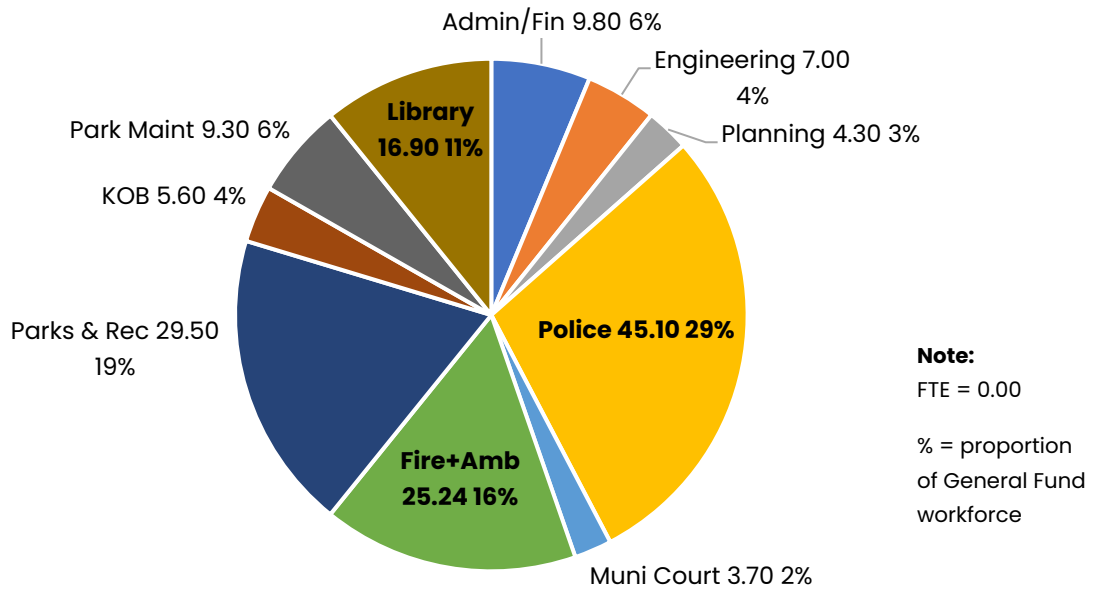
from FY2003-04 through FY2009-10. Since then, the last 14 years have seen that budgeted FTE range stabilize from 9.1 to 10.6.

- The Library has had the most stability in its staffing levels over this period though it is down this fiscal year by .34 FTE relative the FY2002-03 year.
- Municipal Court staffing has seen a variety of approaches to staffing over the years including contracted and staff judge and city prosecutor services, different budget locations for attorney positions and supervision shifting out of Administration to Finance.
- Engineering staff levels have ranged from 5.6 to almost 8.0 FTE. This department receives the highest proportion of transfers from other funds to cover its costs, though transfers do also support the Administration and Finance Departments.

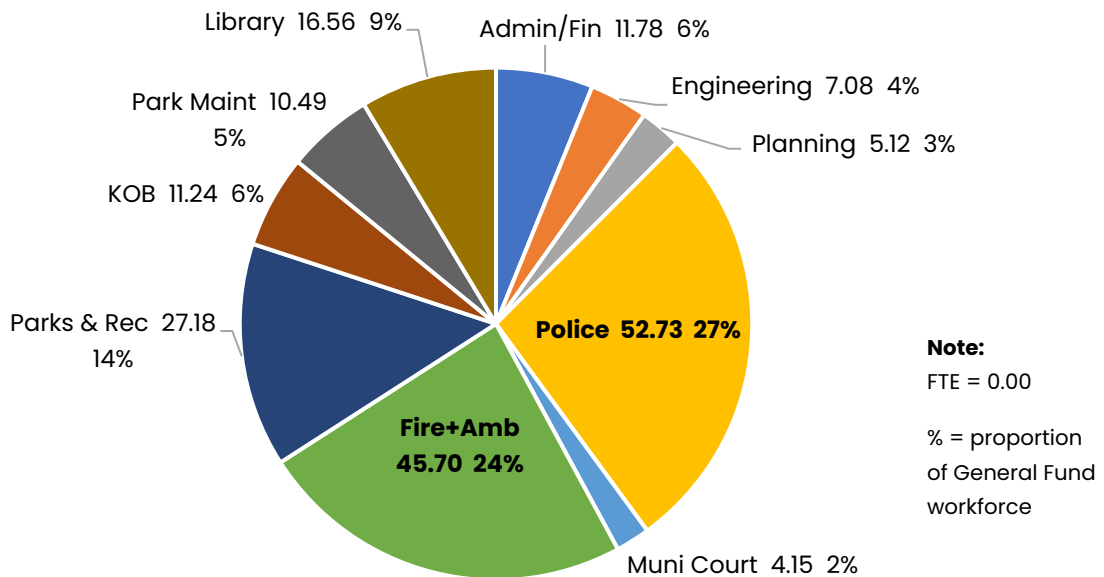


General Fund includes Ambulance Fund activity in earlier years. Operating Expenses = Personnel + Materials and Service budget categories. The right hand axis applies to the bars and represents the number of Full Time Equivalents (FTEs) budgeted each year.

## General Fund Staffing FY2002-03

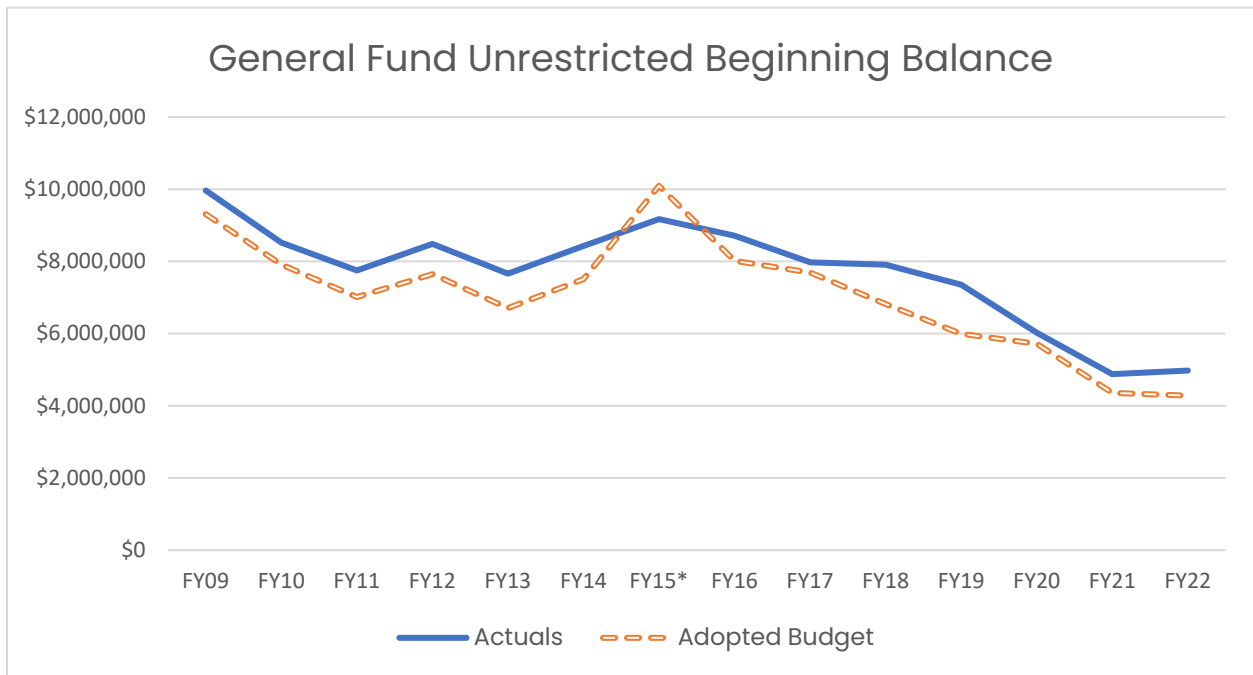


## General Fund Staffing FY2021-22\*

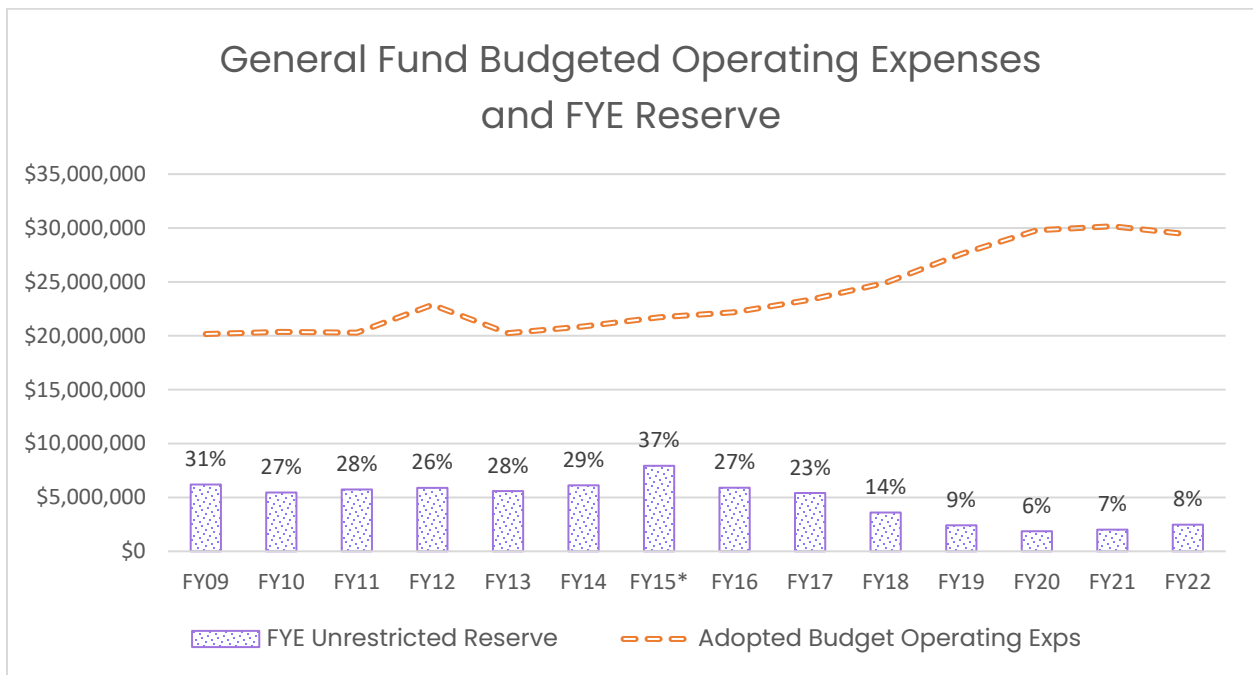


\* FY2021-22 data is adjusted to better reflect departmental comparison of staffing investment over time. Two re-organizations affect department level FTEs but do not represent an investment in new services: FY2018-19 reorganization (moving 2 code compliance FTE from MPD to Planning and moving park ranger 1.7 FTE from P&R to MPD) and FY2019-20 outsource of ambulance billing (reduced Admin/Fin by 1.8 FTE)

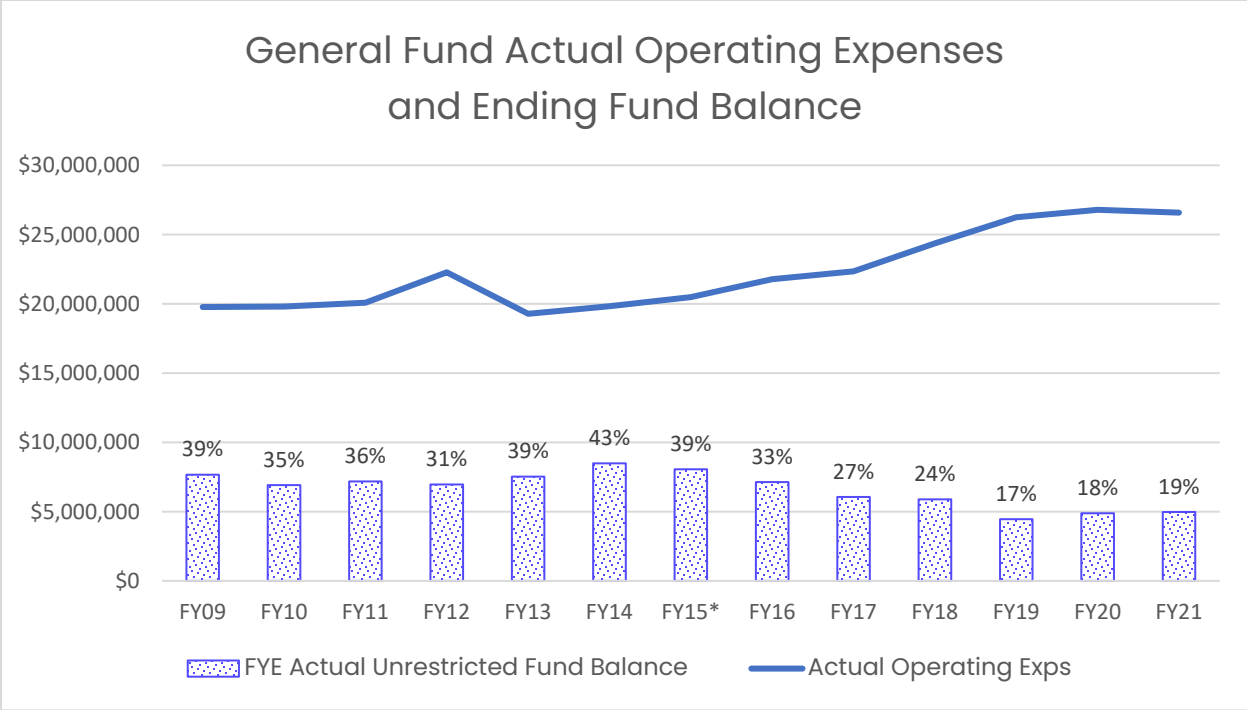
## Financial Trends



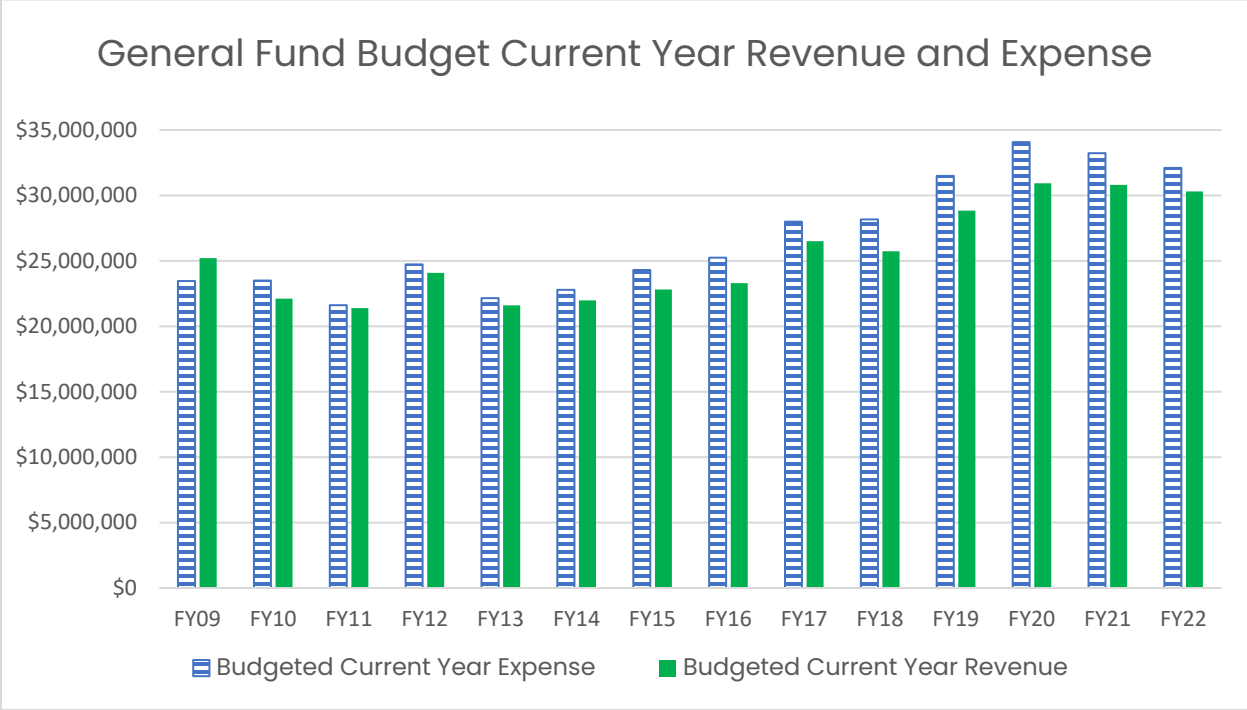
General Fund includes Ambulance Fund activity in earlier years. Unrestricted Beginning Balance excludes funds dedicated for Fire Volunteer’s Length of Service Award Program or temporary reserve funds established for capital investment or other restricted purposes. FY2021-22 Actual Beginning Balance is unaudited and subject to change.



General Fund includes Ambulance Fund activity in earlier years. Operating Expenses = Personnel + Materials and Service budget categories. The Fund Balance policy adopted in FY2020-21 sets the reserve target (contingency + unrestricted ending fund balance) at two months of operating cost (16.67%) with five years to build back up starting in FY2021-22.

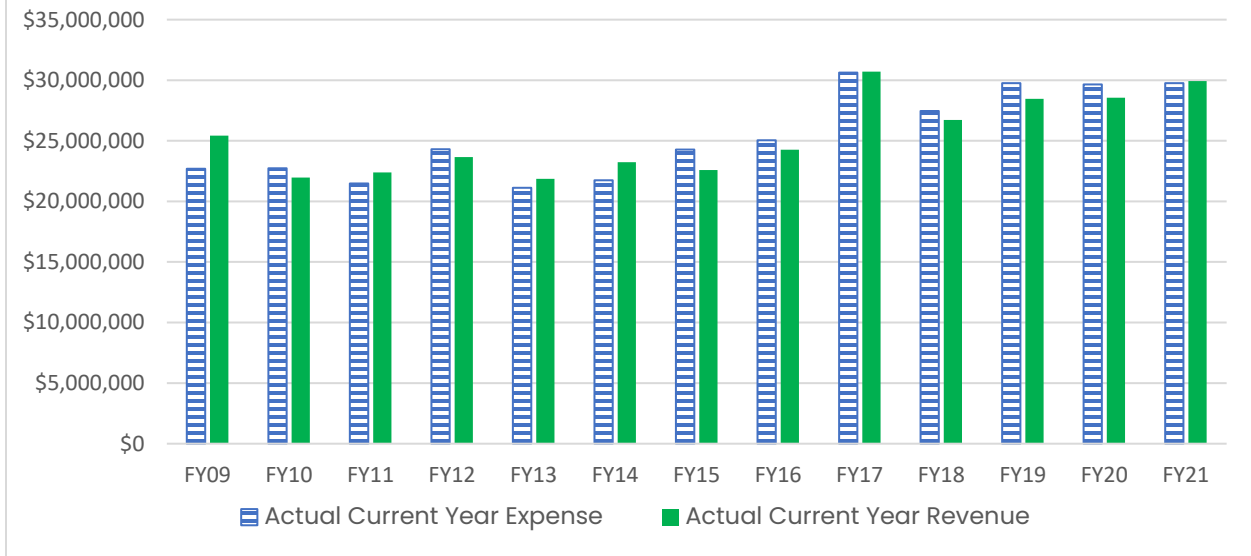


General Fund includes Ambulance Fund activity in earlier years. Operating Expenses = Personnel + Materials and Service budget categories. While the City hasn't budgeted at the new two months of operating expense reserve level, actual fund balance has met that standard.



General Fund includes Ambulance Fund activity in earlier years. Current year revenue excludes beginning fund balance. Budgeted current year expense excludes reserve (contingency and ending fund balance categories). When current expense exceeds current revenue, reserves are depleted.

## General Fund Actual Current Year Revenue and Expense



General Fund includes Ambulance Fund activity in earlier years. Current year revenue excludes beginning fund balance. Actual current year expense excludes ending fund balance categories; contingency category by definition has a \$0 value when looking at actuals. When current expense exceeds current revenue, reserves are depleted.



## STAFF REPORT

**DATE:** March 8, 2022  
**TO:** Jeff Towery, City Manager  
**FROM:** Anne Pagano, Public Works Director  
**SUBJECT:** Public Hearing and Ordinance vacating a portion of SE Clay Street Vacation Request (RV 1-21)

---

### **Report in Brief:**

This action is a public hearing and associated ordinance considering the vacation of a portion of SE Clay Street between SE Washington Street and SE Dayton Avenue (RV 1-21).

### **Background:**

The processes for the vacation of public right of way within incorporated cities are outlined in Oregon Revised Statutes (ORS) Chapter 271. The vacation process may be initiated by the adjacent property owners.

The City received a complete vacation petition, and associated application fee, from Mark Prine requesting that the City initiate the proceedings to vacate roughly 100' of SE Clay Street between SE Washington Street and SE Dayton Avenue. That portion of SE Clay Street is narrow and unimproved. There is an existing building encroaching into the public right-of-way.

The petition must include written consent from all owners abutting the vacation area, and the written consent from two-thirds of the "affected" property owners. Statute prescribes the definition of "affected" properties, and it is generally all properties within 200' laterally on each side of the vacated area and within 400' beyond the extension of the vacated area.

The vacation petition included written consent from all owners abutting the vacation area (225 SE Dayton Ave & 311 SE Dayton Ave). Additionally, the consent from 15 of the 22 affected property owners was received, meeting the "two-thirds" requirement in statute.

On January 25, 2022, the Council of the City of McMinnville, Oregon, acting at a regularly scheduled meeting, adopted Resolution No. 2022-05, initiating proceedings and setting March 8, 2022 at 7:00pm, as the date and time for a public hearing to consider vacating the area.

Upon conclusion of the public hearing, the City Council will consider an Ordinance to vacate the subject area. If the vacation Ordinance is adopted by the City Council, it is recorded with the County Clerk's office, and title to the vacated area is attached to the adjacent properties.



## **Discussion:**

The area subject to the request is narrow and unimproved, and there are existing buildings encroaching into the right-of-way.

Pursuant to Resolution 2022-05, the City gave notice of the hearing by publication of a notice in the News Register on February 22, 2022 and March 1, 2022, and by the posting of a notice entitled "Notice of Street Vacation" at the ends of the vacation area.

Additionally, notice of the hearing was sent to all affected utilities. McMinnville Water & Light has indicated that they have public utility facilities within the proposed vacation area, and has provided the following comment:

*McMinnville Water and Light currently has several utilities in the proposed vacation area including water meter, water service line, overhead primary power, overhead secondary power and a utility pole. A public utility easement is required for the entirety of this vacation area but can exclude the encroaching building. The easement will allow MW&L to maintain these facilities. Another possible option is for all public utilities to be relocated at the applicant's expense. This option would depend upon the feasibility of relocating these public facilities.*

McMinnville's planning department has provided the following comments:

- 1) *Since the underlying Comprehensive Plan map designation is residential and the surrounding land is zoned R4, this land when vacated should be zoned R4. If the ordinance reflects that new zoning, then the zone can be applied without further land use. "Upon the street vacation, the subject land shall be zoned R4."*
- 2) *Please note in the ordinance that "In the R4 zone, per Section 17.21.040, the setbacks are as follows: a front yard shall not be less than fifteen feet; a side yard shall not be less than six feet (exterior side yards shall not be less than fifteen feet); and the rear yard shall not be less than twenty feet. The street vacation may result in a non-conforming structure relative to these setbacks, but the street vacation will not be increasing the non-conformity of the lot that is currently non-conforming. Section 17.63.030 shall apply to the non-conforming structure."*
- 3) *The existing structures impacted by the public right-of-way vacation will need to retain access to their lots – either through public right-of-way or a private access easement per Section 17.53.100(C).*

Additionally, the McMinnville Fire Department has indicated that "access and water supply would be needed for future development" and indicated that a fire hydrant may be required with the future development. This comment would be addressed when and if the area was redeveloped.

Staff has reviewed these requirements with the applicant, and the applicant has indicated that an easement over the entirety of the vacation area (excluding the encroaching buildings) for public utilities would be acceptable. Thus, if the area is vacated, a public utility easement to the benefit of McMinnville Water & Light will need to be maintained over the public water facilities.

As of the date of this memo, no other comments regarding, or objections to the proposed vacation have been received.

## **Attachments:**

1. Ordinance No. 5111
2. Ordinance Exhibit A
3. McMinnville Water & Light Easement Form
4. Resolution 2022-05

5. Completed street vacation application materials

**Recommendation:**

Following consideration of any testimony received at the meeting, staff recommends that the City Council approve the vacation of the identified Clay Street right-of-way and the retention of a public utility easement to the benefit of McMinnville Water & Light over the entirety of the vacated area (excluding the encroaching buildings).

## ORDINANCE NO. 5111

### AN ORDINANCE VACATING A PORTION OF SE CLAY STREET BETWEEN SE WASHINGTON STREET AND SE DAYTON AVENUE (RV 1-21).

#### RECITALS:

On January 25, 2022, the Council of the City of McMinnville, Oregon, acting at a regularly scheduled meeting, adopted Resolution No. 2022-05, initiating proceedings for the purpose of vacating a portion of SE Clay Street, between SE Washington Street and SE Dayton Avenue, described as follows, and shown on the attached Exhibit "A" (RV 1-21):

A tract of land located in the southwest one-quarter of section 21, township 4 south, range 4 west, Willamette meridian, City of McMinnville, Yamhill County, Oregon, being more particularly described as follows:

Beginning at a 3/4" iron pipe marking the northeast corner of lot 3 of the plat of "Newby's Second Addition", Yamhill County records; thence along the easterly extension of the northerly line of said lot 3 north 88°08'20" east, 16.00 feet to the west line of that tract of land described in instrument no. 202011816, recorded July 14, 2020, Yamhill County deed records; thence along said west line south 01°16'26" east, 80.52 feet to the southwest corner of said tract; thence along the southerly extension of said west line south 01°16'26" east, 37.69 feet to the north line of that tract of land described in instrument no. 202113856, recorded July 2, 2021, Yamhill County deed records; thence along said north line north 87°44'45" west, 14.54 feet to the east line of that tract of land described in instrument no. 201711481, recorded July 17, 2017, Yamhill County deed records; thence along said east line north 05°47'59" west, 18.87 feet to an angle point on said east line; thence continuing along said east line north 01°16'26" west, 98.34 feet to the point of beginning.

Contains 1,868 square feet, more or less

By that resolution, the Council set March 8, 2022, at 7:00 p.m. via Zoom and in the Kent L. Taylor Civic Hall, 200 NE Second Street, McMinnville, as the time and place for a hearing on the vacation of the area and any objections to that vacation.

Pursuant to the resolution, the City gave notice of the hearing by publication of a notice in the News Register on February 22, 2022 and March 1, 2022, and by the posting of a notice entitled "Notice of Street Vacation" at the ends of the vacation area.

Additionally, notice of the hearing was sent to all affected utilities in the vicinity of the proposed vacation.

On March 8, 2022, at 7:00 p.m., the public hearing on the proposed vacation was opened, any objections filed against the proposed vacation were considered, and the Council considered the matter.

**NOW, THEREFORE, THE CITY OF McMinnville Ordains as follows:**

1. Findings.
  - (a) The above-Recitals are incorporated as if fully set forth herein. The Council also adopts the accompanying Staff Report as findings of the Council. The Council finds that the public interest will not be prejudiced by the vacation of the area and that the area should be vacated and that the City provided notice of the public hearing.
2. That the SE Clay Street right-of-way as described herein and shown on the attached Exhibit "A" is hereby fully and forever vacated and the title to the vacated property shall attach to the lot(s) bordering the property subject to the following conditions:
  - (a) SUBJECT TO:
    - (i) Reserving to the City of McMinnville, acting by and through its Water and Light Commission (MW&L) a utility easement over the street shown on Exhibit "A" (excluding the encroaching buildings) until such time as the owner(s) of the lot(s) burdened by said easement record(s) in the real property records of Yamhill County, Oregon in a form accepted by MW&L, a utility easement over the entirety of the vacation area (excluding the encroaching buildings).
    - (ii) Upon the street vacation, the subject land shall be zoned R4.
    - (iii) In the R4 zone, per Section 17.21.040, the setbacks are as follows: a front yard shall not be less than fifteen feet; a side yard shall not be less than six feet (exterior side yards shall not be less than fifteen feet); and the rear yard shall not be less than twenty feet. The street vacation may result in a non-conforming structure relative to these setbacks, but the street vacation will not be increasing the non-conformity of the lot that is currently non-conforming. Section 17.63.030 shall apply to the non-conforming structure.
    - (iv) The existing structures impacted by the public right-of-way vacation will need to retain access to their lots – either through public right-of-way or a private access easement per Section 17.53.100(C).
    - (v) Any future development of the vacated area or adjacent properties will need to be reviewed and approved by the Fire Department, and meet the City of McMinnville Fire Code, which may require installation of a fire hydrant.

Passed by the Council this 8th day of March 2022 by the following votes:

Ayes: \_\_\_\_\_

Nays \_\_\_\_\_

Approved this 8th day of March 2022.

\_\_\_\_\_  
MAYOR

Attest:

Approved as to form:

\_\_\_\_\_  
CITY RECORDER

\_\_\_\_\_  
CITY ATTORNEY

EXHIBIT:

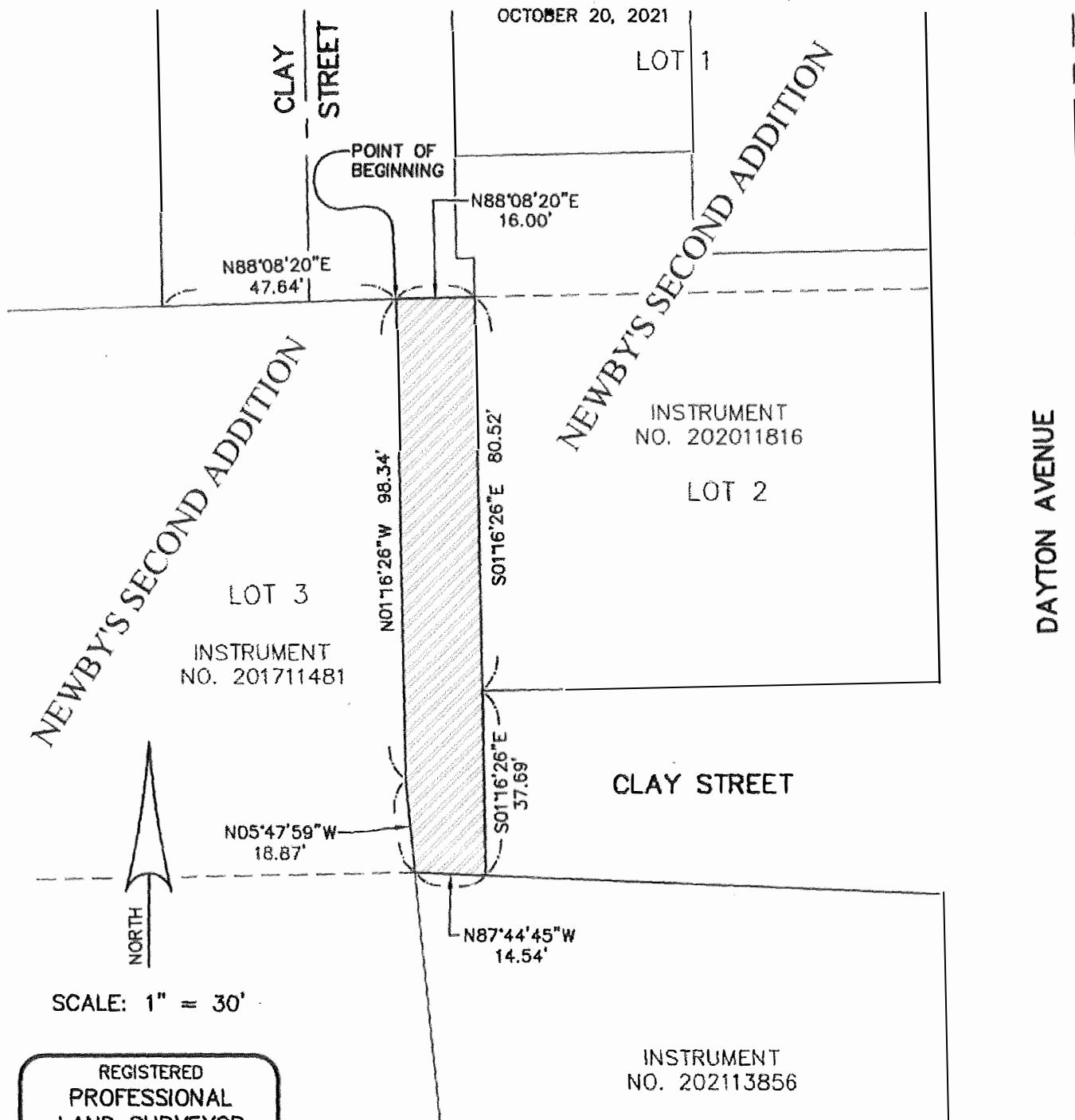
A. Road Vacation Exhibit Map prepared by: TerraCalc Land Surveying

# EXHIBIT A

## EXHIBIT B

RIGHT-OF-WAY VACATION  
 LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 21,  
 TOWNSHIP 4 SOUTH, RANGE 4 WEST, W.M.  
 CITY OF MCMINNVILLE, YAMHILL COUNTY, OREGON

OCTOBER 20, 2021




SCALE: 1" = 30'

REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

*[Signature]*  
 OREGON  
 JANUARY 11, 2005  
 DARREN S. HARR  
 56181

RENEWAL DATE: 6-30-23

**LEGEND:**

 - RIGHT-OF-WAY VACATION  
 AREA=1,868 SQUARE FEET  
 (0.043 ACRES)

PREPARED BY:

**TerraCalc**  
 Land Surveying Inc.  
 1615 N.E. Miller Street  
 McMinnville, OR 97128  
 (503) 857-0935  
 www.Terra-calc.com

**After recording, return to:**  
McMinnville Water & Light  
P.O. Box 638, 855 Marsh Lane  
McMinnville, OR 97128

**Send tax statements to:**  
[No change]

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**EASEMENT**

THIS EASEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, hereinafter called the Grantor, and the City of McMinnville, a Municipal Corporation of the State of Oregon, acting by and through its WATER and LIGHT COMMISSION, hereinafter called the MW&L;

**WITNESSETH:**

WHEREAS: Grantor is the record owner of the following described real estate in Yamhill County, State of Oregon, to-wit:

*[description of burdened property]*

and has the unrestricted right to grant the easement hereinafter described relative to said real estate;

~~[WATER]~~NOW, THEREFORE, for good and valuable consideration; the receipt of which is hereby acknowledged, Grantor does hereby grant and convey unto MW&L: A perpetual easement to construct, maintain, re-construct, improve, repair and replace, operate, and make connections to a water distribution system and related equipment, including but not limited to: main lines, service lines, vaults, valves, fittings, hydrants, meter boxes, bollards, and meters.

~~[ELECTRIC]~~NOW, THEREFORE, for good and valuable consideration; the receipt of which is hereby acknowledged, Grantor does hereby grant and convey unto MW&L: A perpetual easement to construct, maintain, re-construct, improve, repair and replace, operate, and make connections to an electric distribution system and related equipment, including but not limited to: conduit, transformers, vaults, primary conductors, secondary conductors, poles, and meters.

This easement is for a right-of-way over, under, across and above Grantor's real estate and said easement is more particularly described as follows:

*[description or attached Exhibit A]*

***[THE ATTACHED EXHIBIT "B" ENTITLED "UTILITY EASEMENT MAP" IS MADE A PART HEREOF.]***

("the Easement Area").



Statement of acceptance:

\_\_\_\_\_  
Mayor & Ex-Officio Member of  
the Water & Light Commission

STATE OF OREGON     )  
                                  ) Ss.  
County of Yamhill     )

This document was acknowledged before me on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ as  
mayor and ex-officio member of the Water and Light Commission.

Before me: \_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of Commission

STATE OF OREGON     )  
                                  ) Ss.  
County of Yamhill     )

This document was acknowledged before me on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_  
clerk of the Water and Light Commission.

Before me: \_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_



## RESOLUTION NO. 2022 –05

A Resolution initiating the proceedings and setting a date and time for a public hearing to vacate a portion of SE Clay Street (RV 1-21).

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:**

1. That proceedings be initiated for the purpose of vacating the area as described as follows and as shown on attached Exhibit "A":

A tract of land located in the southwest one-quarter of section 21, township 4 south, range 4 west, Willamette meridian, city of McMinnville, Yamhill County, Oregon, being more particularly described as follows:

Beginning at a 3/4" iron pipe marking the northeast corner of lot 3 of the plat of "Newby's second addition", Yamhill county records; thence along the easterly extension of the northerly line of said lot 3 north 88° 08'20" east, 16.00 feet to the west line of that tract of land described in instrument no. 202011816, recorded July 14, 2020, Yamhill county deed records; thence along said west line south 01°16'26" east, 80.52 feet to the southwest corner of said tract; thence along the southerly extension of said west line south 01 °16'26" east, 37.69 feet to the north line of that tract of land described in instrument no. 202113856, recorded July 2, 2021, Yamhill county deed records; thence along said north line north 87°44'45" west, 14.54 feet to the east line of that tract of land described in instrument no. 201711481, recorded July 17, 2017, Yamhill county deed records; thence along said east line north 05"47'59" west, 18.87 feet to an angle point on said east line; thence continuing along said east line north 01"16'26" west, 98.34 feet to the point of beginning.

Contains 1,868 square feet, more or less

2. That this resolution, having been duly discussed by the Council, shall constitute an initiation of such vacation proceedings.
3. That the Council does hereby and herein fix the 8<sup>th</sup> day of March 2022 at the hour of 7:00 p.m. in the McMinnville Civic Hall in the City of McMinnville, Oregon, as the time and place for the hearing upon said proposed vacation and objections thereto, if any.
4. That the Recorder is hereby instructed to give notice of such hearing by publishing a notice in the News Register, the City's official newspaper, once each week for two consecutive weeks prior to said hearing, which notice shall describe the area to be vacated, and within five days after the date of the first publication of said notice, to post or cause to be posted at or near each end of said proposed vacation, a copy of such notice which shall be headed, "Notice of Street Vacation", and such notice shall be posted in at least two conspicuous locations in such proposed vacation as above described.

5. That this Resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25<sup>th</sup> day of January 2022 by the following votes:

Ayes: Drabkin, Garvin, Geary, Menke, Peralta, Chenoweth

Nays: \_\_\_\_\_

Approved this 25<sup>th</sup> day of January 2022.



\_\_\_\_\_  
MAYOR

Approved as to form:



\_\_\_\_\_  
City Attorney

Attest:



\_\_\_\_\_  
City Recorder

EXHIBITS:

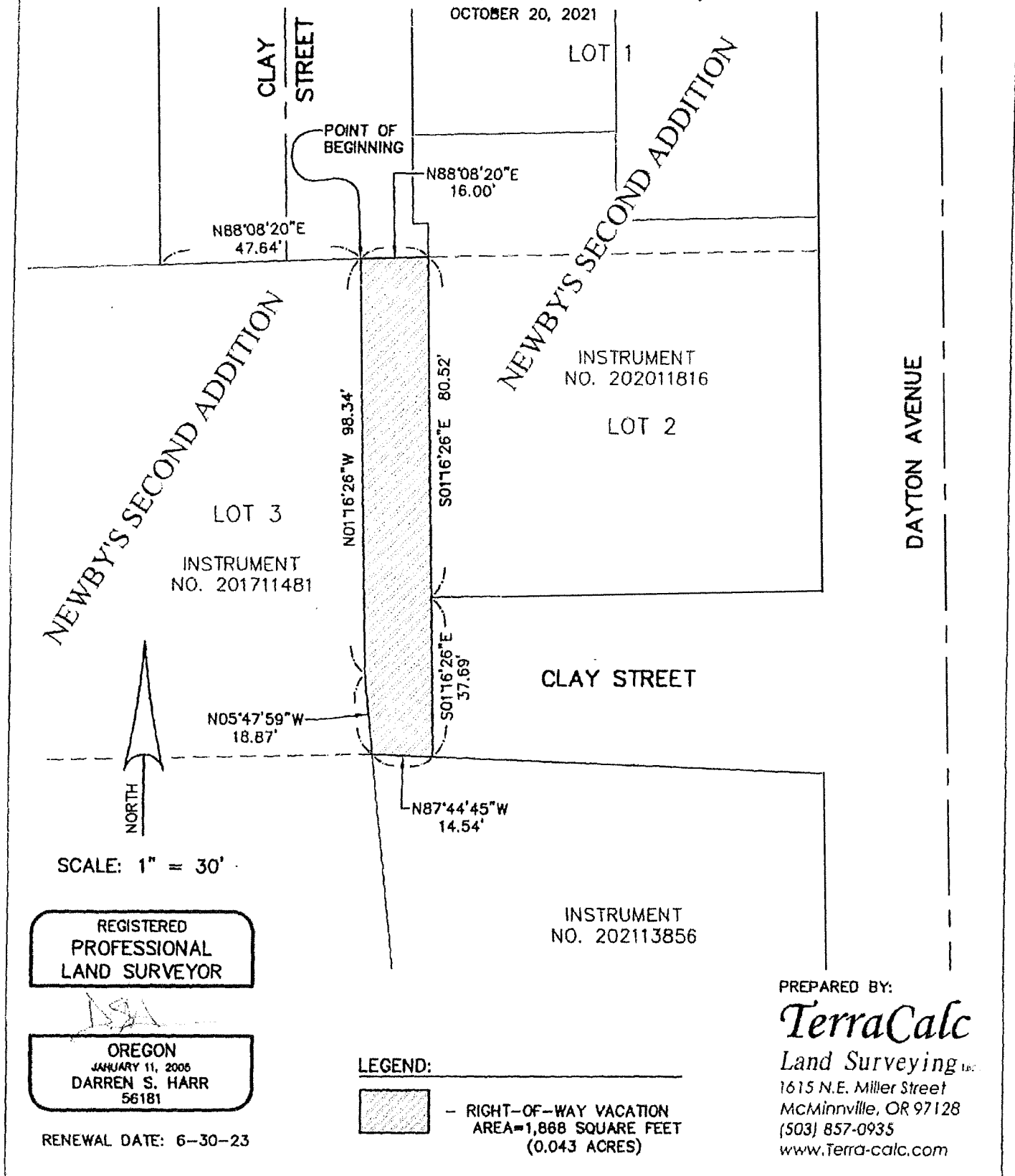
A. Right of Way Vacation Map

# EXHIBIT A

## EXHIBIT B

RIGHT-OF-WAY VACATION  
LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 21,  
TOWNSHIP 4 SOUTH, RANGE 4 WEST, W.M.  
CITY OF MCMINNVILLE, YAMHILL COUNTY, OREGON

OCTOBER 20, 2021





**Engineering Department**  
 231 NE Fifth Street  
 McMinnville, Oregon 97128  
 (503) 434 – 7312 Office  
 (503) 474 – 4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## ROAD/STREET VACATION APPLICATION

We, the undersigned, request the described vacation and hereby acknowledge that we have read the above application and its attachments, understand the requirements described herein, and state that the information supplied is as complete and detailed as is currently possible, to the best of our knowledge.

### Site Information

Site Address: 223 SE Clay St. McMinnville, OR 97128  
 Subdivision Name: Newbys Second Addition  
 Lot Number(s): R4421CA03000  
 Map & Tax Lot(s): Tax Lot 03000  
 Type of Vacation:      Street Right-of-way      Easement      Other  
 Reason for Vacation: The vacation would result in the existing building no longer encroaching into the public right-of-way.  
 Proposed Use: I intend to use the property as allowed by existing zoning of existing property.  
 \*\*\*\*\*

### Applicant Information

Applicant's Name: Mark Prine  
 Mailing Address: P.O. Box 304  
 City, State, Zip: Yamhill, OR 97148  
 Phone Number: 503-550-5112     Fax Number: \_\_\_\_\_  
 Email Address: donumdei.mark@gmail.com  
 Applicant's Signature: Mark Prine     Date: 9/16/21  
 Applicant's Signature: \_\_\_\_\_     Date: \_\_\_\_\_

**Note:** A metes and bounds legal description and a map of the property to be vacated, prepared and stamped by a licensed surveyor, must be attached to this vacation application.

|                         |                          |                            |                   |                    |
|-------------------------|--------------------------|----------------------------|-------------------|--------------------|
| <b>Office Use Only:</b> |                          |                            |                   |                    |
| File No. _____          | Date Received _____      | Fee _____                  | Receipt No. _____ | Staff Member _____ |
| Council Date: _____     | Published Date(s): _____ | Public Hearing Date: _____ |                   |                    |



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## **VACATION PETITION**

### **Instructions and Required Information**

1. Upon receipt of a completed Vacation Application, supporting materials, and the application deposit, the Engineering Department will forward the petition forms, instructions, a printed list of owners in the affected area, and the affected area map to the applicant.
2. The applicant must collect the signatures of 100% of the abutting (persons owning the property immediately adjoining that part of the street or alley to be vacated) property owners. An example of the abutting area is outlined on the attached map.
3. The applicant must collect the signatures of two-thirds (2/3<sup>rd</sup>) of the affected property owners. "The real property affected thereby shall be deemed to be the land lying on either side of the street or portion of thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall be counted." (ORS 271.080(2)). An example of the affected area is outlined on the attached map.
4. The applicant must also sign the petition forms.
5. After the completed petitions are returned to the Engineering Department, the Vacation Application and the petitions will be submitted to the City Council for acceptance. If accepted the City Council will set a Public Hearing date.





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## VACATION PETITION

To: The Honorable Mayor and Council  
of the City of McMinnville, Oregon

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, being the owners of the respective lots and parcels of land set opposite our respective names, do hereby consent to the vacation for purpose of Council jurisdiction and consideration, of all that portion of:

*(insert metes and bounds legal description here)*

in the City of McMinnville, County of Yamhill, State of Oregon, and we do hereby represent and guarantee that we are the lawful owner of the property set opposite our respective names.


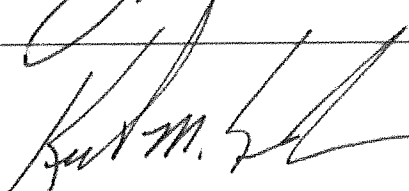
Reason for vacation: The vacation would result in the existing building no longer encroaching into the public right-of-way. The right-of-way is unimproved and seldom used, and therefore not of any significant public benefit.

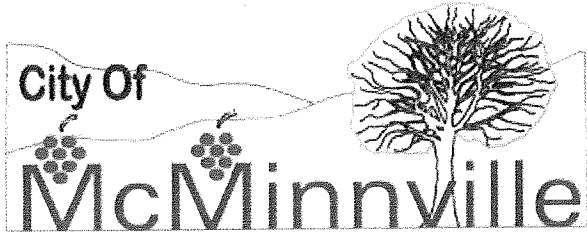
Proposed use of vacated property: I intend to continue to use the property as allowed by the existing zoning of the existing property. The proposed use is residential.



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ABUTTING PROPERTY OWNER SIGNATURES (100%)

| Owner Name/Address/Map & Tax Lot Number                                 | Signature*   | Date Signed |
|---|--|-------------|
| 225 SE Dayton Ave.<br>McMinnville, OR 97128<br>R 4421CA 2700            |  | 8/29/21     |
| 311 <sup>SE</sup> Dayton Ave<br>McMinnville, OR 97128<br>R 4421CA 03100 |  | 8/29/21     |
|   |  |             |
|   |  |             |
|   |  |             |
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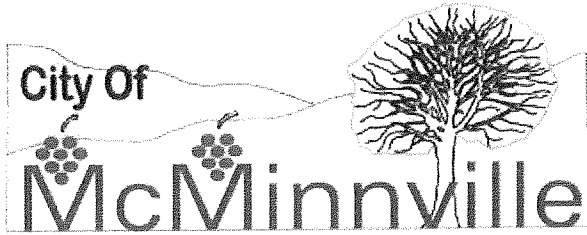


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AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)

| Owner Name/Address/Map & Tax Lot Number                          | Signature*   | Date Signed |
|--|--|-------------|
| 1020 SE Brooks St.<br>McMinnville, OR 97128<br>R4421CA02800      |  |             |
| 922 SE Washington St.<br>McMinnville, OR 97128<br>R4421CA02901   |    | 8/29/21     |
| * 920 SE Washington St.<br>McMinnville, OR 97128<br>R4421CA02900 |  |             |
| 920 SE Brooks St.<br>McMinnville, OR 97128<br>R4421CA02600       |  | 8-29-21     |
| 302 SE Dayton Ave<br>McMinnville, OR 97128<br>R4421CA03900       |  | 8/29/21     |
| City 320 SE Irvine St<br>McMinnville, OR 97128<br>R4421CA03300   |  |             |
| * 310 SE Dayton Ave<br>McMinnville, OR 97128<br>R4421DB03800     |  |             |
| 300 SE Dayton Ave<br>McMinnville, OR 97128<br>R4421DB03700       |  | 8/29/21     |





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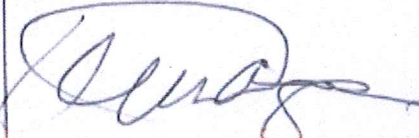
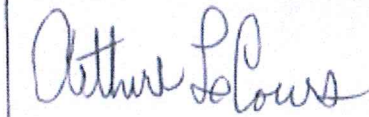
AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)

| Owner Name/Address/Map & Tax Lot Number                 | Signature*                       | Date Signed  |
|---|----------------------------------|--------------|
| 922 SE Brooks St.<br>McMinnville<br>R4421CA02500        | David R. Diebel                  | 8/29/21      |
| 1040 SE Brooks St<br>McMinnville<br>R4421CA02701        |                                  |              |
| 120 SE Irvine St.<br>McMinnville<br>R4421CA00900        |                                  | 8-29<br>2021 |
| 925 SE Brooks St.<br>McMinnville<br>R4421CA01001        |                                  | 9-15-21      |
| 945 SE Brooks St.<br>McMinnville<br>R4421CA01101        |                                  | 9-9-21       |
| X 1005 SE Brooks St.<br>McMinnville<br>R4421CA01201     |                                  |              |
| 1045 SE Brooks St.<br>McMinnville<br>R4421CA01202       | Alexandra Gaulton<br>office mgr. | 9/9/21       |
| Scrap 1101 SE Brooks St.<br>McMinnville<br>R4421CA01300 | Alexandra Gaulton<br>office mgr. | 9/9/21       |



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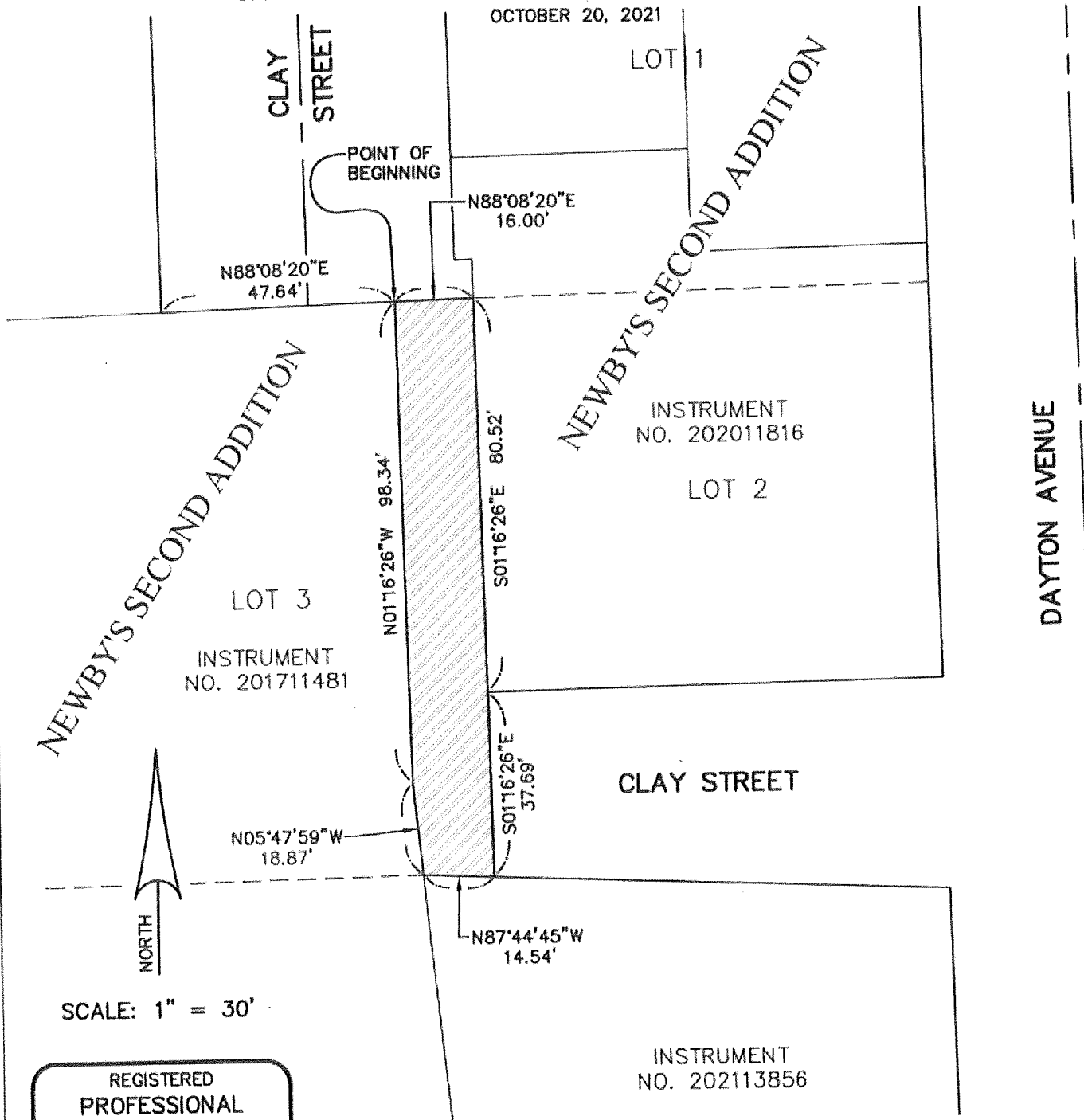
AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)

| Owner Name/Address/Map & Tax Lot Number                                       | Signature*   | Date Signed |
|---|--|-------------|
| <i>Habitat for Humanity</i><br>1030 SE 1st St.<br>McMinnville<br>R4421CA00400 |    | 9-14-21     |
| <i>Webster Heating</i><br>1020 SE 1st St.<br>McMinnville<br>R4421CA00500      |    | 9-9-21      |
| <i>*</i><br>940 SE 1st St<br>McMinnville<br>R4421CA00600                      |  |             |
| 920 SE 1st St.<br>McMinnville<br>R4421CA 01000                                |  | 9-12-21     |
| 914 SE 1st St.<br>McMinnville<br>R4421CA00700                                 |  | 9/12/21     |
| 906 SE 1st St.<br>McMinnville<br>R4421CA00800                                 |  | 08/29/21    |
|   |  |             |
|   |  |             |

# EXHIBIT B

RIGHT-OF-WAY VACATION  
LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 21,  
TOWNSHIP 4 SOUTH, RANGE 4 WEST, W.M.  
CITY OF MCMINNVILLE, YAMHILL COUNTY, OREGON

OCTOBER 20, 2021

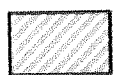


REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JANUARY 11, 2005  
DARREN S. HARR  
56181

RENEWAL DATE: 6-30-23

**LEGEND:**

 - RIGHT-OF-WAY VACATION  
AREA=1,868 SQUARE FEET  
(0.043 ACRES)

PREPARED BY:  
**TerraCalc**  
Land Surveying<sup>INC.</sup>  
1615 N.E. Miller Street  
McMinnville, OR 97128  
(503) 857-0935  
www.Terra-calc.com

# EXHIBIT A

LEGAL DESCRIPTION:  
RIGHT-OF-WAY VACATION  
OCTOBER 20, 2021

A TRACT OF LAND LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 21, TOWNSHIP 4 SOUTH, RANGE 4 WEST, WILLAMETTE MERIDIAN, CITY OF MCMINNVILLE, YAMHILL COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

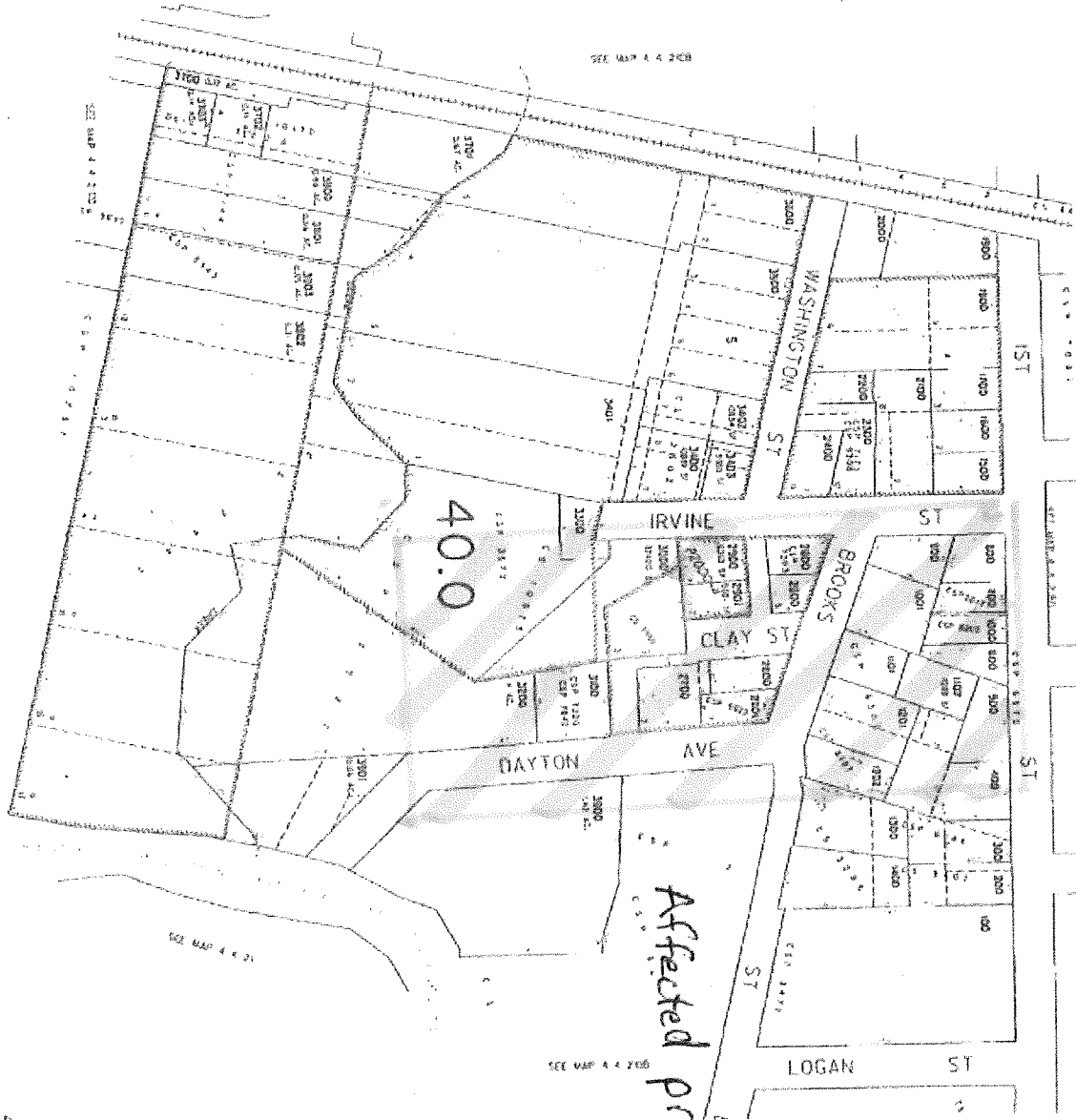
**BEGINNING** AT A 3/4" IRON PIPE MARKING THE NORTHEAST CORNER OF LOT 3 OF THE PLAT OF "NEWBY'S SECOND ADDITION", YAMHILL COUNTY RECORDS; THENCE ALONG THE EASTERLY EXTENSION OF THE NORTHERLY LINE OF SAID LOT 3 NORTH 88°08'20" EAST, 16.00 FEET TO THE WEST LINE OF THAT TRACT OF LAND DESCRIBED IN INSTRUMENT NO. 202011816, RECORDED JULY 14, 2020, YAMHILL COUNTY DEED RECORDS; THENCE ALONG SAID WEST LINE SOUTH 01°16'26" EAST, 80.52 FEET TO THE SOUTHWEST CORNER OF SAID TRACT; THENCE ALONG THE SOUTHERLY EXTENSION OF SAID WEST LINE SOUTH 01°16'26" EAST, 37.69 FEET TO THE NORTH LINE OF THAT TRACT OF LAND DESCRIBED IN INSTRUMENT NO. 202113856, RECORDED JULY 2, 2021, YAMHILL COUNTY DEED RECORDS; THENCE ALONG SAID NORTH LINE NORTH 87°44'45" WEST, 14.54 FEET TO THE EAST LINE OF THAT TRACT OF LAND DESCRIBED IN INSTRUMENT NO. 201711481, RECORDED JULY 17, 2017, YAMHILL COUNTY DEED RECORDS; THENCE ALONG SAID EAST LINE NORTH 05°47'59" WEST, 18.87 FEET TO AN ANGLE POINT ON SAID EAST LINE; THENCE CONTINUING ALONG SAID EAST LINE NORTH 01°16'26" WEST, 98.34 FEET TO THE POINT OF BEGINNING.

CONTAINS 1,868 SQUARE FEET, MORE OR LESS

THIS MAP HAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY

NE 1/4 SW 1/4 SEC 21 T4S R4W W.M.  
YAMHILL COUNTY

4 4 21CA  
MCMINNVILLE



4 4 21CA



**From:** [Larry Sherwood](#)  
**To:** [Deborah McDermott](#); [Chuck Darnell](#); [Mark Prine](#)  
**Subject:** RE: Re:  
**Date:** Tuesday, July 20, 2021 2:07:37 PM  
**Attachments:** [Street Vacation Application.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

The Waiver of Remonstrance could be an acceptable approach, however no on street parking would be allowed without completion of the road widening.

---

**From:** Deborah McDermott  
**Sent:** Monday, July 19, 2021 1:05 PM  
**To:** Chuck Darnell <[Charles.Darnell@mcminnvilleoregon.gov](mailto:Charles.Darnell@mcminnvilleoregon.gov)>; Larry Sherwood <[Larry.Sherwood@mcminnvilleoregon.gov](mailto:Larry.Sherwood@mcminnvilleoregon.gov)>; Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Subject:** RE: Re:

Looks good to me.

Thank you for your email, the City has implemented a furlough program due to budget shortfalls. The Fire Department business office is closed Fridays during the months of April through September. I will respond to your inquiry as soon as possible once I return to the office.

*Debbie McDermott*  
Asst Chief/Fire Marshal  
McMinnville Fire Department  
503.435.5802 Cell 503.409.6141  
[Debbie.mcdermott@mcminnvilleoregon.gov](mailto:Debbie.mcdermott@mcminnvilleoregon.gov)

---

**From:** Chuck Darnell <[Charles.Darnell@mcminnvilleoregon.gov](mailto:Charles.Darnell@mcminnvilleoregon.gov)>  
**Sent:** Monday, July 19, 2021 12:44 PM  
**To:** Larry Sherwood <[Larry.Sherwood@mcminnvilleoregon.gov](mailto:Larry.Sherwood@mcminnvilleoregon.gov)>; Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Cc:** Deborah McDermott <[Deborah.McDermott@mcminnvilleoregon.gov](mailto:Deborah.McDermott@mcminnvilleoregon.gov)>  
**Subject:** RE: Re:

Hi everyone,

Debbie – thanks again for the confirmation.

Mark and I had a discussion about his potential approach, given the direction he has received related to Fire Department requirements. Mark has proposed the following steps for moving forward toward his goals of improving and developing the property (Mark – I adjusted the language below just a bit from what you had sent me to correctly reflect the City's processes, and also added number 4 below as it is a step that would follow the approval of the tentative partition):

- 1) Contact Water and Light to get a new Fire hydrant installed at Irvine and Washington.
- 2) Apply for and complete a Right-of-Way Vacation of Clay Street (the alley portion)
- 3) Apply for a Tentative Partition of the 223/235 Clay Street property
- 4) Complete anything necessary to complete the partition process and record the final partition plat (this would be completing any necessary conditions of approval from the Tentative Partition approval)
- 5) Apply for building permits to build new units on Irvine Street (which would then be on its own

parcel after the partition)

If anyone has any concerns with any of the steps in this approach, please let me know.

Larry – one question that I have for you with the above approach is related to the Tentative Partition. In our last meeting that we all had together, we had discussed the Waiver of Remonstrance as a potential condition of approval on a tentative partition application in lieu of full improvements to the surrounding right-of-ways (Irvine Street, Clay Street – the small width that the property would still front after a vacation, and Dayton Avenue – the small width that the property would still front after a vacation). Do you still feel that the Waiver of Remonstrance could be an acceptable approach based on the current site constraints and the existing condition/use of surrounding right-of-ways?

If so, Mark may withdraw his current variance application (the request in the current variance application is to allow a partition with no right-of-way improvements at all), and instead direct his efforts to the other processes outlined above. If there are still some minimum levels of improvement that would likely be necessary (e.g. paving of a certain width on Irvine Street) that we had previously discussed, that would also be beneficial for Mark to be aware of.

Also, Larry – could you email the Right-of-Way Vacation application form (and any other documents that describe the application submittal process) to Mark? I had let Mark know that the vacation applications are processed through the Engineering Department.

Finally, Mark – below you will find a link to the Tentative Partition application, which is submitted to and processed for review by the Planning Department. I can discuss the details of this application submittal and review process with you offline when you are closer to that step in the process.

Tentative Partition application:

<https://www.mcminvilleoregon.gov/sites/default/files/fileattachments/planning/page/1675/partition.pdf>

Thanks everyone for the work and time we have spent on these discussions. I think we are close to Mark having a game plan in place.

Thanks,  
Chuck



**Chuck Darnell**

Senior Planner

231 NE 5<sup>th</sup> Street

McMinnville, OR 97128

503-434-7330

[chuck.darnell@mcminvilleoregon.gov](mailto:chuck.darnell@mcminvilleoregon.gov)

The City of McMinnville, due to budget shortfalls, has implemented an employee furlough program. **Until further notice I will not be working on Fridays.** All of our development services programs (building, code compliance, engineering, and planning) will still be offered Monday – Friday, 8:00 am – 5:00 pm. We will do everything that we can to maintain timely customer service, but due to the reduced work weeks for staff you may experience some delays in our programs. We apologize in advance and appreciate your patience as we work through this situation.

---

**From:** Chuck Darnell  
**Sent:** Wednesday, July 14, 2021 4:51 PM  
**To:** Deborah McDermott <[Deborah.McDermott@mcminvilleoregon.gov](mailto:Deborah.McDermott@mcminvilleoregon.gov)>; Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Cc:** Larry Sherwood <[Larry.Sherwood@mcminvilleoregon.gov](mailto:Larry.Sherwood@mcminvilleoregon.gov)>  
**Subject:** RE: Re:

Hi Debbie,

Ok sounds good. Thanks for clarifying that as well.

Thanks,  
Chuck



PLANNING

**Chuck Darnell**

Senior Planner

231 NE 5<sup>th</sup> Street

McMinnville, OR 97128

503-434-7330

[chuck.darnell@mcminvilleoregon.gov](mailto:chuck.darnell@mcminvilleoregon.gov)

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---

**From:** Deborah McDermott <[Deborah.McDermott@mcminvilleoregon.gov](mailto:Deborah.McDermott@mcminvilleoregon.gov)>  
**Sent:** Tuesday, July 13, 2021 11:57 AM  
**To:** Chuck Darnell <[Charles.Darnell@mcminvilleoregon.gov](mailto:Charles.Darnell@mcminvilleoregon.gov)>; Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Cc:** Larry Sherwood <[Larry.Sherwood@mcminvilleoregon.gov](mailto:Larry.Sherwood@mcminvilleoregon.gov)>  
**Subject:** RE: Re:

Also, prior to the vacation we would like to see the new hydrant in place.

Thank you for your email, the City has implemented a furlough program due to budget shortfalls. The Fire Department business office is closed Fridays during the months of April through September. I will respond to your inquiry as soon as possible once I return to the office.

*Debbie McDermott*  
Asst Chief/Fire Marshal



McMinnville Fire Department  
503.435.5802 Cell 503.409.6141  
[Debbie.mcdermott@mcminnvilleoregon.gov](mailto:Debbie.mcdermott@mcminnvilleoregon.gov)

---

**From:** Chuck Darnell <[Charles.Darnell@mcminnvilleoregon.gov](mailto:Charles.Darnell@mcminnvilleoregon.gov)>  
**Sent:** Tuesday, July 13, 2021 11:56 AM  
**To:** Deborah McDermott <[Deborah.McDermott@mcminnvilleoregon.gov](mailto:Deborah.McDermott@mcminnvilleoregon.gov)>; Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Cc:** Larry Sherwood <[Larry.Sherwood@mcminnvilleoregon.gov](mailto:Larry.Sherwood@mcminnvilleoregon.gov)>  
**Subject:** RE: Re:

Hi Debbie,

Ok, thanks for the confirmation. I thought that was the case, but just wanted to be sure here in our emails so that Mark had clear direction for potential next steps.

Thanks!  
Chuck



**Chuck Darnell**  
Senior Planner  
231 NE 5<sup>th</sup> Street  
McMinnville, OR 97128

503-434-7330  
[chuck.darnell@mcminnvilleoregon.gov](mailto:chuck.darnell@mcminnvilleoregon.gov)

*The City of McMinnville, due to budget shortfalls, has implemented an employee furlough program. **Until further notice I will not be working on Fridays.** All of our development services programs (building, code compliance, engineering, and planning) will still be offered Monday – Friday, 8:00 am – 5:00 pm. We will do everything that we can to maintain timely customer service, but due to the reduced work weeks for staff you may experience some delays in our programs. We apologize in advance and appreciate your patience as we work through this situation.*

---

**From:** Deborah McDermott <[Deborah.McDermott@mcminnvilleoregon.gov](mailto:Deborah.McDermott@mcminnvilleoregon.gov)>  
**Sent:** Tuesday, July 13, 2021 8:36 AM  
**To:** Chuck Darnell <[Charles.Darnell@mcminnvilleoregon.gov](mailto:Charles.Darnell@mcminnvilleoregon.gov)>; Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Cc:** Larry Sherwood <[Larry.Sherwood@mcminnvilleoregon.gov](mailto:Larry.Sherwood@mcminnvilleoregon.gov)>  
**Subject:** RE: Re:

Chuck,  
The requirement for the new hydrant would satisfy the requirement for the new construction. The reason we have no issues with the vacation of the area of clay street is that it is not sufficient as is for access and we could not utilize it. We would enter from the other side where there is a hydrant on Brooks street that would be utilized.

Thank you for your email, the City has implemented a furlough program due to budget shortfalls. The Fire Department business office is closed Fridays during the months of April through September. I will respond to your inquiry as soon as possible once I return to the office.

*Debbie McDermott*

Asst Chief/Fire Marshal  
McMinnville Fire Department  
503.435.5802 Cell 503.409.6141  
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**From:** Chuck Darnell <[Charles.Darnell@mcminnvilleoregon.gov](mailto:Charles.Darnell@mcminnvilleoregon.gov)>  
**Sent:** Wednesday, July 7, 2021 9:00 AM  
**To:** Deborah McDermott <[Deborah.McDermott@mcminnvilleoregon.gov](mailto:Deborah.McDermott@mcminnvilleoregon.gov)>; Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Cc:** Larry Sherwood <[Larry.Sherwood@mcminnvilleoregon.gov](mailto:Larry.Sherwood@mcminnvilleoregon.gov)>  
**Subject:** RE: Re:

Hi Debbie,

Mark and I had a phone call last week, and I just wanted to follow up on this email chain with one last confirmation.

Could you confirm:

If the new hydrant is added at Washington and Irvine, would the Fire Department be able to approve of the vacation of the narrow portion of the Clay Street right-of-way (resulting in there being no right-of-way clear through between the northern portion of Clay Street and the portion of Clay Street where it intersects Dayton Avenue)?

Or from your email below, would the new hydrant added at Washington and Irvine satisfy the Fire Code requirements just for new construction on the western half of the existing property, closest to Irvine Street (the new duplex or triplex Mark has been proposing)?

Or would the new hydrant added at Washington and Irvine satisfy both of those things (the vacation and the new construction) for the Fire Department?

Just want to make sure we are all clear, so that Mark can move forward with further investigation.

Thanks!  
Chuck



**Chuck Darnell**  
Senior Planner  
231 NE 5<sup>th</sup> Street  
McMinnville, OR 97128

503-434-7330  
[chuck.darnell@mcminnvilleoregon.gov](mailto:chuck.darnell@mcminnvilleoregon.gov)

*The City of McMinnville, due to budget shortfalls, has implemented an employee furlough program. **Until further notice I will not be working on Fridays.** All of our development services programs (building, code compliance, engineering, and*

planning) will still be offered Monday – Friday, 8:00 am – 5:00 pm. We will do everything that we can to maintain timely customer service, but due to the reduced work weeks for staff you may experience some delays in our programs. We apologize in advance and appreciate your patience as we work through this situation.

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**From:** Deborah McDermott <[Deborah.McDermott@mcminnvilleoregon.gov](mailto:Deborah.McDermott@mcminnvilleoregon.gov)>  
**Sent:** Thursday, July 1, 2021 2:29 PM  
**To:** Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Cc:** Chuck Darnell <[Charles.Darnell@mcminnvilleoregon.gov](mailto:Charles.Darnell@mcminnvilleoregon.gov)>; Larry Sherwood <[Larry.Sherwood@mcminnvilleoregon.gov](mailto:Larry.Sherwood@mcminnvilleoregon.gov)>  
**Subject:** RE: Re:

Yes, the additional hydrant proposed at Irvine and Washington for the proposed new construction.

*Debbie McDermott*  
Asst Chief/Fire Marshal  
McMinnville Fire Department  
503.435.5802 Cell 503.409.6141  
[Debbie.mcdermott@mcminnvilleoregon.gov](mailto:Debbie.mcdermott@mcminnvilleoregon.gov)

**From:** Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Sent:** Thursday, July 1, 2021 2:22 PM  
**To:** Deborah McDermott <[Deborah.McDermott@mcminnvilleoregon.gov](mailto:Deborah.McDermott@mcminnvilleoregon.gov)>  
**Cc:** Chuck Darnell <[Charles.Darnell@mcminnvilleoregon.gov](mailto:Charles.Darnell@mcminnvilleoregon.gov)>; Larry Sherwood <[Larry.Sherwood@mcminnvilleoregon.gov](mailto:Larry.Sherwood@mcminnvilleoregon.gov)>  
**Subject:** Re: Re:

**This message originated outside of the City of McMinnville.**

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## To be clear you are talking about the Hydrant on Irvine and Washington?

On Thu, Jul 1, 2021 at 2:05 PM Deborah McDermott <[Deborah.McDermott@mcminnvilleoregon.gov](mailto:Deborah.McDermott@mcminnvilleoregon.gov)> wrote:

Mark, I took a drive out there today and we have no issue with the vacation of the area you are requesting as long as the additional hydrant is in place prior to the vacation.

Thank you for your email, the City has implemented a furlough program due to budget shortfalls. The Fire Department business office is closed Fridays during the months of April through September. I will respond to your inquiry as soon as possible once I return to the office.

*Debbie McDermott*  
Asst Chief/Fire Marshal  
McMinnville Fire Department  
503.435.5802 Cell 503.409.6141  
[Debbie.mcdermott@mcminnvilleoregon.gov](mailto:Debbie.mcdermott@mcminnvilleoregon.gov)

**From:** Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)>  
**Sent:** Thursday, July 1, 2021 1:08 PM  
**To:** Deborah McDermott <[Deborah.McDermott@mcminnvilleoregon.gov](mailto:Deborah.McDermott@mcminnvilleoregon.gov)>  
**Cc:** Chuck Darnell <[Charles.Darnell@mcminnvilleoregon.gov](mailto:Charles.Darnell@mcminnvilleoregon.gov)>; Larry Sherwood <[Larry.Sherwood@mcminnvilleoregon.gov](mailto:Larry.Sherwood@mcminnvilleoregon.gov)>  
**Subject:** Re:

This message originated outside of the City of McMinnville.

Debbie, did the maps make sense to you? Do you have any questions about what I am trying to do?

On Wed, Jun 23, 2021 at 2:02 PM Mark Prine <[office@allbuildingconstruction.com](mailto:office@allbuildingconstruction.com)> wrote:

I would like the city to vacate a portion of SE. Clay St. as shown on attached map #2. As you can see there is about a 50ft difference between the two existing hydrants and the intersection at SE Clay and SE Dayton Ave.

While I believe it would be better for the city (and myself) to completely vacate the proposed portion of Clay St., I think another option could be to vacate the land and give the Fire Department an easement for emergency access. This would prevent any future obstructions from being built.

As discussed, adding a hydrant at the intersection of Dayton Ave and Clay St. is cost prohibitive (70k-80k according to water and light).

If it would allow for a complete vacation of the designated portion of Clay st. an additional hydrant on Brooks Ave (between the two on the map) may also be an option. It would be about 175ft from the hydrant on clay st. Not sure if Water and Light will go for that, when I had a discussion with them about this there seemed to be a hesitation to add one there.

On Tue, Jun 22, 2021 at 9:22 AM Deborah McDermott <[Deborah.McDermott@mcminvilleoregon.gov](mailto:Deborah.McDermott@mcminvilleoregon.gov)> wrote:

Mark,

It would be helpful if you would submit a drawing with an email indicating what exactly you would like to do as far as vacating, addition of hydrant(s), locations of existing hydrants with their distances to the properties. This way we could review it and give feedback in writing. I have concern with phone conversations as some of these projects take years to complete. It will help me and the fire department track these into the future.

Regards,

Thank you for your email, the City has implemented a furlough program due to budget shortfalls. The Fire Department business office is closed Fridays during the months of April through September. I will respond to your inquiry as soon as possible once I return to the office.

*Debbie McDermott*

Asst Chief/Fire Marshal

McMinnville Fire Department

503.435.5802 Cell 503.409.6141

[Debbie.mcdermott@mcminvilleoregon.gov](mailto:Debbie.mcdermott@mcminvilleoregon.gov)

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Mark Prine

503-550-5112





[allbuildingconstruction.com](http://allbuildingconstruction.com)

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Mark Prine  
503-550-5112



[allbuildingconstruction.com](http://allbuildingconstruction.com)

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Mark Prine  
503-550-5112



[allbuildingconstruction.com](http://allbuildingconstruction.com)