

CITY OF McMINNVILLE 2018 - 2019 ADOPTED BUDGET

BUDGET MESSAGE &
SUPPLEMENTAL INFORMATION





2018-2019 CITY BUDGET

Members of the Budget Committee

Mayor & Council Members:

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City Manager

Jeffrey Towery

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



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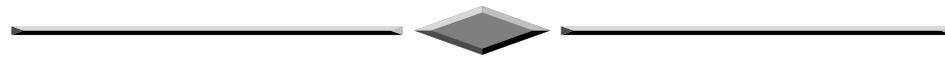
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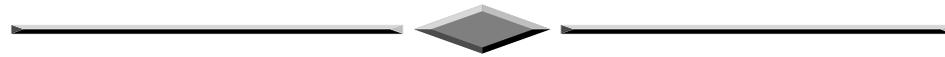
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BUDGET MESSAGE



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

I. INTRODUCTION

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

~William Jennings Bryan

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

Work Force Support

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

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

Rebuild Core Services

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

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

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

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

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

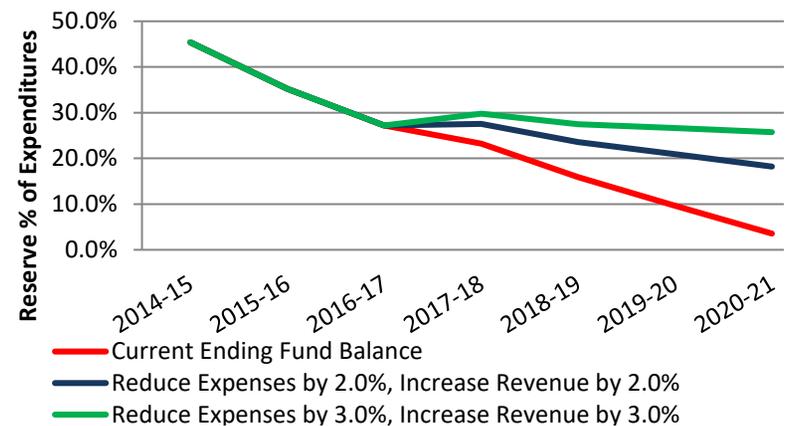
Planning and Building. After a year of due diligence assessing the department's service levels, regulatory compliance, community needs, efficiency, restructuring and workload capacity, several changes are proposed. Two new planning positions and the reallocation of a position currently shared with the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

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

Stabilize General Fund Reserves

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

General Fund Ending Fund Balance



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II. BUDGET ASSUMPTIONS

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

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

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

* estimated

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. STRATEGIC PLANNING.

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

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

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

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

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

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

Vision Statement

Our Vision for 2032...

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

Mission Statement

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

Values

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

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

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

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

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

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

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Property Tax Levy and Rate Summary Table

	Actual 2017-18 Property Tax Levy	Proposed 2018-19 Property Tax Levy	\$\$ Change	% Change
General Fund	\$13,008,843	\$13,529,197	\$ 520,354	4.00%
Debt Service Fund	\$3,486,085	\$3,980,326	\$494,241	14.18%
Total	\$16,494,928	\$17,509,523	\$ 1,014,595	6.15%

	Actual 2017-18 Property Tax Rate*	Proposed 2018-19 Property Tax Rate*	Change*	Change
General Fund	\$5.02	\$5.02	\$0.00	0.00%
Debt Service Fund	\$1.3366	\$1.4675	\$0.1309	9.79%
Total	\$6.3566	\$6.4875	\$0.1309	2.06%

*Rate per \$1,000 of Assessed Value

Assessed Valuation	\$2,591,403,059	\$2,695,059,200	\$103,656,141	4.00%
Real Market Value	\$3,722,887,719			

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IV. FORMAT OF THE BUDGET

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

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

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

V. CONCLUSION

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

~ Louisa May Alcott

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

about how people work, strategic organizational vision, quality work culture, teamwork and leadership.

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

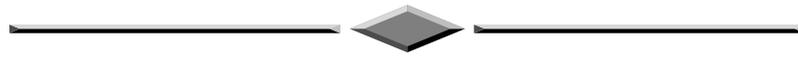
The successful preparation of the proposed 2018 – 2019 Budget illustrated the strength and commitment of the entire team. I want to thank everyone who was a part of this work. Finance Director Marcia Baragary, Senior Accountant Ronda Gretzon and the entire Finance Staff should be especially commended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

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

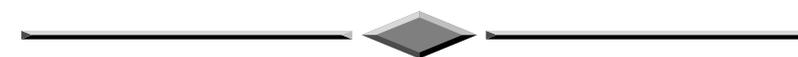
Respectfully submitted,



Jeffrey R. Towery
Budget Officer
City Manager



CITY OVERVIEW



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



2017-2018 GOALS & OBJECTIVES

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

GOALS

OBJECTIVES

MANAGE AND PLAN TO MEET
DEMAND FOR CITY SERVICES

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

COMMUNICATE WITH
CITIZENS AND KEY LOCAL
PARTNERS

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

- **Revisiting the Community Survey and sharing survey results with partners.**
- **Establishing a task force or committee on homelessness.**

PLAN AND CONSTRUCT
CAPITAL PROJECTS

Support implementation of the Urban Renewal Plan.

Continue to plan and implement Transportation Bond improvements.

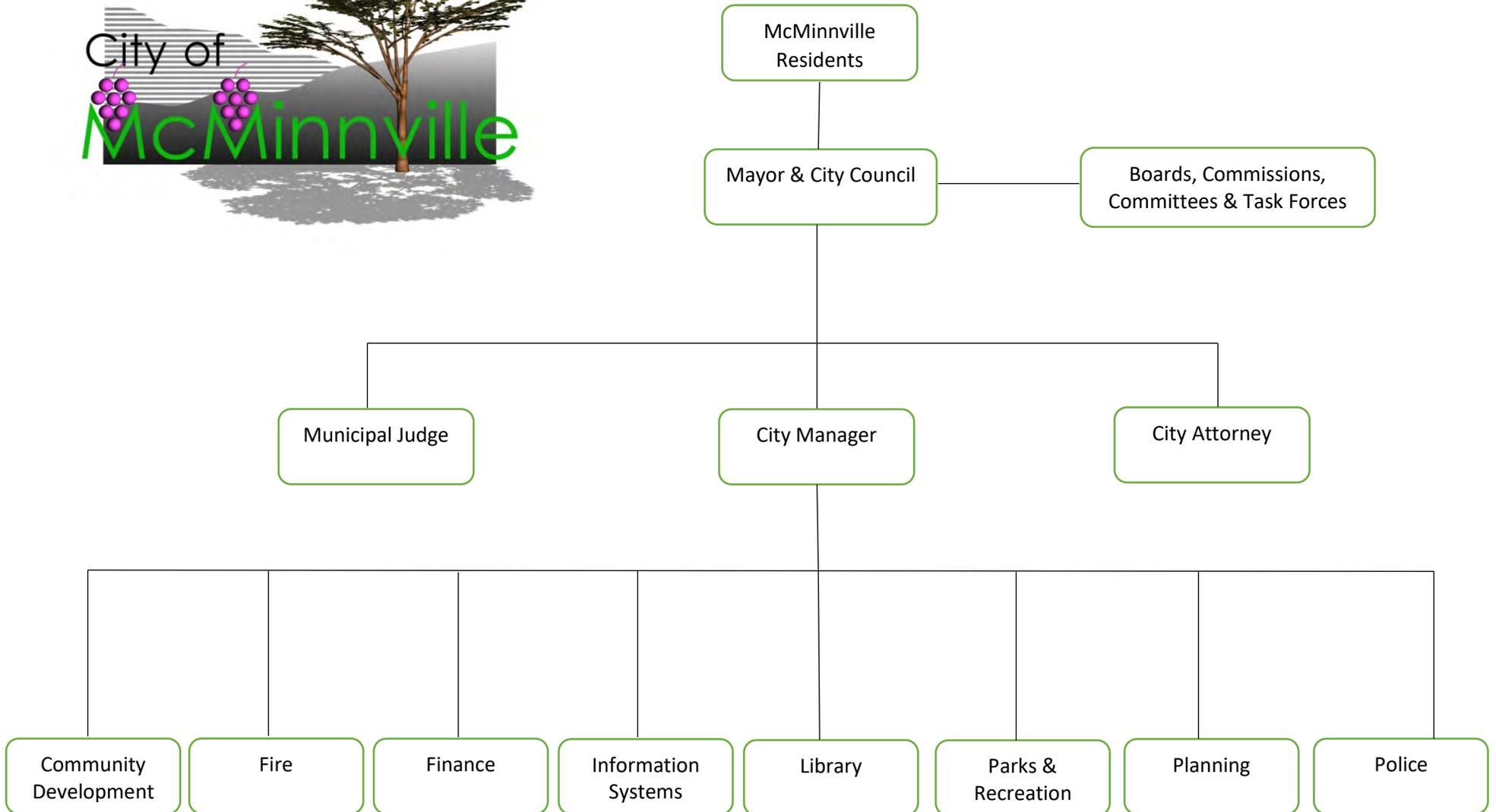
PLAN FOR AND MANAGE
FINANCIAL RESOURCES

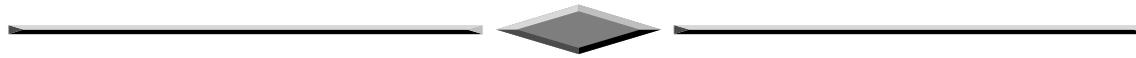
Prepare and adopt a fiscally prudent FY 2017-2018 budget.

Establish comprehensive strategic financial planning.

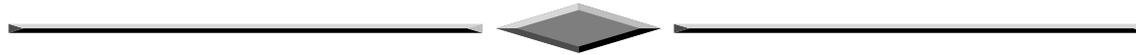
PROMOTE SUSTAINABLE
GROWTH AND DEVELOPMENT

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





FINANCIAL OVERVIEW





Financial Overview

2018-2019 Proposed Budget

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

Purpose of the Budget

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

Preparation of the Budget

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

Adoption of the Budget

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

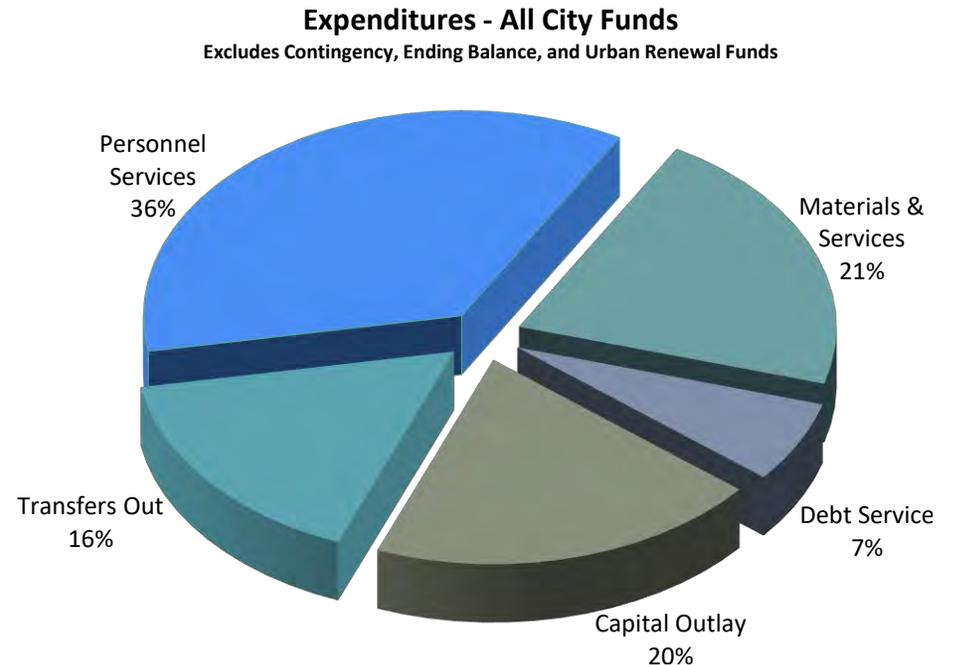
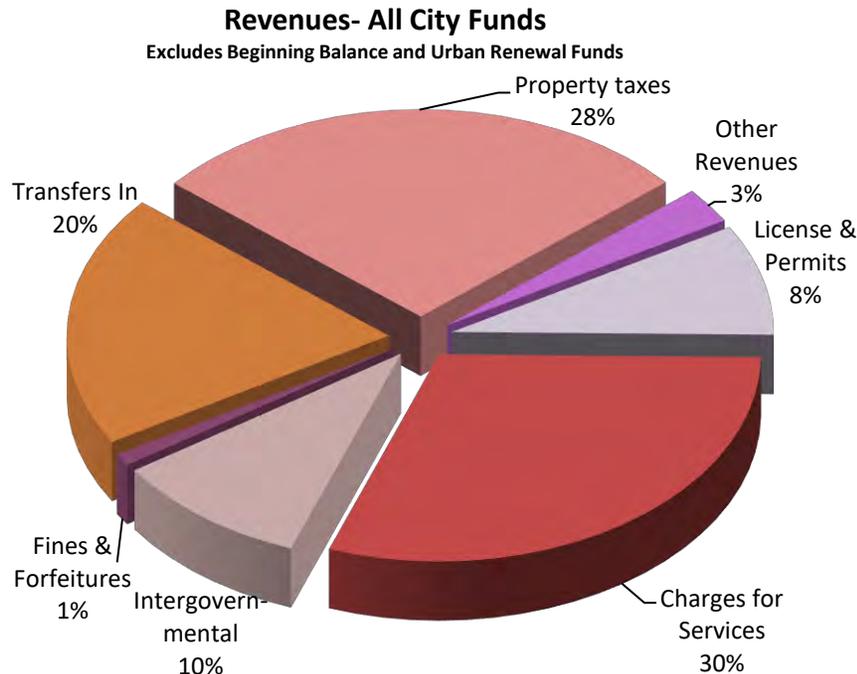
McMinnville Urban Renewal District

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

All City Funds 2018 – 2019 Proposed Budget

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

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



Resources for All City Funds:

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

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

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

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

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

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

Requirements for All City Funds:

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

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

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

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

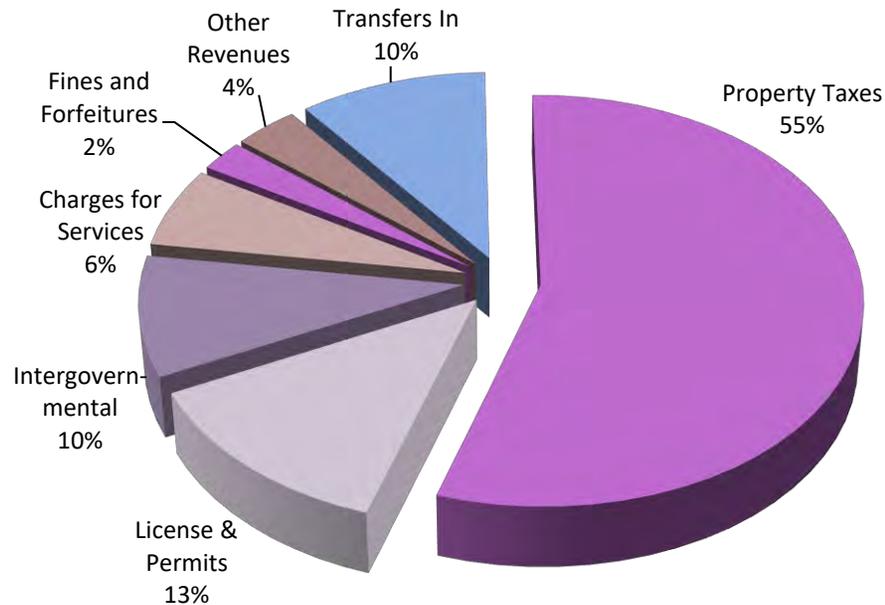
Transfers Out Expenditures-- \$11.7 million or 16% of total expenditures. Primarily includes interfund charges for services, General Fund support of the Ambulance Fund, and transfers related to transportation, wastewater, and urban renewal capital projects.

GENERAL FUND 2018 – 2019 Proposed Budget

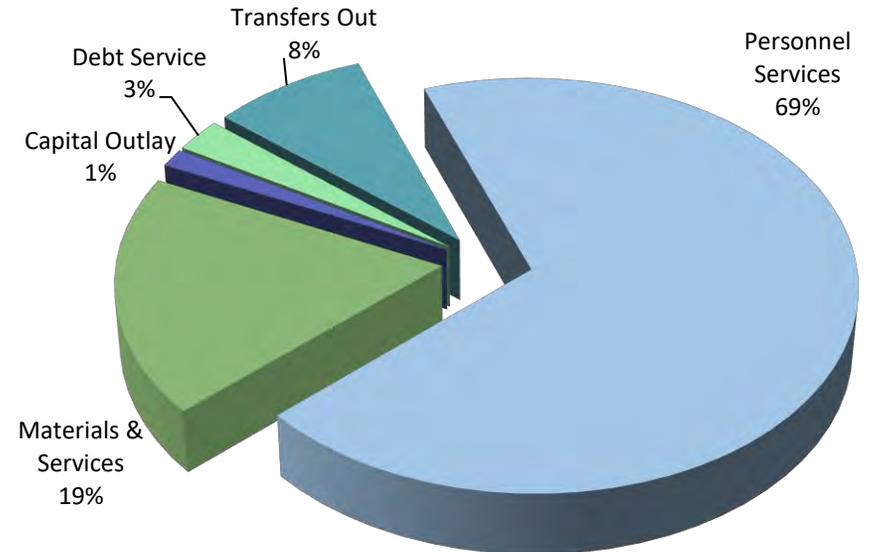
GENERAL FUND RESOURCES – by Type	
Beginning Balance	\$5,392,990
Property Taxes	12,846,861
License & Permits	2,998,600
Intergovernmental	2,202,060
Charges for Services	1,462,458
Fines and Forfeitures	564,300
Other Revenues	812,879
Transfers In	2,458,547
Total Resources	\$28,738,695

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

General Fund Revenues - By Type
Excludes Beginning Balance



General Fund Expenditures - By Classification
Excludes Contingency and Ending Balance



General Fund Resources:

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

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

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

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

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

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

General Fund Requirements:

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

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

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

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

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

General Fund Expenditures by Department:

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

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

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

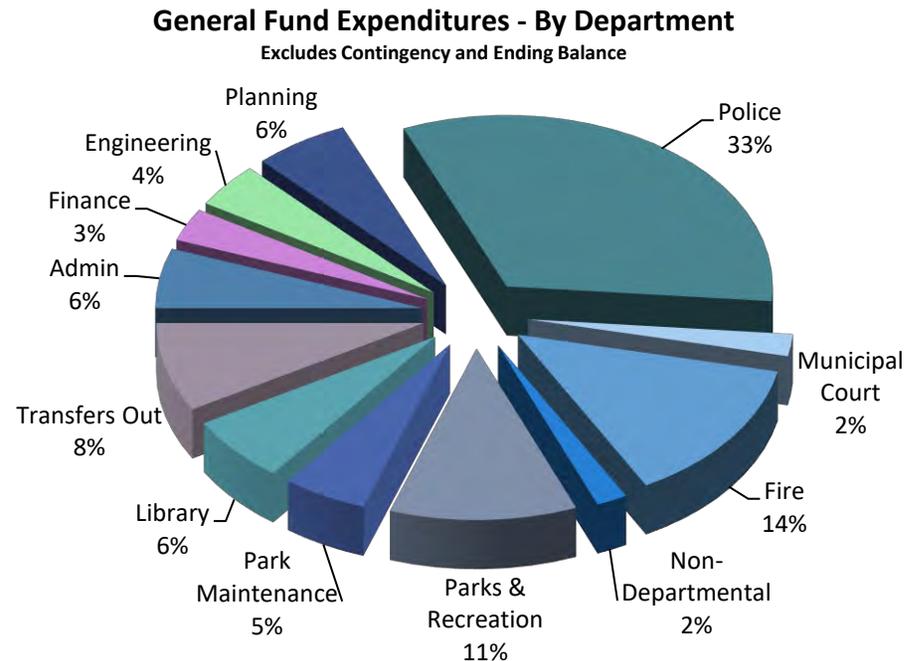
\$2.2 million or 8% of expenditures are Transfers Out to other funds for emergency dispatch services, support of the Ambulance Fund, reimbursement for computer support, and transactions related to urban renewal capital projects.

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

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

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

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



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

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

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

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

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

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

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

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

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

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

General Fund Reserve:

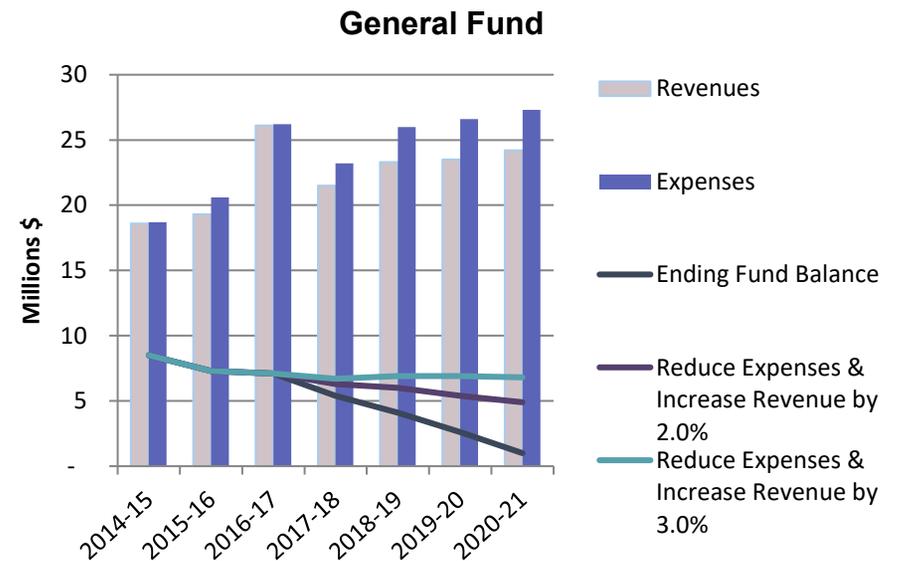
An adequate reserve, or fund balance, is critical to provide sufficient cash flow, lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns.

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

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

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

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



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

Comparison of Total Expenditures for All Funds

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

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

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

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

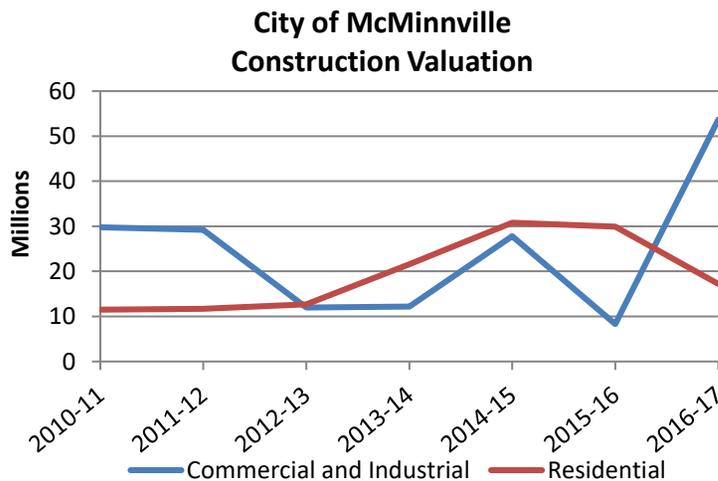
The Street Fund increase of 15% reflects the addition of a full-time Utility Worker I position and the purchase of a new backhoe.

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

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

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

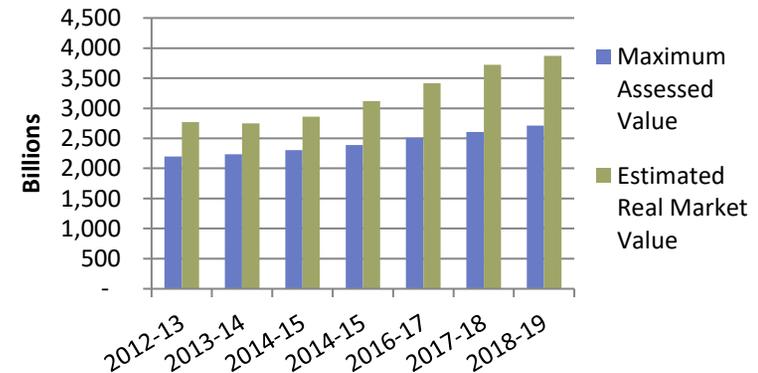
The graph below illustrates the dramatic increase in commercial and industrial activity in 2016-17 and the variable nature of commercial/industrial construction. Residential construction decreased by 42%, after two consecutive years of relatively strong growth.



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

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

Assessed and Estimated Real Market Value of Property



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

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

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

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

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

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

City Wide Financial Overview

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



City Wide Financial Overview

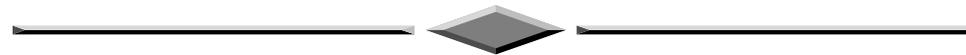
Description	2017 - 2018 Amended Budget	2018 - 2019 Proposed Budget	Percent Change
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RESOURCES

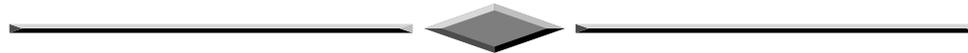
Beginning Fund Balance	\$48,249,982	\$50,224,049	4%
Property Taxes	15,639,350	16,558,761	6%
Special Assessments	72,300	72,300	0%
Licenses & Permits	4,093,659	5,180,475	27%
Intergovernmental	10,333,346	5,956,406	-42%
Charges for Services	18,019,440	18,155,106	1%
Fines & Forfeitures	554,800	564,300	2%
Miscellaneous	1,637,157	1,590,496	-3%
Current Revenue	50,350,052	48,077,844	-5%
Transfers In	10,143,633	11,855,003	17%
Other Financing Sources	7,915,000	-	0%
TOTAL ALL RESOURCES	\$116,658,667	\$110,156,896	-6%

REQUIREMENTS

Personnel Services	23,632,986	25,787,383	9%
Materials & Services	15,695,484	15,185,585	-3%
Capital Outlay	22,534,980	14,313,580	-36%
Debt Service	4,188,766	4,607,558	10%
Operating Budget	66,052,216	59,894,106	-9%
Transfers Out	10,127,578	11,657,473	15%
Non-operating Budget	10,127,578	11,657,473	15%
Contingency	3,389,806	3,932,299	16%
Ending Fund Balance	37,089,067	34,673,018	-7%
TOTAL ALL REQUIREMENTS	116,658,667	\$110,156,896	-6%



FUND DEFINITIONS



- Budget Organization Chart



Fund Definitions

- Budget Basis

2018-2019 Proposed Budget

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

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

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

Governmental Funds: General Fund

General Fund

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

Governmental Funds: Special Revenue Funds

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

Special Assessment Fund

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

Telecommunications Fund

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

Transient Lodging Tax Fund

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

Fund Definitions – Budget Basis
Page II

Emergency Communications Fund

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

Street Fund

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

Airport Maintenance Fund

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

Governmental Funds: Capital Projects Funds

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

Public Safety Facilities Construction Fund

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

Transportation Fund

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

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

Park Development Fund

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

Fund Definitions – Budget Basis
Page III

Wastewater Capital Fund

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

Governmental Funds: Debt Service Fund

Debt Service Fund

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

Business Type Activities: Enterprise Funds

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

Building Fund

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

Wastewater Services Fund

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

Ambulance Fund

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

Internal Service Funds

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

Information Systems and Services Fund (IS)

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

Insurance Services Fund

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

Fund Definitions – Budget Basis

Page IV

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

Urban Renewal Funds

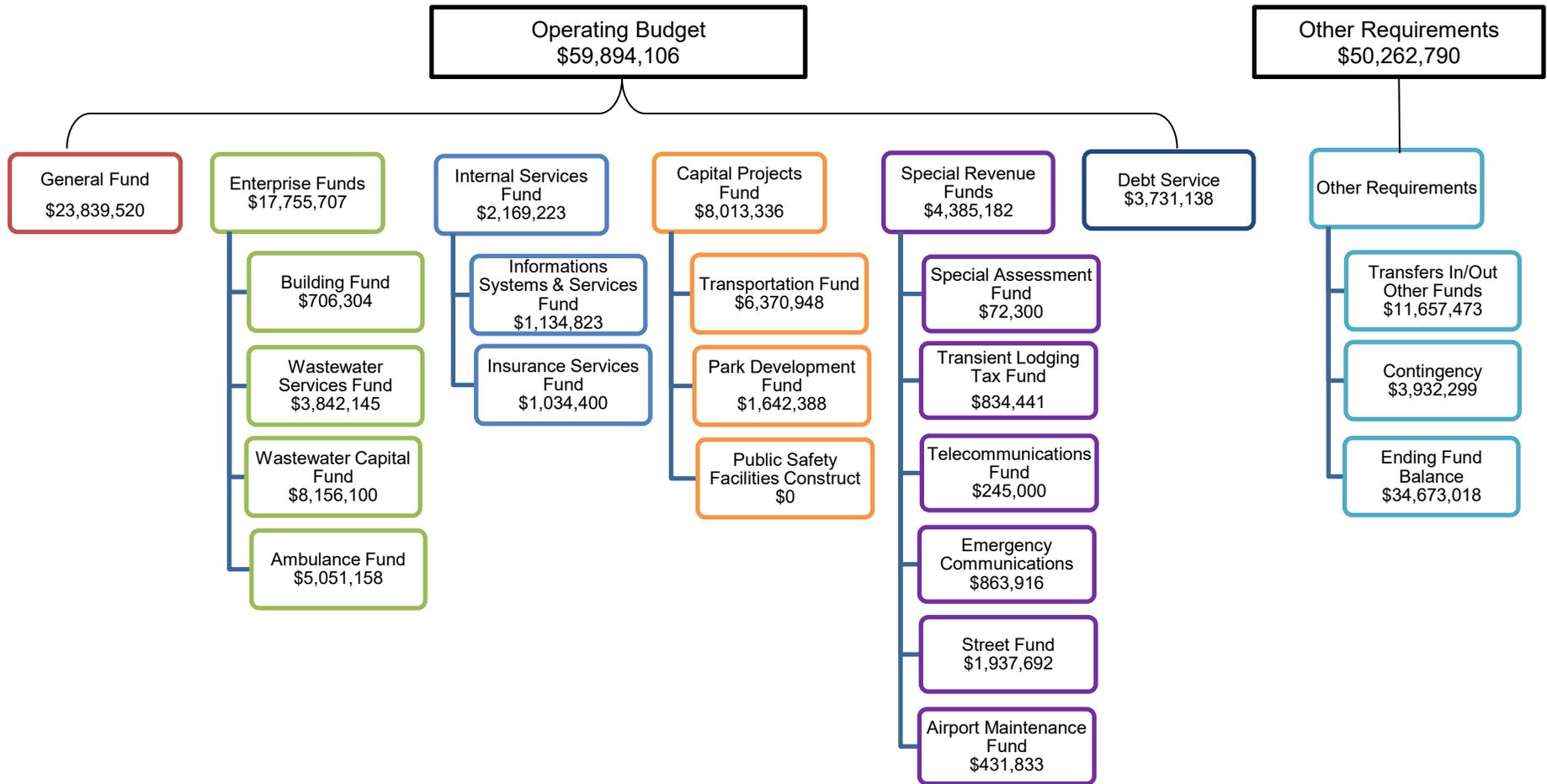
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board. Therefore, the Urban Renewal Fund and Urban Renewal Debt Service Fund are not included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

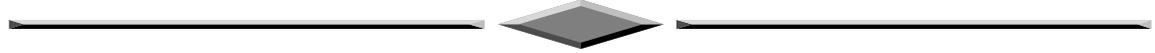


Budget Organization Chart

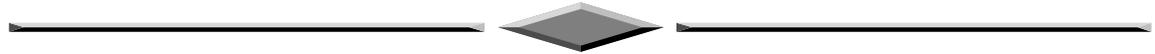
2018 - 2019 Proposed Budget

**Total 2018 - 2019 Proposed Budget
\$110,156,896**





DEBT OVERVIEW





Debt Overview

2018-2019 Proposed Budget

Debt Outstanding

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

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

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

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

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

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

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

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



Statement of Bonds and Loans Outstanding 2018-2019 Proposed Budget

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



PERSONNEL SERVICES SUPPLEMENTAL INFORMATION



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



Personnel Services Overview

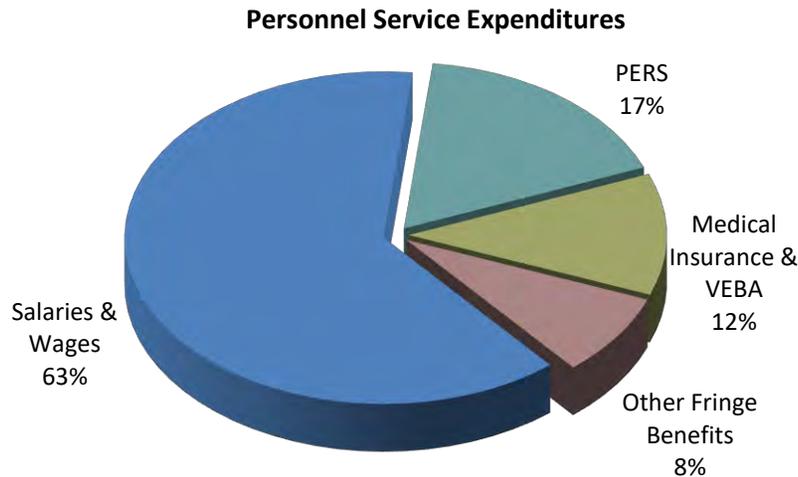
2018–2019 Proposed Budget

Introduction

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

The chart below illustrates the composition of personnel services expenditures.

Personnel Services Expenditures



Salaries and Wages

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

- Regular full time employees are compensated with a semi-monthly salary and receive full fringe benefits.

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

Fringe Benefits

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

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

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

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

Personnel Services Overview

Page II

Medical Insurance

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

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

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

Other Fringe Benefits

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

Change in Personnel

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

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

Cost of Living Adjustment (COLA)

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

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

Salary Survey Adjustments

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

Significant Department Changes

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

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

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

For **Fire and Ambulance**, a full-time firefighter position is included in the proposed budget, with the expectation that the additional staff will significantly reduce the cost of overtime in 2018-19 compared previous years. A new Support Services Specialist position has also been included in the 2018-19 proposed budget.

In the **Building Division**, the 2018-19 proposed budget reflects a staff restructuring, with the creation of a Building Permit Coordinator position and an increase in Building Inspector FTE.

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

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

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

Summary

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

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

Table #1

Department	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17	Adopted 2017-18	Proposed 2018-19
Administration	3.30	3.30	4.22	3.90	4.90
Finance	6.91	6.81	6.80	6.88	6.80
Engineering	6.33	6.89	6.90	7.92	7.82
Planning	3.50	3.65	3.49	3.65	8.10
Police	46.59	45.93	45.56	48.55	52.37
Municipal Court	3.80	3.80	4.38	4.52	4.52
Fire	14.47	14.75	15.47	15.57	16.88
Parks & Recreation					
Administration	2.40	2.70	2.71	2.70	1.00
Aquatic Center	11.20	11.07	11.34	11.57	11.53
Community Center & Rec Programs	5.70	5.74	6.22	6.34	7.30
Kids On The Block	8.80	8.81	9.09	9.06	8.87
Recreation Sports	4.18	4.28	4.26	4.23	4.25
Senior Center	2.60	2.33	2.50	2.49	3.23
Park Maintenance	9.06	9.07	10.57	9.05	9.80
Library	15.52	15.45	15.69	15.42	15.84
General Fund - Total	144.36	144.58	149.20	151.85	163.21
Street Fund	8.68	8.71	8.74	8.82	9.01
Building	2.00	3.25	3.25	3.75	5.00
Wastewater Services					
Administration	3.06	3.06	2.10	2.10	2.10
Plant	9.00	9.00	9.44	9.42	9.40
Environmental Services	4.00	4.00	4.44	4.45	4.44
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
Wastewater Services - Total	21.46	21.46	21.38	21.37	21.34
Ambulance	22.65	22.95	23.72	25.02	25.89
Information Systems & Services	3.50	4.00	4.00	4.00	4.00
Total City Employees - FTE's	202.65	204.95	210.29	214.81	228.45
Difference from prior year				+ 13.64	

City of McMinnville

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

Table #2

<u>Positions - By Department</u>	<u>Change in FTE</u>	<u>Positions - By Department</u>	<u>Change in FTE</u>	<u>Positions - By Department</u>	<u>Change in FTE</u>				
Administration									
Human Resources Manager	1.00	Parks & Recreation - Administration							
		Rec Leadership - Park Ranger	(1.70)	Library					
Finance									
Extra Help - Finance	(0.07)	Aquatic Center							
Extra Help - Ambulance Billing	(0.01)	Extra Help - Aquatics I, II, & III (Lifeguard)	0.01	Librarian II - Reference	(0.20)				
	(0.08)	Extra Help - Aquatics I, II, & III (Office)	(0.04)	Librarian I - Reference	(0.25)				
Engineering									
Permit Technician - Eng/Bldg	(0.50)	Extra Help - Aquatics I, II, & III (Swim Lessons)	(0.02)	Library Tech Assistant - Circulation	0.96				
Permit Technician - Combined Depts	0.40	Extra Help - Aquatics I, II, & III (Fitness Classes)	0.01	Library Assistant - Circulation	(0.63)				
	(0.10)		(0.04)	Library Page	0.55				
Planning									
Principal Planner	(1.00)	Community Center							
Senior Planner	1.00	Community Center Manager	1.00	Police Community Support Coordinator	(0.02)				
Associate Planner	1.00	Recreation Program Supervisor - CC	(2.00)	Utility Worker I	0.25				
Assistant Planner	1.00	Recreation Program Coordinator II - SC & CC	0.20	Extra Help - Street	(0.04)				
Planning Analyst	1.00	Administrative Analyst - CC	0.50		0.19				
Permit Technician - Combined Depts	(0.55)	Extra Help - Community Center	1.02	Building					
Code Compliance Officer II	1.00	Classes & Programs Labor	(0.10)	Building Inspector III	(0.83)				
Code Compliance Officer I	1.00	Recreation Program Manager - KOB	0.25	Building Inspector II	1.00				
	4.45	Extra Help - Management Assistant	0.16	Building Permit Coordinator	1.00				
Police									
Police Sergeant - Patrol	(1.00)	Site Director - STARS	0.11	Permit Technician - Eng/Bldg	(0.50)				
Police Sergeant - Special Ops Admin	1.00	Assistant Site Director - STARS	(0.27)	Permit Technician - Combined Depts	0.15				
Police Officer - Patrol	1.66	Rec Leadership - Summer STARS	0.09	Extra Help - Building Inspector	0.43				
Police Officer - School Resource Officer	1.00		0.96		1.25				
Police Community Support Coordinator	(0.98)	Kids On The Block							
Office Specialist I - Police	0.48	Recreation Program Manager - KOB	(0.25)	Wastewater Services					
Extra Help - Police Reserves	(0.03)	Extra Help - Management Assistant	0.02	Extra Help - WWS	(0.03)				
Extra Help - Investigations	(0.01)	Site Director II	0.01		(0.03)				
Rec Leadership - Park Ranger	1.70	Assistant Site Director	0.03	Ambulance					
	3.82		(0.19)	Firefighter	0.65				
Municipal Court									
No changes	0.00	Recreation Sports							
Fire									
Firefighter	0.35	Program Assistant	0.02	Senior Center					
Firefighter / Paramedic - PT+	0.03	Extra Help - Senior Center	0.74	Park Maintenance					
Firefighter / EMT - PT+	0.03			Utility Worker I	1.00				
Office Manager	0.40	Information Systems							
Support Services Specialist	0.50	Extra Help - Park Maintenance	(0.25)	No changes	0.00				
Extra Help - Fire	(0.07)		0.75	Total Change in Full Time Equivalent (FTE)					
Extra Help - Clerical	0.07				13.64				
	1.31								

City of McMinnville
Number of Employees and Volunteers
March 2018 Actual

Table #3

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

City of McMinnville Volunteer Roster - 2017

Table #4

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

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - GENERAL SERVICE EMPLOYEES

July 1, 2018

3.6% Projected Increase

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

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

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Operator II - WRF	331	1,920	2,016	2,117	2,222	2,335	2,450
Rec Program Supervisor - Aquatic							
Rec Program Supervisor - CC							
Accountant I	330	1,872	1,967	2,066	2,168	2,275	2,391
Laboratory Technician - WRF							
Librarian II - Children's							
Librarian II - Reference							
Librarian II - Young Adult							
Mechanic - Public Works							
Operations Supp Specialist - PW							
Facilities Maint Tech-PD&CivHall	329	1,826	1,919	2,015	2,116	2,221	2,333
Permit Technician - Comb Depts							
Permit Technician - Eng/Bldg							
Utility Worker II - Public Works							
Utility Worker II - Street							
Utility Worker II - WWS							
Senior Court Clerk - MC	328	1,783	1,871	1,966	2,065	2,167	2,274
Operator I - WRF	327	1,740	1,825	1,917	2,014	2,114	2,220
Rec Program Coord II - Aquatic							
Rec Program Coord II - SC & CC							
Rec Program Coordinator II - SC							
Accounts Rec Billing Spec - Fire	326	1,697	1,782	1,870	1,965	2,064	2,166
Librarian I - Children's							
Librarian I - Reference							
Librarian I - Technical Services							
Support Services Specialist-Fire							
Admin Spec II - Public Affairs	324	1,616	1,696	1,780	1,870	1,964	2,063
Administrative Spec II - Admin							
Administrative Spec II - Fire							
Court Clerk II - MC							
Utility Worker I - Public Works							
Utility Worker I - Street							
Rec Program Coordinator I	323	1,576	1,654	1,738	1,823	1,915	2,012
Library Tech Assistant	322	1,536	1,615	1,695	1,779	1,869	1,963
Library Tech Asst - Children's							

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

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS

July 1, 2018

3.6% Projected Increase

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

Other / Certification Pay - General Service Employees

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

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

July 1, 2018

2.1% Projected Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Police Sergeant - 12 Hour	165	2,924	3,070	3,222	3,385	3,553	3,731
Police Sergeant	160	2,784	2,922	3,070	3,222	3,385	3,553
Police Officer - 12 Hour	155	2,530	2,657	2,790	2,929	3,078	3,230
Police Officer	150	2,410	2,530	2,657	2,790	2,929	3,078
Parking & Code Enforcement Police Evidence & Property Tech	130	1,918	2,014	2,117	2,221	2,332	2,447
Police Records Specialist	120	1,785	1,874	1,967	2,065	2,170	2,277

Other / Certification Pay - Police Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree	62	2%	150	F
BA / BS Degree	123	4%	150	F
Intermediate Certificate	123	4%	150	F
Advanced Certificate	246	8%	150	F
Bilingual	154	5%	150	F
ASL Certified	154	5%	150	F
Detective (including sergeant)	154	5%	150	F
K-9	154	5%	150	F
School Resource Officer	154	5%	150	F
Police Training Officer	1.78 / Hour	5%	150	F
Motorcycle Duty	1.78 / Hour	5%	150	F
Officer in Charge	1.78 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

Extra Help - Police Employees

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

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

July 1, 2018

3.6% Projected Increase

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

Other / Certification Pay - Fire Union Employees

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

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

City of McMinnville
Supplemental Salary Schedule

July 1, 2018

Minimum Wage Increase

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

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



**GENERAL FUND
BEGINNING FUND BALANCE**





General Fund – Beginning Fund Balance

2018 – 2019 Proposed Budget --- Budget Summary

General Fund – Beginning Fund Balance

Beginning Fund Balance

The beginning fund balance represents the reserve amount carried forward from the previous fiscal year. At July 1, 2018, the beginning fund balance for fiscal year 2018-19 is estimated to be \$5.4 million.

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

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
593,735	572,141	586,575	4001-07 Designated Begin FB-General Fd - LOSAP Designated carryover from prior year for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	648,161	648,161	648,161
94,897	0	0	4001-15 Designated Begin FB-General Fd - Fire - Vehicle Reserve	0	0	0
0	75,000	112,500	4001-25 Designated Begin FB-General Fd - Facility Improvements Designated funds earmarked for future facility improvements	0	0	0
7,896,485	6,623,209	5,289,460	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from the prior year.	4,744,829	4,744,829	4,744,829
8,585,117	7,270,350	5,988,535	TOTAL BEGINNING FUND BALANCE	5,392,990	5,392,990	5,392,990
8,585,117	7,270,350	5,988,535	TOTAL RESOURCES	5,392,990	5,392,990	5,392,990



ADMINISTRATION DEPARTMENT



Organization Set – Sections

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

Organization Set #

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



General Fund – Administration

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

City Manager’s Office

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

City Hall & City Property

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

Mayor & City Council

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

Legal

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

Community Services

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

Human Resources

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

Core Services

City Manager’s Office

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

City Attorney’s Office

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

General Fund – Administration

2018 – 2019 Proposed Budget --- Budget Summary



Future Challenges and Opportunities

Administration - City Manager's Office

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

Administration - City Attorney's Office

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

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



General Fund – Administration

Historical Highlights



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



- 1995 City purchases Home Laundry site at NE corner of Second and Cows
- 1999 City Attorney position restored to full-time
- 2006 City establishes new “one stop” Community Development Center to house the Engineering, Building, and Planning Departments
- 2007 City Hall is remodeled
- 2008 City Council establishes Downtown Public Art Program



- 2009 Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed
- 2009 Rick Olson elected Mayor
- 2013 Northeast Gateway Urban Renewal District is established
- 2013 Transient Lodging Tax is implemented
- 2014 December 2014, Retired Brigadier General Martha Meeker appointed City Manager
- 2015 Third Street named as one of Five Great Streets in America



- 2017 Scott Hill elected Mayor
- 2017 February 2017, Jeff Towery appointed City Manager

General Fund - Administration

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

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

7,773	-331	0	7000 Salaries & Wages	0	0	0
172,191	240,745	159,500	7000-05 Salaries & Wages - Regular Full Time City Manager - 1.00 FTE City Recorder / Legal Assistant - 0.10 FTE	165,573	165,573	165,573
0	1,586	0	7000-15 Salaries & Wages - Temporary	0	0	0
2,594	597	2,001	7000-20 Salaries & Wages - Overtime	225	225	225
2,604	1,300	2,200	7000-25 Salaries & Wages - City Employee Recognition Outstanding Public Service (OPS) Awards: Monthly OPS Awards \$100 (net of employee tax) Yearly OPS Award \$500 (net of employee tax)	2,200	2,200	2,200
4,200	3,311	6,000	7000-30 Salaries & Wages - Auto Allowance City Manager's \$500 per month automobile allowance.	6,000	6,000	6,000
3,174	724	0	7300 Fringe Benefits	0	0	0
9,196	9,706	8,530	7300-05 Fringe Benefits - FICA - Social Security	8,529	8,529	8,529
2,583	3,550	2,461	7300-06 Fringe Benefits - FICA - Medicare	2,638	2,638	2,638
38,369	25,268	53,052	7300-15 Fringe Benefits - PERS - OPSRP - IAP	55,042	55,042	55,042
0	625	7,000	7300-18 Fringe Benefits - Retirement Benefit City match of City Manager's deferred compensation contributions up to 5% of salary.	7,942	7,942	7,942
16,095	13,569	18,762	7300-20 Fringe Benefits - Medical Insurance	20,850	20,850	20,850
2,800	1,475	1,650	7300-22 Fringe Benefits - VEBA Plan	3,300	3,300	3,300
149	82	118	7300-25 Fringe Benefits - Life Insurance	118	118	118
916	555	826	7300-30 Fringe Benefits - Long Term Disability	830	830	830
580	513	603	7300-35 Fringe Benefits - Workers' Compensation Insurance	602	602	602
46	31	32	7300-37 Fringe Benefits - Workers' Benefit Fund	32	32	32
263,270	303,306	262,735	TOTAL PERSONNEL SERVICES	273,881	273,881	273,881

MATERIALS AND SERVICES

0	1,140	1,000	7520 Public Notices & Printing	0	0	0
72	396	400	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	400	400	400
6,443	19,936	7,000	7550 Travel & Education Professional association conferences, seminars, travel and meal costs, professional memberships, dues and subscriptions. Includes allowance for leadership training and development for City staff.	7,000	7,000	7,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,100	900	1,200	7610-05	Insurance - Liability		1,300	1,300	1,300
1,042	1,203	1,200	7620	Telecommunications		1,200	1,200	1,200
10	1,222	500	7660	Materials & Supplies		500	500	500
938	544	1,000	7660-05	Materials & Supplies - Office Supplies		1,000	1,000	1,000
184	40	200	7660-15	Materials & Supplies - Postage		100	100	100
2,517	11,904	1,800	7750	Professional Services		1,651	1,651	1,651
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	1,600	1,600		
			Section 125 administration fee	1	51	51		
4,462	3,306	2,998	7840	M & S Computer Charges		2,133	2,133	2,133
			I.S. Fund materials & supplies costs shared city-wide					
485	141	2,700	7840-02	M & S Computer Charges - City Manager's Office		0	0	0
22,101	44,982	46,950	8000	City Memberships		46,810	46,810	46,810
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Mid Willamette Valley Council of Governments	1	17,000	17,000		
			League of Oregon Cities	1	24,500	24,500		
			Oregon City & County Managers Association	1	350	350		
			McMinnville Area Chamber of Commerce	1	3,250	3,250		
			International City Managers Association	1	1,460	1,460		
			Emerging Local Government Leaders	1	250	250		
39,353	85,713	66,948	TOTAL MATERIALS AND SERVICES			62,094	62,094	62,094
			CAPITAL OUTLAY					
925	838	495	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
925	838	495	TOTAL CAPITAL OUTLAY			0	0	0
303,548	389,857	330,178	TOTAL REQUIREMENTS			335,975	335,975	335,975

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
11,718	11,844	12,000	5400-02 Property Rentals - Chamber of Commerce Chamber of Commerce monthly rental income increases in October depending on the June 30, 2018 CPI-W increase.	12,600	12,600	12,600
14,505	11,404	0	5400-03 Property Rentals - Parking Lot	0	0	0
26,223	23,248	12,000	TOTAL CHARGES FOR SERVICES	12,600	12,600	12,600
26,223	23,248	12,000	TOTAL RESOURCES	12,600	12,600	12,600

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

77	34	200	7590	Fuel - Vehicle & Equipment				0	0	0
10,542	12,584	12,500	7600	Electric & Natural Gas				12,500	12,500	12,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				City Hall heating fuel	1	2,000	2,000			
				Civic Hall natural gas	1	1,000	1,000			
				City and Civic Hall electric	1	9,500	9,500			
1,200	1,100	1,300	7610-05	Insurance - Liability				900	900	900
9,400	12,200	11,800	7610-10	Insurance - Property				10,400	10,400	10,400
5,663	5,840	6,000	7620	Telecommunications				6,000	6,000	6,000
4,380	6,307	13,340	7650-10	Janitorial - Services				13,000	13,000	13,000
676	402	950	7650-15	Janitorial - Supplies				950	950	950
0	122	100	7660	Materials & Supplies				100	100	100
395	439	500	7720-06	Repairs & Maintenance - Equipment				20,000	20,000	20,000
				Civic Hall audio system upgrade						
6,699	5,295	25,000	7720-08	Repairs & Maintenance - Building Repairs				20,000	20,000	20,000
				Repairs and maintenance projects for City Hall and Civic Hall						
4,660	5,904	5,600	7720-10	Repairs & Maintenance - Building Maintenance				5,900	5,900	5,900
0	1,042	2,500	7720-12	Repairs & Maintenance - Grounds				2,500	2,500	2,500
11,366	24,598	26,450	7720-34	Repairs & Maintenance - Parking Structure & Lots				26,320	26,320	26,320

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
Insurance - liability	1	2,600	2,600
Insurance - property	1	2,500	2,500
Flower basket program	1	3,500	3,500
Elevator permit fee	1	200	200
Elevator phone service	1	600	600
Maintenance and repair projects	1	10,000	10,000
Elevator maintenance	4	480	1,920
Lighting	1	5,000	5,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
6,992	3,508	21,950	7740-05	Rental Property Repair & Maint - Building		11,900	11,900	11,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - property	1	1,100	1,100	
				Miscellaneous repairs and maintenance	1	10,000	10,000	
				Parking lot sweeping services - Chamber	1	500	500	
				Insurance - liability	1	300	300	
341	413	500	7750	Professional Services		75,500	75,500	75,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Facilities assessment	1	75,000	75,000	
				Recycle - shredding confidential documents	1	500	500	
7,800	8,464	10,040	7780-17	Contract Services - Parking Structure & Lots		11,000	11,000	11,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Quarterly sweeping	1	6,000	6,000	
				Monthly sweeping	1	5,000	5,000	
17,061	19,840	12,835	7790	Maintenance & Rental Contracts		20,000	20,000	20,000
				Security system, floor mat cleaning, heating system maintenance, pest control, copier lease, postage machine lease				
4,500	5,400	5,400	7790-05	Maintenance & Rental Contracts - Water & Light Fiber Net		5,400	5,400	5,400
0	0	500	7800	M & S Equipment		500	500	500
91,752	113,493	157,465		<u>TOTAL MATERIALS AND SERVICES</u>		242,870	242,870	242,870
				<u>CAPITAL OUTLAY</u>				
0	0	0	8800	Building Improvements		0	0	0
0	0	0		<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
91,752	113,493	157,465		<u>TOTAL REQUIREMENTS</u>		242,870	242,870	242,870

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

6,050	21,584	33,443	7000-05 Salaries & Wages - Regular Full Time City Recorder / Legal Assistant - 0.40 FTE Administrative Specialist II - 0.20 FTE	36,514	36,514	36,514
6,184	3,924	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
657	397	749	7000-20 Salaries & Wages - Overtime	900	900	900
766	1,438	2,119	7300-05 Fringe Benefits - FICA - Social Security	2,320	2,320	2,320
179	336	496	7300-06 Fringe Benefits - FICA - Medicare	542	542	542
3,064	4,967	7,799	7300-15 Fringe Benefits - PERS - OPSRP - IAP	8,688	8,688	8,688
2,411	6,852	8,008	7300-20 Fringe Benefits - Medical Insurance	8,900	8,900	8,900
451	1,000	700	7300-22 Fringe Benefits - VEBA Plan	1,400	1,400	1,400
35	62	66	7300-25 Fringe Benefits - Life Insurance	66	66	66
69	154	184	7300-30 Fringe Benefits - Long Term Disability	200	200	200
40	86	123	7300-35 Fringe Benefits - Workers' Compensation Insurance	130	130	130
9	16	18	7300-37 Fringe Benefits - Workers' Benefit Fund	18	18	18
402	109	400	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	200	200	200
20,317	40,924	54,105	TOTAL PERSONNEL SERVICES	59,878	59,878	59,878

MATERIALS AND SERVICES

1,374	441	500	7520 Public Notices & Printing	750	750	750
465	693	500	7620 Telecommunications	700	700	700
0	26	150	7660 Materials & Supplies	150	150	150
789	889	1,200	7660-05 Materials & Supplies - Office Supplies	1,200	1,200	1,200
20	73	150	7660-15 Materials & Supplies - Postage	100	100	100
5	15	77,000	7750 Professional Services	75,028	75,028	75,028
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	28	28
			Strategic planning consultant fee	1	75,000	75,000
7,920	24,786	1,000	7750-06 Professional Services - Community Outreach Continuing the City Council's public communication efforts	15,000	15,000	15,000
10,907	8,082	12,493	7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide	12,266	12,266	12,266

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
15,740	6,654	0	7840-03	M & S Computer Charges - City Council			1,600	1,600	1,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement laptop - Civic Hall	1	1,600	1,600		
26,972	26,220	25,000	8005	Mayor/City Council Expenses			25,000	25,000	25,000
64,192	67,878	117,993	<u>TOTAL MATERIALS AND SERVICES</u>				131,794	131,794	131,794
<u>CAPITAL OUTLAY</u>									
2,261	2,048	2,060	8750	Capital Outlay Computer Charges			0	0	0
				I.S. Fund capital outlay costs shared city-wide					
2,261	2,048	2,060	<u>TOTAL CAPITAL OUTLAY</u>				0	0	0
86,770	110,851	174,158	<u>TOTAL REQUIREMENTS</u>				191,672	191,672	191,672

Budget Document Report

01 - GENERAL FUND

Department :01 - ADMINISTRATION
 Section :008 - LEGAL
 Program :N/A

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
REQUIREMENTS							
PERSONNEL SERVICES							
88,393	135,955	144,141	7000-05	Salaries & Wages - Regular Full Time City Attorney - 0.70 FTE Deputy City Attorney - 0.50 FTE City Recorder / Legal Assistant - 0.35 FTE Administrative Specialist II - 0.20 FTE	172,883	172,883	172,883
6,184	3,924	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
8	313	102	7000-20	Salaries & Wages - Overtime	450	450	450
6,808	0	0	7000-32	Salaries & Wages - Moving Allowance	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	600	600	600
6,089	8,197	8,767	7300-05	Fringe Benefits - FICA - Social Security	10,447	10,447	10,447
1,424	1,925	2,092	7300-06	Fringe Benefits - FICA - Medicare	2,522	2,522	2,522
23,010	27,126	35,825	7300-15	Fringe Benefits - PERS - OPSRP - IAP	44,098	44,098	44,098
10,432	22,887	24,473	7300-20	Fringe Benefits - Medical Insurance	21,220	21,220	21,220
2,951	2,575	2,525	7300-22	Fringe Benefits - VEBA Plan	3,350	3,350	3,350
96	168	162	7300-25	Fringe Benefits - Life Insurance	190	190	190
481	788	794	7300-30	Fringe Benefits - Long Term Disability	950	950	950
144	254	277	7300-35	Fringe Benefits - Workers' Compensation Insurance	342	342	342
27	42	44	7300-37	Fringe Benefits - Workers' Benefit Fund	51	51	51
146,047	204,153	219,202	TOTAL PERSONNEL SERVICES		257,103	257,103	257,103
MATERIALS AND SERVICES							
27	425	500	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	500	500	500
2,542	6,288	10,000	7550	Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Attorney.	10,000	10,000	10,000
1,000	900	1,800	7610-05	Insurance - Liability	1,600	1,600	1,600
522	558	800	7620	Telecommunications	800	800	800
453	8,683	2,000	7660-05	Materials & Supplies - Office Supplies	2,000	2,000	2,000
111	70	200	7660-15	Materials & Supplies - Postage	150	150	150

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
17	31	50	7750	Professional Services		46	46	46
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	46	46	
16,501	21,944	3,000	7750-09	Professional Services - Legal		3,000	3,000	3,000
				Contract legal services to provide City Attorney with assistance on projects.				
2,479	1,102	2,499	7840	M & S Computer Charges		3,733	3,733	3,733
				I.S. Fund materials & supplies costs shared city-wide				
3,730	2,645	3,500	7840-08	M & S Computer Charges - Legal		0	0	0
27,381	42,647	24,349	TOTAL MATERIALS AND SERVICES			21,829	21,829	21,829
<u>CAPITAL OUTLAY</u>								
514	279	412	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
514	279	412	TOTAL CAPITAL OUTLAY			0	0	0
173,942	247,080	243,963	TOTAL REQUIREMENTS			278,932	278,932	278,932

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
0	10,000	0	6405 Donations - Administration	0	0	0
0	0	10,000	6490 Donations - Public Art Public donations for the Public Art Program	10,000	10,000	10,000
6,648	0	10,000	6490-10 Donations - Public Art - Dedicated Public donations for specific pieces of artwork for the Public Art Program	10,000	10,000	10,000
6,648	10,000	20,000	<u>TOTAL MISCELLANEOUS</u>	20,000	20,000	20,000
6,648	10,000	20,000	<i>TOTAL RESOURCES</i>	20,000	20,000	20,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
25,941	16,205	16,900	8010 Holiday Lighting City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd Street kiosks.	12,400	12,400	12,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Electricity for 3rd Street kiosks	1	2,100	2,100
			Holiday lighting for City buildings	1	7,800	7,800
			Maintenance of lights on Adams St sequoia	1	2,500	2,500
8,596	9,797	10,000	8012 M&S Downtown Public Art Program City's annual support of Downtown Public Art Program includes pedestal construction and artist honorariums.	10,000	10,000	10,000
0	0	10,000	8012-05 M&S Downtown Public Art Program - Donations - Public Art Public art purchases funded through revenue account 6490, Donations-Public Art.	10,000	10,000	10,000
7,094	0	10,000	8012-10 M&S Downtown Public Art Program - Donations - Dedicated Public donations for purchase of specific pieces of artwork for the Downtown Public Art Program; funded through revenue account 6490-10, Donations-Public Art-Dedicated.	10,000	10,000	10,000
30,200	57,855	25,000	8015 Community Services Funds awarded by City Council to community nonprofit organizations for projects supporting Council goals and objectives, meeting community needs, and providing a public benefit	25,000	25,000	25,000
14,000	14,000	14,000	8020 McMinnville Downtown Association City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.	14,000	14,000	14,000
22,500	22,500	22,500	8025 Yamhill Co - YCTA Public transportation program support.	22,500	22,500	22,500
39,882	59,997	60,000	8060 Economic Development	78,000	78,000	78,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			McMinnville Economic Development Partnership	1	60,000	60,000
			Yamhill Parkway Committee support	1	18,000	18,000
148,213	180,354	168,400	TOTAL MATERIALS AND SERVICES	181,900	181,900	181,900
148,213	180,354	168,400	TOTAL REQUIREMENTS	181,900	181,900	181,900

Budget Document Report

01 - GENERAL FUND

Department :01 - ADMINISTRATION
 Section :012 - HUMAN RESOURCES
 Program :N/A

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
REQUIREMENTS							
PERSONNEL SERVICES							
30,248	56,249	53,491	7000-05	Salaries & Wages - Regular Full Time	121,339	121,339	121,339
				City Attorney - 0.20 FTE Human Resources Manager - 1.00 FTE City Recorder / Legal Assistant - 0.15 FTE Administrative Specialist II - 0.10 FTE			
0	0	7,000	7000-15	Salaries & Wages - Temporary	0	0	0
3,243	1,268	2,498	7000-20	Salaries & Wages - Overtime	675	675	675
1,990	3,477	3,421	7300-05	Fringe Benefits - FICA - Social Security	7,470	7,470	7,470
465	813	813	7300-06	Fringe Benefits - FICA - Medicare	1,771	1,771	1,771
9,123	15,182	12,891	7300-15	Fringe Benefits - PERS - OPSRP - IAP	35,247	35,247	35,247
5,748	5,704	9,717	7300-20	Fringe Benefits - Medical Insurance	26,250	26,250	26,250
1,000	1,000	850	7300-22	Fringe Benefits - VEBA Plan	4,150	4,150	4,150
53	31	76	7300-25	Fringe Benefits - Life Insurance	156	156	156
157	220	294	7300-30	Fringe Benefits - Long Term Disability	668	668	668
100	144	152	7300-35	Fringe Benefits - Workers' Compensation Insurance	374	374	374
17	16	21	7300-37	Fringe Benefits - Workers' Benefit Fund	42	42	42
52,144	84,106	91,224	TOTAL PERSONNEL SERVICES		198,142	198,142	198,142
MATERIALS AND SERVICES							
0	0	500	7520	Public Notices & Printing	500	500	500
0	0	500	7530	Safety Training/OSHA	500	500	500
642	1,883	4,000	7550	Travel & Education	4,000	4,000	4,000
				Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials.			
668	606	800	7620	Telecommunications	800	800	800
202	159	1,000	7660	Materials & Supplies	1,000	1,000	1,000
382	785	1,000	7660-05	Materials & Supplies - Office Supplies	500	500	500
317	71	200	7660-15	Materials & Supplies - Postage	200	200	200

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
2,223	660	50	7750	Professional Services		27,000	27,000	27,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	33	33	
				Miscellaneous professional services	1	1,967	1,967	
				Salary survey - consultant	1	25,000	25,000	
4,434	4,163	8,050		<u>TOTAL MATERIALS AND SERVICES</u>		34,500	34,500	34,500
56,578	88,269	99,274		<u>TOTAL REQUIREMENTS</u>		232,642	232,642	232,642



FINANCE DEPARTMENT



Organization Set – Sections

- **Accounting**
- **Ambulance Billing**

Organization Set #

01-03-013
01-03-016



Budget Highlights

Accounting Section

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

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

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

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

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

Ambulance Billing Section

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

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

Core Services

Accounting Section

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

Ambulance Billing Section

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

General Fund – Finance

2018 – 2019 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

Accounting Section

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

Ambulance Billing

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

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



General Fund – Finance

Historical Highlights

1983	Finance Department transitions City accounting system to mainframe computer using Group 4 software	2003	Governmental Accounting Standard Board Statement No. 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP)	2007	In September 2007, City "goes live" with Logos.net's Financial Management Suite's general ledger, procurement, revenue collections, miscellaneous billing, and annual budget preparation functionality
1987	Coopers & Lybrand appointed City financial auditor				
1988	Finance Department purchases first PC which is shared and primarily used for budget preparation	2003	Property lien searches available via Internet	2008	In January 2008, City "goes live" with Logos.net's Human Resource Suite's payroll processing and position budgeting; followed by the annual budget preparation in Logos
1989	First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting	2005	Talbot, Korvola, & Warwick LLP appointed City financial auditor	2011	Ambulance Billing Coordinator and Billing Specialist relocate from Fire Hall to Finance Department office in City Hall
1995	Talbot, Korvola & Warwick appointed City financial auditor	2006	In February, City Finance Department issues Request for Proposal for ERP System, and after conducting several rounds of demos and site visits, recommends New World System's Logos.net ERP product to City Council	2015	Merina & Co, LLP appointed City financial auditor
1997	YCOM begins contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration				
1997	Grant Thornton LLP appointed City financial auditor				

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

Department :03 - FINANCE
 Section :013 - ACCOUNTING
 Program :N/A

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

7,577	1,219	0	7000	Salaries & Wages	0	0	0
324,473	280,181	337,989	7000-05	Salaries & Wages - Regular Full Time Finance Director - 1.00 FTE Senior Accountant - 1.00 FTE Accountant II - 2.00 FTE Accountant I - 1.00 FTE	354,443	354,443	354,443
5,166	5,319	1,500	7000-15	Salaries & Wages - Temporary	0	0	0
5,599	12,213	5,000	7000-20	Salaries & Wages - Overtime	4,000	4,000	4,000
300	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
3,821	1,041	0	7300	Fringe Benefits	0	0	0
19,912	17,543	21,359	7300-05	Fringe Benefits - FICA - Social Security	22,223	22,223	22,223
4,657	4,103	4,995	7300-06	Fringe Benefits - FICA - Medicare	5,197	5,197	5,197
82,125	66,163	98,920	7300-15	Fringe Benefits - PERS - OPSRP - IAP	100,212	100,212	100,212
42,867	46,518	63,026	7300-20	Fringe Benefits - Medical Insurance	71,686	71,686	71,686
8,000	5,208	12,000	7300-22	Fringe Benefits - VEBA Plan	11,000	11,000	11,000
498	425	540	7300-25	Fringe Benefits - Life Insurance	540	540	540
1,718	1,596	1,834	7300-30	Fringe Benefits - Long Term Disability	1,928	1,928	1,928
1,044	918	1,240	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,254	1,254	1,254
149	116	147	7300-37	Fringe Benefits - Workers' Benefit Fund	145	145	145
507,906	442,564	548,550	TOTAL PERSONNEL SERVICES		572,628	572,628	572,628

MATERIALS AND SERVICES

471	777	800	7500	Credit Card Fees	800	800	800
3,449	2,609	3,500	7520	Public Notices & Printing	3,500	3,500	3,500
113	560	900	7540	Employee Events	800	800	800
14,951	10,734	14,000	7550	Travel & Education Costs shared city-wide for employee training, materials, and events. Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	15,000	15,000	15,000
4,200	3,600	4,600	7610-05	Insurance - Liability	4,900	4,900	4,900
3,428	3,505	4,000	7620	Telecommunications	4,000	4,000	4,000
2,769	3,363	5,000	7660-05	Materials & Supplies - Office Supplies	5,000	5,000	5,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
226	-89	1,000	7660-10	Materials & Supplies - Office Supplies Inventory		2,500	2,500	2,500
4,407	3,778	4,500	7660-15	Materials & Supplies - Postage		4,500	4,500	4,500
0	0	250	7720-06	Repairs & Maintenance - Equipment		250	250	250
1,278	59,393	13,450	7750	Professional Services		12,990	12,990	12,990
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Section 125 administration fee	1	90	90		
			Audit fee allocation	1	900	900		
			Contract accounting services	1	12,000	12,000		
1,937	1,744	1,200	7750-24	Professional Services - Audit		1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	1,200	1,200		
10,150	9,880	11,000	7750-27	Professional Services - Net Assets		11,000	11,000	11,000
			Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; revenue recorded in account 5310, On-Line Lien Search Fees. City pays Net Assets \$10 per lien search.					
750	0	0	7750-57	Professional Services - Financing Administration		0	0	0
2,680	3,305	3,500	7790	Maintenance & Rental Contracts		3,500	3,500	3,500
			Printer / scanner / copier lease and per page cost.					
0	1,190	1,000	7800-03	M & S Equipment - Office		1,000	1,000	1,000
8,924	5,888	7,995	7840	M & S Computer Charges		8,533	8,533	8,533
			I.S. Fund materials & supplies costs shared city-wide					
4,682	5,508	1,850	7840-05	M & S Computer Charges - Accounting		4,200	4,200	4,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Lexmark printer maintenance	1	300	300		
			Replacement laptop	1	1,600	1,600		
			Replacement printer - north office	1	1,200	1,200		
			Replacement scanner	1	1,100	1,100		
64,415	115,745	78,545	TOTAL MATERIALS AND SERVICES			83,673	83,673	83,673
CAPITAL OUTLAY								
1,850	1,490	1,319	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
1,850	1,490	1,319	TOTAL CAPITAL OUTLAY			0	0	0
574,171	559,799	628,414	TOTAL REQUIREMENTS			656,301	656,301	656,301

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
52,679	54,162	55,834	7000-05	Salaries & Wages - Regular Full Time		61,195	61,195	61,195
				Accounts Receivable Billing Coordinator - 1.00 FTE				
35,278	24,964	33,604	7000-10	Salaries & Wages - Regular Part Time		32,361	32,361	32,361
				Accounts Receivable Billing Specialist - 0.75 FTE				
461	546	1,250	7000-15	Salaries & Wages - Temporary		1,000	1,000	1,000
				Extra Help - Ambulance Billing - 0.05 FTE				
253	5,090	4,750	7000-20	Salaries & Wages - Overtime		2,000	2,000	2,000
0	600	900	7000-37	Salaries & Wages - Medical Opt Out Incentive		900	900	900
5,273	5,126	5,509	7300-05	Fringe Benefits - FICA - Social Security		6,042	6,042	6,042
1,233	1,199	1,289	7300-06	Fringe Benefits - FICA - Medicare		1,413	1,413	1,413
21,481	20,857	24,911	7300-15	Fringe Benefits - PERS - OPSRP - IAP		27,865	27,865	27,865
17,025	12,252	12,330	7300-20	Fringe Benefits - Medical Insurance		13,706	13,706	13,706
3,000	1,000	1,000	7300-22	Fringe Benefits - VEBA Plan		2,000	2,000	2,000
213	189	216	7300-25	Fringe Benefits - Life Insurance		216	216	216
488	422	462	7300-30	Fringe Benefits - Long Term Disability		494	494	494
285	277	317	7300-35	Fringe Benefits - Workers' Compensation Insurance		338	338	338
54	50	53	7300-37	Fringe Benefits - Workers' Benefit Fund		53	53	53
137,723	126,732	142,425	TOTAL PERSONNEL SERVICES			149,583	149,583	149,583
MATERIALS AND SERVICES								
23	2,053	50	7750	Professional Services		45	45	45
				Description	Units	Amt/Unit	Total	
				Section 125 administration fee	1	45	45	
23	2,053	50	TOTAL MATERIALS AND SERVICES			45	45	45
137,745	128,785	142,475	TOTAL REQUIREMENTS			149,628	149,628	149,628



ENGINEERING DEPARTMENT





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

Budget Highlights

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

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

Core Services

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

Future Challenges and Opportunities

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



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

General Fund – Engineering

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



General Fund – Engineering Dept

Historical Highlights

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



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

General Fund - Engineering

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

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
17,994	74,465	40,000	5320 Engineering Fees Developer charges for City inspection and plan review of development projects at the rate of 5% for first \$100,000 and 3% over \$100,000 of project costs.	50,000	50,000	50,000
17,994	74,465	40,000	TOTAL CHARGES FOR SERVICES	50,000	50,000	50,000
MISCELLANEOUS						
583	89	500	6600-96 Other Income - Engineering	500	500	500
583	89	500	TOTAL MISCELLANEOUS	500	500	500
18,576	74,554	40,500	TOTAL RESOURCES	50,500	50,500	50,500

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

11,617	243	0	7000 Salaries & Wages	0	0	0
498,960	517,889	580,025	7000-05 Salaries & Wages - Regular Full Time Community Development Director - 1.00 FTE Engineering Services Manager - 1.00 FTE Project Manager - 2.00 FTE GIS / CAD System Specialist - 1.00 FTE Engineering Technician - 1.00 FTE Permit Technician - Combined Depts - 0.50 FTE Administrative Specialist II - Public Affairs - 1.00 FTE	593,171	593,171	593,171
7,021	9,792	11,152	7000-15 Salaries & Wages - Temporary Extra Help - Engineering - 0.32 FTE	11,288	11,288	11,288
5	0	500	7000-20 Salaries & Wages - Overtime	500	500	500
6,480	6,480	6,480	7000-30 Salaries & Wages - Auto Allowance Community Development Director's \$540 per month automobile allowance.	6,480	6,480	6,480
700	800	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	0	0	0
5,455	631	0	7300 Fringe Benefits	0	0	0
30,409	31,376	36,116	7300-05 Fringe Benefits - FICA - Social Security	36,686	36,686	36,686
7,172	7,479	8,673	7300-06 Fringe Benefits - FICA - Medicare	8,866	8,866	8,866
118,030	125,616	168,381	7300-15 Fringe Benefits - PERS - OPSRP - IAP	169,738	169,738	169,738
75,284	82,649	107,372	7300-20 Fringe Benefits - Medical Insurance	112,706	112,706	112,706
14,800	7,900	10,150	7300-22 Fringe Benefits - VEBA Plan	18,500	18,500	18,500
686	713	820	7300-25 Fringe Benefits - Life Insurance	810	810	810
2,703	2,780	3,110	7300-30 Fringe Benefits - Long Term Disability	3,176	3,176	3,176
8,827	9,169	11,159	7300-35 Fringe Benefits - Workers' Compensation Insurance	11,605	11,605	11,605
205	195	230	7300-37 Fringe Benefits - Workers' Benefit Fund	256	256	256
788,354	803,711	944,168	TOTAL PERSONNEL SERVICES	973,782	973,782	973,782

MATERIALS AND SERVICES

100	556	900	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	900	900	900
4,587	7,409	11,000	7550 Travel & Education Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	13,500	13,500	13,500
1,127	1,435	2,000	7590 Fuel - Vehicle & Equipment	2,400	2,400	2,400

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,165	3,477	3,750	7600	Electric & Natural Gas		4,000	4,000	4,000
					Department's share of Community Development Center's electricity expense, ~38%.			
4,500	4,600	5,800	7610-05	Insurance - Liability		6,900	6,900	6,900
1,500	1,900	1,700	7610-10	Insurance - Property		1,500	1,500	1,500
5,147	5,563	5,750	7620	Telecommunications		6,200	6,200	6,200
2,393	2,895	3,100	7650	Janitorial		3,450	3,450	3,450
					Department's share of Community Development Center janitorial service and supply costs, ~38%.			
10,650	5,945	10,000	7660	Materials & Supplies		10,000	10,000	10,000
					Uniforms, safety equipment, office, engineering, and surveying materials and supplies.			
109	612	1,500	7720	Repairs & Maintenance		1,600	1,600	1,600
					Vehicle and equipment repairs and maintenance.			
2,609	3,504	3,800	7720-08	Repairs & Maintenance - Building Repairs		3,800	3,800	3,800
					Department's share of Community Development Center's repairs and improvements, ~38%.			
926	1,053	3,200	7720-10	Repairs & Maintenance - Building Maintenance		4,200	4,200	4,200
					Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~38%.			
1,913	1,266	6,200	7750	Professional Services		11,090	11,090	11,090
				<u>Description</u>				
					<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	90	90	
				Audit fee allocation	1	1,000	1,000	
				Miscellaneous professional service	1	10,000	10,000	
820	926	950	7790	Maintenance & Rental Contracts		1,150	1,150	1,150
					Large format copier maintenance contract			
1,836	2,907	3,900	7790-20	Maintenance & Rental Contracts - Community Development Center		3,600	3,600	3,600
					Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.			
0	0	0	7800	M & S Equipment		0	0	0
8,259	6,561	8,925	7840	M & S Computer Charges		10,485	10,485	10,485
					I.S. Fund materials & supplies costs shared city-wide			

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
20,722	13,224	17,175	7840-10	M & S Computer Charges - Engineering		14,650	14,650	14,650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Accela permits - 15% - shared with Plan and Bldg	1	2,850	2,850	
				Hansen sewer database 25% - shared with Street, Park Maint, WWS	1	3,250	3,250	
				ESRI Arcview 17% - shared with Bldg, Plan, Eng, Street, WWS	1	2,050	2,050	
				AutoCAD maintenance - 66% - shared with Planning	1	3,300	3,300	
				Replacement workstation	1	1,500	1,500	
				Plotter maintenance	1	1,700	1,700	
70,364	63,833	89,650		TOTAL MATERIALS AND SERVICES		99,425	99,425	99,425
				CAPITAL OUTLAY				
1,712	1,663	1,472	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	8750-10	Capital Outlay Computer Charges - Engineering		13,000	13,000	13,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with Park Mnt, Street, WWS)	1	5,000	5,000	
				Fullsize Scanner/Plotter Replacement (80%, shared with Building)	1	8,000	8,000	
0	0	0	8850	Vehicles		5,000	5,000	5,000
				Department purchase of retired fleet vehicle from Police or Fire. To be used by Public Affairs Specialist.				
1,712	1,663	1,472		TOTAL CAPITAL OUTLAY		18,000	18,000	18,000
860,431	869,207	1,035,290		TOTAL REQUIREMENTS		1,091,207	1,091,207	1,091,207



PLANNING DEPARTMENT





Budget Highlights

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

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

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

2017 ACCOMPLISHMENTS:

LAND-USE DECISIONS				
156 Land-Use Decisions Issued	330 Apartments	275 Single Family Dwelling Units	47 Landscape Plans	9 Legislative Initiatives

ENGAGED CITIZEN INVOLVEMENT			
VOLUNTEER COMMITTEES		PUBLIC PROCESS	
<ul style="list-style-type: none"> • Planning Commission • Historic Landmarks Committee • Landscape Review Committee • Affordable Housing Task Force • Housing for Homeless • Urban Renewal Advisory Committee 	6 Standing Committees 50 Volunteers Meeting Monthly 72 Public Meetings 925 Volunteer Hours	Issued 56 Public Notices to 1230 People	Hosted 22 Public Hearings

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

Current planning activities are funded by both General Fund support and planning permit fees. Currently, the General Fund supports approximately 90 percent of the Department’s current planning budget, with the remaining ten percent generated from current planning land-use fees.

General Fund – Planning

Long range planning is typically funded by the General Fund, however for many years due to budget constraints, the city was not able to support long-range planning activities. However in Fiscal Year 2017-2018, the City was able to successfully leverage approximately \$72,000 towards \$212,000 in grants to initiate three major long-range planning activities – a residential buildable lands inventory, Three Mile Lane area study and a Historic Preservation Plan with a total value of \$284,000.

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

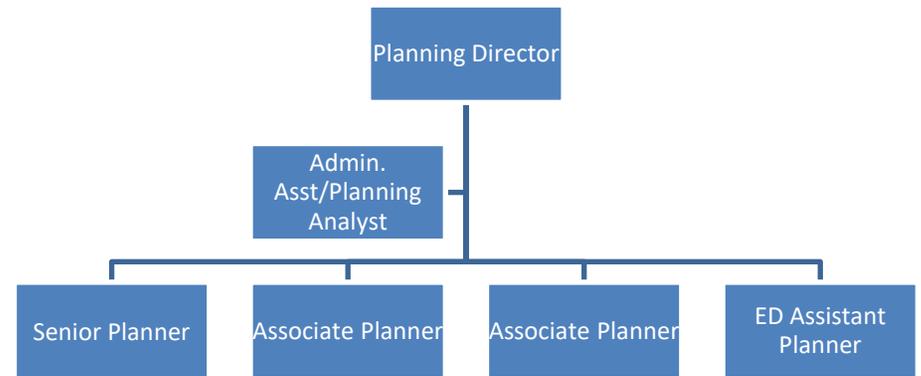
Work Product	2017-19	2019-21	2021-23
Long-Range Plans	<ul style="list-style-type: none"> • Three Mile Lane • Great Neighborhood Principles • Annexation • BU – Housing • Historic Preservation Plan • Housing Needs Analysis / Strategy • Economic Development Strategy 	<ul style="list-style-type: none"> • City Center Housing Strategy • Downtown Plan • Urban Reserve Area • Airport Ec Dev Strategy 	<ul style="list-style-type: none"> • UGB Amendment • Parks Master Plan • Highway 99 Corridor Study
Comprehensive Plan Amendments	<ul style="list-style-type: none"> • Citizen Involvement • Park Zone • Public Facility Zone 	<ul style="list-style-type: none"> • Airport Zone • University Zone 	
Zoning Ordinance Amendments	<ul style="list-style-type: none"> • Travel Commercial Zone • Wireless Facilities • Landscape • Trees • Historic Preservation • Multi-Family • Residential Zone Amendments • Neighborhood Meetings • Accessory Dwelling Units • Cottage Code Developments • Sign Code Enforcement • Site/Design Review 	<ul style="list-style-type: none"> • Commercial Zone Amendments • Industrial Zones • Site/Design Review 	<ul style="list-style-type: none"> • Planned Development • Land Division Standards

The Planning Department Five-Year Strategic Work Plan

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

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

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



New staffing structure for the Planning Department

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

General Fund – Planning

2018 – 2019 Proposed Budget --- Budget Summary

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

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

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

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

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

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

Core Services

Current Planning

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

Long-Range Planning

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

Citizen Involvement

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



Members of the McMinnville Planning Commission



Green Cities Design Charrette for Three Mile Lane Area Plan

Economic Development

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

Code Enforcement

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



Future Challenges and Opportunities

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

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

General Fund – Planning

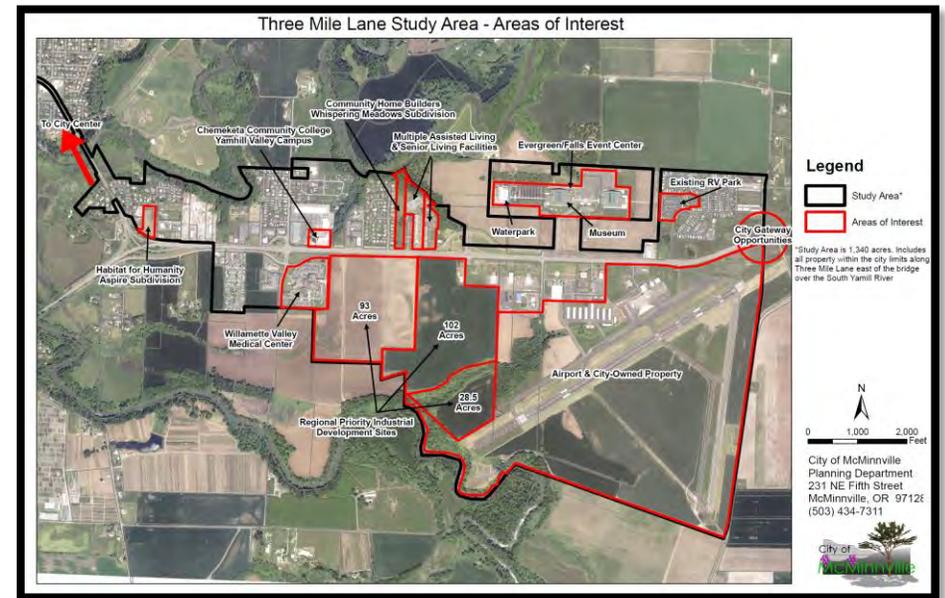
2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

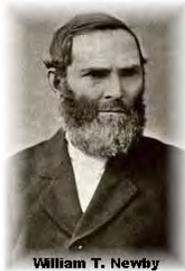
Full-Time Equivalents (FTE)

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



Map of the Three Mile Lane Study Area

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



William T. Newby

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

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

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



1948 First McMinnville Planning Commission appointed.

1968 McMinnville adopts its first downtown master plan, “Planning for the Central Area.”



1970 City population passes 10,000 residents.

1981 City adopts its first comprehensive land use plan. The Oregon Land Conservation and Development Commission (LCDC) approves the plan in 1983.

1993 City residents exceed more than 20,000.

1996 City voters pass a Charter amendment requiring voter- approved annexation. By 2010, the voters approved 48 of 52 proposed annexations.

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

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

2004 Following more than a decade of explosive growth, McMinnville is Oregon’s 15th most populated city at over 30,000 people.

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



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



General Fund – Planning Dept

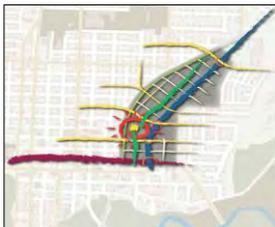
Historical Highlights

2008 City Council adopts its first comprehensive Sign Ordinance *and* large format “Big Box” commercial design standards.

2009 Assists in completion and adoption of the City’s first Transportation System Plan.



2011 Initiated the Northeast Gateway Plan and Implementation Strategy.



2011 Assisted Council through Tax Increment Financing education and assessment for the NE Gateway District and historic downtown.

2012 A Council appointed Economic Opportunities Analysis Committee begins update of the 2001 EOA.

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



2013 Principal Planner Ron Pomeroy elected MDA Board President.

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

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



2014 The Council adopts an updated Economic Opportunities Analysis.

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

2015 Department begins managing a Community Development Block Grant to assist low income homeowners with critical home repairs.

2015 Assists Council through reviewing and adopting zoning regulations addressing legal marijuana related businesses.



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

General Fund - Planning

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

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
LICENSES AND PERMITS						
0	0	0	4210 Business License Proposed 2018-19 proposed budget includes general business license revenue; business licenses will provide database and facilitate compliance with City codes	128,500	128,500	128,500
20,203	37,326	25,000	4250-03 Planning Fees - Land Use Fees Fees for processing land use applications (e.g., variances, conditional use permits, zone changes, and plan amendments).	25,000	25,000	25,000
0	0	0	4250-20 Planning Fees - Annexation Fees Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.	0	0	0
2,989	16,908	17,000	4250-25 Planning Fees - Building Permit Review Fees Fees to cover Planning Department costs associated with the review of building permit applications.	4,000	4,000	4,000
0	0	13,000	4250-30 Planning Fees - Election Fees - Annexations Annexation measure applicant "deposit" for the May 2018 non-primary election.	0	0	0
23,192	54,234	55,000	TOTAL LICENSES AND PERMITS	157,500	157,500	157,500
INTERGOVERNMENTAL						
5,703	0	12,000	4535 Federal NPS CLG Grant Federal National Park System (NPS) Certified Local Government (CLG) grant for expenses associated with hiring a consultant to conduct an Intensive Level Historic Resources Survey and prepare a Historic Preservation Plan.	6,000	6,000	6,000
0	0	0	4775-15 ODOT State Grants - Transportation & Growth Mgt(TGM)	170,000	170,000	170,000
0	0	0	4778 OR Dept of Land Conservation & Dev (DLCD)	30,000	30,000	30,000
14,338	0	0	5070-05 Water & Light - Economic Development McMinnville Water and Light Department economic development support to help fund City economic development functions and Planning Department current and long-range planning activities was discontinued in 2015-16	0	0	0
20,041	0	12,000	TOTAL INTERGOVERNMENTAL	206,000	206,000	206,000
FINES AND FORFEITURES						
0	0	0	6115 Code Enforcement Fines for non-compliance with City ordinances and reimbursement to City for costs for weed abatement, towing, etc.	7,500	7,500	7,500
0	0	0	TOTAL FINES AND FORFEITURES	7,500	7,500	7,500
MISCELLANEOUS						
156	25	3,850	6600-99 Other Income - Planning	0	0	0

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
156	25	77,500	TOTAL MISCELLANEOUS	0	0	0
43,388	54,259	144,500	TOTAL RESOURCES	371,000	371,000	371,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

2,571	3,437	0	7000	Salaries & Wages	0	0	0
270,368	262,061	296,344	7000-05	Salaries & Wages - Regular Full Time Planning Director - 1.00 FTE Senior Planner - 1.00 FTE Associate Planner - 2.00 FTE Planning Analyst - 1.00 FTE Assistant Planner - 1.00 FTE Code Compliance Officer II - 1.00 FTE Code Compliance Officer I - 1.00 FTE Permit Technician - Combined Depts - 0.10 FTE	536,312	536,312	536,312
384	1,126	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	11,082	0	7000-32	Salaries & Wages - Moving Allowance	0	0	0
1,488	1,705	0	7300	Fringe Benefits	0	0	0
16,230	16,307	18,373	7300-05	Fringe Benefits - FICA - Social Security	33,251	33,251	33,251
3,796	3,814	4,298	7300-06	Fringe Benefits - FICA - Medicare	7,777	7,777	7,777
69,976	56,216	78,147	7300-15	Fringe Benefits - PERS - OPSRP - IAP	154,602	154,602	154,602
35,138	46,311	48,895	7300-20	Fringe Benefits - Medical Insurance	138,638	138,638	138,638
7,783	5,808	4,475	7300-22	Fringe Benefits - VEBA Plan	22,300	22,300	22,300
344	385	394	7300-25	Fringe Benefits - Life Insurance	874	874	874
1,313	1,520	1,618	7300-30	Fringe Benefits - Long Term Disability	2,944	2,944	2,944
3,587	4,672	5,549	7300-35	Fringe Benefits - Workers' Compensation Insurance	11,071	11,071	11,071
101	95	106	7300-37	Fringe Benefits - Workers' Benefit Fund	235	235	235
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
413,079	414,540	458,199	TOTAL PERSONNEL SERVICES		908,004	908,004	908,004

MATERIALS AND SERVICES

4,459	4,490	5,000	7520	Public Notices & Printing Legal notices for Citizens Advisory Committee (CAC), Historic Landmark Committee (HLC), Planning Commission and City Council hearings on land-use; printing brochures, forms, and plan documents including the Zoning Ordinance. Also included are publication, notification and ballot preparation expenses.	6,000	6,000	6,000
59	460	600	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	600	600	600

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,396	4,698	9,000	7550	Travel & Education		15,000	15,000	15,000
				Memberships in professional organizations (APA, ORAPA, ULI, ICMA); staff training, Planning Commission training				
104	113	500	7590	Fuel - Vehicle & Equipment		1,000	1,000	1,000
3,082	3,386	3,650	7600	Electric & Natural Gas		3,900	3,900	3,900
				Department's share of Community Development Center electricity expense, ~37%				
2,400	2,100	2,700	7610-05	Insurance - Liability		2,900	2,900	2,900
1,100	1,300	1,300	7610-10	Insurance - Property		1,100	1,100	1,100
2,780	3,698	4,000	7620	Telecommunications		6,000	6,000	6,000
2,330	2,819	3,100	7650	Janitorial		3,350	3,350	3,350
				Department's share of Community Development Center janitorial service and supply costs, ~37%				
2,589	5,343	4,000	7660	Materials & Supplies		33,500	33,500	33,500
				Office supplies and planning publications.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Business licensing program start-up, supplies, etc.	1	18,500	18,500	
				Planning supplies support	1	5,000	5,000	
				Code Enforcement start-up, supplies, etc.	1	10,000	10,000	
5,703	0	101,400	7710	Materials & Supplies - Grants		0	0	0
2,365	3,100	3,700	7720-08	Repairs & Maintenance - Building Repairs		3,700	3,700	3,700
				Department's share of Community Development Center's repairs and improvements, ~37%				
957	1,025	3,150	7720-10	Repairs & Maintenance - Building Maintenance		4,100	4,100	4,100
				Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~37%				
891	13,688	140,802	7750	Professional Services		250,790	250,790	250,790
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	90	90	
				Audit fee allocation	1	700	700	
				Comp Plan update	1	50,000	50,000	
				Consulting services	1	100,000	100,000	
				Transcription services	1	9,000	9,000	
				Legal services	1	7,500	7,500	
				ADA Transition plan	1	22,500	22,500	
				Economic Development Projects - business licensing	1	25,000	25,000	
				Code Enforcement abatement	1	10,000	10,000	
				Dept of Conservation & Dev (DLCD) Tech Asssist	1	20,000	20,000	
				Grant match				
				Federal Certified Local Government grant match	1	6,000	6,000	

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	7750-04	Professional Services - Grants		206,000	206,000	206,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transportation and Growth Mgmt (TGM) - Three Mile Lane	1	170,000	170,000	
				Dept of Conservation and Dev (DLCD)-Tech Asst Grant -BLI/HNA/HSA	1	30,000	30,000	
				Federal Certified Local Gov Grant (CLG)	1	6,000	6,000	
0	0	13,000	7750-30	Professional Services - Annexation Elections		0	0	0
				Expenses related to annexations; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation.				
1,592	4,154	5,000	7790-20	Maintenance & Rental Contracts - Community Development Center		5,800	5,800	5,800
				Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%.				
0	0	0	7800	M & S Equipment		0	0	0
4,293	4,394	4,997	7840	M & S Computer Charges		9,163	9,163	9,163
				I.S. Fund materials & supplies costs shared city-wide				
9,457	13,171	6,250	7840-15	M & S Computer Charges - Planning		11,100	11,100	11,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Accela Permits Plus - 15% - shared with Eng, Bldg	1	2,850	2,850	
				ESRi Arcview - 17% - shared with Bldg, Eng, Pk Maint, Street, WW	1	2,050	2,050	
				AutoCAD Maintenance - 33% - shared with Engineering	1	1,000	1,000	
				Replacement laptop	1	1,600	1,600	
				New workstations	2	1,800	3,600	
45,556	67,937	312,149	<u>TOTAL MATERIALS AND SERVICES</u>			564,003	564,003	564,003
<u>CAPITAL OUTLAY</u>								
890	1,114	824	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	8750-15	Capital Outlay Computer Charges - Planning		30,000	30,000	30,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ADA compliance software	1	30,000	30,000	
890	1,114	824	<u>TOTAL CAPITAL OUTLAY</u>			30,000	30,000	30,000
459,525	483,591	771,172	<u>TOTAL REQUIREMENTS</u>			1,502,007	1,502,007	1,502,007



POLICE DEPARTMENT



<u>Organization Set – Sections</u>	<u>Organization Set #</u>
• Chief's Office	01-11-040
• Field Operations	01-11-043
• Investigations and Support	01-11-046

Budget Highlights

The McMinnville Police Department is committed to the safety and livability of our community. The 2018-19 proposed budget reflects our best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. Although our Personnel Services costs have increased with the addition of new police officers and a new code enforcement officer, our Materials and Supplies budget remained relatively flat.



Core Services

Field Operations

- o Emergency and non-emergency calls-for-service response
- o Initial and follow-up investigation of misdemeanor crimes and violations
- o Initial investigation of felony crimes
- o Traffic enforcement
- o Serious injury crash investigations
- o Special event coverage
- o Participation in multi-agency accident investigation team
- o Subpoena service

Investigations and Support Division

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

Administrative

- o Budget, Accounts Payable, Payroll
- o Police records management and reporting required by law
- o Records requests; i.e., information, police report copies, etc.
- o Volunteer Coordination
- o Community Relations
- o Facilitate community safety and educational events; i.e., National Night Out, Kids' Bicycle and Safety Fair, Parent-aid Drug Awareness Program, Coffee with a Cop, and Senior Citizen Safety and Awareness programs.

Professional Standards

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

2018-2019 Budgeted Organizational Structure

1 Chief of Police	1 Support Services Manager
2 Captain	3 Records Specialists
1 Administrative Sergeant	2 Code Enforcement Officers
4 Patrol Sergeants	1 Evidence and Property Tech
25 Police Officers	1 Parking Enforcement Officers
1 Detective Sergeant	1 Clerical Assistant (P/T)
6 Detectives	1 Facilities Maintenance (P/T)
1 Narcotics Detective	
2 School Resource Officers	

The Future of MPD and Opportunities for Growth

The Future of MPD

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

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

Opportunities for Growth

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

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

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

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

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

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

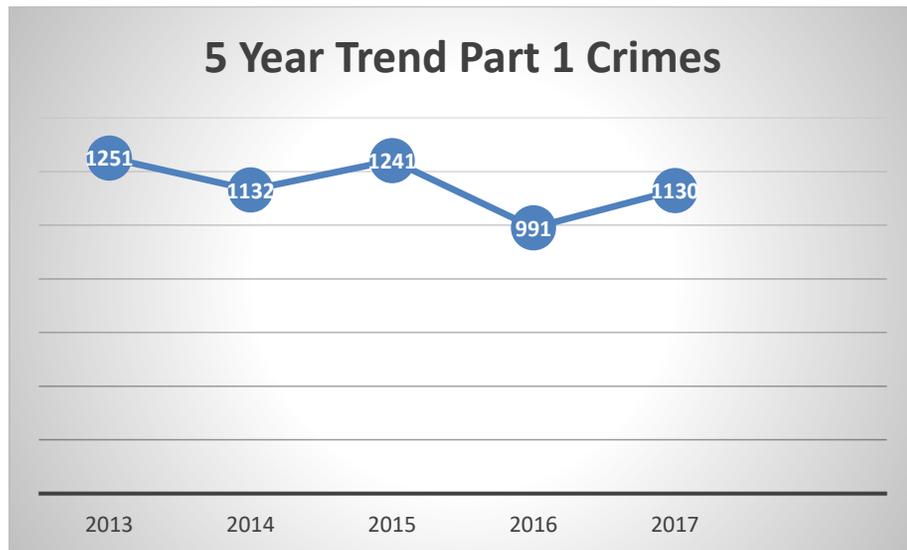


General Fund – Police

2018 – 2019 Proposed Budget --- Budget Summary

Crime Trends in McMinnville

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



Source Mac PD UCR data

2017 Traffic Data in McMinnville

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

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

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

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

How Busy was McMinnville PD in 2017

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

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



McMinnville Police officer Mike LaRue

General Fund – Police

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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



National Night Out in the Park

Full-Time Equivalent (FTE)

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



General Fund – Police

Historical Highlights

<p>2008 Police move into new Public Safety Building.</p>		<p>2013 Department receives Accreditation Award from the Oregon Accreditation Alliance.</p>	<p>2016 City Council authorizes the hiring of 3 additional police officers to enhance police services.</p>
<p>2008 Crime mapping for the City of McMinnville available to the public on the internet.</p>		<p>2014 Department Strategic Plan adopted</p>	<p>2016 Department continues Latino community outreach through the aLERT program.</p>
<p>2009 Police Department initiates an ongoing City-Wide Medication Disposal Program.</p>		<p>2014 Police Chief Ron Noble retires in June of 2014 after serving as Chief of 8 years.</p>	<p>2016 Department receives Reaccreditation Award from Oregon Accreditation Alliance</p>
<p>2010 Middle School Resource Officer position eliminated and reassigned to detectives to investigate property crimes.</p>		<p>2015 Matt Scales appointed McMinnville's Police Chief</p>	<p>2017 City Council authorizes the Police Department to hire 1 additional Police Officer, and 1 Code Enforcement position.</p>
<p>2011 Tactical support team created through grants and donations.</p>		<p>2015 Police Department continues to expand the Park Ranger program with the assistance of the MDA and Parks and Recreation Dept.</p>	<p>2017 Police Department moves to purchasing Ford Explorer SUV's to provide more room for the officers and their equipment</p>
<p>2012 Patrol officers transition to a new 12 hour patrol schedule, complemented by a single 4/10 swing shift team.</p>		<p>2015 Police Department reorganizes supervision. Does not promote a sergeant position, and to add capacity to the patrol section.</p>	
		<p>2016 Detective Section caseload continues to see a significant increase, detectives add additional detective to unit.</p>	<p>2017 MPD and Parks and Rec Department stand up the Downtown Safety Task Force to address downtown behavior issues.</p>



**POLICE DEPARTMENT
Chief's Office**



Organization Set – Programs

- Administration
- Records
- IS – Technology
- Community Education

Organization Set #

01-11-040-501
01-11-040-580
01-11-040-589
01-11-040-592

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
LICENSES AND PERMITS						
200	50	150	4490 Licenses & Permits - Misc Permit fee for second hand merchants and pawnbrokers. K9 licensing fee received quarterly from Yamhill County.	20,000	20,000	20,000
200	50	150	TOTAL LICENSES AND PERMITS	20,000	20,000	20,000
INTERGOVERNMENTAL						
3,576	6,579	2,820	4560 BVP Grant Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	3,750	3,750	3,750
0	1,589	14,000	4600 Traffic Safety Grant-DUII	10,000	10,000	10,000
0	0	0	4605 Traffic Safety Grant-Speed	5,000	5,000	5,000
0	4,464	7,000	4610 Traffic Safety Grant-Safety Belt	0	0	0
3,576	12,632	23,820	TOTAL INTERGOVERNMENTAL	18,750	18,750	18,750
CHARGES FOR SERVICES						
7,361	7,762	6,000	5330 Police Fees Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 10 Photocopy per police report	6,000	6,000	6,000
27,855	28,412	28,978	5400-30 Property Rentals - YCOM Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	29,708	29,708	29,708
35,216	36,174	34,978	TOTAL CHARGES FOR SERVICES	35,708	35,708	35,708
MISCELLANEOUS						
3,050	3,500	3,500	6400 Donations - Police	3,500	3,500	3,500
22,425	14,639	0	6600-05 Other Income - Workers' Comp Reimbursement Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages for any employee placed on an official light duty job for up to three months after a worker's compensation injury.	0	0	0
306	0	1,200	6600-25 Other Income - PD Reserves Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	600	600	600

Budget Document Report

01 - GENERAL FUND

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

01 - GENERAL FUND

Department :11 - POLICE
 Section :040 - CHIEF'S OFFICE
 Program :501 - ADMINISTRATION

2019 PROPOSED BUDGET
 2019 APPROVED BUDGET
 2019 ADOPTED BUDGET

REQUIREMENTS

PERSONNEL SERVICES

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
84,801	-1,734	0	7000	Salaries & Wages	0	0	0
177,259	188,829	201,584	7000-05	Salaries & Wages - Regular Full Time Police Chief - 1.00 FTE Support Services Manager - 1.00 FTE	209,021	209,021	209,021
12,998	15,499	19,658	7000-10	Salaries & Wages - Regular Part Time Office Specialist I - 0.60 FTE	21,075	21,075	21,075
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
4,200	4,200	4,200	7000-30	Salaries & Wages - Auto Allowance Police Chief's \$350 per month automobile allowance.	4,200	4,200	4,200
700	1,200	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	1,200	1,200
49,236	1,719	0	7300	Fringe Benefits	0	0	0
11,831	12,601	13,627	7300-05	Fringe Benefits - FICA - Social Security	13,954	13,954	13,954
2,767	2,959	3,287	7300-06	Fringe Benefits - FICA - Medicare	3,415	3,415	3,415
48,183	50,079	63,290	7300-15	Fringe Benefits - PERS - OPSRP - IAP	66,643	66,643	66,643
19,593	21,024	22,985	7300-20	Fringe Benefits - Medical Insurance	25,544	25,544	25,544
4,500	1,500	1,500	7300-22	Fringe Benefits - VEBA Plan	4,000	4,000	4,000
284	297	324	7300-25	Fringe Benefits - Life Insurance	324	324	324
1,038	1,103	1,194	7300-30	Fringe Benefits - Long Term Disability	1,240	1,240	1,240
4,562	4,789	6,348	7300-35	Fringe Benefits - Workers' Compensation Insurance	6,541	6,541	6,541
73	69	76	7300-37	Fringe Benefits - Workers' Benefit Fund	76	76	76
7	0	8	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	50	50
422,032	304,133	339,281	TOTAL PERSONNEL SERVICES		357,283	357,283	357,283

MATERIALS AND SERVICES

2,273	1,090	1,000	7520	Public Notices & Printing Advertising for employment positions, community events, and newspaper subscriptions.	1,000	1,000	1,000
1,603	896	1,900	7530	Safety Training/OSHA	2,225	2,225	2,225
761	1,827	4,500	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	4,100	4,100	4,100
5,762	7,902	5,100	7550	Travel & Education Memberships and training for Chief, Support Services Manager and Chaplains	6,950	6,950	6,950
3,098	3,422	3,000	7570	Dept Employee Recognition Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.	3,000	3,000	3,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
443	499	500	7590	Fuel - Vehicle & Equipment		600	600	600
87,000	86,400	109,000	7610-05	Insurance - Liability		119,000	119,000	119,000
11,400	14,800	15,800	7610-10	Insurance - Property		13,000	13,000	13,000
9,249	8,012	12,504	7620	Telecommunications		11,784	11,784	11,784
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Telecom - 10 landlines	1	7,200	7,200	
				Telecom - call processing charge of main lines	1	1,140	1,140	
				Frontier - lines for fire panel alarms	1	1,140	1,140	
				MiFi wireless service	1	984	984	
				Cell phones for Chief & volunteers	1	1,320	1,320	
1,291	786	1,400	7630-05	Uniforms - Employee		1,500	1,500	1,500
				Uniforms for Chief / Support Services Manager/Office Specialist / Volunteers				
10,777	10,871	15,000	7660	Materials & Supplies		15,000	15,000	15,000
0	0	0	7660-25	Materials & Supplies - Grants		0	0	0
3,050	3,500	3,500	7680	Materials & Supplies - Donations		3,500	3,500	3,500
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.				
0	0	0	7720-06	Repairs & Maintenance - Equipment		0	0	0
51	175	200	7720-14	Repairs & Maintenance - Vehicles		350	350	350
19,768	22,677	12,770	7750	Professional Services		29,037	29,037	29,037
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	45	45	
				Audit fee allocation	1	8,100	8,100	
				Misc services	1	1,000	1,000	
				Pre-employment testing for 3 new reserves	3	740	2,220	
				Pre-employment testing for 2 new officers	2	740	1,480	
				Kenneling fee to Homeward Bound Pets	1	16,192	16,192	
0	0	0	7750-04	Professional Services - Grants		0	0	0

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :040 - CHIEF'S OFFICE
 Program :580 - RECORDS

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
REQUIREMENTS							
PERSONNEL SERVICES							
148,835	135,860	151,006	7000-05	Salaries & Wages - Regular Full Time	160,239	160,239	160,239
				Police Records Specialist - 3.00 FTE			
0	0	507	7000-20	Salaries & Wages - Overtime	999	999	999
8,851	8,073	9,393	7300-05	Fringe Benefits - FICA - Social Security	9,997	9,997	9,997
2,070	1,888	2,197	7300-06	Fringe Benefits - FICA - Medicare	2,337	2,337	2,337
29,575	18,620	34,390	7300-15	Fringe Benefits - PERS - OPSRP - IAP	37,299	37,299	37,299
56,916	58,572	58,774	7300-20	Fringe Benefits - Medical Insurance	52,050	52,050	50,826
0	0	0	7300-22	Fringe Benefits - VEBA Plan	0	0	1,050
302	333	324	7300-25	Fringe Benefits - Life Insurance	324	324	324
755	761	778	7300-30	Fringe Benefits - Long Term Disability	816	816	816
466	442	600	7300-35	Fringe Benefits - Workers' Compensation Insurance	656	656	656
86	83	87	7300-37	Fringe Benefits - Workers' Benefit Fund	87	87	87
247,856	224,632	258,056	TOTAL PERSONNEL SERVICES		264,804	264,804	264,630
MATERIALS AND SERVICES							
1,029	1,077	1,500	7550	Travel & Education	1,500	1,500	1,500
828	175	900	7630-05	Uniforms - Employee	900	900	900
4,562	4,758	4,500	7660	Materials & Supplies	4,500	4,500	4,500
131	128	140	7750	Professional Services	90	90	90
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	90	90
1,544	0	0	7800	M & S Equipment	0	0	0
6,694	7,394	7,600	8040	Regional Automated Info Network	8,135	8,135	8,135
14,789	13,532	14,640	TOTAL MATERIALS AND SERVICES		15,125	15,125	15,125
262,646	238,164	272,696	TOTAL REQUIREMENTS		279,929	279,929	279,755

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :589 - IS - TECHNOLOGY			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS								
MATERIALS AND SERVICES								
69,407	49,226	57,965	7840	M & S Computer Charges		61,865	61,865	61,865
				I.S. Fund materials & supplies costs shared city-wide				
78,153	69,764	67,825	7840-20	M & S Computer Charges - Police		73,700	73,700	73,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			E-ticketing maintenance - 67% shared with Muni Ct	1	8,000	8,000		
			WebLEDS maintenance	1	1,100	1,100		
			Evidence OnQ maintenance	1	8,500	8,500		
			Tritech remote support	1	400	400		
			Tritech e-ticketing import	1	1,300	1,300		
			Tritech message switch support	1	2,900	2,900		
			Tritech mobile support	1	7,500	7,500		
			Tritech RMS maintenance	1	9,100	9,100		
			Netmotion maintenance - 50% shared with Fire, Amb	1	2,500	2,500		
			E-ticketing annual hosting fee	1	800	800		
			Replacement workstations	6	1,500	9,000		
			Surface tablets	4	2,600	10,400		
			Replacement printer - intake LJ	1	1,200	1,200		
			Netmotion licenses	4	350	1,400		
			Replacement laptop	1	1,600	1,600		
			Data 911 MDT hardware maintenance	1	8,000	8,000		
147,560	118,990	125,790	TOTAL MATERIALS AND SERVICES			135,565	135,565	135,565
CAPITAL OUTLAY								
14,389	12,477	9,560	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	22,102	54,200	8750-20	Capital Outlay Computer Charges - Police		25,600	25,600	25,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement MDT's	2	12,800	25,600		
14,389	34,579	63,760	TOTAL CAPITAL OUTLAY			25,600	25,600	25,600
161,948	153,568	189,550	TOTAL REQUIREMENTS			161,165	161,165	161,165

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			Department :11 - POLICE			
			Section :040 - CHIEF'S OFFICE			
			Program :592 - COMMUNITY EDUCATION			
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
0	0	500	7520	Public Notices & Printing	750	750
3,155	3,678	4,600	7660	Materials & Supplies	5,500	5,500
3,155	3,678	5,100		<u>TOTAL MATERIALS AND SERVICES</u>	6,250	6,250
3,155	3,678	5,100		TOTAL REQUIREMENTS	6,250	6,250



**POLICE DEPARTMENT
Field Operations**



Organization Set – Programs

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

Organization Set #

01-11-043-501
01-11-043-553
01-11-043-556
01-11-043-562
01-11-043-565

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
105,327	108,290	115,764	7000-05 Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	116,348	116,348	116,348
0	0	0	7000-30 Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	2,880	2,880	2,880
6,216	6,400	7,177	7300-05 Fringe Benefits - FICA - Social Security	7,392	7,392	7,392
1,454	1,497	1,679	7300-06 Fringe Benefits - FICA - Medicare	1,729	1,729	1,729
28,691	28,842	36,570	7300-15 Fringe Benefits - PERS - OPSRP - IAP	38,130	38,130	38,130
15,905	16,316	17,056	7300-20 Fringe Benefits - Medical Insurance	16,430	16,430	16,430
3,000	1,500	1,500	7300-22 Fringe Benefits - VEBA Plan	3,000	3,000	3,000
107	108	108	7300-25 Fringe Benefits - Life Insurance	108	108	108
552	568	608	7300-30 Fringe Benefits - Long Term Disability	630	630	630
3,788	4,061	5,198	7300-35 Fringe Benefits - Workers' Compensation Insurance	5,329	5,329	5,329
30	28	29	7300-37 Fringe Benefits - Workers' Benefit Fund	29	29	29
165,068	167,609	185,689	TOTAL PERSONNEL SERVICES	192,005	192,005	192,005
MATERIALS AND SERVICES						
196	0	1,000	7530 Safety Training/OSHA	1,000	1,000	1,000
1,201	1,637	2,000	7550 Travel & Education Membership and training	2,000	2,000	2,000
414	144	1,200	7590 Fuel - Vehicle & Equipment	1,200	1,200	1,200
18,856	20,964	24,640	7620 Telecommunications Includes telecommunications for entire Field Operations Division.	25,130	25,130	25,130
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom landlines	15	750	11,250
			Telecom voicemail boxes	22	65	1,430
			Cell phones for field operations	1	11,800	11,800
			Blackbox services-programming and moving phones	1	650	650
399	512	900	7630-05 Uniforms - Employee	900	900	900
615	794	1,000	7660 Materials & Supplies	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
480	41	2,550	7750	Professional Services		1,045	1,045	1,045
				2017-18 increase due to kenneling costs for strays. dogs; moved to Chief's Office professional services in 2018-19				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	45	45	
				In custody hospital for blood draws	1	1,000	1,000	
383	0	200	7800	M & S Equipment		200	200	200
22,544	24,092	33,490		TOTAL MATERIALS AND SERVICES		32,475	32,475	32,475
				CAPITAL OUTLAY				
0	0	0	8710	Equipment		0	0	0
0	0	0	8850	Vehicles		0	0	0
0	0	0		TOTAL CAPITAL OUTLAY		0	0	0
187,611	191,701	219,179		TOTAL REQUIREMENTS		224,480	224,480	224,480

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :043 - FIELD OPERATIONS
 Program :553 - PATROL

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
REQUIREMENTS							
PERSONNEL SERVICES							
2,046,574	2,136,270	2,304,101	7000-05	Salaries & Wages - Regular Full Time	2,353,976	2,353,976	2,353,976
				Police Sergeant - Patrol - 4.00 FTE			
				Police Officer - Patrol - 24.66 FTE			
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
320,882	376,390	375,011	7000-20	Salaries & Wages - Overtime	374,995	374,995	374,995
146,742	154,283	168,798	7300-05	Fringe Benefits - FICA - Social Security	171,361	171,361	171,361
34,417	36,391	39,475	7300-06	Fringe Benefits - FICA - Medicare	40,077	40,077	40,077
575,933	586,574	748,992	7300-15	Fringe Benefits - PERS - OPSRP - IAP	820,098	820,098	820,098
536,609	575,589	644,926	7300-20	Fringe Benefits - Medical Insurance	497,370	497,370	485,862
0	0	0	7300-22	Fringe Benefits - VEBA Plan	0	0	10,650
2,782	2,903	3,024	7300-25	Fringe Benefits - Life Insurance	3,096	3,096	3,096
10,242	10,733	11,464	7300-30	Fringe Benefits - Long Term Disability	11,798	11,798	11,798
85,658	89,829	120,292	7300-35	Fringe Benefits - Workers' Compensation Insurance	121,983	121,983	121,983
906	863	866	7300-37	Fringe Benefits - Workers' Benefit Fund	881	881	881
3,182	702	9,999	7300-40	Fringe Benefits - Unemployment	9,999	9,999	9,999
3,763,926	3,970,526	4,426,948	TOTAL PERSONNEL SERVICES		4,405,634	4,405,634	4,404,776

MATERIALS AND SERVICES

6,908	9,865	11,400	7550	Travel & Education	10,900	10,900	10,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Membership and training for patrol division	1	5,000	5,000
				Leadership training for sergeants	1	2,000	2,000
				Instructor development course Trauma First Aid	1	900	900
				National Drug Abuse Summit	1	1,500	1,500
				Crash reconstruction classes	1	1,500	1,500
768	0	0	7550-25	Travel & Education - Tactical Support	0	0	0
38,476	40,596	45,000	7590	Fuel - Vehicle & Equipment	46,500	46,500	46,500
34,525	26,030	22,000	7630-05	Uniforms - Employee	22,000	22,000	22,000
				Equipment for new hires, rain jacket and pants replacements, uniform updates for patrol			
0	0	0	7630-25	Uniforms - Tactical Support	0	0	0

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
12,806	10,671	8,875	7660	Materials & Supplies			8,875	8,875	8,875
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Batteries, CD's, forms and equipment for patrol	1	5,500	5,500		
				Trauma kit supplies	1	2,875	2,875		
				Honor Guard equipment	1	500	500		
3,402	0	0	7660-23	Materials & Supplies - Tactical Support			0	0	0
210	1,619	1,000	7720	Repairs & Maintenance			2,600	2,600	2,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Calibration	25	64	1,600		
				Repairs	1	1,000	1,000		
38,358	54,271	44,000	7720-14	Repairs & Maintenance - Vehicles			47,550	47,550	47,550
80	0	1,000	7720-20	Repairs & Maintenance - Vehicle Electronics			1,000	1,000	1,000
				Video's, DVD's, mobile radios					
229	504	380	7750	Professional Services			365	365	365
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Section 125 administration fee	1	225	225		
				Other	1	140	140		
16,204	6,323	8,500	7800	M & S Equipment			27,398	27,398	27,398
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Motorola APX4000 portable radios	2	1,725	3,450		
				Motorola APX6500 mobile radios	4	2,553	10,212		
				Impress portable radio batteries - replace old batteries	46	86	3,956		
				Dash mounted radars to replace old technology	3	2,495	7,485		
				LIDAR - to replace old, non-functioning unit	1	2,295	2,295		
4,004	0	0	7800-25	M & S Equipment - Tactical Support			0	0	0
155,968	149,880	142,155		TOTAL MATERIALS AND SERVICES			167,188	167,188	167,188
CAPITAL OUTLAY									
74,129	82,373	0	8850	Vehicles			0	0	0
74,129	82,373	0		TOTAL CAPITAL OUTLAY			0	0	0
DEBT SERVICE									
0	0	27,271	9410-05	Vehicle Lease/Purchase - Principal			60,342	60,342	60,342
				Lease principal payments on patrol vehicles for leases executed in 2017-18 and 2018-19					
0	0	4,080	9410-10	Vehicle Lease/Purchase - Interest			11,542	11,542	11,542
0	0	31,351		TOTAL DEBT SERVICE			71,884	71,884	71,884

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,994,023	4,202,779	4,600,454	TOTAL REQUIREMENTS	4,644,706	4,644,706	4,643,848

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFIC	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
0	0	0	7550 Travel & Education	0	0	0
559	198	1,500	7590 Fuel - Vehicle & Equipment	0	0	0
0	0	0	7630-05 Uniforms - Employee	0	0	0
0	0	0	7660 Materials & Supplies	0	0	0
1,146	797	3,550	7720-14 Repairs & Maintenance - Vehicles	0	0	0
0	0	0	7800 M & S Equipment	0	0	0
1,705	995	5,050	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
<u>CAPITAL OUTLAY</u>						
0	0	0	8850 Vehicles	0	0	0
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
1,705	995	5,050	<u>TOTAL REQUIREMENTS</u>	0	0	0

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :562 - RESERVES			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
1,543	885	3,000	7000-15	Salaries & Wages - Temporary		1,000	1,000	1,000
				Extra Help - Police Reserves - 0.02 FTE				
96	55	186	7300-05	Fringe Benefits - FICA - Social Security		62	62	62
22	13	44	7300-06	Fringe Benefits - FICA - Medicare		15	15	15
37	174	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP		0	0	0
63	40	135	7300-35	Fringe Benefits - Workers' Compensation Insurance		45	45	45
1	1	2	7300-37	Fringe Benefits - Workers' Benefit Fund		1	1	1
0	0	99	7300-40	Fringe Benefits - Unemployment		99	99	99
432	450	700	7400-05	Fringe Benefits - Volunteers - Life Insurance		700	700	700
796	919	901	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance		1,100	1,100	1,100
2,990	2,536	5,067	TOTAL PERSONNEL SERVICES			3,022	3,022	3,022
MATERIALS AND SERVICES								
410	900	1,680	7550	Travel & Education		1,680	1,680	1,680
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon Reserve Officer Association membership dues	7	40	280	
				Mid valley training academy	3	400	1,200	
				Training courses	1	200	200	
3,053	2,049	7,990	7630-10	Uniforms - Volunteer		5,590	5,590	5,590
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Reserve uniform maintenance	1	1,000	1,000	
				New reserve uniforms	3	1,530	4,590	
0	5	200	7660	Materials & Supplies		200	200	200
3,463	2,954	9,870	TOTAL MATERIALS AND SERVICES			7,470	7,470	7,470
6,453	5,491	14,937	TOTAL REQUIREMENTS			10,492	10,492	10,492

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
<u>MISCELLANEOUS</u>						
0	2,015	7,450	6400 Donations - Police	0	0	0
0	2,015	7,450	<u>TOTAL MISCELLANEOUS</u>	0	0	0
0	2,015	7,450	<i>TOTAL RESOURCES</i>	0	0	0

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
4,224	1,532	3,780	7550	Travel & Education		3,780	3,780	3,780
7,052	3,539	8,425	7660	Materials & Supplies		8,925	8,925	8,925
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Medical care	1	3,800	3,800	
				Dog food	1	3,000	3,000	
				Training aids, leashes, miscellaneous equipment	1	1,000	1,000	
				Boarding	1	1,000	1,000	
				Licences	1	125	125	
0	2,015	7,450	7680	Materials & Supplies - Donations		0	0	0
1,074	0	0	7800	M & S Equipment		0	0	0
8,250	0	0	7800-26	M & S Equipment - Canine		0	0	0
20,600	7,086	19,655		<u>TOTAL MATERIALS AND SERVICES</u>		12,705	12,705	12,705
<u>CAPITAL OUTLAY</u>								
0	0	0	8710-15	Equipment - Canine		0	0	0
0	0	0		<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
20,600	7,086	19,655		<u>TOTAL REQUIREMENTS</u>		12,705	12,705	12,705



POLICE DEPARTMENT
Investigations & Support Division



Organization Set – Programs

- **Administration**
- **Building Maintenance**
- **Code/Parking Enforcement**
- **Investigations**
- **Narcotics**
- **School Resource**
- **In-Service Training**
- **Evidence**
- **Professional Standards**

Organization Set #

01-11-046-501
01-11-046-550
01-11-046-559
01-11-046-568
01-11-046-571
01-11-046-574
01-11-046-577
01-11-046-583
01-11-046-586

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

145,527	157,916	112,199	7000-05 Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE Police Sergeant - Admin - 1.00 FTE	205,850	205,850	205,850
0	0	0	7000-15 Salaries & Wages - Temporary Rec Leadership - Park Ranger - 1.70 FTE	39,460	39,460	39,460
			Park Rangers are assigned to monitor activities in Discovery Meadows, City Park and other park venues from May through October. Downtown Rangers are assigned along Third Street and the Downtown business core. The McMinnville Downtown Association has committed \$6000 to support the Downtown Rangers in 2018-19. (Revenue line item 6600-26 Other Income - Park Rangers)			
0	1,134	0	7000-20 Salaries & Wages - Overtime	0	0	0
0	0	0	7000-30 Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	2,880	2,880	2,880
8,621	9,545	6,956	7300-05 Fringe Benefits - FICA - Social Security	15,388	15,388	15,388
2,016	2,232	1,627	7300-06 Fringe Benefits - FICA - Medicare	3,598	3,598	3,598
39,642	42,451	35,443	7300-15 Fringe Benefits - PERS - OPSRP - IAP	71,189	71,189	71,189
25,724	19,821	17,056	7300-20 Fringe Benefits - Medical Insurance	36,304	36,304	35,896
3,000	1,500	1,500	7300-22 Fringe Benefits - VEBA Plan	3,000	3,000	3,450
152	108	108	7300-25 Fringe Benefits - Life Insurance	216	216	216
763	558	608	7300-30 Fringe Benefits - Long Term Disability	1,098	1,098	1,098
5,331	4,355	5,038	7300-35 Fringe Benefits - Workers' Compensation Insurance	11,371	11,371	11,371
29	24	29	7300-37 Fringe Benefits - Workers' Benefit Fund	107	107	107
1,974	0	0	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
232,779	239,644	180,564	TOTAL PERSONNEL SERVICES	390,461	390,461	390,503

MATERIALS AND SERVICES

1,811	2,135	2,250	7550 Travel & Education	2,250	2,250	2,250
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships	1	600	600
			Training	1	1,650	1,650
567	419	1,000	7590 Fuel - Vehicle & Equipment	600	600	600

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
18,103	19,682	19,457	7620	Telecommunications		20,933	20,933	20,933
				Includes telecommunications for entire Special Operations Division.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Telecom - landlines - 15	12	725	8,700	
				Telecom - voicemail box for school resource officer	1	65	65	
				Cell Phones - 15	12	763	9,156	
				Evidence facility landline	12	41	492	
				MiFi's for Surface	12	160	1,920	
				Blackbox services	1	600	600	
691	592	600	7630-05	Uniforms - Employee			600	600
541	540	400	7660	Materials & Supplies			3,500	3,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Park Ranger equipment/uniforms	1	3,000	3,000	
				Misc	1	500	500	
1,074	118	500	7720-14	Repairs & Maintenance - Vehicles			500	500
1,769	465	3,000	7720-16	Repairs & Maintenance - Radio & Pagers			3,000	3,000
16,311	24,270	25,050	7750	Professional Services			27,050	27,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				Transcription service	1	22,000	22,000	
				Computer forensics	1	5,000	5,000	
3,789	550	0	7800	M & S Equipment			650	650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Liberty safe for School Resource Officer rifle, at High School	1	650	650	
5,979	18,315	7,830	7800-06	M & S Equipment - Weapons			8,750	8,750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Sig Sauer 516 patrol rifles w/ equipment and lights	2	1,750	3,500	
				Glock handguns with lights	5	700	3,500	
				Sig Sauer 516 School Resource Officer rifle w/ equip. and lig	1	1,750	1,750	
50,634	67,086	60,087	TOTAL MATERIALS AND SERVICES			67,833	67,833	67,833
CAPITAL OUTLAY								
0	7,811	23,000	8850	Vehicles			0	0
0	7,811	23,000	TOTAL CAPITAL OUTLAY			0	0	0

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
283,412	314,542	263,651	TOTAL REQUIREMENTS	458,294	458,294	458,336

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

37,278	40,431	43,211	7000-10 Salaries & Wages - Regular Part Time Facilities Maintenance Technician - PD & Civic Hall - 0.80 FTE	44,808	44,808	44,808
0	12	0	7000-20 Salaries & Wages - Overtime	238	238	238
2,311	2,508	2,679	7300-05 Fringe Benefits - FICA - Social Security	2,790	2,790	2,790
541	586	627	7300-06 Fringe Benefits - FICA - Medicare	653	653	653
7,463	7,848	9,774	7300-15 Fringe Benefits - PERS - OPSRP - IAP	10,371	10,371	10,371
0	0	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
69	70	70	7300-25 Fringe Benefits - Life Insurance	70	70	70
216	227	227	7300-30 Fringe Benefits - Long Term Disability	238	238	238
1,461	1,585	1,854	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,826	1,826	1,826
25	24	23	7300-37 Fringe Benefits - Workers' Benefit Fund	23	23	23
49,364	53,293	58,465	TOTAL PERSONNEL SERVICES	61,017	61,017	61,017

MATERIALS AND SERVICES

40,309	41,843	48,000	7600 Electric & Natural Gas	48,000	48,000	48,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Electricity	1	37,000	37,000
			Natural Gas	1	11,000	11,000
2,000	1,900	2,400	7610-05 Insurance - Liability	2,500	2,500	2,500
9,900	11,800	10,400	7610-10 Insurance - Property	8,800	8,800	8,800
0	130	100	7630-05 Uniforms - Employee	100	100	100
23,400	24,266	26,034	7650-10 Janitorial - Services	31,785	31,785	31,785
2,626	1,246	3,000	7650-15 Janitorial - Supplies	3,000	3,000	3,000
51,223	48,625	47,572	7720-10 Repairs & Maintenance - Building Maintenance	51,500	51,500	51,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Maintenance contracts	1	35,000	35,000
			Materials, operations and repairs	1	5,500	5,500
			Projects	1	6,000	6,000
			Carpet cleaning	1	5,000	5,000
129,458	129,811	137,506	TOTAL MATERIALS AND SERVICES	145,685	145,685	145,685

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			<u>CAPITAL OUTLAY</u>			
0	0	0	8710 Equipment	0	0	0
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
178,822	183,103	195,971	<i>TOTAL REQUIREMENTS</i>	206,702	206,702	206,702

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			Department :11 - POLICE			
			Section :046 - INVESTIGATIONS AND SUPPORT			
			Program :559 - CODE/PARKING ENFORCEMENT			
RESOURCES						
<u>FINES AND FORFEITURES</u>						
6,350	553	1,500	6115	Code Enforcement	1,500	1,500
6,350	553	1,500		<u>TOTAL FINES AND FORFEITURES</u>	1,500	1,500
6,350	553	1,500		<i>TOTAL RESOURCES</i>	1,500	1,500

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

118,012	109,849	121,334	7000-05 Salaries & Wages - Regular Full Time Parking & Code Enforcement - 1.00 FTE	60,976	60,976	60,976
583	410	1,014	7000-20 Salaries & Wages - Overtime	1,522	1,522	1,522
7,134	6,658	7,586	7300-05 Fringe Benefits - FICA - Social Security	3,875	3,875	3,875
1,668	1,557	1,775	7300-06 Fringe Benefits - FICA - Medicare	907	907	907
28,135	21,375	27,838	7300-15 Fringe Benefits - PERS - OPSRP - IAP	14,590	14,590	14,590
28,190	39,342	42,888	7300-20 Fringe Benefits - Medical Insurance	17,350	17,350	16,942
0	0	0	7300-22 Fringe Benefits - VEBA Plan	0	0	450
184	205	214	7300-25 Fringe Benefits - Life Insurance	108	108	108
533	584	636	7300-30 Fringe Benefits - Long Term Disability	324	324	324
4,148	4,162	5,494	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,794	2,794	2,794
54	51	58	7300-37 Fringe Benefits - Workers' Benefit Fund	29	29	29
892	1,042	1,101	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,400	1,400	1,400
189,535	185,235	209,938	TOTAL PERSONNEL SERVICES	103,875	103,875	103,917

MATERIALS AND SERVICES

50	1,672	1,200	7550 Travel & Education Memberships and training	1,450	1,450	1,450
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Code Enforcement Conference (Code and Parking)	1	400	400
			Membership - Code Enforcement of Oregon	1	50	50
			Other training	1	1,000	1,000
2,265	2,219	2,500	7590 Fuel - Vehicle & Equipment Fuel for parking scooter, code enforcement vehicle	2,000	2,000	2,000
1,041	3,443	1,000	7630-05 Uniforms - Employee Uniforms for code/parking enforcement staff	1,500	1,500	1,500
1,883	729	2,000	7660 Materials & Supplies	2,000	2,000	2,000
2,027	5,604	6,000	7720-14 Repairs & Maintenance - Vehicles	4,000	4,000	4,000
37	4	0	7750 Professional Services	45	45	45
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	45	45

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,400	290	4,000	7750-08 Professional Services - Code Enforcement Services to clean up yard debris and grass abatements.	0	0	0
0	0	0	7800 M & S Equipment	0	0	0
8,702	13,960	16,700	<u>TOTAL MATERIALS AND SERVICES</u>	10,995	10,995	10,995
198,237	199,195	280,903	<i>TOTAL REQUIREMENTS</i>	114,870	114,870	114,912

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

430,990	513,666	587,452	7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Special Operations - 1.00 FTE Police Officer - Investigations - 6.00 FTE	614,248	614,248	614,248
5,204	10,298	6,500	7000-15 Salaries & Wages - Temporary Extra Help - Investigations - 0.11 FTE	6,500	6,500	6,500
98,751	101,256	64,983	7000-20 Salaries & Wages - Overtime	79,024	79,024	79,024
2,000	3,263	3,150	7000-35 Salaries & Wages - Clothing Allowance Detectives' \$450 annual clothing allowance.	3,150	3,150	3,150
32,356	37,835	41,047	7300-05 Fringe Benefits - FICA - Social Security	43,579	43,579	43,579
7,681	9,004	9,601	7300-06 Fringe Benefits - FICA - Medicare	10,191	10,191	10,191
132,996	146,353	193,252	7300-15 Fringe Benefits - PERS - OPSRP - IAP	204,950	204,950	204,950
110,466	136,016	168,394	7300-20 Fringe Benefits - Medical Insurance	121,450	121,450	118,594
0	0	0	7300-22 Fringe Benefits - VEBA Plan	0	0	3,000
548	639	756	7300-25 Fringe Benefits - Life Insurance	756	756	756
2,025	2,340	2,836	7300-30 Fringe Benefits - Long Term Disability	2,866	2,866	2,866
19,163	21,583	29,587	7300-35 Fringe Benefits - Workers' Compensation Insurance	31,281	31,281	31,281
188	193	206	7300-37 Fringe Benefits - Workers' Benefit Fund	206	206	206
0	0	0	7300-40 Fringe Benefits - Unemployment	0	0	0
842,367	982,447	1,107,764	TOTAL PERSONNEL SERVICES	1,118,201	1,118,201	1,118,345

MATERIALS AND SERVICES

6,013	5,088	9,000	7550 Travel & Education	10,850	10,850	10,850
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Child abuse summit	7	500	3,500
			Homicide conference	5	600	3,000
			Specialist interview course	2	600	1,200
			New investigator training	1	1,000	1,000
			Supervisor training - Detective Sergeant	1	500	500
			Oregon Executive Development Institute	1	1,650	1,650
4,631	7,278	6,000	7590 Fuel - Vehicle & Equipment	5,000	5,000	5,000
919	1,926	2,100	7630-05 Uniforms - Employee	1,500	1,500	1,500

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
6,549	2,066	3,000	7660	Materials & Supplies			3,000	3,000	3,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Cameras, batteries and other supplies	1	1,000	1,000		
				Investigative funds (evidence processing, informants, etc)	1	1,000	1,000		
				Investigative tools	1	1,000	1,000		
14,960	5,737	6,000	7720-14	Repairs & Maintenance - Vehicles			3,000	3,000	3,000
389	326	912	7750	Professional Services			1,080	1,080	1,080
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Comcast internet line	1	480	480		
				The Last One (TLO) Fees	1	600	600		
10,021	3,923	800	7800	M & S Equipment			1,650	1,650	1,650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				New digital "Go Pro" video camera and accessories	1	750	750		
				Rifle locking trunk mounts	1	900	900		
43,481	26,344	27,812	<u>TOTAL MATERIALS AND SERVICES</u>				26,080	26,080	26,080
<u>CAPITAL OUTLAY</u>									
20,931	7,973	0	8850	Vehicles			0	0	0
20,931	7,973	0	<u>TOTAL CAPITAL OUTLAY</u>				0	0	0
906,780	1,016,763	1,135,576	<u>TOTAL REQUIREMENTS</u>				1,144,281	1,144,281	1,144,425

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
<u>FINES AND FORFEITURES</u>						
1,410	0	0	6110-10 Drug Forfeitures - State	0	0	0
1,410	0	0	<u>TOTAL FINES AND FORFEITURES</u>	0	0	0
1,410	0	0	<i>TOTAL RESOURCES</i>	0	0	0

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

81,118	10,689	75,877	7000-05 Salaries & Wages - Regular Full Time Police Officer - Narcotics - 1.00 FTE	77,904	77,904	77,904
14,546	1,878	10,001	7000-20 Salaries & Wages - Overtime	9,991	9,991	9,991
400	0	450	7000-35 Salaries & Wages - Clothing Allowance Detective's \$450 annual clothing allowance.	450	450	450
5,882	769	5,349	7300-05 Fringe Benefits - FICA - Social Security	5,474	5,474	5,474
1,376	180	1,251	7300-06 Fringe Benefits - FICA - Medicare	1,280	1,280	1,280
22,745	3,032	27,258	7300-15 Fringe Benefits - PERS - OPSRP - IAP	28,238	28,238	28,238
22,528	3,006	25,028	7300-20 Fringe Benefits - Medical Insurance	17,350	17,350	16,942
0	0	0	7300-22 Fringe Benefits - VEBA Plan	0	0	450
107	14	108	7300-25 Fringe Benefits - Life Insurance	108	108	108
381	48	398	7300-30 Fringe Benefits - Long Term Disability	406	406	406
3,498	528	3,856	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,929	3,929	3,929
34	4	29	7300-37 Fringe Benefits - Workers' Benefit Fund	29	29	29
152,614	20,148	149,605	TOTAL PERSONNEL SERVICES	145,159	145,159	145,201

MATERIALS AND SERVICES

46	41	1,000	7550 Travel & Education	1,000	1,000	1,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ONEA Conference and other training	1	500	500
			New investigator training	1	500	500
1,382	561	1,500	7590 Fuel - Vehicle & Equipment	1,500	1,500	1,500
630	263	800	7620 Telecommunications	800	800	800
97	0	200	7630-05 Uniforms - Employee	200	200	200
5,021	5,000	5,500	7660 Materials & Supplies	5,000	5,000	5,000
0	0	750	7720-14 Repairs & Maintenance - Vehicles	750	750	750
0	0	600	7800 M & S Equipment	600	600	600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			SL-300 Radio	1	600	600
7,176	5,865	10,350	TOTAL MATERIALS AND SERVICES	9,850	9,850	9,850

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
159,790	26,013	159,955	TOTAL REQUIREMENTS	155,009	155,009	155,051

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
78,746	80,433	85,260	7000-05	Salaries & Wages - Regular Full Time Police Officer - School Resource Officer - 2.00 FTE		172,142	172,142	172,142
5,904	5,743	8,618	7000-20	Salaries & Wages - Overtime		7,993	7,993	7,993
5,175	5,264	5,820	7300-05	Fringe Benefits - FICA - Social Security		11,166	11,166	11,166
1,210	1,231	1,361	7300-06	Fringe Benefits - FICA - Medicare		2,611	2,611	2,611
20,203	20,273	25,485	7300-15	Fringe Benefits - PERS - OPSRP - IAP		53,089	53,089	53,089
22,528	24,106	25,028	7300-20	Fringe Benefits - Medical Insurance		34,700	34,700	33,884
0	0	0	7300-22	Fringe Benefits - VEBA Plan		0	0	900
107	108	108	7300-25	Fringe Benefits - Life Insurance		216	216	216
382	389	398	7300-30	Fringe Benefits - Long Term Disability		832	832	832
2,963	3,184	4,215	7300-35	Fringe Benefits - Workers' Compensation Insurance		8,051	8,051	8,051
31	29	29	7300-37	Fringe Benefits - Workers' Benefit Fund		60	60	60
137,248	140,760	156,322	TOTAL PERSONNEL SERVICES			290,860	290,860	290,944
MATERIALS AND SERVICES								
1,185	651	1,700	7550	Travel & Education		2,200	2,200	2,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon School Resource Officer Conference	1	600	600	
				Advanced School Resource Officer Course	1	900	900	
				Additional training	1	200	200	
				Child Abuse Summit	1	500	500	
14	0	50	7660	Materials & Supplies Miscellaneous youth services program materials and supplies.		50	50	50
1,199	651	1,750	TOTAL MATERIALS AND SERVICES			2,250	2,250	2,250
138,447	141,410	158,072	TOTAL REQUIREMENTS			293,110	293,110	293,194

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
7,300	7,300	7,300	5380-02 Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility.	8,800	8,800	8,800
7,300	7,300	7,300	<u>TOTAL CHARGES FOR SERVICES</u>	8,800	8,800	8,800
7,300	7,300	7,300	<i>TOTAL RESOURCES</i>	8,800	8,800	8,800

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
7,517	5,686	4,250	7800	M & S Equipment			5,800	5,800	5,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Taser - unlimited cartridge plan for 48 users	1	5,800	5,800		
43,030	46,727	42,509		<u>TOTAL MATERIALS AND SERVICES</u>			51,015	51,015	51,015
43,030	46,727	42,509		<i>TOTAL REQUIREMENTS</i>			51,015	51,015	51,015

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

55,909	57,013	58,840	7000-05 Salaries & Wages - Regular Full Time Police Evidence and Property Technician - 1.00 FTE	60,036	60,036	60,036
0	0	0	7000-10 Salaries & Wages - Regular Part Time Office Specialist I - 0.48 FTE	16,053	16,053	16,053
686	880	737	7000-20 Salaries & Wages - Overtime	999	999	999
3,435	3,511	3,702	7300-05 Fringe Benefits - FICA - Social Security	4,794	4,794	4,794
803	821	866	7300-06 Fringe Benefits - FICA - Medicare	1,122	1,122	1,122
11,330	11,186	13,621	7300-15 Fringe Benefits - PERS - OPSRP - IAP	19,378	19,378	19,378
22,528	24,106	25,028	7300-20 Fringe Benefits - Medical Insurance	17,350	17,350	16,942
0	0	0	7300-22 Fringe Benefits - VEBA Plan	0	0	450
107	108	108	7300-25 Fringe Benefits - Life Insurance	108	108	108
303	309	316	7300-30 Fringe Benefits - Long Term Disability	324	324	324
177	177	261	7300-35 Fringe Benefits - Workers' Compensation Insurance	328	328	328
32	28	29	7300-37 Fringe Benefits - Workers' Benefit Fund	43	43	43
95,309	98,139	103,508	TOTAL PERSONNEL SERVICES	120,535	120,535	120,577

MATERIALS AND SERVICES

733	69	400	7550 Travel & Education	400	400	400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Oregon Police Officer Association membership	1	50	50
			Int'l association of property/evidence member dues	1	50	50
			Other training	1	300	300
183	369	400	7590 Fuel - Vehicle & Equipment	400	400	400
288	631	300	7630-05 Uniforms - Employee	300	300	300
3,379	4,478	4,000	7660 Materials & Supplies	4,000	4,000	4,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Tow charges	1	2,000	2,000
			Evidence forms, postage, labels, packaging	1	2,000	2,000
63	58	350	7720-14 Repairs & Maintenance - Vehicles	350	350	350
239	0	250	7790 Maintenance & Rental Contracts Evidence storage building alarm contract	250	250	250

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	M & S Equipment	0	0	0
4,885	5,604	5,700	<u>TOTAL MATERIALS AND SERVICES</u>	5,700	5,700	5,700
100,195	103,744	109,208	<i>TOTAL REQUIREMENTS</i>	126,235	126,235	126,277

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS									
<u>MATERIALS AND SERVICES</u>									
1,550	1,550	2,000	7550	Travel & Education			2,000	2,000	2,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Oregon Accreditation Alliance membership dues	1	1,750	1,750		
				Training	1	250	250		
0	0	200	7660	Materials & Supplies			200	200	200
1,550	1,550	2,200		<u>TOTAL MATERIALS AND SERVICES</u>			2,200	2,200	2,200
1,550	1,550	2,200		<i>TOTAL REQUIREMENTS</i>			2,200	2,200	2,200



MUNICIPAL COURT



Organization Set – Sections

- Court**
- Parking Tickets**

Organization Set #

01-13-060
01-13-063



General Fund – Municipal Court

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

Core Services

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

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

Future Challenges and Opportunities

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



General Fund – Municipal Court

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

2017 Statistics

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

Full-Time Equivalents (FTE)

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



General Fund – Municipal Court

Historical Highlights

1846	First entry in McMinnville Municipal Court docket—a disorderly conduct charge against Henry Johnson for “assaulting” the neighbors’ children by “throwing things at them” --- fine of \$9.75.	1876	Being drunk and disorderly in the street or in any house within the town limits resulted in a fine of not less than \$3.00 and not more than \$20.00.	2009	Court sessions held in new Civic Hall.
1846	First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.	1924	Possession of or smoking a cigarette by a minor under 14 was punishable by a fine of \$5.00.	2014	Honorable Cynthia Kaufman Noble appointed as Judge.
1847	First speeding charge. The defendant, James Badley, was arrested and jailed until sober, at which time he admitted he had been drunk, but pled innocent to the charge of riding faster than the law allowed by his own will. His horse had, indeed, exceeded four miles an hour, Mr. Badley said, but he also successfully argued that he had tried (but failed) to control the beast. He was picked up again within two weeks on charges of drunk and disorderly, but the horse didn’t make another appearance.	1971	First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.	2017	Municipal Court Software upgraded.
1848	First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.	1991	Personal computers first used for Municipal Court docket and citation tracking.	2017	Natalee Levine hired as Deputy City Attorney and acting City Prosecutor.
		2004	Municipal Court transitions to windows-based Caselle Software.		
		2006	Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.		

General Fund - Municipal Court

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

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
FINES AND FORFEITURES						
511,243	500,666	500,000	6120 Fines & Bail Forfeitures The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court.	500,000	500,000	500,000
1,843	1,494	500	6140 Peer Court Assessment Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. The Court will continue to collect assessments on citations issued prior to 2012.	500	500	500
10,547	5,842	5,000	6150 Court Appointed Attorney Fees Municipal Court defendants charged with misdemeanors must be provided an attorney at City expense if the defendants allege they can not afford to hire counsel. Whenever possible, defendants are required to reimburse the City for court-appointed attorney costs.	4,500	4,500	4,500
523,634	508,002	505,500	TOTAL FINES AND FORFEITURES	505,000	505,000	505,000
MISCELLANEOUS						
485	965	850	6600-93 Other Income - Municipal Court	950	950	950
485	965	850	TOTAL MISCELLANEOUS	950	950	950
524,118	508,967	506,350	TOTAL RESOURCES	505,950	505,950	505,950

01 - GENERAL FUND

Department :13 - MUNICIPAL COURT
 Section :060 - COURT
 Program :N/A

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

5,098	386	0	7000	Salaries & Wages	0	0	0
142,262	161,968	217,322	7000-05	Salaries & Wages - Regular Full Time City Attorney - 0.10 FTE Deputy City Attorney - 0.50 FTE Senior Court Clerk - 2.00 FTE Court Clerk II - 1.30 FTE	233,707	233,707	233,707
85,924	77,236	41,384	7000-10	Salaries & Wages - Regular Part Time Judge - 0.20 FTE Municipal Court - Interpreter - 0.05 FTE	42,679	42,679	42,679
7,538	7,526	8,800	7000-15	Salaries & Wages - Temporary Extra Help - Municipal Court Security - 0.17 FTE	8,800	8,800	8,800
0	18	0	7000-20	Salaries & Wages - Overtime	200	200	200
756	0	0	7000-32	Salaries & Wages - Moving Allowance	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	600	600	600
2,252	283	0	7300	Fringe Benefits	0	0	0
14,036	14,642	16,560	7300-05	Fringe Benefits - FICA - Social Security	17,684	17,684	17,684
3,283	3,425	3,879	7300-06	Fringe Benefits - FICA - Medicare	4,148	4,148	4,148
36,703	36,189	57,149	7300-15	Fringe Benefits - PERS - OPSRP - IAP	62,993	62,993	62,993
48,445	50,207	60,948	7300-20	Fringe Benefits - Medical Insurance	51,244	51,244	51,244
9,599	4,830	5,925	7300-22	Fringe Benefits - VEBA Plan	8,600	8,600	8,600
362	369	420	7300-25	Fringe Benefits - Life Insurance	420	420	420
868	914	1,182	7300-30	Fringe Benefits - Long Term Disability	1,268	1,268	1,268
454	364	479	7300-35	Fringe Benefits - Workers' Compensation Insurance	484	484	484
124	113	126	7300-37	Fringe Benefits - Workers' Benefit Fund	126	126	126
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
357,704	358,468	414,174	TOTAL PERSONNEL SERVICES		432,953	432,953	432,953

MATERIALS AND SERVICES

6,656	8,865	6,200	7500	Credit Card Fees Credit card fees for Municipal Court collections.	9,000	9,000	9,000
758	3,062	5,000	7520	Public Notices & Printing	5,000	5,000	5,000

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
60	138	400	7540	Employee Events		400	400	400
				Costs shared city-wide for employee training, materials, and events.				
3,973	3,769	5,000	7550	Travel & Education		5,000	5,000	5,000
				Professional memberships, dues, subscriptions, reference materials, and attendance at legal seminars for the City Judge, City Prosecutor, and Municipal Court staff; also includes travel and meal costs.				
2,200	2,000	2,900	7610-05	Insurance - Liability		3,200	3,200	3,200
5,689	5,822	6,200	7620	Telecommunications		6,500	6,500	6,500
1,491	2,107	1,700	7630	Uniforms		1,700	1,700	1,700
6,121	4,051	7,000	7660-05	Materials & Supplies - Office Supplies		7,500	7,500	7,500
2,156	2,829	4,000	7660-15	Materials & Supplies - Postage		5,000	5,000	5,000
1,117	1,048	610	7750	Professional Services		655	655	655
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	500	500	
				Section 125 administration fee	1	155	155	
500	500	1,000	7750-12	Professional Services - Contract Judge		1,000	1,000	1,000
				Back-up Judge if necessary to cover Judge's absences.				
14,277	27,068	25,000	7750-15	Professional Services - Court Appointed Attorney		20,000	20,000	20,000
				Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account 6150, Court Appointed Attorney Fees.				
585	0	500	7750-18	Professional Services - Contract Prosecutor		500	500	500
				Back-up prosecutor if necessary to cover City Prosecutor's absences and legal conflicts.				
60	60	100	7750-21	Professional Services - Security		100	100	100
				Security contract to provide panic button monitoring.				
1,843	1,494	500	7750-22	Professional Services - Peer Court Assessment		500	500	500
				Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.				
1,587	1,195	3,600	7800	M & S Equipment		3,600	3,600	3,600
8,924	6,612	7,995	7840	M & S Computer Charges		8,533	8,533	8,533
				I.S. Fund materials & supplies costs shared city-wide				
12,687	6,531	8,800	7840-25	M & S Computer Charges - Municipal Court		12,400	12,400	12,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				E-ticketing maintenance - 33% shared with Police	1	4,200	4,200	
				Caselle maintenance	1	3,200	3,200	
				E-ticketing import	1	500	500	
				Replacement workstations	3	1,500	4,500	

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
0	3,344	8,645	7000-05	Salaries & Wages - Regular Full Time		9,547	9,547	9,547
				Court Clerk II - 0.20 FTE				
6,310	3,901	0	7000-10	Salaries & Wages - Regular Part Time		0	0	0
0	0	0	7000-20	Salaries & Wages - Overtime		0	0	0
376	420	536	7300-05	Fringe Benefits - FICA - Social Security		592	592	592
88	98	125	7300-06	Fringe Benefits - FICA - Medicare		138	138	138
1,263	1,403	1,954	7300-15	Fringe Benefits - PERS - OPSRP - IAP		2,196	2,196	2,196
1,195	1,168	1,186	7300-20	Fringe Benefits - Medical Insurance		1,318	1,318	1,318
199	120	100	7300-22	Fringe Benefits - VEBA Plan		200	200	200
23	22	22	7300-25	Fringe Benefits - Life Insurance		22	22	22
36	40	48	7300-30	Fringe Benefits - Long Term Disability		52	52	52
21	24	31	7300-35	Fringe Benefits - Workers' Compensation Insurance		33	33	33
6	6	6	7300-37	Fringe Benefits - Workers' Benefit Fund		6	6	6
0	0	0	7300-40	Fringe Benefits - Unemployment		0	0	0
9,517	10,546	12,653	TOTAL PERSONNEL SERVICES			14,104	14,104	14,104
MATERIALS AND SERVICES								
0	1	0	7750	Professional Services		10	10	10
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	10	10	
0	1	0	TOTAL MATERIALS AND SERVICES			10	10	10
9,517	10,547	12,653	TOTAL REQUIREMENTS			14,114	14,114	14,114



FIRE DEPARTMENT



Organization Set – Sections

- Fire Administration & Operations**
- Fire Prevention & Life Safety**

Organization Set #

01-15-070
01-15-073



Budget Highlights

- There have been discussions with our Fire Department partners about consolidation of services and partnerships to take advantage of efficiencies of scale. Three key discussions which are getting traction and may be brought to Council for review in the near future are:
 - Partnering with Lafayette and staffing a station in Lafayette with McMinnville firefighters, thus reducing the need for a north end substation for McMinnville and improving fire response to both communities.
 - Intergovernmental Agreement (IGA) discussions for McMinnville to partner with other departments to work on the consolidation concept, including functional consolidation, operational consolidation and administrative consolidation. These conversations are key to moving to a consolidated service for the county and take on different levels depending on which department we are having discussions with.
 - The third item being discussed is the Joint Fire Training Officer for the County. The concept would be that McMinnville would fund 50% of the positions and the remaining departments would fund the difference. All departments get the benefit of a coordinated training effort as well as consistency in training and safety training that is lacking with a segregated training effort.
- Workload issues have been identified as a reason for high turnover within the department. Since 2014, the Department has lost 13 members or 40% of our work force to other departments. This budget contains one Firefighter/Paramedic to cover for vacancies. It also includes a new administrative position to take the administrative workload off of the shift workers and allow for more training time while reducing late night admin work to impact sleep deprivation issues.
- Health and wellness issues have been on the rise. This last year the Department implemented a chaplain and a peer support program to address work related stress issues.
- Sleep deprivation in the Fire service has been proven to create safety concerns within the work place. This year members of the Department are taking on a self-help project to close in the sleeping quarters with doors. This year's budget also includes a station alerting system that will alert in each bunk only on calls specific to the person in the bunk. This privacy and individual alerting will stop the practice of waking everyone for every call and work to reducing the sleep deprivation issues within the living quarters.
- The budget this year contains funds for a mold remediation and plumbing repair work in the men's restroom. Plumbing leaks have developed into a mold issue in the living area. We have also had to shut down half of our showers to prevent leaking.
- This year's budget also contains money for the engineering study required to apply for a seismic rehabilitation grant. Focus being on department resilience.

Core Services

Fire Operations

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

General Fund – Fire

2018 – 2019 Proposed Budget --- Budget Summary

Fire & Life Safety

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

Future Challenges and Opportunities

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



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

Department Cost Summary

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

Full-Time Equivalent (FTE)

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



General Fund – Fire

Historical Highlights

- 1874 A group of McMinnville businessmen start the McMinnville Fire Department, known at that time as the Star Hose Company #1.
- 1916 McMinnville Fire Department hires first paid Fire Chief.
- 1916 McMinnville purchases their first motorized fire engine, a 1916 Laverne.
- 1924 The second motorized fire engine is purchase for \$13,000, a 1924 American LaFrance. This vehicle currently sits in the fire museum at the fire station and is still operational.
- 1948 McMinnville voters pass the “Fireman’s Compensation Millage Levy” on May 21st @ 3 mills (~\$1.50/1,000 assessed value). These monies were dedicated to the sole purpose of hiring fireman. This was a continuing millage levy.

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



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

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

General Fund – Fire

Historical Highlights

2004 New fire engine purchased from H & W Emergency Equipment in Hillsboro. Purchase replaced Engine 13, a 1967 Ford.

2005 New strategic plan was developed with the help from BOLA Consultants. The 2005 – 2007 plans were approved by the City Council.

2008 The Fire Department becomes part of the General Fund as opposed to having its own specific Fire Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for fire operations.

2009 City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS responses.

2009 Established 20% response requirements for volunteers. Result is improved response time for fire response vehicles to major incidents.



2009 Realigned staffing to provide crew on the first out Engine Company with career staff. Reduced average first unit response time from 9:05 to 5:38

2010 Budget challenges and lack of sleeping quarters force the elimination of the student program at the Fire Department.

2010 Fire Department purchased new brush vehicle that will be used as a secondary rescue vehicle. A large portion of this purchase was funded by an anonymous donor.

2012 Budget challenges force the elimination of the Fire Marshal position.

2014 Council authorizes purchase of fire apparatus, including a new aerial truck, engine, and water tender.

2015 The City takes delivery of the new aerial truck, engine, and refurbished water tender.



2016 The Department internally restructured to eliminate the Operations Chief and created a Duty Chief role for the Assistant Chiefs and Battalion Chiefs to improve emergency response incident management.

2016 Three FTE's are added to reduce the overtime costs of the department and reduce the work stress on employees.

2017 Prevention Division is realigned to improve code enforcement and inspection services to the Citizens. Emergency Management responsibilities move to a Battalion Chief.

2018 Focus will be on station repairs to address firefighter safety including station alerting and sleep deprivation issues.

General Fund - Fire

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

Position Description

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

Position Description

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
LICENSES AND PERMITS						
0	0	0	4213-15 Specialty Business License - Care Homes Proposed 2018-19 Budget includes revenue from specialty business licensing of adult care homes	77,000	77,000	77,000
700	4,520	1,200	4490 Licenses & Permits - Misc Permit/License/non-violation fees request for public records per Fire Department fee schedule	4,500	4,500	4,500
700	4,520	1,200	TOTAL LICENSES AND PERMITS	81,500	81,500	81,500
INTERGOVERNMENTAL						
1,345	0	0	4545-05 Federal FEMA Grant - HAM Radio Project	0	0	0
13,113	16,759	0	4545-10 Federal FEMA Grant - CERT Enhancement Project	0	0	0
0	0	0	4555 Ground Emergency Medical Transport (GEMT) Reimbursement Federal funds passed through State to City. Reimbursement to City for 50% of difference between amount paid by Medicaid and cost for ambulance service, as calculated using pre-approved methodology.	322,705	322,705	322,705
26,263	0	126,340	4840-05 OR Conflagration Reimbursement - Personnel Personnel Reimbursement due to conflagration deployment this last year.	2,625	2,625	2,625
32,140	0	112,773	4840-10 OR Conflagration Reimbursement - Equipment Reimbursement for vehicles deployed to conflagrations this last year.	5,000	5,000	5,000
0	137,568	0	5030 McMinnville Rural Fire District	0	0	0
337,200	347,316	364,679	5030-05 McMinnville Rural Fire District - Contract Fire Protection McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2018-19 proposed budget assumes 3% increase in contract.	375,619	375,619	375,619
410,061	501,643	603,792	TOTAL INTERGOVERNMENTAL	705,949	705,949	705,949
CHARGES FOR SERVICES						
6,725	2,339	2,000	5340 Fire Department Service Fees Non-resident motor vehicle incident charges for Fire Department required services.	2,000	2,000	2,000
0	0	20,000	5400 Property Rentals Verizon lease of cell tower on Fire Department property	27,000	27,000	27,000
0	0	0	5705 Care Home Charges Proposed 2018-19 budget includes charges collected from adult care homes for ambulance calls when medical treatment is not necessary	35,000	35,000	35,000
6,725	2,339	22,000	TOTAL CHARGES FOR SERVICES	64,000	64,000	64,000
FINES AND FORFEITURES						
500	1,800	1,800	6115 Code Enforcement Code enforcement fees per Fire Department fee schedule.	300	300	300

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
500	1,800	1,800	TOTAL FINES AND FORFEITURES	300	300	300
MISCELLANEOUS						
64	0	0	6310-02 Interest - Loan Proceeds	0	0	0
17,054	18,472	15,000	6310-07 Interest - LOSAP Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	18,680	18,680	18,680
202	2,426	1,000	6410 Donations - Fire Donations received to help support the Fire Department.	1,000	1,000	1,000
10,308	10,945	500	6600 Other Income Vehicles or equipment sold at auction.	33,750	33,750	33,750
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Seismic upgrade grant reimbursement split 75/25 with Ambulance	1	33,750	33,750
1,062	1,998	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
4,482	8,054	7,500	6600-07 Other Income - LOSAP Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).	7,652	7,652	7,652
33,173	41,895	24,000	TOTAL MISCELLANEOUS	61,082	61,082	61,082
451,159	552,196	652,792	TOTAL RESOURCES	912,831	912,831	912,831

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
28,536	1,313	0	7000 Salaries & Wages	0	0	0
898,115	981,159	1,052,080	7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.75 FTE Fire Battalion Chief - 1.05 FTE Fire Lieutenant - 1.05 FTE Fire Engineer - 1.05 FTE Firefighter - 8.75 FTE Office Manager - 0.75 FTE Support Services Specialist - 0.50 FTE Administrative Specialist II - 0.25 FTE	1,152,159	1,152,159	1,152,159
14,301	35,221	29,836	7000-10 Salaries & Wages - Regular Part Time Firefighter / Paramedic - 0.28 FTE Firefighter / EMT - 0.28 FTE	33,152	33,152	33,152
2,518	0	5,000	7000-15 Salaries & Wages - Temporary Extra Help - Clerical - 0.07 FTE Extra Help - Fire - 0.10 FTE	5,000	5,000	5,000
21,740	24,175	30,000	7000-17 Salaries & Wages - Volunteer Reimbursement Support for McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers for participation on a "point-per-event" basis and helps off-set volunteers' costs for clothing, gasoline, training, etc.	35,000	35,000	35,000
173,366	133,864	165,836	7000-20 Salaries & Wages - Overtime	133,495	133,495	133,495
0	0	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	300	300	300
15,639	1,233	0	7300 Fringe Benefits	0	0	0
66,945	70,581	84,138	7300-05 Fringe Benefits - FICA - Social Security	84,019	84,019	84,019
15,708	16,610	17,465	7300-06 Fringe Benefits - FICA - Medicare	19,710	19,710	19,710
271,566	269,330	373,649	7300-15 Fringe Benefits - PERS - OPSRP - IAP	374,442	374,442	374,442
155,131	172,287	181,716	7300-20 Fringe Benefits - Medical Insurance	213,143	213,143	213,143
26,360	41,244	41,900	7300-22 Fringe Benefits - VEBA Plan	48,825	48,825	48,825
2,022	1,613	1,474	7300-25 Fringe Benefits - Life Insurance	1,582	1,582	1,582
4,595	5,102	5,498	7300-30 Fringe Benefits - Long Term Disability	6,046	6,046	6,046
34,401	36,790	47,841	7300-35 Fringe Benefits - Workers' Compensation Insurance	52,495	52,495	52,495
542	515	526	7300-37 Fringe Benefits - Workers' Benefit Fund	563	563	563
677	2,794	1,003	7300-40 Fringe Benefits - Unemployment	1,002	1,002	1,002

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,221	1,865	2,500	7400-05	Fringe Benefits - Volunteers - Life Insurance		2,500	2,500	2,500
13,691	13,085	14,001	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance		14,000	14,000	14,000
89,387	19,200	90,000	7400-15	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current Length of Service Award Program (LOSAP) is retirement plan for volunteer firefighters. When volunteer reaches entitlement age, City either purchases annuity or pays monthly benefit to volunteer directly from plan assets.		90,000	90,000	90,000
5,889	6,101	7,500	7400-21	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins Volunteer Length of Service Awards (LOSA) Program includes \$20,000 of life insurance for active fire volunteers.		7,500	7,500	7,500
7,521	7,475	8,000	7400-25	Fringe Benefits - Volunteers - Volunteer Accident Insurance		8,000	8,000	8,000
1,849,873	1,841,556	2,159,963	<u>TOTAL PERSONNEL SERVICES</u>			2,282,933	2,282,933	2,282,933
<u>MATERIALS AND SERVICES</u>								
210	0	500	7530	Safety Training/OSHA		500	500	500
207	756	1,300	7540	Employee Events Costs shared city-wide for employee training, materials, and events.		1,200	1,200	1,200
22,306	16,243	22,100	7550	Travel & Education Expected Costs listed in transactions.		27,000	27,000	27,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Oregon Fire Chiefs meetings and Conference	6	1,000	6,000		
			Oregon Executive Development Institute	3	1,500	4,500		
			Metro Fire Officer Class	4	1,000	4,000		
			Incident Management Class	4	1,000	4,000		
			National Fire Academy Class	3	500	1,500		
			Wild Land Firefighting	4	1,000	4,000		
			Recruit Training	3	1,000	3,000		
16,306	17,885	22,000	7590	Fuel - Vehicle & Equipment		25,000	25,000	25,000
16,931	17,592	19,000	7600	Electric & Natural Gas		19,000	19,000	19,000
17,900	17,400	21,500	7610-05	Insurance - Liability		22,200	22,200	22,200
17,400	30,000	30,400	7610-10	Insurance - Property		28,300	28,300	28,300
20,861	21,829	23,000	7620	Telecommunications This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.		23,000	23,000	23,000
9,184	8,910	11,000	7630-05	Uniforms - Employee Career, part-time, and volunteer fire uniforms increase due to number of new employees and volunteers.		15,000	15,000	15,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
24,650	24,533	25,000	7630-15	Uniforms - Protective Clothing		30,000	30,000	30,000
				Increase due to number of new hire employees. Safety clothing for firefighting and OSHA compliance. National Fire Protection Association (NFPA) requires replacement of all turnouts over 10 years old. Also continue to upgrade and purchase additional wildland firefighting clothing.				
5,575	5,766	7,000	7650	Janitorial		7,500	7,500	7,500
				Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.				
24,121	16,102	22,000	7660	Materials & Supplies		22,000	22,000	22,000
				Supplies for fire operations, fire prevention, administration.				
0	2,426	1,000	7680	Materials & Supplies - Donations		1,000	1,000	1,000
630	1,848	3,000	7700	Hazardous Materials		3,000	3,000	3,000
1,345	0	0	7710	Materials & Supplies - Grants		0	0	0
4,264	5,291	6,000	7720	Repairs & Maintenance		6,000	6,000	6,000
4,943	7,203	5,000	7720-06	Repairs & Maintenance - Equipment		7,000	7,000	7,000
27,232	22,744	30,000	7720-08	Repairs & Maintenance - Building Repairs		35,000	35,000	35,000
47,585	72,788	155,273	7720-14	Repairs & Maintenance - Vehicles		60,000	60,000	60,000
				Account used for Fleet maintenance both PM and unscheduled maintenance.				
1,527	3,572	3,000	7720-16	Repairs & Maintenance - Radio & Pagers		5,000	5,000	5,000
4,940	8,518	10,000	7720-22	Repairs & Maintenance - Breathing Apparatus		10,000	10,000	10,000
				Repairs and Maintenance of SCBA'a				
42,713	40,452	47,425	7750	Professional Services		56,855	56,855	56,855
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Labor negotiations arbitrator 35/65 with Ambulance	1	750	750	
				NFPA physicals	65	700	45,500	
				Section 125 administration fee	1	205	205	
				Audit fee allocation	1	2,800	2,800	
				LOSAP actuarial valuation	1	7,600	7,600	
3,948	4,768	10,000	7790	Maintenance & Rental Contracts		5,000	5,000	5,000
				Generator system, fire sprinkler system, HVAC system, and fire alarm system maintenance contracts.				
14,983	2,096	11,000	7800	M & S Equipment		15,000	15,000	15,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Thermal imaging cameras	3	1,500	4,500	
				RIT pack for truck	1	5,000	5,000	
				Helmet camera	1	2,000	2,000	
				Swivel dump for tenders	2	1,750	3,500	
5,191	2,541	7,500	7800-09	M & S Equipment - Radios		15,000	15,000	15,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
8,551	3,237	10,000	7800-30	M & S Equipment - Breathing Apparatus 50 SCBA units and 90 masks are 9 years old and starting to require more parts and maintenance.		10,000	10,000	10,000
13,114	16,421	0	7820	M & S Equipment - Grants		0	0	0
25,780	16,898	23,986	7840	M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide		22,399	22,399	22,399
26,447	27,409	27,150	7840-30	M & S Computer Charges - Fire		28,900	28,900	28,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESO - 100% RMS maint, 50% split with Amb for Personnel module	1	5,500	5,500	
				Netmotion MDT maintenance-25%, shared with Amb, Police	1	1,200	1,200	
				Tritech maintenance-65%, shared with Amb	1	5,200	5,200	
				Fire Inspection software maintenance	1	2,500	2,500	
				Target Vehicle maintenance-50% shared with Amb	1	3,000	3,000	
				Replacement workstations	3	1,500	4,500	
				Surface docking stations	2	150	300	
				Monitor replacements	2	400	800	
				R12 warranty extensions	2	350	700	
				Replacement MDTs	2	1,300	2,600	
				Surface tablet	1	2,600	2,600	
60,434	60,686	60,788	8090	Hydrant Rental & Maintenance Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light.		61,000	61,000	61,000
17,739	14,182	15,000	8110	Hoses, Nozzles, & Adapters Fire hose, nozzles, and adapters with values under \$5,000.		15,000	15,000	15,000
4,878	4,863	7,500	8120	Hose & Ladder Testing Testing of all department hose and ground ladder inventory per National Fire Protection Association and safety standards. Increase is to add annual SCBA testing to the account.		7,500	7,500	7,500
491,894	494,961	638,422	TOTAL MATERIALS AND SERVICES			584,354	584,354	584,354
			CAPITAL OUTLAY					
0	0	0	8710	Equipment		0	0	0
5,344	4,283	3,956	8750	Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide		0	0	0

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	8800	Building Improvements		146,250	146,250	146,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Seismic upgrade engineering split 75/25 with Ambulance	1	33,750	33,750	
				Mold remediation plumbing repair split 75/25 with Ambulance	1	75,000	75,000	
				Station alerting system split 75/25 with Ambulance	1	37,500	37,500	
97,699	137,568	0	8850	Vehicles		43,000	43,000	43,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replace Command Vehicle	1	43,000	43,000	
103,043	141,851	3,956	<u>TOTAL CAPITAL OUTLAY</u>			189,250	189,250	189,250
<u>DEBT SERVICE</u>								
75,529	77,888	80,322	9442-05	2014 Fire Vehicle Financing - Principal		82,831	82,831	82,831
				Principal payment for loan authorized in 2014-15. Loan proceeds used to purchase new ladder truck, engine and used water tender				
39,763	37,403	34,970	9442-10	2014 Fire Vehicle Financing - Interest		32,461	32,461	32,461
				Interest payment for loan				
115,291	115,291	115,292	<u>TOTAL DEBT SERVICE</u>			115,292	115,292	115,292
2,560,101	2,593,660	2,917,633	<u>TOTAL REQUIREMENTS</u>			3,171,829	3,171,829	3,171,829

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

148,934	156,367	169,010	7000-05 Salaries & Wages - Regular Full Time Fire Marshal - 1.00 FTE Deputy Fire Marshal -1.00 FTE	196,945	196,945	196,945
15,595	15,728	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
2,461	3,115	0	7000-15 Salaries & Wages - Temporary	0	0	0
1,335	1,150	1,000	7000-17 Salaries & Wages - Volunteer Reimbursement	1,500	1,500	1,500
5,229	2,594	5,004	7000-20 Salaries & Wages - Overtime	7,501	7,501	7,501
10,749	11,104	10,851	7300-05 Fringe Benefits - FICA - Social Security	12,770	12,770	12,770
2,514	2,597	2,538	7300-06 Fringe Benefits - FICA - Medicare	2,987	2,987	2,987
41,994	42,338	54,971	7300-15 Fringe Benefits - PERS - OPSRP - IAP	61,965	61,965	61,965
26,968	28,513	34,603	7300-20 Fringe Benefits - Medical Insurance	37,642	37,642	37,642
3,875	3,000	6,000	7300-22 Fringe Benefits - VEBA Plan	7,500	7,500	7,500
213	207	216	7300-25 Fringe Benefits - Life Insurance	216	216	216
819	827	924	7300-30 Fringe Benefits - Long Term Disability	1,062	1,062	1,062
6,348	6,630	7,273	7300-35 Fringe Benefits - Workers' Compensation Insurance	8,525	8,525	8,525
79	59	58	7300-37 Fringe Benefits - Workers' Benefit Fund	87	87	87
0	0	9,999	7300-40 Fringe Benefits - Unemployment	10,002	10,002	10,002
117	2,388	3,001	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	120	120	120
267,228	276,617	305,448	TOTAL PERSONNEL SERVICES	348,822	348,822	348,822

MATERIALS AND SERVICES

33	81	300	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200
3,665	4,250	5,200	7550 Travel & Education Training and travel costs for critical areas of certification and required fire training with professional development provided. Increase due to addition of Deputy Fire Marshal	7,000	7,000	7,000
0	1,276	0	7550-15 Travel & Education - Emergency Management	0	0	0
0	1,431	1,000	7660-40 Materials & Supplies - Emergency Management	0	0	0
202	0	0	7680 Materials & Supplies - Donations	0	0	0

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
45	41	50	7750	Professional Services		1,545	1,545	1,545
			NFPA Subscription service					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administrative fee	1	45	45	
				NFPa Professional membership	1	1,500	1,500	
11,806	11,472	9,000	8080	Fire Prevention Education		9,000	9,000	9,000
			Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures.					
15,752	18,551	15,550	<u>TOTAL MATERIALS AND SERVICES</u>			17,745	17,745	17,745
282,980	295,168	320,998	<u>TOTAL REQUIREMENTS</u>			366,567	366,567	366,567



PARKS & RECREATION



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



General Fund – Parks & Recreation - Administration

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

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

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

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

Core Services

- Department oversight and management
- Park system planning and development
- Community advocacy, collaboration, and coordination
- Resource development
- Management of park improvement projects

Future Challenges and Opportunities

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

General Fund – Parks & Recreation

-Administration

2018 – 2019 Proposed Budget --- Budget Summary

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

Department Cost Summary

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

Full-Time Equivalent (FTE)

	2017-18 Adopted Budget	Change	2018-19 Proposed Budget
FTE Adopted Budget	2.70		
Rec Leadership - Park Ranger		(1.70)	
FTE Proposed Budget			1.00



General Fund – Parks & Recreation – Administration

Historical Highlights

- | | | |
|--|---|--|
| <p>1948 McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~\$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance.</p> | <p>1986 New Aquatic Center opens.</p> | <p>2011 In December, the Parks and Recreation Department initiated new, on-line registration services through a new program called "ActiveNet." Citizens now are able to register from home or office via the internet for any Aquatic or Community Center class or program, 24 / 7.</p> |
| <p>1968 First Director of Parks and Recreation, Galen McBee is hired.</p> | <p>1990 Part-time Volunteer Coordinator for the new Kids on the Block Program is hired.</p> | <p>2017 Long-time Park & Rec. Director Jay Pearson retires, Susan Muir is appointed Director.</p> |
| <p>1968 Recreation Commission abolished.</p> | <p>1995 McMinnville Senior Center opens in October 1995.</p> | |
| <p>1969 City hires first Swimming Pool Manager.</p> | <p>1997 Long-time Park & Rec. Director, Galen McBee retires. Asst. Director Jay Pearson is appointed Director.</p> | |
| <p>1977 City hires first city-funded Recreation Coordinator. Federal grant dollars had previously supported a short-term position.</p> | <p>2008 The Parks and Recreation Department becomes part of the General Fund as opposed to having its own specific Parks and Recreation Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for Parks and Recreation.</p> | |
| <p>1981 Community Center opens and Parks & Recreation Department headquarters move from City Hall to the new Center</p> | | |
| <p>1985 City hires first full-time Youth/Adult Sports Coordinator.</p> | | |

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
6,050	4,176	7,500	6420 Donations - Parks & Recreation Donations received from various community organizations and businesses primarily to support our summer concerts program.	1,500	1,500	1,500
10,811	9,137	10,000	6600 Other Income Income received from sale of advertising space within Parks & Recreation brochure, also includes income from sale of metal detecting permits and misc. park concessions.	6,000	6,000	6,000
6,000	0	6,000	6600-26 Other Income - Park Rangers Moved to Police Department	0	0	0
22,861	13,313	23,500	TOTAL MISCELLANEOUS	7,500	7,500	7,500
22,861	13,313	23,500	TOTAL RESOURCES	7,500	7,500	7,500

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

4,476	-290	0	7000 Salaries & Wages	0	0	0
107,930	111,625	113,328	7000-05 Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE	111,764	111,764	111,764
34,450	46,860	39,460	7000-15 Salaries & Wages - Temporary	0	0	0
226	304	300	7000-20 Salaries & Wages - Overtime	0	0	0
0	0	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	1,200	1,200	1,200
1,552	-839	0	7300 Fringe Benefits	0	0	0
8,584	9,624	9,492	7300-05 Fringe Benefits - FICA - Social Security	7,004	7,004	7,004
2,008	2,251	2,219	7300-06 Fringe Benefits - FICA - Medicare	1,638	1,638	1,638
30,867	30,406	40,354	7300-15 Fringe Benefits - PERS - OPSRP - IAP	36,126	36,126	36,126
13,477	13,605	17,056	7300-20 Fringe Benefits - Medical Insurance	0	0	0
3,000	1,500	1,500	7300-22 Fringe Benefits - VEBA Plan	0	0	0
107	108	108	7300-25 Fringe Benefits - Life Insurance	108	108	108
566	559	594	7300-30 Fringe Benefits - Long Term Disability	614	614	614
3,537	3,571	4,417	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,325	2,325	2,325
82	75	78	7300-37 Fringe Benefits - Workers' Benefit Fund	29	29	29
202	0	99	7300-40 Fringe Benefits - Unemployment	0	0	0
601	414	651	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	901	901	901
211,666	219,773	229,656	TOTAL PERSONNEL SERVICES	161,709	161,709	161,709

MATERIALS AND SERVICES

29,922	29,110	30,000	7520 Public Notices & Printing Moved to 7520-15, Public Notice & Printing - Brochure	0	0	0
0	0	1,500	7520-15 Public Notices & Printing - Brochure Production and publication of four Parks and Recreation Program brochures.	30,000	30,000	30,000
29	373	400	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	400	400	400
1,609	4,679	5,700	7550 Travel & Education Professional development conferences and workshop fees including membership fees for State and National Park and Recreation Association for Director.	7,000	7,000	7,000
1,000	900	1,100	7610-05 Insurance - Liability	1,200	1,200	1,200
100	200	200	7610-10 Insurance - Property	200	200	200

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,037	1,558	1,100	7620	Telecommunications		0	0	0
1,526	2,186	2,000	7660	Materials & Supplies		0	0	0
				Park Ranger supplies, moved with the staffing resources to the Police budget.				
6,050	112	7,500	7680	Materials & Supplies - Donations		0	0	0
767	1,075	450	7750	Professional Services		110,300	110,300	110,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	300	300		
			Recreation buildings master plan	1	75,000	75,000		
			Brochure assessment	1	10,000	10,000		
			Fee study	1	15,000	15,000		
			Building maintenance contract	1	10,000	10,000		
1,983	1,469	1,999	7840	M & S Computer Charges		1,067	1,067	1,067
				I.S. Fund materials & supplies costs shared city-wide				
1,200	1,200	1,200	7840-35	M & S Computer Charges - Parks & Rec Administration		1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Activenet annual maintenance	1	1,200	1,200		
5,910	12,092	5,500	8140	Summer Concerts		13,000	13,000	13,000
				The overall summer concert budget proposed for 2018-19 is \$13,000 providing for 5 concerts in July and August. Revenue (donations) is anticipated at \$1,500.				
51,133	54,954	58,649	TOTAL MATERIALS AND SERVICES			164,367	164,367	164,367
CAPITAL OUTLAY								
411	372	330	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
411	372	330	TOTAL CAPITAL OUTLAY			0	0	0
263,209	275,100	288,635	TOTAL REQUIREMENTS			326,076	326,076	326,076



**PARKS & RECREATION
Aquatic Center**



Organization Set – Programs

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

Organization Set #

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



General Fund – Parks & Recreation - Aquatic Center

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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



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

General Fund – Parks & Recreation -Aquatic Center

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



Ron Kam Survival Swimming Program

Partnership Program for over 35 Years!

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



Mac High Swim Team (Grizzlies)

Partner Program for over 50 Years!



Chemeketa Community College

Partner Program for 7 Years!

Partners for a "More Fit Tomorrow".



General Fund – Parks & Recreation – Aquatic Center

Historical Highlights

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

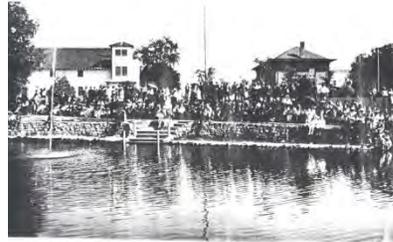
1908 McMinnville's first community Pavilion was constructed on the site of the present day AquaticCenter – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

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

1927 The pool is donated around 1927 to the Garden Club for a sunken garden.



1910 to 1927

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



1927 to 1950's

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

1975 The facility is remodeled.



1956 to 1985

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

General Fund – Parks & Recreation– Aquatic Center

Historical Highlights

1986 The current Aquatic Center is opened and dedicated in 1986 as **“A Pool for Everybody.”** The new facility includes a renovated 20 yard recreational pool and new 25 yard lap pool. The old entrance and bathhouse are remodeled into the new weight room and maintenance areas. A new office, locker rooms, and enclosure are constructed.

1990's In the early 1990's, the original roof is replaced due to poor construction and the HVAC controls are re-engineered.



1986 to present

2007 The Aquatic Center's main roof (metal) is replaced with an asphalt shingle roof that will be less impacted by high winds and condensation related damage.

2008 Use of the weight room is added to memberships. Weight room attendance grows from 4,300 in fiscal year 2005-06 to over 9,000 in fiscal year 2007-08.

2008 The Aquatic Center begins a relationship with Chemeketa Community College (CCC) in the Spring of 2008. CCC students receive college credit for working out in the weight room, swimming laps or taking fitness classes. Weight room attendance grows to over 12,300 visits.

2010 Heating Ventilation and Air Conditioning (HVAC) renovation, \$800,000, as part of a Bonneville Power Administration and McMinnville Water & Light supported energy conservation project. In the first two months of 2010 the energy usage is reduced by 94,000 kilowatt hours (kWh) over historical averages.

2011 Parks and Recreation Department implements ActiveNet. This provides the AC with its very first credit card machine and automated membership tracking system.

2015 Deteriorating upper spectator windows and front entry doors and door frames are replaced.

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



2016 The Aquatic Center partners in new Medicare based health plan fitness memberships for older adults. In the first year, 200 patrons enroll to use the pool through these entities.

2016 For the first time, the Aquatic Center introduces a “day pass” which includes unlimited access, and daily readmission, to any pool class or program. Access to any fitness class or program is added to all pool memberships, as well.

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



Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

9,459	-666	0	7000 Salaries & Wages	0	0	0
169,528	170,136	173,739	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Recreation Specialist - 1.00 FTE	179,976	179,976	182,135
19,858	24,707	25,184	7000-10 Salaries & Wages - Regular Part Time Recreation Program Coordinator II - 0.60 FTE	26,625	26,625	26,625
139,024	133,875	144,005	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Lifeguard - 5.68 FTE Extra Help - Aquatics I, II, III - Office - 0.92 FTE	151,999	151,999	151,999
178	46	200	7000-20 Salaries & Wages - Overtime	200	200	200
420	300	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	0	0	0
3,331	200	0	7300 Fringe Benefits	0	0	0
19,891	19,856	21,272	7300-05 Fringe Benefits - FICA - Social Security	22,246	22,246	22,380
4,652	4,644	4,975	7300-06 Fringe Benefits - FICA - Medicare	5,203	5,203	5,234
65,753	63,147	79,173	7300-15 Fringe Benefits - PERS - OPSRP - IAP	83,232	83,232	83,924
37,339	41,673	45,970	7300-20 Fringe Benefits - Medical Insurance	51,088	51,088	51,088
7,000	4,000	4,000	7300-22 Fringe Benefits - VEBA Plan	8,000	8,000	8,000
408	432	432	7300-25 Fringe Benefits - Life Insurance	432	432	432
1,008	1,029	1,048	7300-30 Fringe Benefits - Long Term Disability	1,092	1,092	1,102
13,402	13,473	14,722	7300-35 Fringe Benefits - Workers' Compensation Insurance	14,532	14,532	14,619
341	307	298	7300-37 Fringe Benefits - Workers' Benefit Fund	297	297	297
0	0	99	7300-40 Fringe Benefits - Unemployment	99	99	99
9	2	10	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	11	11	11
491,599	477,161	515,127	TOTAL PERSONNEL SERVICES	545,032	545,032	548,145

MATERIALS AND SERVICES

8,568	8,548	8,000	7500 Credit Card Fees	8,000	8,000	8,000
0	0	1,500	7520-15 Public Notices & Printing - Brochure	0	0	0
0	0	100	7530 Safety Training/OSHA	100	100	100

State and federal law mandates lifeguard and first aid providers must be provided training and inoculations against hepatitis B viruses; additional training is required due to changing OSHA rules and regulations.

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
60	118	400	7540	Employee Events		300	300	300
				Costs shared city-wide for employee training, materials, and events.				
815	1,400	1,050	7550	Travel & Education		1,000	1,000	1,000
				Registration fees and other expenses associated with professional development workshops, conference, and re-certification training for Aquatic Center staff.				
78,865	84,906	84,000	7600	Electric & Natural Gas		84,000	84,000	84,000
3,600	3,100	3,900	7610-05	Insurance - Liability		4,100	4,100	4,100
6,600	7,800	7,900	7610-10	Insurance - Property		6,700	6,700	6,700
3,455	3,439	3,500	7620	Telecommunications		4,000	4,000	4,000
19,200	24,058	25,575	7650-10	Janitorial - Services		33,710	33,710	33,710
5,343	4,878	5,000	7650-15	Janitorial - Supplies		5,000	5,000	5,000
1,127	1,828	1,500	7660-05	Materials & Supplies - Office Supplies		1,500	1,500	1,500
0	0	500	7680	Materials & Supplies - Donations		500	500	500
				Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).				
11,650	11,499	11,500	7690	Chemicals		13,000	13,000	13,000
				Chemicals used to sanitize, oxidize, and test pool water as prescribed by state code; i.e., chlorine, carbon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium thiosulfate.				
86,101	31,266	41,000	7720	Repairs & Maintenance		61,000	61,000	61,000
				General day to day repairs and maintenance of the AC building including electrical, plumbing and mechanical systems.				
				This includes the safety add package \$1,000				
1,452	1,463	950	7750	Professional Services		845	845	845
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	45	45	
				Audit Fee Allocation	1	800	800	
14,031	13,077	15,000	7790	Maintenance & Rental Contracts		15,400	15,400	15,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HVAC PM service	1	6,500	6,500	
				Annual chlorinator service	1	2,500	2,500	
				Weight room PM service	1	2,000	2,000	
				Fire system inspection & service	1	1,500	1,500	
				Garbage service	1	1,000	1,000	
				Copy Machine service contract	1	800	800	
				New employee background checks	1	200	200	
				Fire Alarm monitoring	1	400	400	
				Parking lot sweeping	1	500	500	

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	4,000	7800	M & S Equipment		0	0	0
297	749	300	7800-03	M & S Equipment - Office Miscellaneous office equipment such as tables, chairs and advertising screens.		300	300	300
3,345	0	0	7800-36	M & S Equipment - Weight Room		0	0	0
0	0	0	7810	M & S Equipment - Donations Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.		0	0	0
4,958	4,408	5,996	7840	M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide		5,333	5,333	5,333
4,166	4,128	6,700	7840-40	M & S Computer Charges - Aquatic Center		7,900	7,900	7,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
				Replacement workstation	1	1,500	1,500	
				Activenet peripherals	1	1,000	1,000	
				Printer - Front desk	1	1,200	1,200	
				TV / networking for back room	1	3,000	3,000	
3,039	2,356	3,500	8130	Recreation Program Expenses Purchase of general recreation program supplies.		4,000	4,000	4,000
256,672	209,020	231,871	<u>TOTAL MATERIALS AND SERVICES</u>			256,688	256,688	256,688
			<u>CAPITAL OUTLAY</u>					
0	3,937	0	8710	Equipment		0	0	0
1,028	1,117	989	8750	Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide		0	0	0
0	0	0	8800	Building Improvements		0	0	0
1,028	5,055	989	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
749,298	691,236	747,987	<u>TOTAL REQUIREMENTS</u>			801,720	801,720	804,833

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

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

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
14,654	4,835	5,000	5350 Registration Fees Reduction in fitness class fees reflects fee structure changes. As of 2015-16 membership fees now include participation in fitness classes. As a result, fitness class fees have decreased while membership fees have increased. Revenue shown is received from non-member "walk-in" participants.	4,000	4,000	4,000
14,654	4,835	5,000	TOTAL CHARGES FOR SERVICES	4,000	4,000	4,000
14,654	4,835	5,000	TOTAL RESOURCES	4,000	4,000	4,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
4,139	5,842	6,999	7000-15	Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - 0.32 FTE	8,490	8,490	8,490
257	362	432	7300-05	Fringe Benefits - FICA - Social Security	527	527	527
60	85	101	7300-06	Fringe Benefits - FICA - Medicare	124	124	124
397	522	792	7300-15	Fringe Benefits - PERS - OPSRP - IAP	956	956	956
0	0	300	7300-35	Fringe Benefits - Workers' Compensation Insurance	344	344	344
7	9	10	7300-37	Fringe Benefits - Workers' Benefit Fund	11	11	11
4,860	6,820	8,634	TOTAL PERSONNEL SERVICES		10,452	10,452	10,452
MATERIALS AND SERVICES							
1,404	535	1,500	8130	Recreation Program Expenses Fitness program supplies (i.e. exercise belts & hand weights).	1,500	1,500	1,500
1,404	535	1,500	TOTAL MATERIALS AND SERVICES		1,500	1,500	1,500
6,264	7,356	10,134	TOTAL REQUIREMENTS		11,952	11,952	11,952

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
3,370	3,803	3,750	7660 Materials & Supplies Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,750	3,750	3,750
3,370	3,803	3,750	TOTAL MATERIALS AND SERVICES	3,750	3,750	3,750
3,370	3,803	3,750	TOTAL REQUIREMENTS	3,750	3,750	3,750

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
1,691	1,859	1,750	5350 Registration Fees Aquatic Center - Classes & Programs (Lifeguard Training)	1,500	1,500	1,500
1,691	1,859	1,750	TOTAL CHARGES FOR SERVICES	1,500	1,500	1,500
1,691	1,859	1,750	TOTAL RESOURCES	1,500	1,500	1,500

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	0	243	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - 0.01 FTE	257	257	257
0	0	15	7300-05 Fringe Benefits - FICA - Social Security	15	15	15
0	0	4	7300-06 Fringe Benefits - FICA - Medicare	4	4	4
0	0	29	7300-15 Fringe Benefits - PERS - OPSRP - IAP	29	29	29
0	0	10	7300-35 Fringe Benefits - Workers' Compensation Insurance	10	10	10
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	301	TOTAL PERSONNEL SERVICES	315	315	315
MATERIALS AND SERVICES						
271	180	250	8130 Recreation Program Expenses Lifeguard Training Class materials and student certification fees.	250	250	250
271	180	250	TOTAL MATERIALS AND SERVICES	250	250	250
271	180	551	TOTAL REQUIREMENTS	565	565	565



PARKS & RECREATION
Community Center & Rec Programs



Organization Set – Programs

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

Organization Set #

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



General Fund – Parks & Recreation - Comm. Ctr & Rec Programs

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

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

Core Services

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



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

General Fund – Parks & Recreation - Community Center

2018 – 2019 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

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

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



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

Historical Highlights

- | | | |
|---|--|--|
| <p>1908 McMinnville's first community Pavilion was constructed on the site of the present day AquaticCenter – it served as the center of community activity until it was demolished in 1922.</p> | <p>1978 March 1978, Voters pass 5-year bond levy for City to purchase the old National Guard Armory at 6th and Evans - \$190,000.</p> | <p>1994 Major seismic retrofit and renovation is completed, funded from the Insurance Reserve Fund.</p> |
|  | <p>1979 November 1978, Voters pass 20-year bond levy to remodel the old National Guard Armory into a McMinnvilleCommunity Center. - \$2,622,000.</p> | <p>1995 Seniors move from Community Center to new McMinnville Senior Center upon its completion.</p> |
| <p>1908 to 1922</p> | <p>1981 New McMinnville Community Center opens. Recreation classes expand drastically to include art, dance, pottery, cooking, finance, etc. Community special events also expand including craft fairs, concert series, home and garden shows, teen activities, dances, senior activities, etc.</p> | <p>2005 New carpet and other cosmetic renovations upgrade Center facilities. 56,000 participants attend 887 meetings at the Center.</p> |
| <p>1948 McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~ \$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance operations.</p> | <p>1981 Senior Citizen's Inc. move into Community Center to provide recreation programs for older adults. Old city-owned community building on 1st and Galloway Streets, where seniors had been meeting, was demolished when the Post Office was moved to its current location.</p> | <p>2011 Parks & Recreation Department implements ActiveNet Online Registration, improving customer service and staff efficiency.</p> |
| <p>1977 First full-time, City-funded Recreation Coordinator hired. Programs begin to expand beyond recreational sports to include special interest classes, summer concerts, etc.</p> | <p>1993 Spring Break Quake damages Community Center.</p> | |

Budget Document Report

01 - GENERAL FUND

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

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

6,690	-2,523	0	7000 Salaries & Wages	0	0	0
84,027	87,486	96,755	7000-05 Salaries & Wages - Regular Full Time Community Center Manager - 1.00 FTE Recreation Program Coordinator II - 0.20 FTE Administrative Analyst - 0.50 FTE	79,324	79,324	79,324
29,639	29,653	34,000	7000-15 Salaries & Wages - Temporary Extra Help - Community Center - 2.58 FTE	58,858	58,858	58,858
This includes additional staff hours to allow for double coverage during open hours as a safety enhancement measure.						
241	2,210	0	7000-20 Salaries & Wages - Overtime	0	0	0
0	0	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	192	192	192
2,255	-1,112	0	7300 Fringe Benefits	0	0	0
6,922	7,288	8,106	7300-05 Fringe Benefits - FICA - Social Security	8,578	8,578	8,578
1,619	1,705	1,896	7300-06 Fringe Benefits - FICA - Medicare	2,006	2,006	2,006
15,900	20,428	29,917	7300-15 Fringe Benefits - PERS - OPSRP - IAP	26,031	26,031	26,031
10,595	8,935	22,985	7300-20 Fringe Benefits - Medical Insurance	16,738	16,738	16,738
2,000	1,000	2,750	7300-22 Fringe Benefits - VEBA Plan	4,000	4,000	4,000
206	171	216	7300-25 Fringe Benefits - Life Insurance	184	184	184
489	419	532	7300-30 Fringe Benefits - Long Term Disability	436	436	436
1,842	1,679	1,739	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,935	1,935	1,935
112	98	103	7300-37 Fringe Benefits - Workers' Benefit Fund	125	125	125
0	-8	99	7300-40 Fringe Benefits - Unemployment	99	99	99
41	33	60	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	59	59	59
162,577	157,462	199,158	TOTAL PERSONNEL SERVICES	198,565	198,565	198,565

MATERIALS AND SERVICES

7,240	8,424	7,500	7500 Credit Card Fees	7,500	7,500	7,500
0	0	1,500	7520-15 Public Notices & Printing - Brochure	0	0	0
33	65	200	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
735	340	1,620	7550	Travel & Education		300	300	300
				Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association.				
70,895	60,940	66,000	7600	Electric & Natural Gas		66,000	66,000	66,000
4,300	3,800	4,700	7610-05	Insurance - Liability		4,900	4,900	4,900
15,800	18,800	18,700	7610-10	Insurance - Property		15,800	15,800	15,800
5,639	5,832	6,000	7620	Telecommunications		6,000	6,000	6,000
31,559	38,091	41,265	7650-10	Janitorial - Services		51,715	51,715	51,715
2,899	4,018	3,200	7650-15	Janitorial - Supplies		3,200	3,200	3,200
3,297	2,130	2,200	7660	Materials & Supplies		3,000	3,000	3,000
16,190	29,566	41,800	7720	Repairs & Maintenance		56,500	56,500	56,500
				Routine annual maintenance. This includes an increase of \$16,500 for building safety enhancements.				
793	664	650	7750	Professional Services		600	600	600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	600	600	
9,256	11,480	16,175	7790	Maintenance & Rental Contracts		16,500	16,500	16,500
3,260	2,310	2,800	7800	M & S Equipment		3,000	3,000	3,000
				Misc. equipment replacement				
3,966	2,939	3,998	7840	M & S Computer Charges		3,200	3,200	3,200
				I.S. Fund materials & supplies costs shared city-wide				
3,768	2,599	2,400	7840-45	M & S Computer Charges - Community Center		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
0	0	50	8130-50	Recreation Program Expenses - Contract Event Security		200	200	200
				Costs associated with event security provided by a private agency when Community Center events require additional security. Costs are recovered through fees charged to rental groups revenue account 5380-42, Facility Rentals-Contract Event Security.				
179,631	191,998	220,758	TOTAL MATERIALS AND SERVICES			239,815	239,815	239,815
CAPITAL OUTLAY								
0	0	0	8710	Equipment		0	0	0
822	745	659	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
822	745	659	TOTAL CAPITAL OUTLAY			0	0	0
343,031	350,205	420,575	TOTAL REQUIREMENTS			438,380	438,380	438,380

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
106,000	151,836	140,000	5350 Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.	160,000	160,000	160,000
130	480	100	5350-12 Registration Fees - Piano Registration fees for students taking piano lessons.	0	0	0
106,130	152,316	140,100	TOTAL CHARGES FOR SERVICES	160,000	160,000	160,000
MISCELLANEOUS						
684	1,724	650	6420-27 Donations - Parks & Recreation - Piano Local donations for the piano lesson program.	1,000	1,000	1,000
684	1,724	650	TOTAL MISCELLANEOUS	1,000	1,000	1,000
106,814	154,041	140,750	TOTAL RESOURCES	161,000	161,000	161,000

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
77	180	800	8130 Recreation Program Expenses Materials and supplies needed to support Tiny Tots Indoor Playpark.	1,000	1,000	1,000
77	180	800	<u>TOTAL MATERIALS AND SERVICES</u>	1,000	1,000	1,000
77	180	800	TOTAL REQUIREMENTS	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
3,586	6,721	10,500	8130 Recreation Program Expenses Expenses for major community events such as Missoula Children's Theater Summer Residency, and other department-sponsored special events included Alien Abduction Dash and MAC Monster Mania.	7,500	7,500	7,500
3,586	6,721	10,500	TOTAL MATERIALS AND SERVICES	7,500	7,500	7,500
3,586	6,721	10,500	TOTAL REQUIREMENTS	7,500	7,500	7,500

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
63,600	57,400	67,500	5350 Registration Fees Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children.	80,000	80,000	80,000
63,600	57,400	67,500	<u>TOTAL CHARGES FOR SERVICES</u>	80,000	80,000	80,000
<u>MISCELLANEOUS</u>						
400	0	100	6420-50 Donations - Parks & Recreation - STARS Donations that provide additional STARS Program materials and supplies through expenditure account 7680, Materials & Supplies-Donations.	100	100	100
0	2,421	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
400	2,421	100	<u>TOTAL MISCELLANEOUS</u>	100	100	100
64,000	59,821	67,600	<u>TOTAL RESOURCES</u>	80,100	80,100	80,100

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	0	0	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 0.25 FTE	18,594	18,594	18,594
26,830	27,985	34,000	7000-15 Salaries & Wages - Temporary Extra Help - Management Assistant - 0.16 FTE Site Director - Summer STARS - 0.27 FTE Recreation Leadership - Summer STARS - 1.04 FTE	38,588	38,588	38,588
13	1	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,664	1,735	2,108	7300-05 Fringe Benefits - FICA - Social Security	3,546	3,546	3,546
389	406	492	7300-06 Fringe Benefits - FICA - Medicare	829	829	829
3,071	2,607	3,844	7300-15 Fringe Benefits - PERS - OPSRP - IAP	8,620	8,620	8,620
0	0	0	7300-20 Fringe Benefits - Medical Insurance	1,646	1,646	1,646
0	0	0	7300-22 Fringe Benefits - VEBA Plan	250	250	250
0	0	0	7300-25 Fringe Benefits - Life Insurance	28	28	28
0	0	0	7300-30 Fringe Benefits - Long Term Disability	102	102	102
814	1,109	1,761	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,250	2,250	2,250
45	45	41	7300-37 Fringe Benefits - Workers' Benefit Fund	50	50	50
32,827	33,888	42,246	TOTAL PERSONNEL SERVICES	74,503	74,503	74,503
MATERIALS AND SERVICES						
0	0	100	7680 Materials & Supplies - Donations STARS Program materials and supplies funded through revenue account 6420-50, Donations-Parks & Recreation-STARS.	100	100	100
10,328	11,295	10,000	8130 Recreation Program Expenses Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts.	10,500	10,500	10,500
10,328	11,295	10,100	TOTAL MATERIALS AND SERVICES	10,600	10,600	10,600
43,155	45,183	52,346	TOTAL REQUIREMENTS	85,103	85,103	85,103



PARKS & RECREATION
Kids on the Block





General Fund – Parks & Recreation - Kids on the Block

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- Kids on the Block (KOB) After-School Enrichment is offered to 1st – 5th grade students on Monday through Friday (2:30 – 5:30pm) when school is in session. With 135 program days throughout the school year, KOB Kids have more than 400 program hours of activities and special enrichment experiences including STEM activities, music, creative writing, cooking, group problem-solving games, and service projects. The curricula also includes more than a dozen special enrichment visitors throughout the school year, including educators from OMSI, Oregon Zoo, Newport Aquarium, and other regional museums. KOB provides a safe, fun, enriching environment that focuses on developing kids who are happy, healthy, helpful, and kind.
- In the past, we have thought of the KOB budget as being highly self-supporting. In 2016-2017, the program was 92.4% self-supporting, requiring \$40,000 in general funds. However, this level of self-support is only possible with nearly \$200,000 in funds from donors via the Mayor's Ball. The Mayor's Ball proceeds have decreased over the past decade, and the event was not offered in 2017 or 2018. Current reserve funds from previous Mayor's Balls will last approximately 3-4 years longer. With this upcoming financial problem for the KOB program, the Parks & Recreation Department is currently conducting an in-depth program and financial sustainability assessment (funded by KOB, Inc.) to seek recommendations for sustaining the KOB program into the future.
- The increase in the 2018-2019 temporary staff budget reflects the Oregon minimum wage increases. The KOB program employs more than 60 part-time employees as Recreation Leaders and Site Directors. In addition, the KOB program is the only off-campus employment opportunity for Linfield students who qualify for federal work-study funds. This partnership saves the City nearly \$30,000 in staff expenses each year. Although no changes are expected for 2018-2019, Linfield College Financial Aid office personnel have let us know that upcoming policy and personnel changes may affect their ability to continue the KOB work-study program in the future.
- Approximately 7 in 10 students enrolled in the KOB program need financial assistance in order to register for the program. These students are eligible for a \$200 discount off the \$625 annual program fee. Additional financial assistance is given in circumstances of extreme hardship. The Parks & Recreation Department uses the USDA Federal Poverty Guidelines to determine eligibility for the discounted rate and to help determine if additional financial assistance is appropriate. Parents submit a Fee Reduction Request form to share information about their household income and number of household members. At the request of the school district's Homeless Student Liaison, we have waived 100% of the cost for a few students whose families are experiencing extreme hardship.
- McMinnville School District #40 provides bus transportation and afternoon meals for KOB participants at no cost to the City. The meal program is coordinated by the school district and funded by a USDA grant. KOB bus transportation is paid for by the school district's general fund. In addition, thanks to the City's reciprocal use agreement with McMinnville School District #40, the Parks & Recreation Department has no facility-related expenses for the KOB program.
- 25% of the staffing costs to administer the KOB program are shifting to STARS day camp expenditures to reflect actual time spent coordinating the programs over the year. Previously, no management staff costs had been allocated to STARS.

General Fund – Parks & Recreation

- Kids on the Block

2018 – 2019 Proposed Budget --- Budget Summary

Core Services

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

Future Challenges and Opportunities

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



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

Department Cost Summary

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

Full-Time Equivalents (FTE)

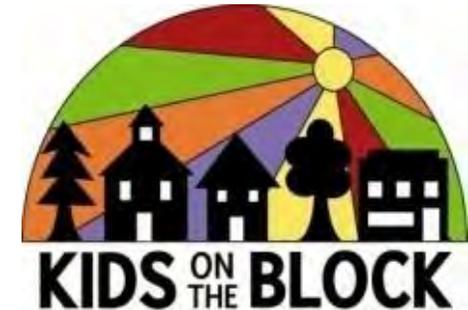
	2017-18 Adopted Budget	Change	2018-19 Proposed Budget
FTE Adopted Budget	9.06		
Recreation Program Manager		(0.25)	
Extra Help - Management Assistant		0.02	
Site Director II		0.01	
Assistant Site Director		0.03	
FTE Proposed Budget		(0.19)	8.87



General Fund – Parks & Rec – Kids on the Block

Historical Highlights

- | | | | |
|------|---|------|--|
| 1989 | Kids On The Block (KOB) After-School Program begins three days a week at three schools. | 2013 | The 2013-2014 fiscal year marks the city's 25 th anniversary of operating the KOB program. |
| 1990 | KOB, Inc., a non-profit corporation, forms with Dale Tomlinson as President of the Board of Directors. KOB, Inc. receives Mayor's Charity Ball proceeds and oversees the KOB Program. | 2017 | The Mayor's Ball, a primary source of funding for the KOB program, is discontinued. KOB Inc. has approximately 3 years of reserve funds to continue the program as it currently operates. |
| 1990 | First Mayor's Charity Ball held raising ~\$9,000. All profits donated to KOB, Inc. which in turn donates needed funds back to the City. | 2018 | The Parks & Recreation Department is conducting an in-depth program and financial sustainability assessment of Kids on the Block. Results of the study will inform the FY20 budget and the future of the program after KOB Inc. reserve funds are exhausted. |
| 1990 | Part-time Volunteer Coordinator hired for KOB After-School Program. Program expands to five schools, three days per week. | | |
| 1992 | KOB expands to five days per week. | | |
| 2000 | 10 th Annual Mayor's Charity Ball raised ~\$72,000 for KOB. | | |



Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
189,174	178,920	200,625	5350-05 Registration Fees - KOB - Elementary Kids on the Block After-School Program registration fees.	185,000	185,000	185,000
189,174	178,920	200,625	TOTAL CHARGES FOR SERVICES	185,000	185,000	185,000
MISCELLANEOUS						
1,000	0	0	6420 Donations - Parks & Recreation Budget Note: Donations from sources other than Kids on the Block, Inc. earmarked for specific enrichment projects & programs.	0	0	0
116,955	91,575	133,430	6420-15 Donations - Parks & Recreation - KOB, Inc. - Elementary Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	139,651	139,651	139,651
16,742	13,876	24,000	6420-20 Donations - Parks & Recreation - KOB, Inc. - Enrichment Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	24,000	24,000	24,000
2,823	2,381	4,000	6420-25 Donations - Parks & Recreation - KOB, Inc. - Misc Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	4,500	4,500	4,500
4,000	0	0	6420-30 Donations - Parks & Recreation - Mayor's Ball	0	0	0
315	394	200	6600 Other Income	200	200	200
141,836	108,226	161,630	TOTAL MISCELLANEOUS	168,351	168,351	168,351
331,009	287,146	362,255	TOTAL RESOURCES	353,351	353,351	353,351

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

1,590	867	0	7000 Salaries & Wages	0	0	0
69,104	69,811	71,810	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 0.75 FTE	55,780	55,780	55,780
178,695	152,634	187,250	7000-15 Salaries & Wages - Temporary Extra Help - Management Assistant - 0.48 FTE Site Director II - 1.74 FTE Assistant Site Director - 1.33 FTE Recreation Leadership - 4.57 FTE	206,006	206,006	206,006
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
844	-103	0	7300 Fringe Benefits	0	0	0
15,293	13,721	16,062	7300-05 Fringe Benefits - FICA - Social Security	16,230	16,230	16,230
3,576	3,209	3,756	7300-06 Fringe Benefits - FICA - Medicare	3,797	3,797	3,797
29,240	26,793	37,401	7300-15 Fringe Benefits - PERS - OPSRP - IAP	36,010	36,010	36,010
5,528	5,671	5,929	7300-20 Fringe Benefits - Medical Insurance	4,940	4,940	4,940
1,000	500	500	7300-22 Fringe Benefits - VEBA Plan	750	750	750
107	108	108	7300-25 Fringe Benefits - Life Insurance	80	80	80
381	382	390	7300-30 Fringe Benefits - Long Term Disability	304	304	304
3,395	3,243	3,730	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,586	3,586	3,586
317	236	264	7300-37 Fringe Benefits - Workers' Benefit Fund	260	260	260
0	364	1,001	7300-40 Fringe Benefits - Unemployment	1,000	1,000	1,000
42	15	50	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	50	50
309,112	277,451	328,251	TOTAL PERSONNEL SERVICES	328,793	328,793	328,793

MATERIALS AND SERVICES

6,289	6,186	6,250	7500 Credit Card Fees	10,000	10,000	10,000
0	0	1,500	7520-15 Public Notices & Printing - Brochure	0	0	0
17	33	200	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200
700	600	700	7610-05 Insurance - Liability	800	800	800
810	756	800	7620 Telecommunications	800	800	800
20	38	25	7660-05 Materials & Supplies - Office Supplies	25	25	25

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	7680	Materials & Supplies - Donations		0	0	0
674	498	500	7750	Professional Services		400	400	400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	400	400	
4,000	0	0	7750-39	Professional Services - Mayor's Ball Director		0	0	0
1,983	1,469	1,999	7840	M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide		2,133	2,133	2,133
1,200	1,200	1,200	7840-50	M & S Computer Charges - Kids on the Block		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
14,254	9,351	12,500	8130	Recreation Program Expenses Arts and crafts materials, sports and games equipment, staff training and instructional support supplies for KOB After-School Program. Some transportation costs for occasional field trips may also be included.		10,000	10,000	10,000
16,742	13,876	24,000	8130-35	Recreation Program Expenses - Enrichment Programs Kids on the Block Enrichment Programs and supplies including music, theater, storytellers science, visiting artists, environmental instruction, all of which broaden participants experience and awareness of the world around them.		24,000	24,000	24,000
2,823	2,281	4,000	8130-40	Recreation Program Expenses - Miscellaneous Kids on the Block expenses for miscellaneous program and staff meeting supplies.		4,500	4,500	4,500
6,974	8,577	10,000	8130-45	Recreation Program Expenses - Workstudy Linfield College Work Study Program provides funding support for KOB leadership costs when eligible students work as program staff.		10,500	10,500	10,500
Budget Note: Budget amount represents the City's share of the work study costs which actually total approximately \$40,000 annually. This joint program with Linfield College benefits KOB by reducing overall Recreation Leadership costs that otherwise would have to be recovered through higher fees for participants, property tax dollars, or donations.								
56,486	44,866	63,674	TOTAL MATERIALS AND SERVICES			64,558	64,558	64,558
CAPITAL OUTLAY								
411	372	330	8750	Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide		0	0	0
411	372	330	TOTAL CAPITAL OUTLAY			0	0	0
366,009	322,690	392,255	TOTAL REQUIREMENTS			393,351	393,351	393,351



PARKS & RECREATION Recreational Sports



Organization Set – Programs

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

Organization Set #

01-17-096-501
01-17-096-647
01-17-096-650
01-17-096-653
01-17-096-656
01-17-096-659
01-17-096-662



General Fund – Parks & Recreation - Recreational Sports

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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



Core Services

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

Future Challenges and Opportunities

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

General Fund – Parks & Recreation - Recreational Sports

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



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



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



General Fund – Parks & Recreation – Recreational Sports

Historical Highlights

1968	First Director of Parks and Recreation hired. Helps organize men's and women's softball programs.	1983	McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light "trades" the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.	1990	Dancer Park Phase II expands irrigation systems and completes new soccer field areas.
1975	Adult sports expanded to include men's and women's softball, coed volleyball, church volleyball, and men's basketball. Youth sports programs begin including pigtail and ponytail girls' softball, gymnastics, tennis lessons, county and statewide tennis tournaments, and a summer track meet. Little league baseball is independently run with volunteers.	1985	City hires first full-time Youth/Adult Sports Coordinator.	1991	At the request of McMinnville Area Little League, Parks and Recreation Department assumes responsibility for youth baseball/softball.
1977	Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails. Little League volunteers build four "rough" baseball fields on that site.	1985	Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, 4 soccer fields although without irrigation system. Seasonal irrigation accomplished with farm pipe and water cannons.	1996	From 1996 – 2000, Dancer Park fields re-aligned and expanded to include 11 soccer fields and baseball fields for T-Ball and Rookie Leagues. Wild Rose Fast-Pitch Softball Program for girls is established and grows to four teams.
1982	Fall season Youth Soccer Program begins.	1986	Parks and Recreation Department assumes responsibility for youth basketball, previously run by volunteer Jaycee's.	2000	Voters pass 20-year park improvements bond - \$9,500,000. Bond projects include new baseball/softball/soccer fields at Dancer Park, new access road, and skate park improvements.
				2001	Parks and Recreation Department assumes responsibility for Babe Ruth Baseball which becomes MAX Baseball for 13 and 14 year old players.

General Fund – Parks& Recreation – Recreational Sports

Historical Highlights

2004	Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball/softball fields.	2013	During opening ceremonies of the 2013 youth baseball/softball season, the original four-field Dancer Park baseball/softball complex was officially named “Dan Homeres Ball Fields” to honor Dan’s dedication to youth and his 30 years of service within the Parks and Recreation Department.	2017	Major renovation/repair project on the soccer fields at Joe Dancer Park was completed in June and July of 2017. After extremely wet winters in 2016 and 2017, and some deferred maintenance, the soccer fields were compacted and not draining as they should. Some fields were unplayable and had to be relocated to softball outfields. The renovation is working and all fields are playable for the 2018 spring soccer season. Youth soccer fees were raised \$4/player to help cover annual aeration and top-dressing of Joe Dancer Park soccer and baseball/softball fields.
2005	Major skate park renovation at Dancer Park complete. Discovery Meadows, Max Baseball Field inaugural game played June 4 th , 2005.				
2008	Several volunteer groups work to clean-up debris deposited by December 2007 flooding and repair damaged landscape, playground and baseball field facilities.	2015	The batting cages at Joe Dancer Park were renovated using only donations from local groups. Structural repairs and improvements increased the security and safety of the facility.		
2009	A new 40+ space parking addition in north Dancer Park to help alleviate parking demand with the growth of soccer is completed in time for fall soccer.				

Budget Document Report

01 - GENERAL FUND

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

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

3,264	-113	0	7000 Salaries & Wages	0	0	0
73,213	73,581	75,112	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	77,728	77,728	77,728
9,600	8,438	22,975	7000-15 Salaries & Wages - Temporary Extra Help - Management Assistant - 0.42 FTE Program Assistant - 0.46 FTE	22,975	22,975	22,975
25	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,304	-181	0	7300 Fringe Benefits	0	0	0
4,971	4,903	6,081	7300-05 Fringe Benefits - FICA - Social Security	6,243	6,243	6,243
1,163	1,147	1,422	7300-06 Fringe Benefits - FICA - Medicare	1,460	1,460	1,460
21,835	20,979	26,324	7300-15 Fringe Benefits - PERS - OPSRP - IAP	27,444	27,444	27,444
11,497	11,792	12,330	7300-20 Fringe Benefits - Medical Insurance	13,706	13,706	13,706
2,000	1,000	1,000	7300-22 Fringe Benefits - VEBA Plan	2,000	2,000	2,000
107	108	108	7300-25 Fringe Benefits - Life Insurance	108	108	108
383	382	390	7300-30 Fringe Benefits - Long Term Disability	404	404	404
2,788	2,942	1,305	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,260	1,260	1,260
43	37	54	7300-37 Fringe Benefits - Workers' Benefit Fund	54	54	54
276	73	299	7300-40 Fringe Benefits - Unemployment	300	300	300
3,294	2,785	3,399	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,399	3,399	3,399
135,762	127,872	150,799	TOTAL PERSONNEL SERVICES	157,081	157,081	157,081

MATERIALS AND SERVICES

5,238	4,899	6,500	7500 Credit Card Fees	6,500	6,500	6,500
0	0	1,500	7520-15 Public Notices & Printing - Brochure	0	0	0
17	33	100	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	100	100	100
170	250	300	7550 Travel & Education Professional memberships and miscellaneous workshops.	300	300	300
202	269	300	7590 Fuel - Vehicle & Equipment	300	300	300
900	800	1,000	7610-05 Insurance - Liability	1,100	1,100	1,100
200	300	200	7610-10 Insurance - Property	200	200	200

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,614	1,730	1,800	7620	Telecommunications		1,800	1,800	1,800
14	25	20	7660-05	Materials & Supplies - Office Supplies		20	20	20
528	415	450	7750	Professional Services		445	445	445
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	45	45	
				Audit fee allocation	1	400	400	
0	0	0	7800	M & S Equipment		0	0	0
1,983	1,469	1,999	7840	M & S Computer Charges		2,133	2,133	2,133
				I.S. Fund materials & supplies costs shared city-wide				
2,367	1,200	1,500	7840-55	M & S Computer Charges - Recreational Sports		2,700	2,700	2,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
				Replacement desktop	1	1,500	1,500	
0	0	0	8130-15	Recreation Program Expenses - Concessions		0	0	0
13,233	11,390	15,669		<u>TOTAL MATERIALS AND SERVICES</u>		15,598	15,598	15,598
				<u>CAPITAL OUTLAY</u>				
411	372	330	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
411	372	330		<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
149,406	139,634	166,798		<u>TOTAL REQUIREMENTS</u>		172,679	172,679	172,679

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
17,494	16,995	19,001	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.86 FTE	20,048	20,048	20,048
			Increase reflects minimum wage increases.			
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,085	1,054	1,178	7300-05 Fringe Benefits - FICA - Social Security	1,243	1,243	1,243
254	246	275	7300-06 Fringe Benefits - FICA - Medicare	291	291	291
243	140	2,147	7300-15 Fringe Benefits - PERS - OPSRP - IAP	2,255	2,255	2,255
0	0	984	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,036	1,036	1,036
32	27	25	7300-37 Fringe Benefits - Workers' Benefit Fund	25	25	25
19,107	18,463	23,610	TOTAL PERSONNEL SERVICES	24,898	24,898	24,898
MATERIALS AND SERVICES						
22,557	20,129	30,625	8130 Recreation Program Expenses Soccer equipment, team t-shirts, field supplies, and printing, etc. \$7000 to cover additional field maintenance.	31,000	31,000	31,000
22,557	20,129	30,625	TOTAL MATERIALS AND SERVICES	31,000	31,000	31,000
41,664	38,592	54,235	TOTAL REQUIREMENTS	55,898	55,898	55,898

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
17,840	19,945	20,600	5350 Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball.	20,000	20,000	20,000
17,840	19,945	20,600	TOTAL CHARGES FOR SERVICES	20,000	20,000	20,000
17,840	19,945	20,600	TOTAL RESOURCES	20,000	20,000	20,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
7,523	9,548	9,148	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.41 FTE	9,588	9,588	9,588
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
466	592	567	7300-05 Fringe Benefits - FICA - Social Security	594	594	594
109	138	133	7300-06 Fringe Benefits - FICA - Medicare	139	139	139
216	-151	1,033	7300-15 Fringe Benefits - PERS - OPSRP - IAP	1,079	1,079	1,079
0	0	474	7300-35 Fringe Benefits - Workers' Compensation Insurance	495	495	495
13	15	12	7300-37 Fringe Benefits - Workers' Benefit Fund	12	12	12
8,327	10,143	11,367	TOTAL PERSONNEL SERVICES	11,907	11,907	11,907
MATERIALS AND SERVICES						
3,254	3,097	3,275	8130 Recreation Program Expenses T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program.	3,650	3,650	3,650
3,254	3,097	3,275	TOTAL MATERIALS AND SERVICES	3,650	3,650	3,650
11,581	13,239	14,642	TOTAL REQUIREMENTS	15,557	15,557	15,557

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
14,727	14,685	20,002	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.89 FTE	20,831	20,831	20,831
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
913	910	1,240	7300-05 Fringe Benefits - FICA - Social Security	1,291	1,291	1,291
214	213	290	7300-06 Fringe Benefits - FICA - Medicare	302	302	302
154	310	2,260	7300-15 Fringe Benefits - PERS - OPSRP - IAP	2,344	2,344	2,344
0	0	1,036	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,077	1,077	1,077
26	23	26	7300-37 Fringe Benefits - Workers' Benefit Fund	26	26	26
16,034	16,142	24,854	TOTAL PERSONNEL SERVICES	25,871	25,871	25,871
MATERIALS AND SERVICES						
12,980	14,678	15,500	7680 Materials & Supplies - Donations Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships.	15,500	15,500	15,500
18,584	17,023	21,625	8130 Recreation Program Expenses Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	22,000	22,000	22,000
31,564	31,701	37,125	TOTAL MATERIALS AND SERVICES	37,500	37,500	37,500
47,598	47,843	61,979	TOTAL REQUIREMENTS	63,371	63,371	63,371

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	0	47	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.01 FTE	50	50	50
0	0	3	7300-05 Fringe Benefits - FICA - Social Security	4	4	4
0	0	1	7300-06 Fringe Benefits - FICA - Medicare	1	1	1
0	0	6	7300-15 Fringe Benefits - PERS - OPSRP - IAP	4	4	4
0	0	3	7300-35 Fringe Benefits - Workers' Compensation Insurance	3	3	3
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	60	TOTAL PERSONNEL SERVICES	62	62	62
MATERIALS AND SERVICES						
0	0	50	8130 Recreation Program Expenses Incidental equipment or supplies to support youth sports camps and classes as needed.	50	50	50
0	0	50	TOTAL MATERIALS AND SERVICES	50	50	50
0	0	110	TOTAL REQUIREMENTS	112	112	112



**PARKS & RECREATION
Senior Center**



Organization Set – Programs

- **Administration**
- **Classes and Programs**
- **Special Events**
- **Day Tours**
- **Overnight Tours**

Organization Set #

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



General Fund – Parks & Recreation - Senior Center

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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



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

General Fund – Parks & Recreation - Senior Center

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

	2017-18 Adopted Budget	Change	2018-19 Proposed Budget
FTE Adopted Budget	2.49		
Extra Help - Senior Center		0.74	
FTE Proposed Budget		0.74	3.23



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



General Fund – Parks & Recreation – Senior Center

Historical Highlights

1965 Bessie Cornie and other community senior citizens establish McMinnville Senior Citizens, Inc. to provide social functions, recreation activity, and assistance to area seniors. Their membership meetings and activities are held in the City-owned community building at 1st Street and Galloway.

1979 McMinnville Senior Citizens Inc. assists the City in planning and passing bond levies to purchase and remodel the old National Guard building as a Community Center.

1981 The new McMinnville Community Center opens to the public. McMinnville Senior Citizens, Inc. moves its programs to the Community Center where rooms are dedicated for their use.

1987 From 1987 – 1993, Senior Programs expand at the Community Center and Senior Citizens, Inc. asks the City Council for a “stand alone” Senior Center, “a place of our own” that can better serve older adults without the scheduling difficulties of the busy Community Center. City Council approves preliminary planning efforts.

1993 City applies for and is awarded a \$600,000 Community Development Block Grant to build a “stand alone” Senior Center. Senior Citizen’s Inc. donates \$100,000 and the City adds \$300,000 to support the construction of a new Senior Center on the edge of Wortman Park.



Over 4,100 participants in special interest recreation

1995 In October, new McMinnville Senior Center opens with great fanfare. Seniors move from the Community Center to the new facility. The Mid-Willamette Valley Senior Services Agency also moves their meal site to the Senior Center and provides meals five days a week including Meals On Wheels to home bound seniors.

1995 From 1995 – 2005, Senior Programs continue to expand at the Senior Center. Senior Citizens, Inc. proves to be an outstanding partner in supporting the Senior Center by providing continued cash donations and thousands of volunteer hours annually to support operations.

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

2006 Quilt Relief Project continues at the Senior Center. This group of hard working quilters uses donations of fabrics received from community members and makes quilts and lap blankets and in turn donates them to community agencies such as Habitat for Humanity, Juliette's House, and the Yamhill County Health Start program.

2014 Friends of the McMinnville Senior Center (FMSC) donate \$10,000+ for future SC roof replacement to be completed in the next 2-3 years.

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



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



Guests enjoy a delicious lunch at the Wortman Park Café

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

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

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

2,264	94	0	7000 Salaries & Wages	0	0	0
70,004	70,280	71,810	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Coordinator II - 0.80 FTE	112,769	112,769	112,769
30,549	31,779	34,407	7000-10 Salaries & Wages - Regular Part Time	0	0	0
11,591	14,925	14,400	7000-15 Salaries & Wages - Temporary Extra Help - Senior Center - 1.41 FTE	31,795	31,795	31,795
85	25	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,260	2,160	2,160	7000-37 Salaries & Wages - Medical Opt Out Incentive	1,968	1,968	1,968
768	117	0	7300 Fringe Benefits	0	0	0
7,036	7,388	7,613	7300-05 Fringe Benefits - FICA - Social Security	9,084	9,084	9,084
1,646	1,728	1,781	7300-06 Fringe Benefits - FICA - Medicare	2,125	2,125	2,125
26,570	26,533	32,691	7300-15 Fringe Benefits - PERS - OPSRP - IAP	36,830	36,830	36,830
0	0	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
0	0	0	7300-22 Fringe Benefits - VEBA Plan	0	0	0
213	216	216	7300-25 Fringe Benefits - Life Insurance	194	194	194
555	562	572	7300-30 Fringe Benefits - Long Term Disability	610	610	610
2,856	3,059	3,485	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,947	3,947	3,947
78	78	72	7300-37 Fringe Benefits - Workers' Benefit Fund	93	93	93
0	0	99	7300-40 Fringe Benefits - Unemployment	99	99	99
1,104	760	1,199	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,200	1,200	1,200
156,578	159,703	170,505	TOTAL PERSONNEL SERVICES	200,714	200,714	200,714

MATERIALS AND SERVICES

1,286	2,246	1,900	7500 Credit Card Fees	1,700	1,700	1,700
0	0	1,500	7520-15 Public Notices & Printing - Brochure	0	0	0
30	59	200	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200
1,917	1,829	1,640	7550 Travel & Education Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.	2,000	2,000	2,000

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
9,050	9,818	9,000	7600	Electric & Natural Gas		10,000	10,000	10,000
1,600	1,400	1,700	7610-05	Insurance - Liability		2,500	2,500	2,500
2,600	3,100	3,100	7610-10	Insurance - Property		2,700	2,700	2,700
4,344	4,365	4,350	7620	Telecommunications		4,800	4,800	4,800
8,400	9,373	10,040	7650-10	Janitorial - Services		12,050	12,050	12,050
2,290	1,233	1,200	7650-15	Janitorial - Supplies		1,200	1,200	1,200
1,998	2,591	1,700	7660	Materials & Supplies		2,000	2,000	2,000
12,391	27,219	22,600	7660-37	Materials & Supplies - Wortman Park Cafe		27,000	27,000	27,000
4,092	2,261	2,500	7680	Materials & Supplies - Donations		2,500	2,500	2,500
				Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
6,998	13,698	12,000	7720	Repairs & Maintenance		45,500	45,500	45,500
				Routine maintenance & repairs, including \$5,500 for additional safety measures				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				General repairs and maintenance	1	20,000	20,000	
				Roof repair/replacement portion funded by City	1	20,000	20,000	
				Additional safety measures	1	5,500	5,500	
300	718	43,043	7720-24	Repairs & Maintenance - Donations - Seniors		45,500	45,500	45,500
				Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors and donation accts. 6420-46 and 6420-60. None of this line-item total is planned for expenditure is 2018-19. The balance is "in-holding" unless needed unexpectedly. Approx. \$30,000 of these funds will be used for re-roofing the senior center when matching city funds are available.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Repairs & maintenance funded by SC Friends	1	45,500	45,500	
506	374	10,400	7750	Professional Services		400	400	400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	400	400	
6,446	6,789	9,248	7790	Maintenance & Rental Contracts		10,000	10,000	10,000
0	0	0	7800	M & S Equipment		0	0	0
2,968	9,485	1,000	7810	M & S Equipment - Donations		1,000	1,000	1,000
				Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
2,852	2,204	2,998	7840	M & S Computer Charges		3,200	3,200	3,200
				I.S. Fund materials & supplies costs shared city-wide				

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,323	1,200	1,200	7840-60	M & S Computer Charges - Senior Center		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
515	394	400	8130-05	Recreation Program Expenses - Newsletter		100	100	100
				Production and mailing senior newsletter, a monthly publication mailed to approx. 100 seniors; expenses recovered through subscription fees in revenue account 5420, Newsletter.				
870	2,012	1,350	8135	Wortman Gallery Expenses		1,350	1,350	1,350
				Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.				
72,773	102,368	143,069	<u>TOTAL MATERIALS AND SERVICES</u>			176,900	176,900	176,900
<u>CAPITAL OUTLAY</u>								
617	559	495	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
617	559	495	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
229,968	262,629	314,069	<u>TOTAL REQUIREMENTS</u>			377,614	377,614	377,614

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	0	100	7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 0.01 FTE	100	100	100
0	0	6	7300-05 Fringe Benefits - FICA - Social Security	6	6	6
0	0	1	7300-06 Fringe Benefits - FICA - Medicare	1	1	1
0	0	11	7300-15 Fringe Benefits - PERS - OPSRP - IAP	11	11	11
0	0	3	7300-35 Fringe Benefits - Workers' Compensation Insurance	3	3	3
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	121	TOTAL PERSONNEL SERVICES	121	121	121
MATERIALS AND SERVICES						
18,913	24,447	21,100	8130 Recreation Program Expenses Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	20,000	20,000	20,000
18,913	24,447	21,100	TOTAL MATERIALS AND SERVICES	20,000	20,000	20,000
18,913	24,447	21,221	TOTAL REQUIREMENTS	20,121	20,121	20,121

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
1,520	3,156	2,500	5350 Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	1,000	1,000	1,000
1,520	3,156	2,500	TOTAL CHARGES FOR SERVICES	1,000	1,000	1,000
1,520	3,156	2,500	TOTAL RESOURCES	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
668	2,712	1,000	8130 Recreation Program Expenses Costs associated with Senior Center special fund raising events and other major programs.	500	500	500
668	2,712	1,000	<u>TOTAL MATERIALS AND SERVICES</u>	500	500	500
668	2,712	1,000	TOTAL REQUIREMENTS	500	500	500

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	0	100	7000-15 Salaries & Wages - Temporary Extra Help - Senior Center Day Tours - 0.01 FTE	100	100	100
0	0	6	7300-05 Fringe Benefits - FICA - Social Security	6	6	6
0	0	1	7300-06 Fringe Benefits - FICA - Medicare	1	1	1
0	0	11	7300-15 Fringe Benefits - PERS - OPSRP - IAP	11	11	11
0	0	3	7300-35 Fringe Benefits - Workers' Compensation Insurance	3	3	3
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	121	TOTAL PERSONNEL SERVICES	121	121	121
MATERIALS AND SERVICES						
13,438	15,200	13,400	8130 Recreation Program Expenses Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	10,000	10,000	10,000
13,438	15,200	13,400	TOTAL MATERIALS AND SERVICES	10,000	10,000	10,000
13,438	15,200	13,521	TOTAL REQUIREMENTS	10,121	10,121	10,121

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

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



PARK MAINTENANCE





General Fund – Park Maintenance

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

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

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

Core Services

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

Park Services

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

Turf/Landscape Maintenance

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

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

Sports Turf Maintenance

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

Recreation Sports Program Facility Support

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

Tree Maintenance

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



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

Park Amenities

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

Park Building Maintenance

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

Skate Park Maintenance

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

Play Equipment Maintenance

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

Community Event/Volunteer support

- Prepare facilities for special community events.

Emergency Response

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

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



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

Future Challenges and Opportunities

Maintenance planning

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

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



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

Capital Planning

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

Continue to develop strategies to provide acceptable maintenance levels

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

General Fund – Park Maintenance

2018 – 2019 Proposed Budget --- Budget Summary

Develop and implement water conservation strategies

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

Americans with Disability Act (ADA) Compliance

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

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

Department Cost Summary

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

Full-Time Equivalents (FTE)

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



General Fund – Parks Maintenance

Historical Highlights

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

General Fund – Parks Maintenance

Historical Highlights

- 2008 Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.
- 2010 Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.
- 2010 Two of five staff certified as Aquatic Facility Operator's through the National Parks and Recreation Association to meet expected state requirements for water feature operation.
- 2010 Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.
- 2011 Chegwyn Farms, a four acre neighborhood park, opens in NE McMinnville. The park features two farm themed playgrounds and is leased by the City in a partnership with the Yamhill Soil and Water Conservation District.
- 2012 Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to insure constant compliance with Oregon Health Division rules.
- 2014 Parks Maintenance staff plays a key role in Public Work's response to a major February snow storm, working alongside Street and Wastewater Services staff on deicing and sanding crews and clearing sidewalks along City facilities.
- 2014 Riverside Dog Park lighting system installed. Park Maintenance staff participated in design review and inspections on the park systems' first significant LED lighting project.

General Fund - Park Maintenance

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

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES							
<u>CHARGES FOR SERVICES</u>							
10,176	11,425	10,000	5390	Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.	10,500	10,500	10,500
10,176	11,425	10,000	<u>TOTAL CHARGES FOR SERVICES</u>		10,500	10,500	10,500
<u>MISCELLANEOUS</u>							
580	36	100	6600	Other Income	300	300	300
580	36	100	<u>TOTAL MISCELLANEOUS</u>		300	300	300
10,756	11,461	10,100	<u>TOTAL RESOURCES</u>		10,800	10,800	10,800

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

10,043	1,000	0	7000 Salaries & Wages	0	0	0
408,055	423,941	454,758	7000-05 Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Park Maintenance - 0.95 FTE Supervisor - Street Maintenance - 0.05 FTE Senior Utility Worker - Park Maintenance - 1.00 FTE Utility Worker II - Public Works - 4.00 FTE Utility Worker I - Public Works - 1.00 FTE Mechanic - Public Works - 0.45 FTE Operations Support Specialist - Public Works - 0.50 FTE	515,369	515,369	515,369
26,309	30,164	41,832	7000-15 Salaries & Wages - Temporary Extra Help - Park Maintenance - 1.35 FTE	36,790	36,790	36,790
4,003	6,348	2,500	7000-20 Salaries & Wages - Overtime	5,500	5,500	5,500
700	1,200	1,200	7000-37 Salaries & Wages - Medical Opt Out Incentive	2,400	2,400	2,400
5,001	688	0	7300 Fringe Benefits	0	0	0
26,151	27,542	31,018	7300-05 Fringe Benefits - FICA - Social Security	34,724	34,724	34,724
6,116	6,441	7,255	7300-06 Fringe Benefits - FICA - Medicare	8,118	8,118	8,118
98,736	99,552	129,898	7300-15 Fringe Benefits - PERS - OPSRP - IAP	150,718	150,718	150,718
77,459	79,456	83,063	7300-20 Fringe Benefits - Medical Insurance	92,300	92,300	92,300
14,500	7,250	7,250	7300-22 Fringe Benefits - VEBA Plan	14,500	14,500	14,500
793	804	804	7300-25 Fringe Benefits - Life Insurance	912	912	912
2,230	2,310	2,460	7300-30 Fringe Benefits - Long Term Disability	2,794	2,794	2,794
21,510	22,482	28,226	7300-35 Fringe Benefits - Workers' Compensation Insurance	31,247	31,247	31,247
267	247	264	7300-37 Fringe Benefits - Workers' Benefit Fund	287	287	287
0	1,794	2,001	7300-40 Fringe Benefits - Unemployment	1,000	1,000	1,000
701,873	711,219	792,529	TOTAL PERSONNEL SERVICES	896,659	896,659	896,659

MATERIALS AND SERVICES

533	799	750	7530 Safety Training/OSHA	500	500	500
125	293	700	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	600	600	600
1,835	2,835	3,000	7550 Travel & Education Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.	5,000	5,000	5,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :19 - PARK MAINTENANCE		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			Section :N/A				
			Program :N/A				
11,841	11,621	12,500	7590	Fuel - Vehicle & Equipment	14,500	14,500	14,500
21,438	23,173	23,000	7600	Electric & Natural Gas	23,500	23,500	23,500
9,900	8,900	10,900	7610-05	Insurance - Liability	10,800	10,800	10,800
11,600	14,000	13,500	7610-10	Insurance - Property	12,100	12,100	12,100
5,297	4,530	5,800	7620	Telecommunications	6,200	6,200	6,200
1,200	1,258	1,700	7650	Janitorial	1,500	1,500	1,500
14,257	20,003	14,500	7660	Materials & Supplies	16,500	16,500	16,500
3,077	1,271	2,500	7720-10	Repairs & Maintenance - Building Maintenance	13,700	13,700	13,700
			Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.				
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			HVAC maintenance	1	200	200	
			PW complex piping replacement (50% w/Street)	1	7,500	7,500	
			PW office heat pump replacement (50% w/Street)	1	5,000	5,000	
			Miscellaneous repairs	1	1,000	1,000	
17,942	15,543	18,000	7720-14	Repairs & Maintenance - Vehicles	20,500	20,500	20,500
75,001	89,783	84,000	7720-26	Repairs & Maintenance - Park Maintenance	90,250	90,250	90,250
			Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenity repairs/replacement, herbicides, garbage bags, dog waste station supplies, irrigation parts, play equipment parts, landscape bark, fall attenuation material, dog park surfacing and trail surfacing material.				
8,913	5,916	3,500	7720-27	Repairs & Maintenance - Park Vandalism	4,000	4,000	4,000
			Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.				
1,918	1,555	1,620	7750	Professional Services	1,315	1,315	1,315
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Section 125 administration fee	1	115	115	
			Audit fee allocation	1	1,200	1,200	
15,209	16,459	16,000	7780-07	Contract Services - Downtown	26,800	26,800	26,800
			Downtown & Alpine Avenue litter patrol and solid waste disposal				
68,142	70,238	83,000	7780-15	Contract Services - Park Maintenance	93,000	93,000	93,000
			Contract services augment staff capacity to address systems needs relative to building maintenance, electrical, plumbing, light construction, irrigation repairs, play equipment repairs, tree planting/pruning/removal, turf/landscape maintenance projects, herbicide/pesticide applications and water feature maintenance.				
1,480	2,728	2,000	7800-39	M & S Equipment - Parks	2,000	2,000	2,000
			Miscellaneous small equipment for operations and maintenance				
709	657	500	7800-42	M & S Equipment - Shop	500	500	500
			Miscellaneous small equipment and tools for shop operations and maintenance				

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,470	2,939	4,497	7840	M & S Computer Charges		4,800	4,800	4,800
				I.S. Fund materials & supplies costs shared city-wide				
6,754	4,720	6,625	7840-65	M & S Computer Charges - Park Maintenance		6,050	6,050	6,050
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI Arcview-17% shared with Plan, Bldg, Eng, Street, WWS	1	2,050	2,050		
			Hansen sewer database-25% shared with Eng, Street Replacement workstation	1	3,250	3,250		
				1	750	750		
280,642	299,221	308,592	TOTAL MATERIALS AND SERVICES			354,115	354,115	354,115
			CAPITAL OUTLAY					
719	745	742	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	8750-65	Capital Outlay Computer Charges - Park Maintenance		5,000	5,000	5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hansen software upgrade (25% shared with WWS, Street, Eng)	1	5,000	5,000		
0	0	50,000	8800	Building Improvements		0	0	0
12,869	0	0	8850	Vehicles		62,500	62,500	62,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			11 foot rotary mower (replaces 2001 unit)	1	55,000	55,000		
			2009 Compact pick up (W&L surplus transfer from Street)	1	7,500	7,500		
0	0	0	8920	Land Improvements		10,500	10,500	10,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replace piping-Discovery Meadows water feature	1	10,500	10,500		
0	0	25,000	9300-05	Park Improvements - Play Equipment		0	0	0
13,588	745	75,742	TOTAL CAPITAL OUTLAY			78,000	78,000	78,000
996,103	1,011,185	1,176,863	TOTAL REQUIREMENTS			1,328,774	1,328,774	1,328,774



LIBRARY DEPARTMENT





Budget Highlights

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

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

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

Accomplishments

Library Building:

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

Staff:

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

Challenges

Library Building and Staffing:

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

Open Hours:

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

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

Core Services

Reference and Information Services

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

Children's Services

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

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

Circulation Services

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

Technical Services

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

General Fund – Library

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

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

Full-Time Equivalents (FTE)

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

1909 The first public library in McMinnville is started by the Civic Improvement Club in the Wright Building.

1910 Civic Improvement Club works with the city and applies to the Carnegie Institute to build a library.

1913 In February 1913, the Carnegie library building is dedicated.



1973 McMinnville Public Library and 16 other libraries form the Chemeketa Cooperative Regional Library Service (CCRLS).

1980 McMinnville voters pass a 20-year bond levy (\$1,715,000) to build a library addition.

1982 Library addition opens, adding 11,500 square feet.

1986 Library installs its first automation system.

1996 Library undergoes major repairs, renovations, and earthquake retrofit.

2000 Children’s Bookmobile “hits the road” – funded by the City and Library Foundation.

2008 Library2Go downloadable book service offered through Oregon Digital Library Consortium.

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



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



2015 Book Buddies bookmobile program begins, bringing the library summer reading program to locations outside the library.



2016 Library completes plaza enhancement and receives the McMinnville Downtown Association Main Street Award for the project.

2017 All CCRLS library materials are “tagged” with Radio Frequency Identification (RFID) to assist in borrowing and inventory processes.

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	1	0	6440-20 Donations - Library - Adult Programs	0	0	0
1,364	1,799	1,500	6440-25 Donations - Library - Children's Programs Donations received from the public and local service groups and donations and compensation received for trainings performed by children's staff for children's programming, including the Children's Summer Reading Program. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs.	8,000	8,000	8,000
7,282	5,272	6,000	6600-98 Other Income - Library Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	6,300	6,300	6,300
23,909	30,065	20,150	<u>TOTAL MISCELLANEOUS</u>	26,700	26,700	26,700
204,017	220,229	210,359	<u>TOTAL RESOURCES</u>	228,061	228,061	228,061

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

16,697	119	0	7000 Salaries & Wages	0	0	0
473,120	517,948	548,808	7000-05 Salaries & Wages - Regular Full Time Library Director - 1.00 FTE Library Services Manager - 1.00 FTE Librarian III - Children's Services - 1.00 FTE Librarian III - Circulation - 1.00 FTE Librarian III - Reference - 1.00 FTE Librarian II - Reference / Young Adult - 1.00 FTE Librarian I - Children's Services - 1.00 FTE Library Technical Assistant - Technical Services - 1.00 FTE	519,000	519,000	519,000
252,706	244,236	261,996	7000-10 Salaries & Wages - Regular Part Time Librarian II - Reference - 1.18 FTE Librarian I - Children's - 0.75 FTE Library Technical Assistant - Children's - 0.75 FTE Library Technical Assistant - Circulation - 2.46 FTE Library Assistant - Children's - 0.30 FTE Library Assistant - Circulation - 0.75 FTE Library Assistant - Technical Services - 0.70 FTE Library Page - 0.73 FTE	322,883	322,883	353,789
2,067	2,251	2,590	7000-15 Salaries & Wages - Temporary Book Buddies - Labor - 0.09 FTE Program Assistant - 0.08 FTE	2,940	2,940	3,590
0	110	0	7000-20 Salaries & Wages - Overtime Book Buddies - Labor - 0.05 FTE	0	0	0
2,800	4,325	4,800	7000-37 Salaries & Wages - Medical Opt Out Incentive	3,000	3,000	3,000
6,610	923	0	7300 Fringe Benefits	0	0	0
44,220	46,554	50,729	7300-05 Fringe Benefits - FICA - Social Security	52,567	52,567	54,522
10,342	10,888	11,864	7300-06 Fringe Benefits - FICA - Medicare	12,293	12,293	12,748
164,530	164,846	209,525	7300-15 Fringe Benefits - PERS - OPSRP - IAP	224,604	224,604	232,934
80,385	79,917	82,747	7300-20 Fringe Benefits - Medical Insurance	97,218	97,218	103,808
14,000	7,167	15,000	7300-22 Fringe Benefits - VEBA Plan	15,000	15,000	16,000
1,614	1,584	1,620	7300-25 Fringe Benefits - Life Insurance	1,620	1,620	1,728
3,638	3,699	3,964	7300-30 Fringe Benefits - Long Term Disability	4,052	4,052	4,248
2,315	2,428	2,927	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,956	2,956	3,066
488	441	450	7300-37 Fringe Benefits - Workers' Benefit Fund	460	460	484

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	99	7300-40	Fringe Benefits - Unemployment	99	99	99
176	167	200	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	200	200	200
1,075,705	1,087,602	1,197,319	TOTAL PERSONNEL SERVICES		1,258,892	1,258,892	1,309,216
<u>MATERIALS AND SERVICES</u>							
940	1,400	1,500	7500	Credit Card Fees Charges for credit card payment at circulation desk for overdue fines, lost items and out of area library card fees.	1,500	1,500	1,500
259	857	1,600	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	1,500	1,500	1,500
7,886	3,971	8,000	7550	Travel & Education Membership in professional organizations, registration and travel to workshops, conferences and seminars.	7,500	7,500	7,500
1,077	1,545	1,500	7580	Volunteer Recognition Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	2,500	2,500	2,500
811	529	1,000	7590	Fuel - Vehicle & Equipment Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares, including fuel for the bookmobile.	1,000	1,000	1,000
28,835	28,091	35,000	7600	Electric & Natural Gas	35,000	35,000	35,000
11,500	9,400	11,900	7610-05	Insurance - Liability	13,600	13,600	13,600
9,300	11,000	11,200	7610-10	Insurance - Property	9,400	9,400	9,400
15,158	14,679	16,000	7620	Telecommunications Telephone and cell lines, elevator phone, bookmobile laptop connection, new internet service charges and installation costs, and alarm phones.	16,000	16,000	16,000
20,608	24,254	26,500	7650	Janitorial Contract janitorial services and supplies.	30,000	30,000	30,000
599	541	650	7660	Materials & Supplies General library and staff room supplies.	650	650	650
466	394	500	7660-15	Materials & Supplies - Postage Inter-library loan books returned by mail and other library mailing costs.	500	500	500
5,421	5,323	5,000	7660-20	Materials & Supplies - Public Services Supplies for reference area, Children's Room, and Homework Help Center; costs for toners and inkjet cartridges, copy paper and supplies for technology wall.	4,000	4,000	4,000
2,099	1,197	500	7660-30	Materials & Supplies - Public Information Library yellow pages listing, bookmarks with hours and contact information.	500	500	500
4,781	1,891	1,800	7660-60	Materials & Supplies - Administration Miscellaneous expenses for employment ads, name tags and library signage, refreshments for meetings held in the library and other administrative expenses.	2,000	2,000	2,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,124	3,913	3,500	7660-63 Materials & Supplies - Library Circulation Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service, DVD security cases, miscellaneous expenses and circulation department supplies.	3,500	3,500	3,500
4,985	5,051	5,000	7660-64 Materials & Supplies - Library Technical Services Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases.	5,000	5,000	5,000
1,697	2,256	1,700	7660-65 Materials & Supplies - Children's Programs Craft supplies, paper and miscellaneous costs for children's programming.	2,500	2,500	2,500
0	0	0	7680-10 Materials & Supplies - Donations - Adult Programs	0	0	0
0	6,150	5,500	7680-11 Materials & Supplies - Donations - Library Foundation Book Buddies bookmobile program supplies come from this budget. Library Foundation revenue account 01-21.6440-10 includes funds to reimburse this line as well as part-time personnel costs for Book Buddies.	5,500	5,500	5,500
1,363	1,799	1,500	7680-15 Materials & Supplies - Donations - Children's Programs Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.	7,000	7,000	7,000
0	0	0	7680-16 Materials & Supplies - Donations - Friends of the Library	0	0	0
8,684	11,298	10,000	7720-08 Repairs & Maintenance - Building Repairs	10,000	10,000	10,000
16,803	20,743	18,000	7720-10 Repairs & Maintenance - Building Maintenance Building maintenance including pest control, alarm inspections, extra scheduled gutter cleaning, moss treatment for roof, elevator and HVAC maintenance, garbage, windows, carpet cleaning and other regularly scheduled building maintenance.	18,000	18,000	18,000
361	1,518	400	7720-14 Repairs & Maintenance - Vehicles Repairs, maintenance and supplies for the library bookmobile.	600	600	600
2,436	1,985	1,900	7750 Professional Services	1,770	1,770	1,770
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	270	270
			Audit Fee Allocation	1	1,500	1,500
7,203	7,874	7,800	7790 Maintenance & Rental Contracts Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.	8,500	8,500	8,500
0	5,984	6,000	7800 M & S Equipment Furniture and other items have previously been budgeted in Materials & Supplies. These items will now be tracked here.	6,000	6,000	6,000
0	0	0	7810-05 M & S Equipment - Donations - Library Foundation	0	0	0
59,492	49,960	64,962	7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide	65,065	65,065	65,065

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
19,411	17,795	4,600	7840-70	M & S Computer Charges - Library		13,200	13,200	13,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	8	1,500	12,000	
				Printer/Scanner	1	1,200	1,200	
19,021	19,979	20,000	8150-05	Books & Materials - Adult Books		20,000	20,000	20,000
				Fiction and non-fiction print and electronic books for adult collections.				
1,000	0	0	8150-10	Books & Materials - Reference Books		0	0	0
				Reference books and materials for adult print reference collection. Items previously purchased for the non-circulating reference collection will now be purchased with the Adult Books budget.				
4,649	3,910	4,500	8150-15	Books & Materials - Reference Online Database		4,000	4,000	4,000
				Online subscriptions for public use: Consumer Reports, Global Road Warrior, Maps A to Z, and HeritageQuest.				
13,997	13,801	14,000	8150-20	Books & Materials - Children's Books		14,000	14,000	14,000
				Library books, audio visual, and other materials for children ages 0 - 12.				
4,492	4,451	4,500	8150-25	Books & Materials - Young Adult Books		4,500	4,500	4,500
				Library materials for young adults ages 12 - 17.				
3,987	3,990	4,000	8150-30	Books & Materials - Large Print Books		4,000	4,000	4,000
				Large print books for visually impaired adults.				
3,261	3,234	3,650	8150-35	Books & Materials - Spanish Language Materials		3,650	3,650	3,650
				Books, media, magazines and newspapers in Spanish.				
0	0	0	8150-40	Books & Materials - Bookmobile		0	0	0
5,349	5,470	5,500	8150-45	Books & Materials - Periodicals		5,500	5,500	5,500
				Newspaper and magazine subscriptions, including Spanish language titles.				
5,997	5,988	6,000	8150-50	Books & Materials - Audio Visuals-DVD		6,000	6,000	6,000
				Adult nonfiction and entertainment DVDs.				
5,369	5,321	5,500	8150-51	Books & Materials - Audio Visuals-CD Books		5,500	5,500	5,500
				Fiction and nonfiction books on CD.				
4,204	4,274	4,280	8150-55	Books & Materials - State Grant Materials		4,280	4,280	4,280
				State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library. Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries. \$4280 expended through expenditure account 8150-55, Books & Materials-State Grant Materials and \$720 spent on temporary personnel.				
13,550	10,904	400	8160	Donations - Library		400	400	400
				Various library purchases and materials funded through revenue account 6440, Donations-Library.				
102	0	250	8160-05	Donations - Library - Bookmobile Books		0	0	0
				Books and materials for the bookmobile funded through revenue account 6440-05, Donations-Library-Bookmobile.				
322,277	322,722	326,092	TOTAL MATERIALS AND SERVICES			344,115	344,115	344,115

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>						
12,333	12,663	10,714	8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	0	0	0
35,000	0	75,000	8800 Building Improvements 2019- LED lighting upgrade	25,000	25,000	25,000
47,333	12,663	85,714	<u>TOTAL CAPITAL OUTLAY</u>	25,000	25,000	25,000
1,445,315	1,422,988	1,609,125	<u>TOTAL REQUIREMENTS</u>	1,628,007	1,628,007	1,678,331



**GENERAL FUND
NON-DEPARTMENTAL**





General Fund - Non- Departmental

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

Revenues

Property Taxes - Current

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

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

Franchise Fees

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

Intergovernmental

- State Shared Revenues - Oregon state shared revenues are a significant source of funding for General Fund operations. Cigarette taxes are projected to remain consistent with prior years. However, the City's allocation of State shared revenue, which is a distribution of the State's liquor and marijuana receipts, is expected to increase slightly compared to the prior year.

- The City entered into an intergovernmental agreement with the State authorizing the State to collect the City's local marijuana tax. To date, the amount of State and local marijuana taxes distributed by the State have not shown a consistent trend. However, based on early distributions, it is estimated that local marijuana tax will be approximately \$100,000 and State shared tax will be approximately \$72,000 annually.

Urban Renewal

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

PERS Transition Liability

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

General Fund – Non-Departmental

2018 – 2019 Proposed Budget --- Budget Summary

Transfers In

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

Expenditures

Transfers Out

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

Future Challenges and Opportunities

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

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

Department Cost Summary

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



General Fund – Non-Departmental

Historical Highlights

1916	Voters establish original operating property tax base.	1996	November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.	2002	November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.
1980	First library operations 3-year serial levy passed - \$45,000 per year.			2003	Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified request with Resolution 2003-14.
1985	Second library operations 3-year serial levy passed - \$65,000 per year.	1997	January and February 1997, City Council, Budget Committee, and Department Heads review City provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.	2005	Transfers of ~\$328,000 into the General Fund helped purchase the OMI Regional Building for a total of \$1,065,000; Building became the new Community Development Center.
1986	First police, library, and transportation 3-year serial levy passed - \$300,000 per year.			2006	Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.
1988	March election passed library operations 1-year serial levy - \$80,000 per year.	1997	May 1997, Oregon voters passed Measure 50 to “clean up” Measure 47 inconsistencies. Measure 50 established district permanent tax rates.		
1988	November 1988 general election, “Life McMinnville Style” new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.	1997	City’s permanent rate is established at \$5.02.		
1990	November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.	2000	First year City levies entire \$5.02 per thousand assessed value permanent rate.		

General Fund – Non-Departmental

Historical Highlights

- 2006 McMinnville Water & Light (W&L) payment in-lieu of tax in proposed budget is less than amount collected in previous year. Trend is due to extensive conservation initiatives W&L has undertaken over the last several years.
- 2007 Implementation of Logos.net financial system established “non-assigned” revenues in Non-Departmental classification.
- 2008 All operating permanent rate, \$5.02, property tax supported funds folded into the General Fund; i.e., Fire, Parks & Recreation, and Improvements Funds.
- 2016 Executed a bank loan to refinance the City’s PERS transition liability and to fund the Urban Renewal Alpine Avenue project.

01 - GENERAL FUND

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

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,406	4,328	2,500	4490 Licenses & Permits - Misc Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.	3,600	3,600	3,600
2,312,205	2,438,776	2,378,500	TOTAL LICENSES AND PERMITS	2,739,600	2,739,600	2,739,600
INTERGOVERNMENTAL						
43,386	42,229	42,000	4720 OR State Cigarette Taxes State Shared Revenue --- Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.	42,000	42,000	42,000
308,483	346,810	315,000	4730 OR State Revenue Sharing State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.	357,000	357,000	357,000
473,287	510,199	473,000	4750 OR State Liquor Taxes State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.	520,000	520,000	520,000
0	0	0	4755 OR State Marijuana Taxes State shared revenue - statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis	72,000	72,000	72,000
21,347	197,690	0	5080-05 Inter-Agency Loan Repayment - Principal 2017 - 2018 Moved to Transfers In 01-99-6900-59.	0	0	0
0	1,417	0	5080-10 Inter-Agency Loan Repayment - Interest 2017 - 2018 Moved to Transfers In 01-99-6900-59.	0	0	0
846,503	1,098,345	830,000	TOTAL INTERGOVERNMENTAL	991,000	991,000	991,000
MISCELLANEOUS						
37,003	65,484	76,900	6310 Interest Estimated interest income earned on investments	78,100	78,100	78,100
1,285	6,011	1,500	6600 Other Income	1,500	1,500	1,500
0	0	332,746	6600-03 Other Income - PERS Transition Liability Reimb City refinanced PERS transition liability for lower interest rate in 2016. General Fund is paying debt service payments on refinancing loan and operating departments reimburse the General Fund based on the department's covered payroll.	344,496	344,496	344,496
38,288	71,494	411,146	TOTAL MISCELLANEOUS	424,096	424,096	424,096
OTHER FINANCING SOURCE						
0	0	0	6820-10 Bond Proceeds - Premium	0	0	0
0	2,192,300	0	6830-10 Loan Proceeds - Alpine Avenue-Urban Renewal	0	0	0
0	3,525,860	0	6830-15 Loan Proceeds - PERS Transition Liability	0	0	0

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	5,718,160	0	TOTAL OTHER FINANCING SOURCE				0	0	0
TRANSFERS IN									
5,817	6,020	6,337	6900-05	Transfers In - Special Assessments		6,540	6,540	6,540	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Administration and Finance personnel services support.	1	6,540	6,540		
188,401	209,171	204,174	6900-07	Transfers In - Transient Lodging Tax		375,375	375,375	375,375	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Finance personnel services support.	1	13,945	13,945		
				Transfer 30% of transient lodging taxes collected	1	361,430	361,430		
200,375	198,721	238,144	6900-20	Transfers In - Street		249,418	249,418	249,418	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Street Fund support of Engineering operations.	1	19,177	19,177		
				Engineering, Admin, & Finance personnel services support.	1	230,241	230,241		
73,871	75,721	123,902	6900-25	Transfers In - Airport		125,619	125,619	125,619	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Airport Fund support of Engineering operations.	1	10,602	10,602		
				Engineering, Admin, & Finance personnel services support.	1	115,017	115,017		
105,354	149,480	165,846	6900-45	Transfers In - Transportation		173,824	173,824	173,824	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Transportation Fund support of Engineering operations.	1	14,251	14,251		
				Engineering, Admin, & Finance personnel services support.	1	159,573	159,573		
52,236	54,999	58,359	6900-50	Transfers In - Park Development		54,723	54,723	54,723	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	54,723	54,723		
0	0	25,026	6900-58	Transfers In - Urban Renewal		44,031	44,031	44,031	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Planning personnel services support	1	44,031	44,031		

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	313,905	6900-59	Transfers In - Urban Renewal Debt Service			457,730	457,730	457,730
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Repayment of prior year expenses	1	10,000	10,000		
				Bank loan payment - Principal	1	100,000	100,000		
				Bank loan payment - Interest	1	43,499	43,499		
				Repayment of current year expenses	1	304,231	304,231		
30,954	33,628	75,788	6900-70	Transfers In - Building			69,875	69,875	69,875
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	69,875	69,875		
256,975	258,977	287,543	6900-75	Transfers In - Wastewater Services			304,257	304,257	304,257
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Wastewater Services Fund support of Engineering operations.	1	21,064	21,064		
				Engineering, Admin, & Finance personnel services support.	1	283,193	283,193		
230,222	203,109	221,294	6900-77	Transfers In - Wastewater Capital			228,203	228,203	228,203
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Wastewater Capital Fund support of Engineering operations.	1	17,645	17,645		
				Engineering, Admin, & Finance personnel services support.	1	210,558	210,558		
188,467	196,754	191,973	6900-79	Transfers In - Ambulance			228,605	228,605	228,605
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Administration and Finance personnel including Amb Billing staff	1	228,605	228,605		
38,503	44,196	45,768	6900-85	Transfers In - Insurance Services			140,347	140,347	140,347
				Insurance Services Fund distribution is to fund salaries and fringe benefits for Human Resources manager in General Fund Administration Department.					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Administration and Finance personnel services support.	1	48,291	48,291		
				Insurance Service Fund distribution	1	92,056	92,056		
1,371,175	1,430,776	1,958,059	TOTAL TRANSFERS IN				2,458,547	2,458,547	2,458,547
16,429,996	23,049,039	17,959,855	TOTAL RESOURCES				19,460,104	19,460,104	19,460,104

Budget Document Report

01 - GENERAL FUND

Department :99 - NON-DEPARTMENTAL
 Section :N/A
 Program :N/A

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
REQUIREMENTS							
<u>MATERIALS AND SERVICES</u>							
0	23,300	0	7750-63	Professional Services - Financing Issuance Cost	0	0	0
0	23,300	0	TOTAL MATERIALS AND SERVICES		0	0	0
<u>SPECIAL PAYMENTS</u>							
205,131	2,220,084	0	9395	Inter-Agency Loan - Urban Renewal	0	0	0
205,131	2,220,084	0	TOTAL SPECIAL PAYMENTS		0	0	0
<u>DEBT SERVICE</u>							
0	3,502,560	0	9417	PERS Transition Liability	0	0	0
0	0	213,420	9417-05	PERS Transition Liability - Principal In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	255,780	255,780	255,780
0	0	119,326	9417-10	PERS Transition Liability - Interest In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	88,717	88,717	88,717
0	0	33,667	9540-05	Alpine Avenue-Urban Renewal - Principal Payment of principal on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave	100,000	100,000	100,000
0	0	57,362	9540-10	Alpine Avenue-Urban Renewal - Interest Payment of interest on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave	43,499	43,499	43,499
0	3,502,560	423,775	TOTAL DEBT SERVICE		487,996	487,996	487,996
<u>TRANSFERS OUT</u>							
662,400	689,100	721,400	9700-15	Transfers Out - Emergency Communications	728,100	728,100	728,100
				<u>Description</u> General Fund support for YCOM dispatching service for PD & Fire.	<u>Units</u> 1	<u>Amt/Unit</u> 728,100	<u>Total</u> 728,100
0	0	212,876	9700-58	Transfers Out - Urban Renewal	304,231	304,231	304,231
				<u>Description</u> Urban Renewal current year expenses	<u>Units</u> 1	<u>Amt/Unit</u> 304,231	<u>Total</u> 304,231
1,150,000	800,000	800,000	9700-79	Transfers Out - Ambulance	800,000	800,000	800,000
				<u>Description</u> General Fund support of City emergency medical services	<u>Units</u> 1	<u>Amt/Unit</u> 800,000	<u>Total</u> 800,000

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
313,802	321,055	324,966	9700-80	Transfers Out - Information Systems		350,177	350,177	350,177
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	350,177	350,177	
2,126,202	1,810,155	2,059,242		<u>TOTAL TRANSFERS OUT</u>		2,182,508	2,182,508	2,182,508
				<u>CONTINGENCIES</u>				
0	0	900,000	9800	Contingencies		900,000	900,000	900,000
0	0	900,000		<u>TOTAL CONTINGENCIES</u>		900,000	900,000	900,000
				<u>ENDING FUND BALANCE</u>				
572,141	673,697	463,786	9901-07	Designated End FB - General Fd - LOSAP		622,461	622,461	622,461
				Designated carryover from proposed budget year to sbusequent for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.				
75,000	112,500	112,500	9901-25	Designated End FB - General Fd - Facility Improvements		0	0	0
6,623,209	6,341,482	2,086,861	9999	Unappropriated Ending Fd Balance		1,194,206	1,194,206	1,141,405
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from prior year operations.				
7,270,350	7,127,679	2,663,147		<u>TOTAL ENDING FUND BALANCE</u>		1,816,667	1,816,667	1,763,866
9,601,683	14,683,778	6,046,164		<u>TOTAL REQUIREMENTS</u>		5,387,171	5,387,171	5,334,370

Budget Document Report

01 - GENERAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
27,908,089	33,367,033	27,298,287	TOTAL RESOURCES	28,738,695	28,738,695	28,738,695
27,908,088	33,367,033	27,298,287	TOTAL REQUIREMENTS	28,738,695	28,738,695	28,738,695



SPECIAL ASSESSMENT FUND





Special Assessment Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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

Department Cost Summary

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



Special Assessment Fund

Historical Highlights

1976	City Council establishes Villard Street Local Improvement District.	1992	City Council re-establishes DEID – 3rd three-year assessment district ~\$42,000.	2004	City Council re-establishes DEID – 7th three-year assessment district ~\$51,500.
1986	City Council establishes Cleveland Avenue Local Improvement District - \$77,500.	1993	City Council establishes Pacific Avenue Local Improvement District - \$30,000.	2007	City Council re-establishes DEID – 8th three-year assessment district.
1986	City Council establishes Downtown Economic Improvement District (DEID) – 1st three-year assessment district ~\$33,000. DEID assessments collected “passed through” to McMinnville Downtown Association (MDA).	1995	City Council re-establishes DEID – 4th three-year assessment district ~\$42,000.	2010	City Council re-establishes DEID – 9th three-year assessment district. DEID assessments collected passed through to MDA.
1987	City Council establishes Michelbook Lane Local Improvement District - \$71,500.	1998	City Council establishes Burnette Road Local Improvement District - \$361,500.	2013	City Council re-established DEID – 10 th three-year assessment district. DEID assessments collected are passed through to MDA.
1989	City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected “passed through” to MDA.	1998	City Council re-establishes DEID – 5th three-year assessment district ~\$44,500.	2015	City is awarded a \$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.
1991	City Council establishes NE Hembree Street Local Improvement District - \$130,000.	1999	City Council establishes Newby Sidewalk Local Improvement District - \$23,000.		
1991	City Council establishes NE Newby Street Local Improvement District - \$98,000.	2001	City Council re-establishes DEID – 6th three-year assessment district ~\$47,000.		

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

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

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

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

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
538,878	282,975	224,257	TOTAL RESOURCES	220,147	220,147	220,147
538,878	282,975	224,257	TOTAL REQUIREMENTS	220,147	220,147	220,147



TRANSIENT LODGING TAX FUND





Transient Lodging Tax Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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

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

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	691,765	957,374	1,219,212	261,838
Materials & Services	481,642	643,200	834,441	191,241
Transfers Out	209,171	314,174	375,375	61,201
Total Expenditures	690,813	957,374	1,209,816	252,442
Net Expenditures	952	-	9,396	(9,396)





Transient Lodging Tax Fund

Historical Highlights

- 2013 Transient Lodging Tax Ordinance No. 4974 adopted by City Council assessing an 8% tax on the rent charged by a transient lodging provider.
- 2014 Transient Lodging Tax (TLT) collected by lodging providers beginning in January 2014.
- 2015 City Council directs TLT bylaws be revised to create a stand-alone, non-profit destination marketing organization. Visit McMinnville, to market McMinnville as a tourist destination.
- 2017 Transient Lodging Tax Ordinance No. 5026 adopted by City Council. TLT rate was increased from 8% to 10% effective August 1, 2017. This Ordinance also included RV parks and campgrounds in the definition of transient lodging tax providers effective January 1, 2018.

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
451,330	151,327	0	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	229,000	229,000	229,000
401,144	151,327	0		229,000	229,000	229,000
<u>LICENSES AND PERMITS</u>						
644,878	691,102	955,674	4220 Transient Lodging Tax Transient Lodging Taxes (TLT) are collected by lodging providers and are turned over to the City. In 2017-18, TLT rates were increased from 8% to 10% and RV parks and campgrounds became subject to the tax	1,216,825	1,216,825	1,216,825
644,878	691,102	955,674		1,216,825	1,216,825	1,216,825
<u>MISCELLANEOUS</u>						
1,310	176	700	6310 Interest Interest on past due transient lodging tax payments	600	600	600
3,095	487	1,000	6600 Other Income Penalties on past due transient lodging tax payments	1,787	1,787	1,787
4,406	663	1,700		2,387	2,387	2,387
1,100,614	843,092	957,374		1,448,212	1,448,212	1,448,212

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
0	13	0	7660	Materials & Supplies		0	0	0
27,666	6,470	16,800	7750	Professional Services		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	500	500	
733,220	475,160	626,400	8017	Tourism Promotion & Programs				
				Transient Lodging Taxes paid to Visit McMinnville				
760,886	481,642	643,200		<u>TOTAL MATERIALS AND SERVICES</u>		834,441	834,441	834,441
<u>TRANSFERS OUT</u>								
188,401	209,171	314,174	9700-01	Transfers Out - General Fund				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transfer 30% of transient lodging taxes collected	1	361,430	361,430	
				Finance personnel services support.	1	13,945	13,945	
188,401	209,171	314,174		<u>TOTAL TRANSFERS OUT</u>		375,375	375,375	375,375
<u>CONTINGENCIES</u>								
0	0	0	9800	Contingencies				
0	0	0		<u>TOTAL CONTINGENCIES</u>		238,396	238,396	238,396
<u>ENDING FUND BALANCE</u>								
151,327	152,278	0	9999	Unappropriated Ending Fd Balance				
				All funds are budgeted as expenditures instead of being carried over to ending fund balance. This allows all available dollars to be spent during the fiscal year.				
151,327	152,278	0		<u>TOTAL ENDING FUND BALANCE</u>		0	0	0
1,100,614	843,091	957,374		<u>TOTAL REQUIREMENTS</u>		1,448,212	1,448,212	1,448,212

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,100,614	843,092	957,374	TOTAL RESOURCES	1,448,212	1,448,212	1,448,212
1,100,614	843,092	957,374	TOTAL REQUIREMENTS	1,448,212	1,448,212	1,448,212



TELECOMMUNICATIONS FUND





Telecommunications Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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

Department Cost Summary

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



Telecommunications Fund

Historical Highlights

1982	Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.	2001	City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.	2003	January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
1999	Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&T Broadband.	2001	McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio.	2005	MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.
2001	New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.	2001	City receives \$453,500 from TCI / AT&T a combination of \$352,500 of “past sins money”, \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.	2006	January 2006, Major upgrade of mcm11.org website, allowing form submittal and easy access to program listings.
2001	New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.	2001	City receives \$453,500 from TCI / AT&T a combination of \$352,500 of “past sins money”, \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.	2007	Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.
2001	New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.	2002	April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.	2008	MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
				2009	“Past sins” settlement remainder of \$32,200 and accrued interest of \$11,000 paid to MCM. Remaining accrued interest of about \$40,000 to be paid in fiscal year 2010-2011.

10 - TELECOMMUNICATIONS FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
1,650	1,668	1,767	4090 Beginning Fund Balance Estimated July 1 carryover from the prior year	1,925	1,925	1,925
1,650	1,668	1,767	<u>TOTAL BEGINNING FUND BALANCE</u>	1,925	1,925	1,925
<u>LICENSES AND PERMITS</u>						
25,486	27,407	28,500	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	27,000	27,000	27,000
139,461	144,989	145,285	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	145,000	145,000	145,000
13,479	13,311	15,000	4275-07 Subscriber Fees - PEG - Frontier-Cable \$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	14,000	14,000	14,000
57,574	57,679	67,000	4275-15 Subscriber Fees - PEG - Comcast-Cable \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	59,000	59,000	59,000
236,000	243,386	255,785	<u>TOTAL LICENSES AND PERMITS</u>	245,000	245,000	245,000
<u>MISCELLANEOUS</u>						
17	157	100	6310 Interest	100	100	100
17	157	100	<u>TOTAL MISCELLANEOUS</u>	100	100	100
237,668	245,211	257,652	<u>TOTAL RESOURCES</u>	247,025	247,025	247,025

Budget Document Report

10 - TELECOMMUNICATIONS FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
139,461	144,989	145,285	8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	145,000	145,000	145,000
25,486	27,407	28,500	8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	27,000	27,000	27,000
57,574	57,679	67,000	8170-15 McMinnville Community Media - PEG Access Support-Comcast City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Frontier. Fee is required to be spent on cable access channel capital equipment.	59,000	59,000	59,000
13,480	13,310	15,000	8170-17 McMinnville Community Media - PEG Access Support-Frontier City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	14,000	14,000	14,000
236,000	243,386	255,785	<u>TOTAL MATERIALS AND SERVICES</u>	245,000	245,000	245,000
<u>CONTINGENCIES</u>						
0	0	1,450	9800 Contingencies	1,450	1,450	1,450
0	0	1,450	<u>TOTAL CONTINGENCIES</u>	1,450	1,450	1,450
<u>ENDING FUND BALANCE</u>						
1,668	1,825	417	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	575	575	575
1,668	1,825	417	<u>TOTAL ENDING FUND BALANCE</u>	575	575	575
237,668	245,211	257,652	<u>TOTAL REQUIREMENTS</u>	247,025	247,025	247,025

Budget Document Report

10 - TELECOMMUNICATIONS FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
237,668	245,211	257,652	TOTAL RESOURCES	247,025	247,025	247,025
237,668	245,211	257,652	TOTAL REQUIREMENTS	247,025	247,025	247,025



EMERGENCY COMMUNICATIONS FUND





Emergency Communications Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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

Core Services

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

Future Challenges and Opportunities

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

Department Cost Summary

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



Emergency Communications Fund

Historical Highlights

1987 Yamhill Communications Agency (YCOM) is formed under ORS 190. Previously Yamhill County and City of McMinnville operated joint emergency communication center in the basement of Yamhill County Courthouse. During this time, emergency communication expenses are a department in the General Fund.

1988 YCOM moves into a remodeled portion of the Police Department rent and primarily utility free.

1990 July 1, 1990, telephone franchise fee increased from four percent to seven percent. Franchise fee increase allowed by State of Oregon to fund enhanced 911 telephone service.

1990 July 1, 1990, Emergency Communications Fund implemented to receive additional three percent of telephone franchise fee dedicated to enhanced 911 with original four percent of telephone franchise fee continuing as General Fund revenues.

1990 State of Oregon shared revenues distributed from telephone tax revenue moved from General Fund to the new Emergency Communication Fund.

1990 YCOM City of McMinnville membership contribution made from the new Emergency Communication Fund.

1990 Emergency Communications Fund balanced by an annual transfer from the General Fund. Transfer funded 75% from General Fund property taxes, 8.75% Fire Fund property taxes, and 16.25% Ambulance Fund emergency medical service fees.

1992 City funds YCOM equipment purchase to move toward providing enhanced 911 - \$86,800.

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

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

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

- 2006 YCOM Policy Board votes to change the YCOM 190 inter-governmental agreement reorganizing the YCOM Policy Board management structure to a 5-member Executive Board. The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one “at-large” fire district member, one “at-large” city member, and the County Sheriff who also serves as Board Chairperson.
- 2008 YCOM prepares to move into the City of McMinnville’s new Public Safety Building.
- 2012 McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.

15 - EMERGENCY COMMUNICATIONS FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
109,721	117,120	134,819	4090 Beginning Fund Balance Estimated July 1 carryover from the prior year	150,512	150,512	150,512
109,721	117,120	134,819	<u>TOTAL BEGINNING FUND BALANCE</u>	150,512	150,512	150,512
<u>LICENSES AND PERMITS</u>						
1,634	3,079	1,800	4205-06 Franchise Fees - Miscellaneous-Telecommunications Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	2,000	2,000	2,000
28,858	26,154	30,000	4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	28,000	28,000	28,000
30,492	29,233	31,800	<u>TOTAL LICENSES AND PERMITS</u>	30,000	30,000	30,000
<u>INTERGOVERNMENTAL</u>						
0	7,500	7,500	5040-05 Yamhill Communications Agency - Radio System City funds for radio equipment reserve held by Yamhill County	7,500	7,500	7,500
0	7,500	7,500	<u>TOTAL INTERGOVERNMENTAL</u>	7,500	7,500	7,500
<u>CHARGES FOR SERVICES</u>						
12,090	15,730	15,730	5325 System Access Fees Fees charged for access to City's radio system.	15,990	15,990	15,990
12,090	15,730	15,730	<u>TOTAL CHARGES FOR SERVICES</u>	15,990	15,990	15,990
<u>MISCELLANEOUS</u>						
656	780	1,000	6310 Interest	1,600	1,600	1,600
656	780	1,000	<u>TOTAL MISCELLANEOUS</u>	1,600	1,600	1,600
<u>TRANSFERS IN</u>						
662,400	689,100	721,400	6900-01 Transfers In - General Fund	728,100	728,100	728,100
			<u>Description</u> General Fund support for YCOM dispatching service for PD & Fire.	<u>Units</u> 1	<u>Amt/Unit</u> 728,100	<u>Total</u> 728,100

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
81,000	84,200	88,200	6900-79	Transfers In - Ambulance		89,000	89,000	89,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Ambulance Fund support for YCOM dispatching services.	1	89,000	89,000		
743,400	773,300	809,600	<u>TOTAL TRANSFERS IN</u>			817,100	817,100	817,100
896,359	943,663	1,000,449	<u>TOTAL RESOURCES</u>			1,022,702	1,022,702	1,022,702

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS								
MATERIALS AND SERVICES								
467	503	10,000	7720-06	Repairs & Maintenance - Equipment		10,000	10,000	10,000
36,425	36,007	36,016	7750	Professional Services		36,816	36,816	36,816
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	800	800		
			Maintenance agreement for public safety radio system equipment	1	36,016	36,016		
742,347	770,915	809,600	8180-05	YCOM - Other Governmental Services		817,100	817,100	817,100
			City's member contribution for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).					
779,238	807,425	855,616	TOTAL MATERIALS AND SERVICES			863,916	863,916	863,916
CAPITAL OUTLAY								
0	0	0	8710	Equipment		0	0	0
0	0	0	TOTAL CAPITAL OUTLAY			0	0	0
CONTINGENCIES								
0	0	75,000	9800	Contingencies		75,000	75,000	75,000
0	0	75,000	TOTAL CONTINGENCIES			75,000	75,000	75,000
ENDING FUND BALANCE								
117,120	136,238	69,833	9999	Unappropriated Ending Fd Balance		83,786	83,786	83,786
			Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations					
117,120	136,238	69,833	TOTAL ENDING FUND BALANCE			83,786	83,786	83,786
896,358	943,663	1,000,449	TOTAL REQUIREMENTS			1,022,702	1,022,702	1,022,702

15 - EMERGENCY COMMUNICATIONS FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
896,359	943,663	1,000,449	TOTAL RESOURCES	1,022,702	1,022,702	1,022,702
896,358	943,663	1,000,449	TOTAL REQUIREMENTS	1,022,702	1,022,702	1,022,702



STREET FUND





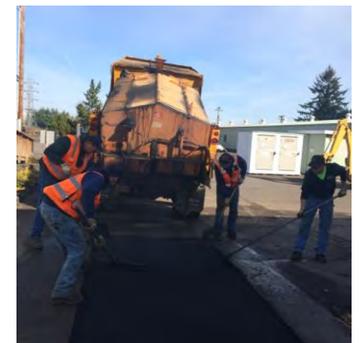
Budget Highlights

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

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

Core Services

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



Street Crew Training Session

Street (State Gas Tax) Fund

2018 – 2019 Proposed Budget --- Budget Summary

Pavement Maintenance

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

Pedestrian Facilities

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

Storm Water

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

Vehicle/Equipment Maintenance

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



**Kris Quinlan,
PW Mechanic**

Right-of-Way (ROW) maintenance

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

Community Event support

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

Traffic Operations

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



**Carlos Ochoa – New signage
installation**

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

Street Trees

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

Emergency Response

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

Future Challenges and Opportunities

Newberg/Dundee By-Pass Local Funding

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

Maintenance Planning

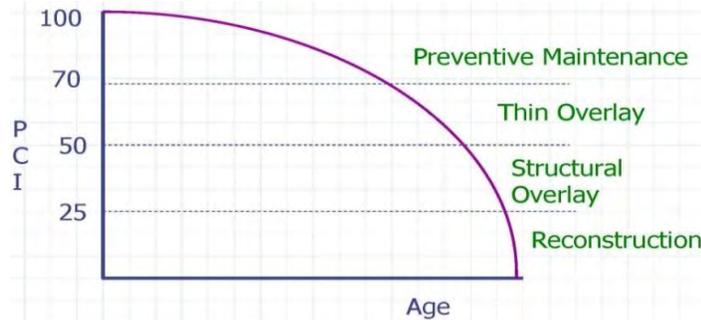
- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts. As a note, efforts have begun to evaluate the current CMMS software and to make recommendations towards updating it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

Pavement Management

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

Street (State Gas Tax) Fund

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



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

Storm Water Management

- As noted above there currently is no direct funding source for storm water related work. A small portion of the Wastewater

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

Aging Fleet

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

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

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

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

Street (State Gas Tax) Fund

2018 – 2019 Proposed Budget --- Budget Summary

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

Americans with Disabilities Act (ADA) compliance

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

Department Cost Summary

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

Full-Time Equivalent (FTE)

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



Jeff York – National Public Works Week



Street (State Gas Tax) Fund

Historical Highlights

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

Street (State Gas Tax) Fund

Historical Highlights

2010	In 20 th year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.	2012	Pedestrian crossing at 15 th & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.	2015	Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters as recommended by Federal Highway Administration. Work to be completed over a 3 year period.
2010	Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.	2012	2 nd & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks		
2010	Implemented the use of liquid deicer on streets as a tool during snow and ice events.	2013	Pedestrian safety improvements installed at mid block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new continental style crosswalks, signage and pedestrian paddles.		
2011	City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2 nd to Wallace Road.				
2011	8 th Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.	2014	Public Works crews in partnership with local contractors responded to a major February snow storm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.		
2012	2 nd & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.				

Street Fund

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

Position Description

Fund Department Section Program	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
				Page	Amount
<u>Public Works Superintendent</u>	1	352	103,010		
General Fund					
Park Maintenance (0.50 FTE)				136	51,505
Street Fund (0.50 FTE)				167	51,505
<u>Park Maintenance Supervisor</u>	1	342	78,953		
General Fund					
Park Maintenance (0.95 FTE)				136	75,005
Street Fund (0.05 FTE)				167	3,948
<u>Street Maintenance Supervisor</u>	1	342	81,531		
General Fund					
Park Maintenance (0.05 FTE)				136	4,077
Street Fund (0.95 FTE)				167	77,454
<u>SS & SD Maintenance Supervisor</u>	1	342	78,053		
Street Fund (0.10 FTE)				167	7,805
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)				220	70,248
<u>Senior Utility Worker - WWS</u>	1	333	63,637		
Street Fund (0.10 FTE)				167	6,364
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)				220	57,273

Position Description

Fund Department Section Program	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
				Page	Amount
<u>Mechanic - Public Works</u>	1	330	57,387		
General Fund					
Park Maintenance (0.45 FTE)				136	25,824
Street Fund (0.45 FTE)				167	25,824
Wastewater Services Fund					
Administration (0.10 FTE)				210	5,739
<u>Utility Worker II - WWS</u>	4	329	208,076		
Street Fund (0.40 FTE)				167	20,808
Wastewater Services Fund					
Conveyance Systems					
Sanitary (3.60 FTE)				220	187,268
<u>Operations Support Specialist</u>	1	330	57,386		
General Fund					
Park Maintenance (0.50 FTE)				136	28,693
Street Fund (0.50 FTE)				167	28,693

Budget Document Report

20 - STREET FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES								
BEGINNING FUND BALANCE								
1,796,928	2,107,690	1,827,275	4090	Beginning Fund Balance		1,797,159	1,797,159	1,797,159
				Estimated July 1 undesignated carryover from prior year				
1,796,928	2,107,690	1,827,275	TOTAL BEGINNING FUND BALANCE			1,797,159	1,797,159	1,797,159
LICENSES AND PERMITS								
28	14	50	4300	Bicycle Fees		50	50	50
28	14	50	TOTAL LICENSES AND PERMITS			50	50	50
INTERGOVERNMENTAL								
1,947,630	1,989,985	2,000,000	4740	OR State Gas Taxes		2,425,000	2,425,000	2,425,000
				State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.				
				Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities.				
1,947,630	1,989,985	2,000,000	TOTAL INTERGOVERNMENTAL			2,425,000	2,425,000	2,425,000
MISCELLANEOUS								
7,529	15,190	19,700	6310	Interest		19,200	19,200	19,200
727	2,482	1,000	6600	Other Income		500	500	500
174	0	0	6600-05	Other Income - Workers' Comp Reimbursement		0	0	0
8,430	17,672	20,700	TOTAL MISCELLANEOUS			19,700	19,700	19,700
TRANSFERS IN								
0	0	0	6900-85	Transfers In - Insurance Services		5,337	5,337	5,337
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance Service Fund distribution	1	5,337	5,337	
0	0	0	TOTAL TRANSFERS IN			5,337	5,337	5,337
3,753,016	4,115,361	3,848,025	TOTAL RESOURCES			4,247,246	4,247,246	4,247,246

20 - STREET FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

10,175	860	0	7000	Salaries & Wages	0	0	0
382,583	401,789	436,374	7000-05	Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Street Maintenance - 0.95 FTE Supervisor - Park Maintenance - 0.05 FTE Supervisor - SS & SD Maintenance - 0.10 FTE Mechanic - Public Works - 0.45 FTE Senior Utility Worker - Street - 1.00 FTE Senior Utility Worker - WWS - 0.10 FTE Utility Worker II - Street - 3.00 FTE Utility Worker II - WWS - 0.40 FTE Utility Worker I - Street - 0.25 FTE Operations Support Specialist - Public Works - 0.50 FTE	464,000	464,000	464,000
28,070	34,160	45,800	7000-15	Salaries & Wages - Temporary Extra Help - Streets - 1.71 FTE	46,531	46,531	46,531
6,980	8,585	7,500	7000-20	Salaries & Wages - Overtime	7,200	7,200	7,200
70	120	120	7000-37	Salaries & Wages - Medical Opt Out Incentive	120	120	120
5,664	415	0	7300	Fringe Benefits	0	0	0
24,855	26,323	30,366	7300-05	Fringe Benefits - FICA - Social Security	32,105	32,105	32,105
5,813	6,156	7,103	7300-06	Fringe Benefits - FICA - Medicare	7,509	7,509	7,509
86,740	88,571	119,426	7300-15	Fringe Benefits - PERS - OPSRP - IAP	128,809	128,809	128,809
102,529	97,898	97,690	7300-20	Fringe Benefits - Medical Insurance	112,808	112,808	112,808
18,300	8,508	8,500	7300-22	Fringe Benefits - VEBA Plan	18,125	18,125	18,125
752	761	758	7300-25	Fringe Benefits - Life Insurance	784	784	784
2,089	2,184	2,352	7300-30	Fringe Benefits - Long Term Disability	2,504	2,504	2,504
32,325	34,895	44,631	7300-35	Fringe Benefits - Workers' Compensation Insurance	46,957	46,957	46,957
258	244	258	7300-37	Fringe Benefits - Workers' Benefit Fund	264	264	264
0	85	99	7300-40	Fringe Benefits - Unemployment	1,000	1,000	1,000
707,204	711,555	800,977	TOTAL PERSONNEL SERVICES		868,716	868,716	868,716

MATERIALS AND SERVICES

813	1,745	1,000	7530	Safety Training/OSHA	500	500	500
118	231	700	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	600	600	600

Budget Document Report

20 - STREET FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,498	1,848	3,875	7550 Travel & Education	4,000	4,000	4,000
14,430	16,010	14,300	7590 Fuel - Vehicle & Equipment	19,000	19,000	19,000
10,976	12,197	12,450	7600 Electric & Natural Gas	12,500	12,500	12,500
56,800	45,800	57,400	7610-05 Insurance - Liability	59,700	59,700	59,700
11,600	8,700	8,800	7610-10 Insurance - Property	7,700	7,700	7,700
6,857	5,384	7,000	7620 Telecommunications	6,500	6,500	6,500
1,200	1,257	1,700	7650 Janitorial	1,500	1,500	1,500
17,837	18,129	14,500	7660 Materials & Supplies	15,000	15,000	15,000
64,924	70,060	75,000	7720 Repairs & Maintenance Materials and supplies for street maintenance activities	80,000	80,000	80,000
0	0	0	7720-05 Repairs & Maintenance - Inventory-InterDept Projects	0	0	0
25,522	19,840	24,000	7720-06 Repairs & Maintenance - Equipment	26,500	26,500	26,500
0	0	0	7720-07 Repairs & Maintenance - Inventory-Equipment	0	0	0
3,665	1,271	2,500	7720-10 Repairs & Maintenance - Building Maintenance Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.	13,700	13,700	13,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			HVAC maintenance	1	200	200
			PW office heat pump replacement (50% w/Park Maintenance)	1	5,000	5,000
			PW Complex piping replacement (50% w/Park Maintenance)	1	7,500	7,500
			Miscellaneous repairs	1	1,000	1,000
1,300	0	0	7720-14 Repairs & Maintenance - Vehicles	0	0	0
2,354	2,555	6,500	7720-28 Repairs & Maintenance - Right of Way Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.	10,000	10,000	10,000
2,750	33,013	40,000	7720-30 Repairs & Maintenance - Sidewalks Repair and construction of city sidewalks and wheelchair ramps.	40,000	40,000	40,000
4,585	9,912	6,500	7720-32 Repairs & Maintenance - Traffic Signal Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.	10,000	10,000	10,000
0	1,920	0	7720-34 Repairs & Maintenance - Parking Structure & Lots	0	0	0
0	5,492	100,000	7720-35 Repairs & Maintenance - Storm Drains Repair of the storm drainage system within the public right-of-way.	100,000	100,000	100,000

Budget Document Report

20 - STREET FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
10,391	2,795	8,320	7750	Professional Services		17,760	17,760	17,760
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	160	160	
				Audit fee allocation	1	1,600	1,600	
				Pavement rating	1	6,000	6,000	
				Facilities assessment	1	10,000	10,000	
108,515	105,654	247,100	7780-12	Contract Services - Street Maintenance		229,600	229,600	229,600
				Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Downtown contract sweeping	1	20,000	20,000	
				City wide contract sweeping	1	70,000	70,000	
				Inmate work crew	1	3,600	3,600	
				Striping	1	25,000	25,000	
				Snow removal services	1	10,000	10,000	
				Pavement Repairs	1	100,000	100,000	
				Backflow Testing	1	1,000	1,000	
1,720	957	4,000	7800	M & S Equipment		3,000	3,000	3,000
				Miscellaneous small equipment for operations and maintenance				
709	657	500	7800-42	M & S Equipment - Shop		500	500	500
				Miscellaneous small equipment and tools for shop operations and maintenance				
4,462	3,674	5,497	7840	M & S Computer Charges		5,866	5,866	5,866
				I.S. Fund materials & supplies costs shared city-wide				
9,254	8,570	10,125	7840-75	M & S Computer Charges - Street		9,550	9,550	9,550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI Arcview-17%, shared with Plan, Bldg,Eng, Pk Maint, WWS	1	2,050	2,050	
				Hansen sewer database-25%, shared with Eng, Pk Maint, WWS	1	3,250	3,250	
				Street Saver maintenance / subscription	1	3,500	3,500	
				Replacement workstation	1	750	750	
13,059	11,940	16,250	8190	Signs		18,000	18,000	18,000
				Street signing materials and supplies, along with replacement of downtown parking signage.				
226,953	223,015	227,000	8200	Street & Parking Lot Lighting		240,000	240,000	240,000
				McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.				
14,447	0	12,000	8210	Street Tree Program		12,000	12,000	12,000
				The street tree program includes activities related to planting, removal and pruning of street trees in the downtown core. It also includes work on right of way trees around the community related to storm damage, including clean-up, pruning, and removals.				

Budget Document Report

20 - STREET FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
616,738	612,625	907,017	TOTAL MATERIALS AND SERVICES				943,476	943,476	943,476
<u>CAPITAL OUTLAY</u>									
11,800	2,500	45,000	8710	Equipment			120,500	120,500	120,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Backhoe/loader (replaces 1991 unit)	1	100,000	100,000			
			Backhoe debris removal attachment (replaces 1991 unit)	1	10,500	10,500			
			9 foot snow plow attachment	1	10,000	10,000			
925	931	906	8750	Capital Outlay Computer Charges			0	0	0
			I.S. Fund capital outlay costs shared city-wide						
0	0	0	8750-75	Capital Outlay Computer Charges - Street			5,000	5,000	5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Hansen software upgrade (25% shared with Park Mnt, WWS, Eng)	1	5,000	5,000			
12,725	3,431	45,906	TOTAL CAPITAL OUTLAY				125,500	125,500	125,500
<u>TRANSFERS OUT</u>									
200,375	198,721	238,144	9700-01	Transfers Out - General Fund			249,418	249,418	249,418
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Street Fund support of Engineering operations.	1	19,177	19,177			
			Engineering, Admin, & Finance personnel services support.	1	230,241	230,241			
100,000	600,000	400,000	9700-45	Transfers Out - Transportation			570,000	570,000	570,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Gas tax revenues used to fund Transportation Fund expenses.	1	570,000	570,000			
8,284	8,481	8,597	9700-80	Transfers Out - Information Systems			9,276	9,276	9,276
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Information Systems personnel services support.	1	9,276	9,276			
308,659	807,202	646,741	TOTAL TRANSFERS OUT				828,694	828,694	828,694
<u>CONTINGENCIES</u>									
0	0	250,000	9800	Contingencies			250,000	250,000	250,000
0	0	250,000	TOTAL CONTINGENCIES				250,000	250,000	250,000

Budget Document Report

20 - STREET FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>ENDING FUND BALANCE</u>						
2,107,690	1,980,548	1,197,384	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	1,230,860	1,230,860	1,230,860
2,107,690	1,980,548	1,197,384	<u>TOTAL ENDING FUND BALANCE</u>	1,230,860	1,230,860	1,230,860
3,753,015	4,115,362	3,848,025	<i>TOTAL REQUIREMENTS</i>	4,247,246	4,247,246	4,247,246

Budget Document Report

20 - STREET FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,753,016	4,115,361	3,848,025	TOTAL RESOURCES	4,247,246	4,247,246	4,247,246
3,753,015	4,115,361	3,848,025	TOTAL REQUIREMENTS	4,247,246	4,247,246	4,247,246



AIRPORT MAINTENANCE FUND



- **Airport Layout Map**

Budget Highlights

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



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

Core Services

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

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

- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.
- The adopted “Minimum Standards for Commercial Aeronautical Activities” for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.
- Per the FAA’s Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airports in Oregon, with an estimated 63,500 total aircraft operations during FAA fiscal year 2009.



There are 121 based aircraft at the McMinnville Municipal Airport.

- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the FBO building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

Airport Maintenance Fund

2018 – 2019 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

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

Department Cost Summary

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



Photo: Washington Dept. Fish & Wildlife

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



Airport Maintenance Fund

Historical Highlights

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

Historical Highlights

- 2017 Potcake Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.
- 2018 Primary Runway 4/22 reconstructed at a cost of \$8.4M – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP). 10% Matching funds paid by ConnectOregon V Grant.
- 2018 City secures an Oregon Department of Aviation (ODA) Critical Oregon Airports Relief (COAR) Program grant for the 10% matching funds for Phase 1 design and bidding for \$333,000 of apron/taxiway work.

(SALMON RIVER HWY. NO. 39)

CRUCKSHANK RD.

EVERGREEN

EVERGREEN

CIRRUS AVE.

NIMBUS LP

Light Beacon

TAXIWAY "A1"

TAXIWAY "A"

AIRCRAFT HANGARS

TAXIWAY "A"

TAXIWAY "A2"

TAXIWAY "A3"

TAXIWAY "A"

TAXIWAY "A4"

G St Antenna

ASOS WX Station

WIND TEE & WIND SOCK

AIRPORT RD.

AIRPORT RD.

35

RUNWAY SAFETY AREA

McMINNVILLE MUNICIPAL AIRPORT

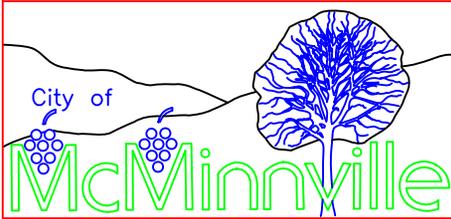
RUNWAY SAFETY AREA

SOUTH

YAMHILL RIVER

RIVER

Localizer Antenna



AIRPORT 2011

25 - AIRPORT MAINTENANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
0	50,000	100,000	4025-15 Designated Begin FB-Airport Fd - Facility Improvements	0	0	0
835,256	818,722	708,459	4090 Beginning Fund Balance <small>Estimated July 1 carryover from prior year</small>	763,883	763,883	763,883
835,256	868,722	808,459	<u>TOTAL BEGINNING FUND BALANCE</u>	763,883	763,883	763,883
<u>INTERGOVERNMENTAL</u>						
507,982	1,699,071	5,982,864	4580 FAA Grant <small>FAA grant for environmental and design work related to the rehabilitation and reconstruction of the main runway 4-22 project planned for 2016-17. Grant will fund 90% of the cost; City will match will be 10%.</small>	219,000	219,000	219,000
56,442	50,979	599,518	4775-10 ODOT State Grants - Connect Oregon <small>Connect Oregon V grant funds used for 10% match which is required with FAA grants</small>	0	0	0
0	0	3,700	4790 OR Aviation Department Grant <small>Critical Oregon Airport Relief (COAR) Program grant funds used for 10% match which is required with FAA grants. The state collects these funds via a tax on aviation fuel sales.</small>	20,333	20,333	20,333
564,425	1,750,050	6,586,082	<u>TOTAL INTERGOVERNMENTAL</u>	239,333	239,333	239,333
<u>CHARGES FOR SERVICES</u>						
13,654	13,654	13,600	5400-05 Property Rentals - Crop Share & USDA	66,800	66,800	66,800
60,530	61,242	62,100	5400-10 Property Rentals - Land Leases	63,500	63,500	63,500
124,488	128,322	127,600	5400-15 Property Rentals - OSP Building	135,100	135,100	135,100
9,773	8,844	8,910	5400-20 Property Rentals - Fixed Base Operator Lease	9,200	9,200	9,200
32,586	44,792	37,000	5400-25 Property Rentals - City Hangar	51,300	51,300	51,300
241,031	256,854	249,210	<u>TOTAL CHARGES FOR SERVICES</u>	325,900	325,900	325,900
<u>MISCELLANEOUS</u>						
3,477	5,523	8,800	6310 Interest	800	800	800
9,029	12,871	8,000	6600 Other Income <small>Includes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.</small>	8,000	8,000	8,000
12,506	18,394	16,800	<u>TOTAL MISCELLANEOUS</u>	8,800	8,800	8,800
1,653,217	2,894,020	7,660,551	<u>TOTAL RESOURCES</u>	1,337,916	1,337,916	1,337,916

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>								
0	0	0	8800	Building Improvements		0	0	0
0	1,767,936	6,200,072	8920-10	Land Improvements - FAA - Runway & Taxiway Const		0	0	0
0	42,045	0	9120	Sewer Construction		0	0	0
0	1,809,981	6,200,072	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
<u>TRANSFERS OUT</u>								
73,871	75,721	123,902	9700-01	Transfers Out - General Fund		125,619	125,619	125,619
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Airport Fund support of Engineering operations.	1	10,602	10,602		
			Engineering, Admin, & Finance personnel services support.	1	115,017	115,017		
73,871	75,721	123,902	<u>TOTAL TRANSFERS OUT</u>			125,619	125,619	125,619
<u>CONTINGENCIES</u>								
0	0	300,000	9800	Contingencies		300,000	300,000	300,000
0	0	300,000	<u>TOTAL CONTINGENCIES</u>			300,000	300,000	300,000
<u>ENDING FUND BALANCE</u>								
50,000	100,000	100,000	9925-15	Designated End FB - Airport Fd - Facility Improvements		0	0	0
818,722	535,409	374,191	9999	Unappropriated Ending Fd Balance		480,464	480,464	480,464
			Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.					
868,722	635,409	474,191	<u>TOTAL ENDING FUND BALANCE</u>			480,464	480,464	480,464
1,653,217	2,894,019	7,679,616	<u>TOTAL REQUIREMENTS</u>			1,337,916	1,337,916	1,337,916

25 - AIRPORT MAINTENANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,653,217	2,894,020	7,660,551	<i>TOTAL RESOURCES</i>	1,337,916	1,337,916	1,337,916
1,653,217	2,894,020	7,679,616	<i>TOTAL REQUIREMENTS</i>	1,337,916	1,337,916	1,337,916



**PUBLIC SAFETY FACILITIES
CONSTRUCTION FUND**





Public Safety Facilities Construction Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

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



Future Challenges and Opportunities

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

PROJECT REVENUE:

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

Total Available Revenue: \$14,415,000

PROJECT EXPENSES:

Police Building	\$10,342,000
Civic Hall	\$3,688,000
Miscellaneous Costs	\$406,000

Total Expenses: \$14,415,000

Department Cost Summary

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



Public Safety Facilities Construction Fund

Historical Highlights

1940's Police Department housed in south administrative area of old Fire Hall Building.

1940's When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.

1960's In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.

1986 City of McMinnville purchased the building from McMinnville Water & Light Department.

1987 City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).

1987 City of McMinnville Police Department and YCOM move into remodeled facilities.

1990's Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.

2006 City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.

2006 The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.

2007 Construction of the new Public Safety Facility, located at the SW corner of 2nd St / Adams St, commences.

2008 The construction of the new Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.

2009 The construction of the new Civic Hall and Mayor Edward J. Gormley Plaza completed.

2011 90% of arbitrage rebate liability paid to Internal Revenue Service. 10% of liability reserved for final arbitrage calculation which will be completed in 2016.

2012 Projects are complete. Unspent bond proceeds of \$42,337 transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds debt service.



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

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
11,476	3,184	2,952	4040-05 Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve Proceeds from 2006 issuance of bonds carried forward for payment of possible arbitrage rebate liability.	0	0	0
169	219	0	4090 Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	0	0	0
11,645	3,403	2,952	<u>TOTAL BEGINNING FUND BALANCE</u>	0	0	0
<u>MISCELLANEOUS</u>						
50	27	100	6310 Interest	0	0	0
50	27	100	<u>TOTAL MISCELLANEOUS</u>	0	0	0
11,695	3,430	3,052	<u>TOTAL RESOURCES</u>	0	0	0

Budget Document Report

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
8,292	550	0	7750-57 Professional Services - Financing Administration	0	0	0
8,292	550	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
<u>TRANSFERS OUT</u>						
0	0	3,052	9700-60 Transfers Out - Debt Service	0	0	0
0	0	3,052	<u>TOTAL TRANSFERS OUT</u>	0	0	0
<u>ENDING FUND BALANCE</u>						
3,184	0	0	9940-05 Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve	0	0	0
219	2,880	0	9999 Unappropriated Ending Fd Balance	0	0	0
3,403	2,880	0	<u>TOTAL ENDING FUND BALANCE</u>	0	0	0
11,695	3,430	3,052	<u>TOTAL REQUIREMENTS</u>	0	0	0

Budget Document Report

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
11,695	3,430	3,052	TOTAL RESOURCES	0	0	0
11,695	3,430	3,052	TOTAL REQUIREMENTS	0	0	0



TRANSPORTATION FUND





Transportation Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- Planned capital improvements during fiscal year 2018-19 include:
 - The completion of the Hill Road corridor improvements project (Transportation Bond);
 - The construction of the 1st & 2nd Street pedestrian improvements project (Transportation Bond);
 - The construction of pedestrian & safety improvement projects (Transportation Bond);
 - The construction of the 2018 Contract Overlays (Transportation Bond) & 2018 Slurry Seals (State Gas Taxes) projects;
 - The design and construction of the Old Sheridan Road corridor improvements project (Transportation Bond);
- The 2018-19 proposed budget includes a transfer of \$570,000 from the Street Fund to help fund street preservation (non-transportation bond overlay work & slurry seal applications) work in various areas around the community.
- Also included in the 2018-19 budget proposal is the \$201,248 principal & interest payment on the ODOT loan for the City's portion of the Newberg – Dundee bypass project. The City will use a portion of our allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment. The remainder of the City's STP funds will be aggregated with future STP allotments and fund exchanged with ODOT in a future fiscal year to help pay for street preservation work.

Core Services

- Capital improvements to the City's transportation system that increase the system capacity.
- Contracted maintenance projects that extend the life of the City's transportation system.

Future Challenges and Opportunities

- Develop an implementation plan to address the remaining transportation capital needs identified in the updated Transportation System Plan.



During the summer of 2017, the \$2.6-million NE 5th Street Improvements Project was completed. The purpose of the project is to improve traffic flow in the City's core and enhance roadway and pedestrian safety. These improvements are part of the transportation bond measure approved by the voters in 2014.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	1,496,997	9,190,487	1,028,448	(8,162,039)
Materials & Services	1,932,463	1,992,700	489,700	(1,503,000)
Capital Outlay	5,082,698	11,322,000	5,680,000	(5,642,000)
Debt Service	201,248	201,248	201,248	-
Transfers Out	149,480	165,846	173,824	7,978
Total Expenditures	7,365,889	13,681,794	6,544,772	(7,137,022)
Net Expenditures	(5,868,892)	(4,491,307)	(5,516,324)	1,025,017



- Capital Improvement Projects
- Sidewalk/Pedestrian Safety Projects
- Street Repair and Paving Projects

2014 Street Improvements & Repair Bond Projects

Capital Improvement Projects

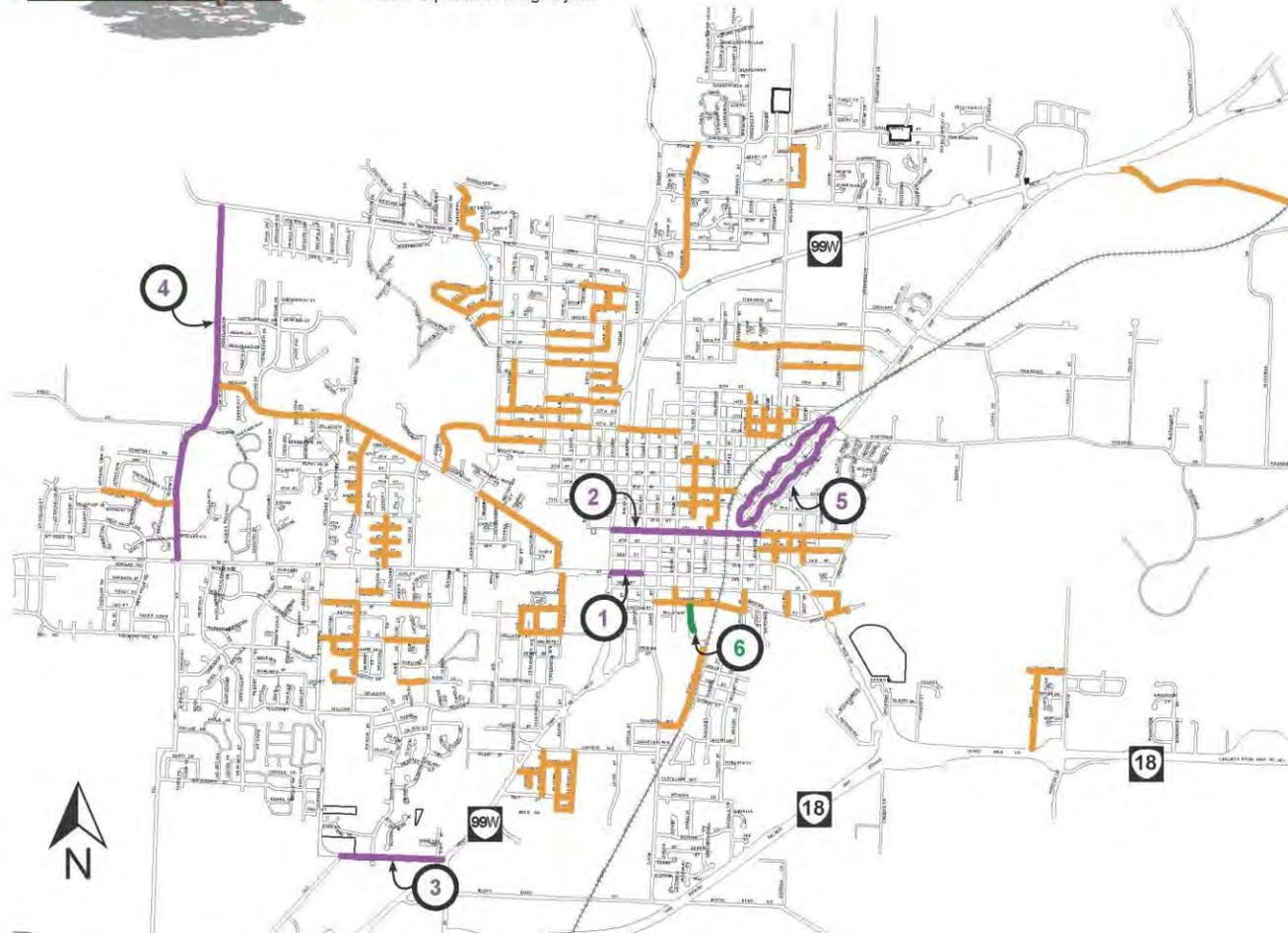
- 1** **Improvements to NE 2nd Street between Adams Street and Cows Street** to address traffic congestion, including installing an additional left turn lane; a westbound right turn lane; upgraded traffic signals, bike lanes; and pedestrian improvements
- 2** **Upgrades to NE 5th Street between Lafayette Avenue and Adams Street** to improve downtown traffic flow, including new traffic signals, intersection curb extensions to improve pedestrian safety and new pavement surfacing
- 3** **Reconstruction of SW Old Sheridan Road between 99W and Cypress Lane**, including traffic signal upgrades, new turn lanes, bridge reconstruction, bike lanes and pedestrian improvements to improve traffic flow and safety.
- 4** **Widening and improvement of NW Hill Road between 2nd Street and Baker Creek Road**, including new travel lanes, traffic control, turn lanes, bike lanes, sidewalks, landscaping and realignment of the existing s-curves to improve safety along the corridor.
- 5** **Improvement of a portion of NE Alpine Avenue in the City's Northeast Gateway District** including street surfacing, pedestrian facilities, utility upgrades and landscaping to encourage economic development.

Sidewalk/Pedestrian Safety Projects

- 6** **SE Ford:** add sidewalk to SE Ford from Washington to Cozine Creek
- School/Public Facility Sidewalk/Pedestrian Improvements:** add sidewalks and pedestrian safety improvements in various areas adjacent to schools and public facilities. An example would be Star Mill Way adjacent to Lower City Park (project not shown)
- 1st/2nd Street Pedestrian Safety Improvements:** Curb extensions and pedestrian safety improvements at various intersections on 1st and 2nd Streets in the downtown area (project not shown)

Street Repair and Repaving

Rehabilitation and Repaving of portions of 84 City Streets: totaling about 14 miles, locations as shown on the map. A complete list of streets can be found on the City's website at www.ci.mcminnville.or.us





Transportation Fund

Historical Highlights

1856	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 st Street / Evans Street / 5 th Street.	1983	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	Transportation Fund implemented to account for SDCs and street capital projects.
1900	In the early 1900's, many of the downtown area streets constructed.	1986	Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.	1996	McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes.
1950	Approximately 15 miles of City streets --- mostly from the downtown area north to 15 th Street - both east and west of Adams / Baker Streets.	1990	Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area.	1997	West 2 nd Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
1970	Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.	1994	City adopts "Transportation Master Plan."	1997	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.
1975	Voters pass 5-year roadway serial levy - \$120,000 per year.	1995	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.	1999	In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.
1980	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.		

Transportation Fund

Historical Highlights

2000 Pedestrian improvements along Fellows Street west of 99W are installed - bond project.

2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.

2007 City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.

2009 Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.

2010 City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.

2010 In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.

2013 City Council authorizes Mayor to accept ODOT's terms & conditions on proposed Oregon Transportation Infrastructure bank loan for City's share of local funding match for the Newberg-Dundee bypass project.

2014 The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.

2017 The City worked with the School District to identify needed pedestrian safety improvements near schools and other public facilities. In 2017, the City completed \$1.2-million of work to sidewalks and crosswalks in many areas of the community, including:

- Adding sidewalk along Ford Street south of 1st Street;
- Upgrades to the Fellows Street / Agee Street crossing;
- Installation of sidewalk and crossing improvements along South Davis Street (Alethea Way to Cleveland Avenue);
- Upgrades to the Michelbook Lane / Ash Street crossing;
- Upgrades to the Galloway Street / 15th Street crossing;
- Completion of the Star Mill Way - Wallace Road sidewalk; and
- Sidewalk improvements along Grandhaven Street (Lucas Drive to Grandhaven Drive)



Budget Document Report

45 - TRANSPORTATION FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
2,049,290	2,271,426	2,606,177	4045-05 Designated Begin FB-Transport Fd - Transportation SDC Estimated system development charge (SDC) designated carryover at July 1 from prior year; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	2,190,757	2,190,757	2,296,537
18,110,675	15,163,208	8,712,583	4045-15 Designated Begin FB-Transport Fd - Bond Proceeds Proceeds carried forward from GO bonds designated for projects, as defined in November 2014 ballot measure	7,206,664	7,206,664	8,485,534
138,213	11,244	139,032	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	-165,741	-165,741	-186,741
20,298,178	17,445,877	11,457,792	TOTAL BEGINNING FUND BALANCE	9,231,680	9,231,680	10,595,330
INTERGOVERNMENTAL						
40,361	57,882	399,639	4777 OR Department of Transportation ODOT's contribution to the 2nd Street transportation bond project per IGA #30520	0	0	0
0	201,248	201,248	4810 OR Federal Exchange - TEA 21 The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. The exchange rate is 94 cents of state funds for every \$1 of federal funds exchanged. Without the fund exchange, the federal dollars would need to be spent on a federal aid project. The funds are also used to cover the principal/interest on the ODOT loan for the City's share of the Newberg/Dundee Bypass (exchanged at \$1 state for \$1 federal).	201,248	201,248	201,248
40,361	259,130	600,887	TOTAL INTERGOVERNMENTAL	201,248	201,248	201,248
CHARGES FOR SERVICES						
252,413	479,540	200,000	5500 System Development Charges Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increase the city's transportation system capacity.	200,000	200,000	200,000
252,413	479,540	200,000	TOTAL CHARGES FOR SERVICES	200,000	200,000	200,000
MISCELLANEOUS						
4,067	13,280	14,100	6310 Interest	16,700	16,700	16,700
115,157	145,047	60,500	6310-30 Interest - Bond	40,500	40,500	40,500
0	0	0	6600 Other Income	0	0	0
119,224	158,327	74,600	TOTAL MISCELLANEOUS	57,200	57,200	57,200
OTHER FINANCING SOURCE						
0	0	7,915,000	6820-05 Bond Proceeds - Par Amount	0	0	0

Budget Document Report

45 - TRANSPORTATION FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	6820-10	Bond Proceeds - Premium		0	0	0
0	0	7,915,000	TOTAL OTHER FINANCING SOURCE			0	0	0
TRANSFERS IN								
100,000	600,000	400,000	6900-20	Transfers In - Street		570,000	570,000	570,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Gas tax revenues used to fund Transportation Fund expenses.	1	570,000	570,000		
100,000	600,000	400,000	TOTAL TRANSFERS IN			570,000	570,000	570,000
20,810,177	18,942,875	20,648,279	TOTAL RESOURCES			10,260,128	10,260,128	11,623,778

45 - TRANSPORTATION FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

20,276	27,385	41,700	7750	Professional Services	92,200	92,200	92,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit fee allocation	1	14,200	14,200
				Yamhill Parkway Committee Support	1	18,000	18,000
				Miscellaneous consulting services	1	10,000	10,000
				Lafayette Avenue Pavement Design Services	1	50,000	50,000
800	0	0	7750-57	Professional Services - Financing Administration	0	0	0
0	0	0	7750-63	Professional Services - Financing Issuance Cost	0	0	0
0	0	0	7770-65	Professional Services - Projects - Curb Ramp Replacement	0	0	0
85,202	20,214	25,000	7770-67	Professional Services - Projects - Street Resurfacing	25,000	25,000	25,000
				Consulting services related to street repair and repaving projects (bond measure)			
185,071	306,870	191,000	7770-70	Professional Services - Projects - 2nd Street Improvements	0	0	0
				Consulting services related to 2nd Street improvements project (bond measure)			
490,804	118,132	0	7770-71	Professional Services - Projects - 5th Street Improvements	0	0	0
				Consulting services related to 5th Street improvements project (bond measure)			
410,411	227,011	50,000	7770-72	Professional Services - Projects - Alpine Avenue	0	0	0
				Consulting services related to Alpine Avenue improvements project (bond measure)			
243,942	862,382	1,115,000	7770-73	Professional Services - Projects - Hill Road Improvements	82,500	82,500	179,200
				Consulting services related to Hill Road improvements project (bond measure)			
0	0	150,000	7770-74	Professional Services - Projects - Old Sheridan Road	145,000	145,000	210,400
				Consulting services related to Old Sheridan Road improvements project (bond measure)			
43,858	118,254	60,000	7770-75	Professional Services - Projects - Ford Street Sidewalk	0	0	0
				Consulting services related to Ford Street sidewalk project (bond measure)			
5,599	101,606	195,000	7770-76	Professional Services - Projects - 1st & 2nd Pedestrian Improvement	20,000	20,000	20,000
				Consulting services related to 1st and 2nd Street pedestrian safety improvements project (bond measure)			
37,845	150,607	165,000	7770-77	Professional Services - Projects - Pedestrian & Safety Improvements	125,000	125,000	125,000
				Consulting services related to pedestrian safety projects (bond measure)			
1,523,807	1,932,463	1,992,700	TOTAL MATERIALS AND SERVICES		489,700	489,700	651,800

CAPITAL OUTLAY

0	90,240	100,000	9020-05	Street Resurfacing - Seal Coating	100,000	100,000	100,000
				Slurry seal application on various City streets, primarily using fund exchange resources.			
16,330	540,899	0	9020-10	Street Resurfacing - Contract Overlays	0	0	0
				Pavement overlay of various City streets, primarily using fund exchange resources.			

Budget Document Report

45 - TRANSPORTATION FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,717,692	1,789,991	1,427,000	9020-20 Street Resurfacing - Bond Measure Street repair and repaving projects	900,000	900,000	900,000
0	128,450	1,860,000	9030-05 Street Improvements - 2nd Street Improvements to NE 2nd St between Adams and Cowls (bond measure)	0	0	75,000
1,116	1,987,580	0	9030-06 Street Improvements - 5th Street Upgrades to NE 5th St between Lafayette Ave and Adams St (bond measure)	0	0	25,000
0	544,800	910,000	9030-07 Street Improvements - Alpine Avenue Improvement of a portion of NE Alpine Ave (bond measure)	0	0	0
0	281	4,525,000	9030-08 Street Improvements - Hill Road North Widening and improvement of NW Hill Rd between 2nd St and Baker Cr Rd (bond measure)	2,300,000	2,300,000	2,890,000
0	228	300,000	9030-10 Street Improvements - Ford Street Sidewalk Ford Street sidewalk safety project (bond measure)	0	0	0
0	0	900,000	9030-11 Street Improvements - 1st & 2nd Street Pedestrian 1st/2nd St pedestrian safety improvements (bond measure)	1,500,000	1,500,000	2,000,000
0	230	1,300,000	9030-12 Street Improvements - Pedestrian & Safety Sidewalk / pedestrian safety improvements (bond measure)	880,000	880,000	880,000
0	0	0	9150-05 Developer Reimbursement - Storm Drainage Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.	0	0	0
1,735,138	5,082,698	11,322,000	<u>TOTAL CAPITAL OUTLAY</u>	5,680,000	5,680,000	6,870,000
<u>DEBT SERVICE</u>						
0	155,400	159,942	9472-05 ODOT Loan - Newberg/Dundee Bypass - Principal Payment on ODOT loan for Phase I of project	154,409	154,409	154,409
0	45,848	41,306	9472-10 ODOT Loan - Newberg/Dundee Bypass - Interest Interest payment for City's loan balance	46,839	46,839	46,839
0	201,248	201,248	<u>TOTAL DEBT SERVICE</u>	201,248	201,248	201,248
<u>TRANSFERS OUT</u>						
105,354	149,480	165,846	9700-01 Transfers Out - General Fund	173,824	173,824	173,824
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Transportation Fund support of Engineering operations.	1	14,251	14,251
			Engineering, Admin, & Finance personnel services support.	1	159,573	159,573
105,354	149,480	165,846	<u>TOTAL TRANSFERS OUT</u>	173,824	173,824	173,824
<u>CONTINGENCIES</u>						
0	0	500,000	9800 Contingencies Budget Note: As budgeted, contingency is 100% bond proceeds	500,000	500,000	500,000

Budget Document Report

45 - TRANSPORTATION FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	500,000	TOTAL CONTINGENCIES	500,000	500,000	500,000
ENDING FUND BALANCE						
2,271,426	2,643,395	1,991,593	9945-05 Designated End FB - Transport Fd - Transportation SDC Designated system development charge (SDC) carryover from proposed budget year to subsequent year; accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	2,047,392	2,047,392	2,045,733
15,163,208	9,150,486	4,267,692	9945-15 Designated End FB - Transport Fd - Bond Proceeds Proceeds from GO bonds carried forward from proposed budget year to subsequent year; proceeds designated for transportation projects, as defined in November 2014 ballot measure	1,156,097	1,156,097	1,190,416
11,243	-216,896	207,200	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	11,867	11,867	-9,243
17,445,877	11,576,986	6,466,485	TOTAL ENDING FUND BALANCE	3,215,356	3,215,356	3,226,906
20,810,176	18,942,875	20,648,279	TOTAL REQUIREMENTS	10,260,128	10,260,128	11,623,778

Budget Document Report

45 - TRANSPORTATION FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
20,810,177	18,942,875	20,648,279	TOTAL RESOURCES	10,260,128	10,260,128	11,623,778
20,810,176	18,942,875	20,648,279	TOTAL REQUIREMENTS	10,260,128	10,260,128	11,623,778



PARK DEVELOPMENT FUND





Park Development Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- The Park Development Fund’s main funding source has been the voter approved \$9.1 million parks bond measure from 2000. That funding source is slated to be spent after the construction of the NW Neighborhood Park. There is no other revenue source currently identified, other than Parks SDC’s or potential grants, to facilitate additional improvements, upgrades or new construction to McMinnville’s park system. The projection for SDC revenue over the next few years is not sufficient to fund much beyond the debt service payments and administrative fees. The 2000 bonds are scheduled to be paid off in 2021.
- The 2018-19 proposed budget estimate for park systems development charge (SDC’s) revenue is based on approximately 125 single family residential permits generating a total of \$291,000. The current Park SDC rate is \$2331 per residential unit.
- The new NW Neighborhood park project continues moving forward and is scheduled to go out to bid at the end of FY 17/18.

Future Challenges and Opportunities

- The 1999 Master Plan paved the way for great park projects and it has served our community very well over the years. After almost 20 years, it needs to be updated to create a vision for the next 20 years of park development in McMinnville. The Planning Commission work plan tentatively has this planning effort occurring around 2021-2023 within existing resources. This timeframe could be accelerated if additional funding or grants are obtained.
- Through the master planning process, new or improved funding sources for park acquisition, development and maintenance should be determined.
- The community has an expectation that parks will continue to develop, that unfinished park projects will be completed, and that deteriorating or deferred projects will be funded and completed.

- The challenge of bringing the existing parks back to conditions prior to the reductions from 2013-14 is critical to ensuring public support for parks and future funding mechanisms. The 2018-19 budget includes some increase in maintenance staff to begin to work on the backlog from deferred maintenance.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	253,097	850,148	958,805	108,657
Materials & Services	45,909	135,258	97,008	(38,250)
Capital Outlay	142,519	1,545,330	1,545,380	50
Transfers Out	154,999	158,359	54,723	(103,636)
Total Expenditures	343,427	1,838,947	1,697,111	(141,836)
Net Expenditures	(90,331)	(988,799)	(738,306)	(250,493)



City Park



Park Development Fund

Historical Highlights

1906	In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.	1960	Wortman Park acquisition completed - Wortman/ Koch family donations.	1983	McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
1909	More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.	1968	Quarry Park Site on West Second Street acquired from State of Oregon.	1985	From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.
1917	City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.	1977	Airport Park completed.	1988	From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.
1927	Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today’s tennis courts are located) and water rights.	1979	Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.	1990	Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.
1956	McMinnville Aquatic Center constructed.	1979	From 1979 – 1981, old National Guard Armory at 6 th and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.	1991	City Council adopts a park system development charge (SDC) of \$300 per residential unit.

Park Development Fund

Historical Highlights

1993 Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.

1994 From 1994 – 1995, City receives \$600,000 Community Development Block Grant to help construct Senior Center; Senior Center opens at Wortman Park, October 1995.

1996 Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the week-long construction project.



1996 Major flood damage to Dancer Park facilities; 300 community volunteers remove gravel and debris from fields and help repair damage; local contractors make facility and roadway repairs and reconstruct new skatepark foundation. Original skatepark opens.

1998 City Council approves a revised park system development charge, implementing an increase in park SDC rates from \$300 to \$2,000 per residential unit, phased in over 18 months. Significant increase to help fund approximately 40% of projected growth related park needs as specified in the *Parks Master Plan Update* under development.

1999 Dancer Park Phase III expanded irrigation and field areas for softball/ baseball to 60 acres including gravel overflow parking completed.

1999 *Parks, Recreation, and Open Space Master Plan* adopted by City Council

1999 SW Community Park property purchased.

2000 In November, McMinnville voters pass \$9.5 million 20-year general obligation park system improvement bond issue.

2001 SW Community Park planning and design process begins -park bond project.

2002 Thompson Park construction project begins in south McMinnville.

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

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

2003 Thompson Park construction complete; park opens in June.

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

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

Park Development Fund

Historical Highlights

2004	From 2004 – 2005, City Park and Wortman Park Renovation Projects begin; and in the spring of 2005 are substantially complete. New trail systems, restrooms, picnic area improvements, playgrounds.	2006	McMinnville's new skatepark will be named for popular high school student and local skater Drew Ottley, who died unexpectedly of meningococcal disease in January 2006.	2008	The Senior Center parking expansion project is completed in December. This is one of the few remaining park improvement bond projects approved in 2000.
2004	Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.	2007	McMinnville is awarded a \$120,000 Local Govt. Grant to support the Kiwanis Marine Park renovation and dog-park project. The design phase is initiated.	2009	The Kiwanis Marine Park renovation project was completed in the fall. Improvements included new parking, new pedestrian bridge spanning the park ravine, new accessible pathways and clearing the boat ramp and access path of tons of storm and flood debris.
2004	In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.	2007	The City acquires a 7.7 acre property west of Hill Road that will become the new West Hills Neighborhood Park. The park design phase of the project is initiated.	2009	A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall.
2005	SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.	2007	The City accepts the donation from Mark and Elise Smith of a dedicated park easement upon a four-acre property for the purpose of providing a neighborhood park within a future residential development in northwest McMinnville.	2010	McMinnville's first Dog Park was opened in February. This four-acre park has both year-round and seasonal areas with asphalt pathways throughout.
2005	Phase I of BPA Westside Pedestrian/ Bicycle Pathway between West Second Street and Wallace Way is completed in October 2005.				

2010 Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.

2010 Phases II and III of the off-street Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.

2010 McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water.

2011 "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April.



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

2015 Neighborhood park planning workshops for the new NW Neighborhood park were initiated in January. The resulting park master plan will be finalized in April or May.

50 - PARK DEVELOPMENT FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>RESOURCES</u>						
<u>BEGINNING FUND BALANCE</u>						
965,924	1,102,610	986,478	4050-05 Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds <small>Estimated July 1, 2018 designated carryover of 2001 Park Improvement Bond proceeds.</small>	972,987	972,987	972,987
16,000	16,000	16,000	4050-25 Designated Begin FB-Park Dev Fd - Heather Hollow <small>July 1, 2018 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.</small>	16,000	16,000	16,000
12,500	12,500	0	4050-30 Designated Begin FB-Park Dev Fd - Howard F Nice Trust	0	0	0
4,229	3,840	5,677	4090 Beginning Fund Balance <small>Estimated July 1, 2018 undesignated carryover from the 2017-2018 fiscal year.</small>	22,772	22,772	22,772
<small>Budget Note: SDC accounting discloses a negative system development charge (SDC) fund balance. This negative balance indicates that qualifying park improvement projects could have been all or partially funded by SDCs, but were instead funded by park improvement bond proceeds since adequate SDCs were not available. This will continue to be the case for the foreseeable future.</small>						
998,653	1,134,950	1,008,155	<u>TOTAL BEGINNING FUND BALANCE</u>	1,011,759	1,011,759	1,011,759
<u>INTERGOVERNMENTAL</u>						
0	60,863	0	4540 Federal LWCF Grant <small>Land and Water Conservation Fund (LWCF) Grant funds to support City Park project design and renovation expenditures described in line items 7770-30 (Professional Services) and 9300-15 (Park Improvements - City Park).</small>	0	0	0
0	7,930	260,000	4770-27 OR State Park & Recreation Grant - NW Neighborhood Park	267,075	267,075	267,075
0	68,792	260,000	<u>TOTAL INTERGOVERNMENTAL</u>	267,075	267,075	267,075
<u>CHARGES FOR SERVICES</u>						
301,180	129,198	248,860	5500 System Development Charges <small>Park system development charges (SDC) for park development from apartment and new home construction projects. Oregon Revised Statutes require SDCs be used to fund projects related to population growth.</small>	233,100	233,100	233,100
<small>Budget Note: Current Park SDC is \$2,331 per residential unit. Budget assumes 125 new residential units in 18-19.</small>						
301,180	129,198	248,860	<u>TOTAL CHARGES FOR SERVICES</u>	233,100	233,100	233,100
<u>MISCELLANEOUS</u>						
939	3,807	5,500	6310 Interest <small>Interest earned on SDC, grant, intergovernmental, etc balances</small>	6,200	6,200	6,200

Budget Document Report

50 - PARK DEVELOPMENT FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,425	8,514	4,700	6310-30	Interest - Bond		3,200	3,200	3,200
				Interest earned on unspent Park System Improvement Bond proceeds.				
0	0	60,000	6360-16	Grants - The Collins Foundation		60,000	60,000	60,000
				The Collins Foundation has awarded the City \$60,000 to support the NW Neighborhood Park Barrier Free, Inclusive Playground.				
0	0	25,000	6360-18	Grants - Ford Family Foundation		25,000	25,000	25,000
				The Ford Family Foundation has awarded the City \$25,000 to support the NW Neighborhood Park Barrier Free, Inclusive Playground.				
260	0	258	6450	Donations - Park Development		350	350	350
				Misc. Donations carried over from 2017 to 2018 (\$308 is for Dog Park.) Other donations for general or specified park improvements are sometimes received within this account.)				
0	0	133,830	6450-21	Donations - Park Development - NW Neighborhood Park		133,880	133,880	133,880
0	42,785	112,000	6600	Other Income		0	0	0
6,623	55,106	341,288	<u>TOTAL MISCELLANEOUS</u>			228,630	228,630	228,630
<u>TRANSFERS IN</u>								
0	0	0	6900-77	Transfers In - Wastewater Capital		230,000	230,000	230,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Loan for park construction	1	230,000	230,000	
0	0	0	<u>TOTAL TRANSFERS IN</u>			230,000	230,000	230,000
1,306,456	1,388,047	1,858,303	<u>TOTAL RESOURCES</u>			1,970,564	1,970,564	1,970,564

50 - PARK DEVELOPMENT FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

260	0	258	7680	Materials & Supplies - Donations	308	308	308
1,351	1,371	2,500	7750	Professional Services	2,200	2,200	2,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Audit fee allocation	1	2,200	2,200	
500	3,700	500	7750-57	Professional Services - Financing Administration	500	500	500
6,309	27,470	132,000	7770-27	Professional Services - Projects - NW Neighborhood Park Final NW Neighborhood park master plan refinements, final construction documents and construction management services.	94,000	94,000	94,000
				Budget Note: Project funded by Park Improvement Bonds & grants, although project qualifies for 80% park SDC funding.			
6,200	13,368	0	7770-30	Professional Services - Projects - City Park Renovations	0	0	0
14,620	45,909	135,258	TOTAL MATERIALS AND SERVICES		97,008	97,008	97,008

CAPITAL OUTLAY

0	0	218,830	8725-05	Equipment - Donations - NW Park Playground Funds expended in this account come from specified donations and grants as shown in revenue line-items 6360-16, 6360-18, and 6450.	218,880	218,880	218,880
4,650	0	0	9250-20	Park Construction - NE Neighborhood Park Pathway connection for new neighborhood access on the north park perimeter.	0	0	0
0	0	1,326,500	9250-25	Park Construction - NW Neighborhood Park Construction starting in June '18 - through October '18. Budget Note: Construction funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding.	1,326,500	1,326,500	1,326,500
0	142,519	0	9300-15	Park Improvements - City Park Renovations	0	0	0
0	0	0	9300-25	Park Improvements - Heather Hollow City Park For future improvements within Heather Hollow Neighborhood Park. Specific improvements will be identified through discussions with residents of the Heather Glen subdivision in SW McMinnville who provided the money for the yet to be determined Heather Hollow Park needs.	0	0	0
				Budget Note: Project funded 100% by donation.			
4,650	142,519	1,545,330	TOTAL CAPITAL OUTLAY		1,545,380	1,545,380	1,545,380

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50 - PARK DEVELOPMENT FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>TRANSFERS OUT</u>								
52,236	54,999	58,359	9700-01	Transfers Out - General Fund		54,723	54,723	54,723
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	54,723	54,723	
100,000	100,000	100,000	9700-60	Transfers Out - Debt Service		0	0	0
				Transfer to partially off-set debt service for the Park Improvement Bonds which "up-front" funded the SDC portion of projects built with bond funds.				
				Proposed 2018-19 does not include transfer of SDC revenue to Debt Service Fund.				
152,236	154,999	158,359	<u>TOTAL TRANSFERS OUT</u>			54,723	54,723	54,723
<u>CONTINGENCIES</u>								
0	0	3,356	9800	Contingencies		257,453	257,453	257,453
0	0	3,356	<u>TOTAL CONTINGENCIES</u>			257,453	257,453	257,453
<u>ENDING FUND BALANCE</u>								
1,102,610	1,009,534	0	9950-05	Designated End FB - Park Dev Fd - Park Development Bond Proceeds		0	0	0
				All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent				
16,000	16,000	16,000	9950-25	Designated End FB - Park Dev Fd - Heather Hollow		16,000	16,000	16,000
12,500	0	0	9950-30	Designated End FB - Park Dev Fd - Howard F Nice Trust		0	0	0
3,840	19,086	0	9999	Unappropriated Ending Fd Balance		0	0	0
				All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent				
1,134,950	1,044,620	16,000	<u>TOTAL ENDING FUND BALANCE</u>			16,000	16,000	16,000
1,306,456	1,388,047	1,858,303	<u>TOTAL REQUIREMENTS</u>			1,970,564	1,970,564	1,970,564

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50 - PARK DEVELOPMENT FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,306,456	1,388,047	1,858,303	TOTAL RESOURCES	1,970,564	1,970,564	1,970,564
1,306,456	1,388,047	1,858,303	TOTAL REQUIREMENTS	1,970,564	1,970,564	1,970,564



DEBT SERVICE FUND





Budget Highlights

Debt Service – Current Property Taxes

- In fiscal year 2018-19, the City will levy \$3,661,900 in property taxes for principal and interest debt service payments on general obligation bonds. This levy will result in an estimated tax rate for debt service of \$1.4675 per \$1,000 of assessed property values. This tax rate compares to the actual debt service tax rate of \$1.3360 in 2017-18.
- The increase in the taxes levied is due to principal and interest payments on the \$7,915,000 in general obligation bonds (GO) issued in February 2018 to fund major street improvement projects.
- When calculating the tax levy for debt service, the City takes into account that approximately 8% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- **2011 Park Improvement Refunding Bonds** – In 2011, GO bonds were issued to refund (i.e., pay off) Park Improvement Bonds issued in 2001. The 2011 Refunding Bonds will be fully paid in 2021.
- **2015 Transportation Bonds** - In April 2015 the City issued \$16,085,000 in GO bonds for transportation projects. Issuance of the bonds was approved by the voters in November 2014. The bonds are 15-year bonds and will be fully paid in 2030.
- **2015 Refunding Bonds** - In April 2015, the City issued \$7,235,000 in GO refunding bonds, with proceeds of the bonds used to pay off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The 2016 Refunding bonds are 10-year bonds and will be fully paid in 2025.
- **2018 Transportation Bonds** – In February 2018, the City issued \$7,915,000 in GO bonds for completion of transportation projects.

This issuance was the second series of the \$24 million in GO bonds approved by the voters in 2014. The first series of transportation bonds was issued in 2015. The bonds are 15-year bonds and will be fully paid in 2033.

Transfers from Other Funds

- All costs or certain percentages of the costs of capital projects are frequently funded with systems development charge (SDC) revenue. SDC revenue may be transferred to the Debt Service Fund to offset the cost of debt service payments on bonds that were issued to fund the project. SDC revenue can only be used in this manner in proportion to the percentage of a project that was eligible for funding with SDC revenue.
- **Transfer from Transportation Fund** – After all bond proceeds and interest earned on the proceeds are spent, the final SDC percentage will be calculated. In the future, the City intends to transfer qualifying SDC revenues from the Transportation Fund to the Debt Service Fund to reduce the related debt service tax levy.
- **Transfer from Park Development Fund** – Since 2001 when the \$9,500,000 General Obligations Bonds for Park System Improvements were issued, park SDC revenues have been transferred to the Debt Service Fund to reduce the related debt service tax levy. In the past, \$100,000 in park SDC revenue has been transferred from the Park Development Fund to the Debt Service Fund. However, there is no proposed transfer of SDC revenues in the proposed 2018-19 budget, due to an anticipated reduction in SDC revenues for park improvement projects.

Designated Ending Fund Balance (DEFB)

- DEFB's are used to pay debt service payments due prior to the collection of property taxes in November; therefore, the prior fiscal year's debt service levy must be sufficient to cover debt service payments due from July 1 through November 1.

Future Challenges and Opportunities

- Major capital projects, building repairs, and equipment related to general services provided by the City must be funded with general operating revenues or by the issuance of debt.
- The City has issued general obligation bonds in the past and used the proceeds to finance the Police Station, the Civic Hall, Park System improvements, and Transportation improvement projects. Since property taxes are used to pay debt service on general obligation bonds, these bonds must be approved by the voters and are exempt from property tax limitations.
- The City will continue to evaluate and identify fiscally responsible options for the funding of major capital projects, building repairs, and equipment purchases in the future.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	2,738,537	3,364,252	3,724,400	360,148
Debt Service	3,358,950	3,417,100	3,731,138	314,038
Other Financing Uses	-	-	-	-
Total Expenditures	3,358,950	3,417,100	3,731,138	314,038
Net Expenditures	(620,413)	(52,848)	(6,738)	(46,110)



Debt Service Fund

Historical Highlights

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

Budget Document Report

60 - DEBT SERVICE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
615,000	640,000	0	4060-20 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1	0	0	0
25,100	12,800	0	4060-25 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1	0	0	0
0	158,650	158,650	4060-27 Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1 July 1 designated carryover from prior year to pay Public Safety Building Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	148,900	148,900	148,900
535,000	550,000	555,000	4060-32 Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1 designated carryover from prior year to pay 2011 Park Refunding Bond principal due August 1, which is prior to receipt of proposed budget year property taxes	570,000	570,000	570,000
52,100	46,750	41,250	4060-33 Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1 designated carryover from prior year to pay 2011 Park Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	35,700	35,700	35,700
0	325,425	308,925	4060-35 Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1 July 1 designated carryover from prior year to pay Transportation Bond Interest due August 1, which is prior to the receipt of proposed budget year property taxes	290,925	290,925	290,925
0	0	0	4060-36 Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	0
242,683	115,088	77,737	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	138,355	138,355	138,355
1,469,883	1,848,713	1,141,562	TOTAL BEGINNING FUND BALANCE	1,183,880	1,183,880	1,183,880
PROPERTY TAXES						
2,649,494	2,545,919	3,207,200	4100-05 Property Taxes - Current \$3,980,326 2018-2019 debt service property tax levy (\$318,426) Less uncollectible taxes - 8% \$3,661,900 2018-2019 Current property taxes Debt Service property tax rate estimated at \$1.4670 per \$1,000 of assessed value compared to \$1.3360 in 2017-2018	3,661,900	3,661,900	3,661,900
58,696	83,819	50,000	4100-10 Property Taxes - Prior Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	50,000	50,000	50,000
2,708,189	2,629,738	3,257,200	TOTAL PROPERTY TAXES	3,711,900	3,711,900	3,711,900

Budget Document Report

60 - DEBT SERVICE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>MISCELLANEOUS</u>						
6,264	8,799	4,000	6310 Interest	12,500	12,500	12,500
6,264	8,799	4,000	<u>TOTAL MISCELLANEOUS</u>	12,500	12,500	12,500
<u>TRANSFERS IN</u>						
0	0	3,052	6900-40 Transfers In - Public Safety Facilities Const All funds from Public Safety Facilities Fund were transferred to Debt Service Fund in 2017-18	0	0	0
100,000	100,000	100,000	6900-50 Transfers In - Park Development Transfer from Park Development Fund to off-set property taxes levied to pay park improvement bond debt service. Proposed 2018-19 does not include transfer in of SDC revenue from Park Development Fund.	0	0	0
100,000	100,000	103,052	<u>TOTAL TRANSFERS IN</u>	0	0	0
4,284,337	4,587,250	4,505,814	<u>TOTAL RESOURCES</u>	4,908,280	4,908,280	4,908,280

Budget Document Report

60 - DEBT SERVICE FUND

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

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
DEBT SERVICE						
615,000	640,000	0	9460-05	2006 PS & Court/Civic Bldg Bond - Principal - Aug 1	0	0
12,800	0	0	9460-10	2006 PS & Court/Civic Bldg Bond - Interest - Feb 1	0	0
25,100	12,800	0	9460-15	2006 PS & Court/Civic Bldg Bond - Interest - Aug 1	0	0
65,000	0	650,000	9462-05	2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 2015 Public Safety Building Bond Refunding principal payment due February 1, 2018.	670,000	670,000
252,482	158,650	158,650	9462-10	2015 Public Safety Bldg Refunding Bond - Interest - Feb 1 2015 Public Safety Building Bond Refunding interest payment due February 1, 2018.	148,900	148,900
0	158,650	158,650	9462-15	2015 Public Safety Bldg Refunding Bond - Interest - Aug 1 2015 Public Safety Building Bond Refunding principal payment due August 1, 2017.	148,900	148,900
310,000	1,100,000	1,200,000	9475-05	2015 Transportation Bond - Principal - Feb 1 2015 Transportation Bond principal payment due February 1, 2018	875,000	875,000
521,392	325,425	308,925	9475-10	2015 Transportation Bond - Interest - Feb 1 2015 Transportation Bond interest payment due February 1, 2018	290,925	290,925
0	325,425	308,925	9475-15	2015 Transportation Bond - Interest - Aug 1 2015 Transportation Bond interest payment due August 1, 2017	290,925	290,925
0	0	0	9476-05	2018 Transportation Bond - Principal - Feb 1	440,000	440,000
0	0	0	9476-10	2018 Transportation Bond - Interest - Feb 1	230,788	230,788
0	0	0	9476-15	2018 Transportation Bond - Interest - Aug 1	0	0
535,000	550,000	555,000	9485-05	2011 Park Bond Refunding - Principal - Aug 1 2011 Park Refunding Bond principal payment due August 1, 2017	570,000	570,000
46,750	41,250	35,700	9485-10	2011 Park Bond Refunding - Interest - Feb 1 2011 Park Refunding Bond interest payment due February 1, 2018	30,000	30,000
52,100	46,750	41,250	9485-15	2011 Park Bond Refunding - Interest - Aug 1 2011 Park Refunding Bond interest payment due August 1, 2017	35,700	35,700
0	0	0	9490	Bond Refunding	0	0
2,435,624	3,358,950	3,417,100	TOTAL DEBT SERVICE		3,731,138	3,731,138
ENDING FUND BALANCE						
640,000	0	0	9960-20	Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1	0	0
12,800	0	0	9960-25	Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1	0	0

Budget Document Report

60 - DEBT SERVICE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
158,650	158,650	148,900	9960-27 Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1 July 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Public Safety Building Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	135,500	135,500	135,500
550,000	555,000	570,000	9960-32 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1 designated carryover from proposed budget year to subsequent year for payment of the 2011 Park Refunding Bond principal due August 1, which is prior to receipt of proposed budget year property taxes	580,000	580,000	580,000
46,750	41,250	35,700	9960-33 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1 designated carryover from prior year to subsequent year for payment of the 2011 Park Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	30,000	30,000	30,000
325,425	308,925	290,925	9960-35 Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1 July 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	273,425	273,425	273,425
0	0	0	9960-36 Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1 July 1 designated carryover from proposed budget year to subsequent year for payment of 2018 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	118,150	118,150	118,150
115,088	164,475	43,189	9999 Unappropriated Ending Fd Balance Undesignated carryover to July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	40,067	40,067	40,067
1,848,713	1,228,300	1,088,714	TOTAL ENDING FUND BALANCE	1,177,142	1,177,142	1,177,142
4,284,337	4,587,250	4,505,814	TOTAL REQUIREMENTS	4,908,280	4,908,280	4,908,280

Budget Document Report

60 - DEBT SERVICE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
4,284,337	4,587,250	4,505,814	TOTAL RESOURCES	4,908,280	4,908,280	4,908,280
4,284,337	4,587,250	4,505,814	TOTAL REQUIREMENTS	4,908,280	4,908,280	4,908,280



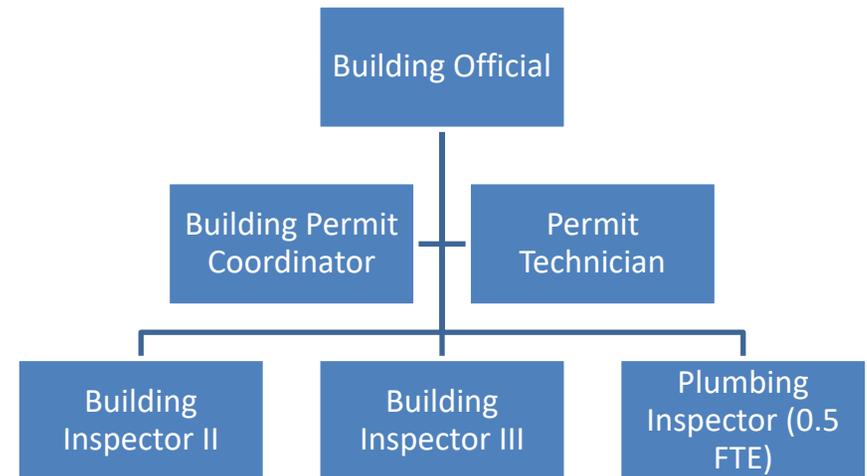
BUILDING FUND





Budget Highlights

- In 2017-18, management of the Building Division moved from the Community Development Department to the Planning Department as part of the city's efforts to implement process improvements and efficiencies. Planning and Building staff work collaboratively and extensively together on building and site development permit review and associated code enforcement. With this change, the Planning Director assumed leadership and support for the Building Official and the Building Division team.
- In 2018-2019, the Building Division will transition to a new Accela software platform allowing for online permitting, credit card payments, and system integration with McMinnville Water & Light, Inc. This new software should improve some of the customer service efficiencies at the Community Development Center permit counter with the ability to request permits, plan review and inspections electronically,
- The 2018-19 proposed budget reflects a staff restructuring in the Planning and Building divisions to respond to this new efficiency at the permit counter by restructuring the two current permit technicians to one full-time permit technician that serves the permit counter and one full-time building permit coordinator that will focus on plan review and permit efficiencies to ensure timely customer service.
- The 2018-19 proposed budget also adds 1.5 Building Inspector FTEs. This addition frees up the Building Official's time to focus on plan review, administration and development community relationships by revitalizing a building advisory committee and providing code training for the development community.



Proposed new staffing structure of the Building Division

Core Services

Building Division

- Hold pre-application meetings to identify and clarify issues particular to a commercial project prior to submittal of construction documents. These meetings are also attended by various other City departments as well as those interested parties on the applicant side of the project.
- Provide plan review services for residential, commercial and industrial projects prior to permit issuance.
- Conduct inspections in the field at various job sites during the construction process of the projects.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

Building Fund

2017 Accomplishments

PERMITS ISSUED				
RESIDENTIAL - \$15,791,399		COMMERCIAL - \$92,763,966		
59	16	20	2	2+
Single Family Dwelling Units	Multi-Family Units	New Commercial Buildings (\$16,418,098)	New Commercial Additions (\$13,405,049)	School Buildings (\$50,874,138) New and Rehab
		Jackson Wine Processing Center	Winco Expansion	High School New Construction
		Atticus Hotel		
		Elementary/Middle School Rehab		



New High School CTE Building Under Construction



From Left to Right: Robert Reygers – Building Inspector, Katie Land – Permit Technician, Sarah Sullivan – Permit Technician

Future Challenges and Opportunities

- Specialized plumbing and electrical inspectors continue to be difficult to find. The City of McMinnville will continue to partner with Yamhill County for those services.
- Most of the team were hired in 2017-18. 2018-19 will be a year of team-building and adaptations.
- The software transition in 2018-19 will be time consumptive for the new building team.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	618,953	438,000	575,668	137,668
Personnel Services	231,035	399,897	577,546	177,649
Materials & Services	57,735	119,968	101,758	(18,210)
Capital Outlay	760	20,671	27,000	6,329
Transfers Out	42,109	84,385	79,151	(5,234)
Total Expenditures	331,639	624,921	785,455	160,534
Net Expenditures	287,315	(186,921)	(209,787)	22,866

Building Fund

Full-Time Equivalentents (FTE)

	2017-18	2018-19	
	Adopted	Proposed	
	Budget	Change	Budget
FTE Adopted Budget	3.75		
Building Inspector III		(0.83)	
Building Inspector II		1.00	
Building Permit Coordinator		1.00	
Permit Technician - Eng/Bldg		(0.50)	
Permit Technician - Combined Depts		0.15	
Extra Help - Building Inspector		0.43	
FTE Proposed Budget		1.25	5.00



Residential Roof Inspection



New Winery Equipment



Building Fund

Historical Highlights

1969	State of Oregon adopts 1968 edition of National Electrical Code.	2000	Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.	2012	General Fund transfer of \$50,000 to support Building Division activities.
1970s	Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.	2002	City Council increases building permit fees increasing revenues to self-supporting level in Building Division.	2012	Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to part-time. Division support of one Permit Technician was also eliminated making General Fund support unnecessary.
1988	City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.	2005	Annual review of reserve balance indicated that revenue reserve would exceed reserve limits. Building permit fee schedule was adjusted to reduce revenue generation by approximately 10%.	2012	Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.
1991	Building Division Advisory Board created from various stakeholders in the building community.	2006	An additional inspector position filled.	2018	Restructured staffing added 1.5 full-time inspectors, moved part-time permit technician to full-time building permit coordinator improving customer service delivery and efficiencies by providing all services in-house.
1994	Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.	2007	Division moved to new Community Development Center.		
1995	Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.	2009	Downturn in construction industry, eliminated one inspector position upon staff retirement.		
1997	Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.	2010	Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.		
1997	Building Division management moved into newly created Community Development Department with ultimate goal of a "one-stop" development center.				

Building Fund

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

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

Budget Document Report

70 - BUILDING FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET												
RESOURCES																		
BEGINNING FUND BALANCE																		
605,656	680,918	773,488	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	1,123,293	1,123,293	1,123,293												
605,656	680,918	773,488	TOTAL BEGINNING FUND BALANCE	1,123,293	1,123,293	1,123,293												
LICENSES AND PERMITS																		
297,385	468,214	335,000	4400-05 Building Fees - Building Permit Fees Building plan review and permit fees; fire and life safety plan review fees.	435,000	435,000	435,000												
37,821	83,615	40,000	4400-10 Building Fees - Mechanical Permit Fees Mechanical plan review and permit fees.	70,000	70,000	70,000												
54,198	56,782	50,000	4400-15 Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees.	40,000	40,000	40,000												
3,440	1,075	2,000	4400-20 Building Fees - Mobile Home Permit Fees Manufactured home setup permit fees including mobile home park plan review and permit fees.	1,500	1,500	1,500												
235	0	500	4400-25 Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including re-inspection fees.	500	500	500												
393,079	609,686	427,500	TOTAL LICENSES AND PERMITS	547,000	547,000	547,000												
MISCELLANEOUS																		
2,678	6,295	8,000	6310 Interest	12,100	12,100	12,100												
0	0	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0												
2,673	2,972	2,500	6600-97 Other Income - Building Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.	13,900	13,900	13,900												
<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>School Excise Tax Administration Fee, 1%</td> <td>1</td> <td>2,500</td> <td>2,500</td> </tr> <tr> <td>Preferred Worker reimbursement</td> <td>1</td> <td>11,400</td> <td>11,400</td> </tr> </tbody> </table>				Description	Units	Amt/Unit	Total	School Excise Tax Administration Fee, 1%	1	2,500	2,500	Preferred Worker reimbursement	1	11,400	11,400			
Description	Units	Amt/Unit	Total															
School Excise Tax Administration Fee, 1%	1	2,500	2,500															
Preferred Worker reimbursement	1	11,400	11,400															
5,351	9,268	10,500	TOTAL MISCELLANEOUS	26,000	26,000	26,000												
TRANSFERS IN																		
0	0	0	6900-85 Transfers In - Insurance Services	2,668	2,668	2,668												
<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Insurance Service Fund distribution</td> <td>1</td> <td>2,668</td> <td>2,668</td> </tr> </tbody> </table>				Description	Units	Amt/Unit	Total	Insurance Service Fund distribution	1	2,668	2,668							
Description	Units	Amt/Unit	Total															
Insurance Service Fund distribution	1	2,668	2,668															
0	0	0	TOTAL TRANSFERS IN	2,668	2,668	2,668												
1,004,086	1,299,872	1,211,488	TOTAL RESOURCES	1,698,961	1,698,961	1,698,961												

Budget Document Report

70 - BUILDING FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

2,016	665	0	7000 Salaries & Wages	0	0	0
94,905	93,625	236,429	7000-05 Salaries & Wages - Regular Full Time Building Official - 1.00 FTE Building Inspector III - 1.00 FTE Building Inspector II - 1.00 FTE Building Permit Coordinator - 1.00 FTE Permit Technician - Combined Depts - 0.40 FTE	305,325	305,325	305,325
53,416	43,955	0	7000-10 Salaries & Wages - Regular Part Time Building Inspector III - 0.17 FTE	13,666	13,666	13,666
0	12,325	0	7000-15 Salaries & Wages - Temporary Extra Help - Building Inspector - 0.43 FTE	32,000	32,000	32,000
0	0	200	7000-20 Salaries & Wages - Overtime	5,000	5,000	5,000
0	0	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	0	0	0
1,100	-320	0	7300 Fringe Benefits	0	0	0
8,898	8,938	16,841	7300-05 Fringe Benefits - FICA - Social Security	22,072	22,072	22,072
2,081	2,090	3,938	7300-06 Fringe Benefits - FICA - Medicare	5,163	5,163	5,163
40,403	36,560	77,057	7300-15 Fringe Benefits - PERS - OPSRP - IAP	93,209	93,209	93,209
24,022	26,779	52,984	7300-20 Fringe Benefits - Medical Insurance	80,148	80,148	80,148
4,250	3,292	4,625	7300-22 Fringe Benefits - VEBA Plan	12,617	12,617	12,617
196	167	292	7300-25 Fringe Benefits - Life Insurance	512	512	512
766	711	1,486	7300-30 Fringe Benefits - Long Term Disability	1,668	1,668	1,668
2,041	2,185	4,933	7300-35 Fringe Benefits - Workers' Compensation Insurance	6,020	6,020	6,020
65	63	109	7300-37 Fringe Benefits - Workers' Benefit Fund	146	146	146
0	0	1,003	7300-40 Fringe Benefits - Unemployment	0	0	0
234,158	231,035	399,897	TOTAL PERSONNEL SERVICES	577,546	577,546	577,546

MATERIALS AND SERVICES

157	334	650	7520 Public Notices & Printing Building inspection/correction notices and various building inspection job cards, as well as brochures to inform contractors of code changes, departmental policies, and other relevant information.	650	650	650
33	107	300	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300

Budget Document Report

70 - BUILDING FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,190	3,527	6,000	7550	Travel & Education	Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.	9,500	9,500	9,500
760	726	1,500	7590	Fuel - Vehicle & Equipment		2,500	2,500	2,500
2,082	2,288	2,500	7600	Electric & Natural Gas	Division's share of Community Development Center's electricity expense, ~25%.	2,650	2,650	2,650
2,100	2,500	3,200	7610-05	Insurance - Liability		4,100	4,100	4,100
1,100	1,300	1,200	7610-10	Insurance - Property		1,200	1,200	1,200
3,638	3,779	5,000	7620	Telecommunications		7,500	7,500	7,500
1,574	1,905	2,100	7650	Janitorial	Division's share of Community Development Center janitorial service and supplies cost, ~25%.	2,250	2,250	2,250
2,754	6,013	6,000	7660	Materials & Supplies	Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.	9,000	9,000	9,000
185	620	1,500	7720	Repairs & Maintenance	Repairs and maintenance of vehicles and office equipment.	1,500	1,500	1,500
1,149	2,095	2,500	7720-08	Repairs & Maintenance - Building Repairs	Division's share of Community Development Center's repairs and improvements, ~25%.	2,500	2,500	2,500
647	692	2,100	7720-10	Repairs & Maintenance - Building Maintenance	Division's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~25%.	2,750	2,750	2,750
474	1,836	550	7750	Professional Services		590	590	590
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee		1	90	90
				Audit Fee Allocation		1	500	500
12,702	10,342	62,000	7750-33	Professional Services - Contract Inspections	Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.	15,000	15,000	15,000
0	0	2,500	7750-36	Professional Services - Contract Plan Review	Contract plan reviews and engineering services on commercial projects.	5,000	5,000	5,000
994	1,040	2,400	7790-20	Maintenance & Rental Contracts - Community Development Center	Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.	2,400	2,400	2,400
0	0	0	7800	M & S Equipment		0	0	0
3,302	2,998	4,068	7840	M & S Computer Charges	I.S. Fund materials & supplies costs shared city-wide	7,018	7,018	7,018

Budget Document Report

70 - BUILDING FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
12,245	15,634	13,900	7840-80	M & S Computer Charges - Building		25,350	25,350	25,350
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI Arcview-17% shared with Plan, Bldg,Eng,Pk Maint, WWS	1	2,050	2,050		
			Accela Permits Plus-70%, shared with Eng, Plan	1	13,300	13,300		
			Replacement workstations	3	1,500	4,500		
			Screen upgrades	1	850	850		
			Ram upgrade	1	150	150		
			Mobile computers for Accela upgrade	3	1,500	4,500		
49,087	57,735	119,968	TOTAL MATERIALS AND SERVICES			101,758	101,758	101,758
<u>CAPITAL OUTLAY</u>								
684	760	671	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	0	8750-80	Capital Outlay Computer Charges - Building		2,000	2,000	2,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Fullsize Scanner/Plotter Replacement (20%, shared with Eng)	1	2,000	2,000		
0	0	20,000	8850	Vehicles		25,000	25,000	25,000
			Vehicle for new inspector position					
684	760	20,671	TOTAL CAPITAL OUTLAY			27,000	27,000	27,000
<u>TRANSFERS OUT</u>								
30,954	33,628	75,788	9700-01	Transfers Out - General Fund		69,875	69,875	69,875
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Engineer, Plan, Admin, & Finance personnel services support.	1	69,875	69,875		
8,284	8,481	8,597	9700-80	Transfers Out - Information Systems		9,276	9,276	9,276
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	9,276	9,276		
39,238	42,109	84,385	TOTAL TRANSFERS OUT			79,151	79,151	79,151
<u>CONTINGENCIES</u>								
0	0	75,000	9800	Contingencies		75,000	75,000	75,000
0	0	75,000	TOTAL CONTINGENCIES			75,000	75,000	75,000

Budget Document Report

70 - BUILDING FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>ENDING FUND BALANCE</u>						
680,918	968,233	511,567	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations	838,506	838,506	838,506
680,918	968,233	511,567	<u>TOTAL ENDING FUND BALANCE</u>	838,506	838,506	838,506
1,004,086	1,299,872	1,211,488	<u>TOTAL REQUIREMENTS</u>	1,698,961	1,698,961	1,698,961

Budget Document Report

70 - BUILDING FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,004,086	1,299,872	1,211,488	TOTAL RESOURCES	1,698,961	1,698,961	1,698,961
1,004,086	1,299,872	1,211,488	TOTAL REQUIREMENTS	1,698,961	1,698,961	1,698,961



WASTEWATER SERVICES



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



Budget Highlights

- The 2018-19 proposed budget continues the City's commitment to meet and exceed environmental requirements; to protect water resources; and to guard public health while providing vital utilities at reasonable rates.
- The Water Reclamation Facility (WRF) is now in its 23rd year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
 - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
 - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.
- Per the approved 2015 Updated Wastewater Services Financial Plan, the 2018-19 proposed budget includes a \$6,429,189 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines.
- New Programs, Projects, or Equipment:
 - Tertiary treatment system expansion engineering design.
 - Ultra-violet (UV) system upgrade.
 - Begin design and engineering for a new biosolids storage tank.

Core Services

Administration

- Provide organization, planning and support to meet the needs of all of Wastewater Services sections.
- Ensure the reporting requirements to Environmental Protection Agency (EPA), DEQ and other regulatory agencies are achieved.

Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve National Pollution Discharge Elimination System (NPDES) permit requirements and protect the environment.
- Perform predictive, preventive, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Land application of exceptional quality biosolids.



Mechanic, Roy Carter works on cleaning up a stuffing box from one of 13 pump stations.

Environmental Services

- Provide the public and local industries information and education on pretreatment programs and goals.
- Issue permits to industrial dischargers, and perform required sampling and monitoring.
- Provide protection for the sewer system and WRF to prevent illicit discharges and harmful wastes that impact the treatment processes, environment or may be harmful to employees working in the collection system.
- Perform required laboratory analysis per the NPDES permit.

Wastewater Services Fund

2018 – 2019 Proposed Budget --- Budget Summary

- Maintain precision and accuracy through extensive quality assurance and quality control measures.
- Provide technical assistance in evaluating plant processes and preparing for coming regulations.

Conveyance Systems

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.
- Select sewer project repairs to be performed by staff, including replacing sanitary sewer laterals from the sewer mainline to property line, mainline repairs, and install Cured-in-Place-Pipe (CIPP) patches as needed.
- Continue to maintain and repair the stormwater system as a cooperative effort with the Public Works Division to remove pollutants before they are discharged to the streams and rivers.
- Coordinate sewer rehabilitation and replacement projects.
- Reduce inflow and infiltration (I&I) through rehabilitation of manholes.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow I&I into the system.
- Utilize an asset management system to record sewer maintenance and condition to prioritize repairs and rehabilitation projects.

Future Challenges and Opportunities

Administration

- NPDES Permit Renewal is ongoing. The current permit has been administratively extended. Issues over mixing zones, mercury and silver limits, and new toxics regulations are likely to need attention.
- Participation in South Yamhill River TMDL process with DEQ.

- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Upgrade and replace fire alarm system, which is outdated and no longer supported by the manufacturer.

Plant / Pump Stations

- Planning for new discharge permit with its contingent monitoring and compliance challenges.



The new 3 Mile Lane # 3 pump station, completed in 2017, replaces the aging pump station with a station that has a greater capacity, reliability, and newer technology to accommodate future population and commercial growth.

- Continued focus on sustainability goals and opportunities for improvements through energy conservation projects.
- Monitoring for progress with I&I issues and other improvements to the collections system.
- Increased reliability of systems to minimize the potential for sanitary sewer overflows.
- Increased focus on preventive maintenance and corrosion abatement on the aging WRF equipment and processes.

Environmental Services

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.

- Maintain compliance record with the EPA quality assurance program by continuing to score 100% on all test parameters.



The Lab staff performs over 6,000 analyses each year, using US EPA approved methods that must meet DEQ quality assurance / quality control standards. – *pictured Jason Hight, Lab Tech*

- Continue Wastewater Services Laboratory internship program with Linfield College for the 14th year.
- Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Public outreach and education related to wastewater issues, which include distribution of information regarding keeping wipes and other items out of the sewer system to reduce clogs and providing tours and career fair participation at local high schools.
- Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of commercial kitchen grease interceptors.
- Continue to place markers identifying stormwater catch basins that drain to river.

Conveyance Systems

- Prioritization of conveyance video and cleaning work.
- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Maintain the sanitary sewer collection system in compliance with the NPDES permit.
- Plan for stormwater system management in cooperation with Engineering, Public Works and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.
- Continue to develop in-house sewer rehabilitation capabilities through lining projects.



Conveyance System crew members, Matt Bernards, Randy Clow, Taylor Senn, and Robert Paola (pictured from left to right), install a cured-in-place-pipe patch. This allows the crew to make repairs and stop I&I without costly excavation.

Wastewater Services Fund

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	9,321,117	9,856,328	9,933,003	76,675
Personnel Services	1,879,418	2,064,102	2,178,639	114,537
Materials & Services	1,239,734	1,471,034	1,518,006	46,972
Capital Outlay	112,306	210,132	145,500	(64,632)
Transfers Out	6,538,984	5,973,386	6,780,115	806,729
Total Expenditures	9,770,442	9,718,654	10,622,260	903,606
Net Expenditures	(449,325)	137,674	(689,257)	826,931

Full-Time Equivalents (FTE)

	2017-18 Adopted Budget	Change	2018-19 Proposed Budget
FTE Adopted Budget	21.37		
Extra Help - WWS		(0.03)	
FTE Proposed Budget		(0.03)	21.34



Wastewater Services Fund

Historical Highlights

- 1900 First organized effort for a municipal sewage collection system was made early in the 1900's.
- 1915 The original 11th Street Trunk Sewer is constructed, and the 48" line was designed as a combined sewer with an outfall to the South Yamhill River.
- 1950 In the early 1950's, construction of interceptor sewers were built to collect sewage from the Cozine Trunk and 11th Street Trunk to divert all sewage into the City's first wastewater treatment plant.
- 1953 McMinnville's first "trickling filter" wastewater treatment facility begins operation on May 4, 1953. The construction cost totaled \$396,456.40 and was designed to serve a population of 8,000. The residential user fee was \$0.75 per month.



- 1956 The Northeast Trunk Sewer is constructed to provide sewer service to the north and northeast sections of the City. The Northeast Trunk provided the first major sanitary sewer conveyance system that did not also collect stormwater drainage.
- 1964 First sewage treatment plant upgrade was completed in March 1964, adding a new 35' digester with mechanical mixing and upgraded digester heating system.
- 1971 Major expansion and upgrade of the wastewater plant to an activated sludge treatment system to meet a growing population and changing water quality standards.
- 1989 Department of Environmental Quality (DEQ) conducts first Total Maximum Daily Load (TMDL) study on the South Yamhill River. The study determines phosphorus and ammonia limits (nutrients) are necessary.

- 1991 Alternatives are studied to achieve new requirements with consultant CH2M-Hill to develop the *1991 Facilities Plan*. This included an infiltration & inflow (I&I) reduction analysis of the conveyance system.
- 1992 A fast-track design for new wastewater facilities is conducted. The City's Pretreatment Program is approved by DEQ on October 25, 1992.
- 1993 City breaks ground on constructing the new Water Reclamation Facility (WRF).
- 
- 1993 Department of Environmental Quality (DEQ) issues a Stipulation and Final Order (SFO) to eliminate all sewage overflows into the Yamhill River from the City's conveyance system during storm events when rainfall is less than a one in 5-year storm event.

Wastewater Services Fund

Historical Highlights

1994 City explores privatization of WRF operations and management. City Council decides to retain direct operating control of WRF after considering cost and quality analysis.

1995 First *Wet Weather Management Plan* to control I&I is submitted to DEQ. Consultant estimates costs at \$30 million to comply with the plan.

1996 The \$28 million Water Reclamation Facility (WRF) begins operating on January 24, 1996 in response to new water quality standards and the City's growing population.



1996 Construction of the \$8 million Cozine Pump Station and trunk replacement project begins. Official Inflow and Infiltration (I&I) program implemented.

1997 Alpine Avenue Sewer Improvement Project to reduce I&I is completed in summer 1997.

1997 City Council adopts private sewer lateral ordinance defining the responsibilities for property owners to repair defective sewer laterals.

1998 WRF receives two awards from The Pacific Northwest Pollution Control Association -- Municipal Water Protection Award for WRF's contribution to clean water and George W. Burke Facility Safety Award.

1998 City purchases first TV inspection unit to inspect underground pipes.

1999 The Oregon Association of Clean Water Agencies (ACWA) presents the Outstanding Member Agency Award contribution to improving water quality.

1999 WRF added a third channel of ultraviolet (UV) lights, which is used to disinfect the WRF's effluent.

1999 City submits revised *Wet Weather Management Plan* to meet DEQ's 2010 timeline for elimination of overflows.

2000 Sewer capital investments reach an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.

2001 A large screen was installed ahead of the Raw Sewage Pump Station to remove debris from the influent prior to being pumped into the WRF.

2003 A new pump station was built, which replaced 3 Mile Lane #1 Pump Station. Sewer lines were relocated and 3 Mile Lane #2 Pump Station was eliminated.

2005 A new pump station added in the Autumn Ridge Development.

2005 An equipment storage building is completed for sewer maintenance equipment and the Conveyance System Maintenance crew moves to the division. The WRF Manager assumes supervisory management of the program.

Wastewater Services Fund

Historical Highlights

2006 Water Reclamation Facility and Conveyance System Maintenance are re-named Wastewater Services Division.

2006 Pacific Northwest Clean Water Association (PNCWA) presents WRF with 2005 Compliance Award for no permit violations in calendar year 2005.

2006 PCWA presents WRF with 2006 Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.



2008 PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.

2008 DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.

2008 Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.

2010 City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.

2011 Modifications to the WRF processes allow for increased hydraulic capacity. Dave Gehring is selected as the PNCWA Oregon Operator of the Year.

2012 Downtown area I&I project completed, which included separation of combined sanitary and storm lines. Pump project was completed at Cozine pump station, which will increase efficiency and reduce energy usage during the summer. Received Requests for Proposals for WRF expansion and CH2M Hill was selected to design the project.

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

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



Wastewater Services Fund

Historical Highlights

2014 Completion of the City's updated Sewer Use Ordinance and Significant Industrial User Implementation Manual for the Wastewater Services Pretreatment Program. This process involved major changes to incorporate federally mandated language into the City's Municipal Code. After several years, multiple revisions, and a public hearing period, the new ordinance was approved by the Oregon DEQ and the EPA. The City Council adopted Sewer Use Ordinance 4987 in early January 2015.

2015 Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.



2016 Replacement of two main pumps and variable frequency drives (VFD) at the Cozine Pump Station.

Engineering and design for the replacement of the 3 Mile Lane #3 Pump Station.

2016 Completion of the Water Reclamation Facility secondary treatment expansion.



The expansion project received Project of the Year 2016 award from American Public Works Association (APWA) Oregon Chapter. Project of the Year awards are given to recognize "excellence, innovation and cooperation with regard to the management and administration of public works projects."

2017 Completion of the 3 Mile Lane #3 Pump Station.

Cook School sewer rehabilitation project completion.

Oregon DEQ performed an audit on the Pretreatment Program.

Design and engineering for UV and tertiary projects.

Converted monthly discharge monitoring report to electronic submission as required by new US EPA standard.

Wastewater Services Fund

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

<u>Position Description</u>				<u>Detailed Summary</u>		
Fund		Number of	Range	Total		
Department	Section	Employees		Salary	Page	
					Amount	
<u>SS & SD Maintenance Supervisor</u>						
Street Fund (0.10 FTE)		1	342	78,053	167	7,805
Wastewater Services Fund						
Conveyance Systems						
Sanitary (0.90 FTE)					220	70,248
<u>Senior Utility Worker - WWS</u>						
Street Fund (0.10 FTE)		1	333	63,637	167	6,364
Wastewater Services Fund						
Conveyance Systems						
Sanitary (0.90 FTE)					220	57,273
<u>Mechanic - Public Works</u>						
General Fund		1	330	57,387		
Park Maintenance (0.45 FTE)					136	25,824
Street Fund (0.45 FTE)					167	25,824
Wastewater Services Fund						
Administration (0.10 FTE)					210	5,739
<u>Utility Worker II - WWS</u>						
Street Fund (0.40 FTE)		4	329	208,076	167	20,808
Wastewater Services Fund						
Conveyance Systems						
Sanitary (3.60 FTE)					220	187,268

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
1,000,000	1,000,000	1,000,000	4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1	1,000,000	1,000,000	1,000,000
2,351,570	1,699,949	1,265,183	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,327,850	1,327,850	1,327,850
3,351,570	2,699,949	2,265,183	<u>TOTAL BEGINNING FUND BALANCE</u>	2,327,850	2,327,850	2,327,850
3,351,570	2,699,949	2,265,183	<i>TOTAL RESOURCES</i>	2,327,850	2,327,850	2,327,850



ADMINISTRATION



75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES						
3,510	-394	0	7000	Salaries & Wages	0	0
144,571	146,364	152,518	7000-05	Salaries & Wages - Regular Full Time Wastewater Services Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE	158,574	158,574
18,255	960	0	7000-15	Salaries & Wages - Temporary	0	0
244	392	800	7000-20	Salaries & Wages - Overtime	801	801
1,808	146	0	7300	Fringe Benefits	0	0
9,735	8,768	9,506	7300-05	Fringe Benefits - FICA - Social Security	9,882	9,882
2,277	2,051	2,224	7300-06	Fringe Benefits - FICA - Medicare	2,311	2,311
39,081	38,661	47,939	7300-15	Fringe Benefits - PERS - OPSRP - IAP	50,455	50,455
28,552	29,287	30,620	7300-20	Fringe Benefits - Medical Insurance	34,034	34,034
5,200	2,600	2,600	7300-22	Fringe Benefits - VEBA Plan	5,200	5,200
224	227	226	7300-25	Fringe Benefits - Life Insurance	228	228
779	788	820	7300-30	Fringe Benefits - Long Term Disability	848	848
5,244	4,523	5,244	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,405	5,405
90	54	61	7300-37	Fringe Benefits - Workers' Benefit Fund	61	61
1,995	762	2,001	7300-40	Fringe Benefits - Unemployment	1,000	1,000
261,563	235,188	254,559	TOTAL PERSONNEL SERVICES		268,799	268,799

MATERIALS AND SERVICES						
1,047	0	1,100	7530	Safety Training/OSHA Safety meetings, training films, posters, and handouts, etc.	1,500	1,500
344	672	1,800	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	1,700	1,700
12,753	14,152	16,000	7550	Travel & Education Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.	16,000	16,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Professional memberships	1	900	900
			Training/conferences	1	12,700	12,700
			Certification/LME licenses renewal and exams	1	2,400	2,400

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
56,000	48,900	61,700	7610-05	Insurance - Liability		64,800	64,800	64,800
49,100	70,000	80,000	7610-10	Insurance - Property		68,900	68,900	68,900
19,416	20,108	22,000	7620	Telecommunications		22,000	22,000	22,000
				Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.				
6,919	8,574	9,000	7650	Janitorial		9,300	9,300	9,300
				WRF Administration and Headworks building janitorial charges.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial services contract	1	8,300	8,300	
				Janitorial supplies	1	1,000	1,000	
23,220	20,539	30,000	7660	Materials & Supplies		30,000	30,000	30,000
				Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.				
3,192	6,036	7,350	7740-05	Rental Property Repair & Maint - Building		7,350	7,350	7,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - liability	1	200	200	
				Insurance - property	1	600	600	
				Property taxes	1	2,450	2,450	
				Misc maintenance, repair, etc	1	4,100	4,100	
22,165	21,963	33,000	7750	Professional Services		43,000	43,000	43,000
				Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	45	45	
				Audit fee allocation	1	3,500	3,500	
				Wastewater rate brochure	1	3,000	3,000	
				Water & Light annual sewer billing fee	1	600	600	
				Environmental legal assistance	1	5,000	5,000	
				Miscellaneous wastewater facilities consulting	1	15,900	15,900	
				Northwest Biosolids Association dues	1	455	455	
				ACWA program fees	1	2,000	2,000	
				ACWA membership fees	1	1,400	1,400	
				Rental agreement	1	1,100	1,100	
				Facilities assessment	1	10,000	10,000	

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
20,542	24,088	30,000	7790	Maintenance & Rental Contracts		30,000	30,000	30,000
				Wastewater Services contracts for maintenance and inspections of various facility systems and grounds.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Landscaping contract	1	19,000	19,000	
				Elevator maintenance contract	1	3,000	3,000	
				Fire alarm system inspection contract and monitoring	1	4,000	4,000	
				Fire extinguisher and backflow preventer certification	1	3,000	3,000	
				Landscaping contract additions	1	1,000	1,000	
16,856	13,225	18,989	7840	M & S Computer Charges		20,266	20,266	20,266
				I.S. Fund materials & supplies costs shared city-wide				
30,616	25,736	29,325	7840-85	M & S Computer Charges - WWS		26,175	26,175	26,175
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI Arcview-17%, shared with Plan, Bldg,Eng, Pk Maint, Street	1	2,050	2,050	
				WWS - MP2 Maint Management Software	1	2,500	2,500	
				Rockwell Control Software	1	5,500	5,500	
				Wonderware software	1	5,500	5,500	
				Hansen sewer maintenance-25%, shared with Eng, Pk Maint, Street	1	3,125	3,125	
				Hach WIMS software	1	2,500	2,500	
				Win 911 software	1	500	500	
				Replacement workstations	3	1,500	4,500	
39,129	40,353	42,000	8260	Permit & Basin Council Fees		45,000	45,000	45,000
				State and federal agency fees and permits.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				DEQ National Pollutant Discharge Elim (NPDES)	1	25,700	25,700	
				Federal USGS monitoring site fee - Yamhill	1	13,800	13,800	
				DEQ certification program fee	1	1,900	1,900	
				Oregon Hazardous substance fee	1	400	400	
				Electrical inspection	1	200	200	
				DEQ stormwater program fee	1	1,000	1,000	
				DEQ plan review fee	1	2,000	2,000	
301,298	314,346	382,264	TOTAL MATERIALS AND SERVICES			385,991	385,991	385,991
<u>CAPITAL OUTLAY</u>								
3,494	3,352	3,132	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				

Budget Document Report

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	8750-85	Capital Outlay Computer Charges - Wastewater Services		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with Park Mnt, Street, Eng)	1	5,000	5,000	
0	0	0	8800	Building Improvements		0	0	0
0	0	0	8850	Vehicles		0	0	0
3,494	3,352	3,132	<u>TOTAL CAPITAL OUTLAY</u>			5,000	5,000	5,000
566,355	552,885	639,955	<u>TOTAL REQUIREMENTS</u>			659,790	659,790	659,790



PLANT



75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

11,034	517	0	7000 Salaries & Wages	0	0	0
504,350	514,377	535,887	7000-05 Salaries & Wages - Regular Full Time Operations Superintendent - 1.00 FTE Senior Operator - 1.00 FTE Operator II - 3.00 FTE Operator I - 1.00 FTE Senior Mechanic/SCADA Technician - 1.00 FTE Mechanic - 2.00 FTE	558,693	558,693	558,693
0	3,898	10,699	7000-15 Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.40 FTE	10,414	10,414	10,414
14,338	11,361	14,500	7000-20 Salaries & Wages - Overtime	14,999	14,999	14,999
5,723	954	0	7300 Fringe Benefits	0	0	0
30,578	31,044	34,788	7300-05 Fringe Benefits - FICA - Social Security	36,216	36,216	36,216
7,151	7,260	8,136	7300-06 Fringe Benefits - FICA - Medicare	8,470	8,470	8,470
115,610	115,579	145,368	7300-15 Fringe Benefits - PERS - OPSRP - IAP	153,393	153,393	153,393
97,664	108,977	115,556	7300-20 Fringe Benefits - Medical Insurance	130,134	130,134	130,134
18,750	10,375	10,000	7300-22 Fringe Benefits - VEBA Plan	21,000	21,000	21,000
941	972	972	7300-25 Fringe Benefits - Life Insurance	972	972	972
2,744	2,817	2,916	7300-30 Fringe Benefits - Long Term Disability	3,054	3,054	3,054
17,551	19,240	24,968	7300-35 Fringe Benefits - Workers' Compensation Insurance	25,876	25,876	25,876
269	253	273	7300-37 Fringe Benefits - Workers' Benefit Fund	273	273	273
0	0	48	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
826,703	827,623	904,111	TOTAL PERSONNEL SERVICES	963,494	963,494	963,494

MATERIALS AND SERVICES

0	0	0	7550 Travel & Education	0	0	0
3,402	4,037	5,400	7590 Fuel - Vehicle & Equipment Gas and diesel - vehicles, rolling stock and generators.	5,400	5,400	5,400

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET																																								
408,972	408,656	405,000	7600 Electric & Natural Gas Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations	410,000	410,000	410,000																																								
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Natural Gas</td> <td style="text-align: center;">1</td> <td style="text-align: right;">23,000</td> <td style="text-align: right;">23,000</td> </tr> <tr> <td>Electricity</td> <td style="text-align: center;">1</td> <td style="text-align: right;">387,000</td> <td style="text-align: right;">387,000</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Natural Gas	1	23,000	23,000	Electricity	1	387,000	387,000																															
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Natural Gas	1	23,000	23,000																																											
Electricity	1	387,000	387,000																																											
0	0	0	7660 Materials & Supplies	0	0	0																																								
92,613	87,927	96,000	7690 Chemicals Various chemicals used at the Water Reclamation Facility.	99,000	99,000	99,000																																								
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27,193	31,429	34,000	7720-04 Repairs & Maintenance - Supplies Supplies related to the Water Reclamation Facility and pump stations.	34,000	34,000	34,000																																								
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75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
172,912	128,633	184,000	7720-06	Repairs & Maintenance - Equipment		204,000	204,000	204,000
				Repairs and replacement of existing Water Reclamation Facility and pump station equipment and processes.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Instrumentation and controls	1	12,000	12,000	
				Rental equipment	1	5,000	5,000	
				Building and structure repairs	1	50,000	50,000	
				Electrical systems	1	15,000	15,000	
				HVAC systems	1	10,000	10,000	
				Mechanical equipment repairs	1	70,000	70,000	
				Landscaping and irrigation	1	2,000	2,000	
				Chemical delivery system	1	5,000	5,000	
				Pump station SCADA systems	1	10,000	10,000	
				Switch gear service	1	25,000	25,000	
7,196	2,618	5,000	7720-14	Repairs & Maintenance - Vehicles		5,000	5,000	5,000
				Water Reclamation Facility vehicle and forklift repairs and preventative maintenance.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Wear items - batteries, tires, etc	1	3,000	3,000	
				Mechanical repairs	1	1,000	1,000	
				Preventative maintenance	1	1,000	1,000	
266	330	380	7750	Professional Services		315	315	315
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	315	315	
100,240	121,293	130,000	7780-25	Contract Services - Biosolids		135,000	135,000	135,000
				Biosolids contract hauling from the Water Reclamation Facility, includes minor road dust control and associated costs.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hauling and application	1	132,500	132,500	
				Site management	1	2,500	2,500	
3,945	2,894	5,000	7800	M & S Equipment		5,000	5,000	5,000
				Equipment necessary for plant and pump station operations and maintenance.				
816,739	787,818	864,780	TOTAL MATERIALS AND SERVICES			897,715	897,715	897,715
CAPITAL OUTLAY								
0	0	25,000	8710	Equipment		0	0	0
0	0	0	8800	Building Improvements		0	0	0
0	0	25,000	8850	Vehicles		0	0	0
0	0	50,000	TOTAL CAPITAL OUTLAY			0	0	0

Budget Document Report

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,643,442	1,615,441	1,818,891	TOTAL REQUIREMENTS	1,861,209	1,861,209	1,861,209



ENVIRONMENTAL SERVICES



75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

<u>PERSONNEL SERVICES</u>						
5,189	407	0	7000	Salaries & Wages	0	0
236,079	241,986	252,842	7000-05	Salaries & Wages - Regular Full Time Supervisor - Environmental Services - 1.00 FTE Senior Environmental Technician - 1.00 FTE Environmental Technician II - 1.00 FTE Laboratory Technician - 1.00 FTE	266,604	266,604
0	8,915	11,297	7000-15	Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.44 FTE	11,451	11,451
0	0	1,001	7000-20	Salaries & Wages - Overtime	1,000	1,000
2,646	304	0	7300	Fringe Benefits	0	0
14,298	15,281	16,871	7300-05	Fringe Benefits - FICA - Social Security	17,742	17,742
3,344	3,574	3,946	7300-06	Fringe Benefits - FICA - Medicare	4,149	4,149
51,424	52,750	64,088	7300-15	Fringe Benefits - PERS - OPSRP - IAP	68,444	68,444
44,427	45,571	47,645	7300-20	Fringe Benefits - Medical Insurance	52,956	52,956
7,000	3,500	3,500	7300-22	Fringe Benefits - VEBA Plan	7,000	7,000
426	432	432	7300-25	Fringe Benefits - Life Insurance	432	432
1,293	1,323	1,380	7300-30	Fringe Benefits - Long Term Disability	1,456	1,456
8,757	9,798	11,799	7300-35	Fringe Benefits - Workers' Compensation Insurance	12,362	12,362
120	122	129	7300-37	Fringe Benefits - Workers' Benefit Fund	129	129
375,002	383,963	414,930	<u>TOTAL PERSONNEL SERVICES</u>		443,725	443,725

<u>MATERIALS AND SERVICES</u>						
19,185	14,912	23,000	7660	Materials & Supplies Materials and supplies to support permit, pretreatment, and laboratory work and activities.	23,000	23,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>
				Permit lab materials and supplies to support permit	1	21,000
				Pretreatment training and outreach supplies	1	2,000

Budget Document Report

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			Section :N/A					
			Program :N/A					
5,626	5,691	9,990	7750	Professional Services		10,200	10,200	10,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	135	135	
				Lab instrumentation calibration	1	1,705	1,705	
				Spectrophotometer annual warranty	1	1,400	1,400	
				DI Water System rental/sanitization	1	2,960	2,960	
				Pretreatment assistance	1	4,000	4,000	
28,121	24,660	40,000	7780-30	Contract Services - Lab		45,000	45,000	45,000
				Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.				
3,856	3,820	0	7800	M & S Equipment		5,000	5,000	5,000
				Laboratory instrumentation or sampling monitoring equipment				
56,787	49,082	72,990		<u>TOTAL MATERIALS AND SERVICES</u>		83,200	83,200	83,200
				<u>CAPITAL OUTLAY</u>				
0	0	7,000	8710	Equipment		0	0	0
0	0	7,000		<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
431,789	433,045	494,920		<u>TOTAL REQUIREMENTS</u>		526,925	526,925	526,925



CONVEYANCE SYSTEMS



Organization Set – Sections

- **Sanitary**

Organization Set #

75-78-320

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
6,016	261	0	7000 Salaries & Wages	0	0	0
271,591	281,086	309,028	7000-05 Salaries & Wages - Regular Full Time Supervisor - SS & SD Maintenance - 0.90 FTE Senior Utility Worker - 0.90 FTE Utility Worker II - 3.60 FTE	313,710	313,710	313,710
1,126	2,070	3,999	7000-20 Salaries & Wages - Overtime	4,000	4,000	4,000
630	1,080	1,080	7000-37 Salaries & Wages - Medical Opt Out Incentive	1,080	1,080	1,080
3,334	116	0	7300 Fringe Benefits	0	0	0
16,367	17,156	19,476	7300-05 Fringe Benefits - FICA - Social Security	19,767	19,767	19,767
3,828	4,012	4,554	7300-06 Fringe Benefits - FICA - Medicare	4,623	4,623	4,623
65,472	66,152	86,372	7300-15 Fringe Benefits - PERS - OPSRP - IAP	88,583	88,583	88,583
45,488	37,726	38,204	7300-20 Fringe Benefits - Medical Insurance	40,782	40,782	40,782
9,000	3,225	3,150	7300-22 Fringe Benefits - VEBA Plan	6,300	6,300	6,300
568	559	588	7300-25 Fringe Benefits - Life Insurance	588	588	588
1,502	1,532	1,684	7300-30 Fringe Benefits - Long Term Disability	1,712	1,712	1,712
16,561	17,534	22,211	7300-35 Fringe Benefits - Workers' Compensation Insurance	21,320	21,320	21,320
152	136	156	7300-37 Fringe Benefits - Workers' Benefit Fund	156	156	156
441,635	432,645	490,502	TOTAL PERSONNEL SERVICES	502,621	502,621	502,621
MATERIALS AND SERVICES						
12,594	11,812	23,000	7590 Fuel - Vehicle & Equipment	23,000	23,000	23,000
688	861	1,000	7600 Electric & Natural Gas Electric costs associated with Conveyance building.	1,100	1,100	1,100
13,837	15,865	20,000	7720-04 Repairs & Maintenance - Supplies Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	20,000	20,000	20,000
9,540	14,265	20,000	7720-06 Repairs & Maintenance - Equipment Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	20,000	20,000	20,000
19,401	15,437	22,000	7720-14 Repairs & Maintenance - Vehicles Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	22,000	22,000	22,000

Budget Document Report

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
32,054	25,302	50,000	7720-36 Repairs & Maintenance - Sanitary Sewer Mainline/Lateral Routine repairs and maintenance of sewer mainlines, laterals, and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	50,000	50,000	50,000
0	0	10,000	7750 Professional Services Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	10,000	10,000	10,000
3,890	4,947	5,000	7800 M & S Equipment Conveyance System maintenance equipment.	5,000	5,000	5,000
92,004	88,488	151,000	<u>TOTAL MATERIALS AND SERVICES</u>	151,100	151,100	151,100
<u>CAPITAL OUTLAY</u>						
0	7,958	0	8710 Equipment Large diameter root cutter	0	0	0
0	0	0	8850 Vehicles	0	0	0
116,289	100,996	150,000	9110-05 Sanitary Sewer Replacements - Mainline/Lateral Preservation repair and replacement of sewer system mainlines and manholes.	140,500	140,500	140,500
116,289	108,954	150,000	<u>TOTAL CAPITAL OUTLAY</u>	140,500	140,500	140,500
649,928	630,087	791,502	<u>TOTAL REQUIREMENTS</u>	794,221	794,221	794,221



NON-DEPARTMENTAL



Budget Document Report

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES								
CHARGES FOR SERVICES								
12,650	12,600	12,650	5400-40	Property Rentals - House Riverside Drive house rental income.		12,600	12,600	12,600
6,989	7,001	7,000	5400-45	Property Rentals - Farm Farm land lease on Water Reclamation Facility property.		7,028	7,028	7,028
9,107,387	9,218,311	9,774,359	5520	Sewer User Charges Monthly sewer charges based on water consumption and discharge loading.		9,842,505	9,842,505	9,842,505
59,155	69,621	48,219	5530	Septage Fees Budget Note: Proposed amount reflects a 2.8% rate increase effective July 1, 2018. Dumping fees collected from haulers for septic tank and portable toilet waste.		45,628	45,628	45,628
9,186,181	9,307,533	9,842,228	TOTAL CHARGES FOR SERVICES			9,907,761	9,907,761	9,907,761
MISCELLANEOUS								
8,071	11,677	13,100	6310	Interest		10,900	10,900	10,900
1,121	1,907	1,000	6600	Other Income		1,000	1,000	1,000
2,946	0	0	6600-05	Other Income - Workers' Comp Reimbursement		0	0	0
12,137	13,583	14,100	TOTAL MISCELLANEOUS			11,900	11,900	11,900
TRANSFERS IN								
0	0	0	6900-85	Transfers In - Insurance Services		13,342	13,342	13,342
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Insurance Service Fund distribution	1	13,342	13,342		
0	0	0	TOTAL TRANSFERS IN			13,342	13,342	13,342
9,198,318	9,321,117	9,856,328	TOTAL RESOURCES			9,933,003	9,933,003	9,933,003

Budget Document Report

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS								
TRANSFERS OUT								
256,975	258,977	287,543	9700-01	Transfers Out - General Fund		304,257	304,257	304,257
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Wastewater Services Fund support of Engineering operations.		1	21,064	21,064	
			Engineering, Admin, & Finance personnel services support.		1	283,193	283,193	
6,260,990	6,238,346	5,643,071	9700-77	Transfers Out - Wastewater Capital		6,429,189	6,429,189	6,429,189
			Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.					
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Ratepayer contribution for FY19		1	6,429,189	6,429,189	
40,459	41,661	42,772	9700-80	Transfers Out - Information Systems		46,669	46,669	46,669
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Information Systems personnel services support.		1	46,669	46,669	
6,558,424	6,538,984	5,973,386	TOTAL TRANSFERS OUT			6,780,115	6,780,115	6,780,115
CONTINGENCIES								
0	0	300,000	9800	Contingencies		300,000	300,000	300,000
0	0	300,000	TOTAL CONTINGENCIES			300,000	300,000	300,000
ENDING FUND BALANCE								
1,000,000	1,000,000	1,000,000	9975-05	Designated End FB - WW Svc Fd - Sewer A/R		1,000,000	1,000,000	1,000,000
			Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30					
1,699,949	1,250,624	1,102,857	9999	Unappropriated Ending Fd Balance		338,593	338,593	338,593
			Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations					
2,699,949	2,250,624	2,102,857	TOTAL ENDING FUND BALANCE			1,338,593	1,338,593	1,338,593
9,258,373	8,789,608	8,376,243	TOTAL REQUIREMENTS			8,418,708	8,418,708	8,418,708

75 - WASTEWATER SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
12,549,887	12,021,066	12,121,511	TOTAL RESOURCES	12,260,853	12,260,853	12,260,853
12,549,887	12,021,066	12,121,511	TOTAL REQUIREMENTS	12,260,853	12,260,853	12,260,853



WASTEWATER CAPITAL FUND





Budget Highlights

- \$500,000 – Engineering services for the design of the grit system expansion project.
- \$1,175,000 – Design work for the addition of a new 1-million gallon biosolids storage tank.
- \$1,130,000 – Design and construction of the tertiary filter expansion project.
- \$90,000 – Complete the design of the new Three Mile Lane force main to be constructed with ODOT’s planned bridge replacement project.
- \$2,350,000 – Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$2,640,000 – Planned major equipment replacement projects, including ultraviolet (UV) disinfection process replacement, recoating of the tertiary clarifiers, recoating of ATAD #3, and control system upgrades.
- \$6,429,189 – Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2017 Wastewater Services Financial Plan.

Core Services

- Capital improvement planning and construction for the City’s wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue projects to reduce the infiltration and inflow of ground water and rain into the City’s sanitary collection system.

Future Challenges and Opportunities

- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Future Wastewater Financial Plan efforts should include a review of policy options related to rates for low income/senior users.



The City continued to invest in upgrades to the public sanitary sewer system in 2017. Work included the replacement of the 1970’s vintage 3-mile Lane #3 pump station at a cost of approximately \$700,000. Additionally, work to remove unwanted storm water and groundwater (inflow and infiltration) from the sanitary sewer system near Riverside Drive was completed. Over 2,700 lineal feet of sanitary sewer pipes were lined at a cost of approximately \$100,000.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	6,807,667	6,153,221	6,997,339	844,118
Materials & Services	194,999	2,065,393	2,151,100	85,707
Capital Outlay	1,653,544	3,375,509	6,005,000	2,629,491
Debt Service	-	-	-	-
Transfers Out	203,109	221,294	458,203	236,909
Total Expenditures	2,051,651	5,662,196	8,614,303	2,952,107
Net Expenditures	4,756,015	491,025	(1,616,964)	2,107,989



Wastewater Capital Fund

Historical Highlights

1969	Voters approve \$710,000 six-year sewage disposal general obligation bond issue.	1994	January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves.	2000	July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.
1987	Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.			2000	Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
1992	April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance.	1994	February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.	2001	Evans Street Sewer Reconstruction Project complete.
1992	August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program.			2002	High School Basin Sewer Reconstruction Project complete.
1993	December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility.	1995	New Water Reclamation Facility and Raw Sewage Pump Station complete.	2003	Three Mile Lane Pump Station #1 Replacement Project complete.
		1996	Major repair and replacement of Cozine Trunk Line and Pump Station complete.	2004	February 2004, \$23,698,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000.

Wastewater Capital Fund

Historical Highlights

- 2004 May 2004, City completes 2004 Sewer Rate Equity Review and City Council passes Resolution 2004 – 13 revising sewer user fees and sewer SDCs – rates set to achieve \$7.5 million capital reserve in 10 years for future Water Reclamation Facility expansion.
- 2005 Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.
- 2006 The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.
- 2007 The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.
- 2009 DEQ approves the WRF Facilities Plan.
- 2009 The Elm Street Sewer Rehabilitation Project was completed.
- 2010 The Saylor’s Addition and High School Basin Sewer Rehabilitation projects were completed.
- 2012 The Downtown Basin Sewer Rehabilitation project was completed.
- 2013 Design work begins for the expansion of the WRF
- 2016 Construction of the WRF Expansion is completed. The final project cost of ~\$13-million was ~ \$2.5-million less than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master plan. **The City was awarded a “2016 Project of the Year” award by the Oregon Chapter of the American Public Works Association (OR APWA) for the project work.**



77 - WASTEWATER CAPITAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
RESOURCES							
BEGINNING FUND BALANCE							
0	0	3,645,200	4077-99	Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve	3,401,200	3,401,200	3,401,200
14,150,612	14,864,301	15,710,737	4090	Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	20,177,678	20,177,678	20,653,143
Budget Note: SDC accounting discloses an extremely large negative system development charge fund balance. This negative balance indicates that the building of the WRF and sewer system improvements could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available.							
14,150,612	14,864,301	19,355,937	TOTAL BEGINNING FUND BALANCE		23,578,878	23,578,878	24,054,343
CHARGES FOR SERVICES							
490,088	418,303	325,000	5500	System Development Charges Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system.	325,000	325,000	325,000
490,088	418,303	325,000	TOTAL CHARGES FOR SERVICES		325,000	325,000	325,000
MISCELLANEOUS							
63,590	137,318	172,400	6310	Interest	230,400	230,400	230,400
0	0	2,500	6500-05	Private Sewer Lateral - Loan Repayment Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	2,500	2,500
6,900	13,700	10,000	6500-10	Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	10,000	10,000	10,000
Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.							
53	0	250	6600	Other Income	250	250	250
70,543	151,018	185,150	TOTAL MISCELLANEOUS		243,150	243,150	243,150
TRANSFERS IN							
6,260,990	6,238,346	5,643,071	6900-75	Transfers In - Wastewater Services Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	6,429,189	6,429,189	6,429,189
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Ratepayer contribution for 2018-19	1	6,429,189	6,429,189
6,260,990	6,238,346	5,643,071	TOTAL TRANSFERS IN		6,429,189	6,429,189	6,429,189
20,972,234	21,671,968	25,509,158	TOTAL RESOURCES		30,576,217	30,576,217	31,051,682

77 - WASTEWATER CAPITAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
23,733	9,846	43,600	7750 Professional Services	20,100	20,100	20,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	5,100	5,100
			Miscellaneous professional services	1	15,000	15,000
0	0	0	7750-57 Professional Services - Financing Administration	0	0	0
			Administrative fee for paying agent for 2004 Sewer Refunding Bonds			
434,383	24,903	0	7770-37 Professional Services - Projects - WRF Expansion Design	0	0	0
			Engineering services for the design of the expansion of the Water Reclamation Facility.			
0	0	500,000	7770-38 Professional Services - Projects - Dewatering Process	0	0	0
			Engineering services for the solids processing expansion project.			
0	0	506,708	7770-40 Professional Services - Projects - Grit System Expansion	500,000	500,000	500,000
			Engineering services for the grit system expansion project.			
0	0	0	7770-41 Professional Services - Projects - New 1MB tank & mixer	1,175,000	1,175,000	1,175,000
			Engineering services for the construction of an additional biosolids storage tank.			
60,718	35,768	0	7770-43 Professional Services - Projects - 3 Mile Lane Pump Station	0	0	0
			Engineering services for the replacement of 3 Mile Lane Pump Station #3			
0	117	651,585	7770-44 Professional Services - Projects - Filtration System Expansion	130,000	130,000	130,000
			Engineering services for the tertiary filtration system expansion project.			
0	0	0	7770-49 Professional Services - Projects - 3 Mile Ln Bridge Force Main	90,000	90,000	90,000
			Engineering services for the installation of a 16" diameter sanitary sewer force main on ODOT's new 3-mile Lane Bridge.			
170,827	122,922	360,000	7770-57 Professional Services - Projects - I&I Reduction Design	230,000	230,000	230,000
			Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.			
640	1,442	3,500	8230 Private Sewer Lateral Repair Incentive	3,500	3,500	3,500
			Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.			
0	0	0	8240-10 Private Sewer Lateral Loans - Low Income Loans	2,500	2,500	2,500
			"Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.			
690,302	194,999	2,065,393	<u>TOTAL MATERIALS AND SERVICES</u>	2,151,100	2,151,100	2,151,100

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>ENDING FUND BALANCE</u>						
0	3,645,200	3,431,780	9977-99 Designated End FB - WW Cap Fd - PERS Refinancing Reserve	3,139,300	3,139,300	3,139,300
14,864,301	15,975,116	15,915,182	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	18,322,614	18,322,614	18,318,079
14,864,301	19,620,316	19,346,962	<u>TOTAL ENDING FUND BALANCE</u>	21,461,914	21,461,914	21,457,379
20,972,234	21,671,967	25,509,158	<u>TOTAL REQUIREMENTS</u>	30,576,217	30,576,217	31,051,682

77 - WASTEWATER CAPITAL FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
20,972,234	21,671,968	25,509,158	<i>TOTAL RESOURCES</i>	30,576,217	30,576,217	31,051,682
20,972,234	21,671,968	25,509,158	<i>TOTAL REQUIREMENTS</i>	30,576,217	30,576,217	31,051,682



AMBULANCE FUND





Ambulance Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- Two years ago City Council authorized the purchase of three used ambulances from the Portland Fire Department. This purchase did buy us some time and provided a unit for our Day Car. This year we will be purchasing a new ambulance to replace one that will pass 200,000 miles this year. The Portland units remain an integral part of our back up fleet for mechanical downtime.
- The impact of inadequate Medicare and Medicaid reimbursements remain significant because approximately 83% of the City's total transports are Medicare or Medicaid accounts. We will be monitoring these numbers for accuracy since there is uncertainty around this area due to current political issues. Commercial insurance payers generally reimburse the City for about 84% of the total amount charged. The City will continue to discuss funding strategies around businesses that impact the ambulance service.
- There is legislation enacted that will create an additional revenue source for Medicaid calls. It is expected that this legislation will be approved by the Federal Government and fund recovery should be in place by January of 2019. The City will recover as much as \$400 per Medicaid call, which last year was over 23% of our transports.
- There were several injuries as a result of lifting patients into the ambulances recently. This budget includes a lift system that eliminates the need for staff to lift the gurney into the ambulance.

Core Services

- Provide Advanced Life Support Care to City's 450 square mile Ambulance Service Area.
- Provide Advanced & Basic Life Support training to all department Emergency Medical Services personnel.
- Provide training to City partner rescue companies within Ambulance Service Area.
- Ensure that the City meets the requirements of the Yamhill County Ambulance Service Area plan.

- Provide for a Quality Assurance Program to continue to improve the ambulance delivery system.
- Continue and improve partnerships with physician advisor and Willamette Valley Medical Center.



Future Challenges and Opportunities

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

Ambulance Fund

2018 – 2019 Proposed Budget --- Budget Summary

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	4,610,697	4,740,300	5,493,652	753,352
Personnel Services	3,264,187	3,454,925	3,766,324	311,399
Materials & Services	798,803	941,305	971,084	29,779
Capital Outlay	4,656	24,285	313,750	289,465
Transfers Out	325,326	325,092	366,015	40,923
Total Expenditures	4,392,972	4,745,607	5,417,173	671,566
Net Expenditures	217,725	(5,307)	76,479	(81,786)

Full-Time Equivalentents (FTE)

	2017-18 Adopted Budget	Change	2018-19 Proposed Budget
FTE Adopted Budget	25.02		
Firefighter		0.65	
Firefighter / Paramedic - PT+		0.06	
Firefighter / EMT - PT+		0.06	
Office Manager		(0.40)	
Support Services Specialist		0.50	
FTE Proposed Budget		0.87	25.89



Ambulance Fund

Historical Highlights

1928 McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.

1950 A typical ambulance transport cost ~\$2.50.

1971 First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1's. Paid staff operates the ambulance during the day and volunteers at night.

1979 First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department.

1982 Fire Department's first state certified paramedic hired.

1983 Three ALS employees re-assigned to work 24-hour shifts in three-day rotations. Paid staff continues to provide ambulance transports during the day. Volunteers are called in at night to supplement ambulance response.

1987 Ambulance subscription sold for the first time at \$35 per household – FireMed.

1996 Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.

1997 Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day. Volunteers are assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day.

2001 Fire Department EMS Division starts Non-Emergency Transport (NET) Team to provide non-medical transports from the hospital to care facilities and also to provide service to doctor appointments.

2002 Medicare begins their new fee schedule with a five-year implementation process significantly decreasing the amount paid for medical transports.

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

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

2004 Yamhill County completes Ambulance Service Area plan required by the State of Oregon. McMinnville Fire Department (MFD) is awarded MFD's current Ambulance Service Area; implemented July 1, 2005.

2005 Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.

2005 Second Fire Fund property tax transfer to supplement ambulance operations - \$100,000.

2005 First time Ambulance Fund operations cannot support purchase of a new ambulance. Improvements Fund budgets to purchase \$130,000 with a combination of property taxes and remaining public safety full-faith and credit obligation certificates financing dollars.



Ambulance Fund

Historical Highlights

- 2006 Third Fire Fund property tax transfer to supplement ambulance operations - \$300,000.
- 2006 Field Data program implemented. Integrates pre-hospital care reports directly with the ambulance billing system using lap top computers in each of the ambulances.
- 2007 Purchase of new ambulance funded with combination of remaining dollars from the 2002 public safety full faith and credit financing and property taxes.
- 2007 Continuance of the Fire Fund property tax transfer to subsidize EMS service operations - \$300,000.
- 2007 Average 27% rate increase to help offset increasing property tax subsidy.
- 2008 Purchase of four new defibrillators completes transition to new technology, enhancing paramedic's ability to provide first rate medical service.
- 2009 Transfer from General Fund to subsidize ambulance operations \$500,000.



- 2009 Self Assessment process identifies emergency response challenges for the EMS service.
- 2009 Realigned staffing to provide peak activity unit and Advanced Life Support Engine in an effort to improve service levels to the community.
- 2010 City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS.

- 2011 City Council adopts new EMS delivery model and approves implementation of phase one. 1st phase includes new EMS Division Chief, 3 additional 24 hour staff, and establishing north substation.
- 2011 Part Time Plus positions converted to FT EMT Firefighter positions allowing department to provide 3-24 hour ambulances improving service during the evening hours.
- 2012 Property is rented on Baker Creek Road to house substation for Ambulance services.



- 2012 Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,600.

Ambulance Fund

Historical Highlights

2014 Affordable Care Act changes taking place this year. Impacts include an increase of 484 EMS calls driven mostly by increasing Medicaid membership in the county.

2015 Expected increases in call volume due to four new care homes being built in McMinnville; 187 rooms equal anticipated 267 call increase.

2015 Yamhill County indicates that there were 9000 new Medicaid members in Yamhill County this year with an overall increase to 16,000 by the end of 2015.

2016 The City will partner with Amity to provide a Peak activity unit. This vehicle will be cofounded by Amity and the City of McMinnville to improve service to the ASA.

2016 Ambulance reduces its general fund subsidy by \$350,000 due to an increase in revenues from an increase of call volume.

2016 Three FTE are added to reduce the overtime costs of the department and reduce work stress due to overtime.

2017 Test new partnership with Lafayette by deploying an ambulance from rental house to determine response time performance.

2018 Health and safety issues rise to the front. Increased staff by 1 FTE to cover vacancies requiring mandatory overtime. Lift assist system for ambulance to help reduce injuries.



Ambulance Fund

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

Position Description

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

Position Description

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

Budget Document Report

79 - AMBULANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
650,996	841,823	850,000	4079-05 Designated Begin FB-Ambulance Fd - EMS A/R Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1	1,100,000	1,100,000	1,100,000
0	0	37,500	4079-25 Designated Begin FB-Ambulance Fd - Facility Improvements	0	0	0
163,197	508,539	642,075	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	148,817	148,817	148,817
814,193	1,350,362	1,529,575	TOTAL BEGINNING FUND BALANCE	1,248,817	1,248,817	1,248,817
LICENSES AND PERMITS						
0	0	0	4213-15 Specialty Business License - Care Homes Proposed 2018-19 budget includes revenue for specialty business licensing of adult care homes	143,000	143,000	143,000
0	0	0	TOTAL LICENSES AND PERMITS	143,000	143,000	143,000
INTERGOVERNMENTAL						
0	0	0	4555 Ground Emergency Medical Transport (GEMT) Reimbursement Federal funds passed through State to City. Reimbursement to City for 50% of difference between amount paid by Medicaid and cost for service, as calculated using pre-approved methodology.	599,315	599,315	599,315
46,484	0	154,602	4840-05 OR Conflagration Reimbursement - Personnel Reimbursement for personnel costs due to conflagration deployment during the last year.	4,875	4,875	4,875
0	0	0	4840-10 OR Conflagration Reimbursement - Equipment	0	0	0
0	10,000	10,000	5035-05 City of Amity - Paramedic Ambulance	10,000	10,000	10,000
46,484	10,000	164,602	TOTAL INTERGOVERNMENTAL	614,190	614,190	614,190
CHARGES FOR SERVICES						
3,577,616	3,627,278	3,765,000	5700 Transport Fees Transport fee revenue for Medicare and Medicaid patient accounts includes only "allowed" amounts (Medicare) or the amount that will actually be reimbursed (Medicaid). All other patient accounts reflect the full amount of charges for the transport base rate and mileage.	3,640,000	3,640,000	3,640,000
0	0	0	5705 Care Home Charges Proposed 2018-19 budget includes charges collected from adult care homes for ambulance calls when medical treatment is not necessary	65,000	65,000	65,000
124,860	132,225	130,000	5710 FireMed Fees Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider.	130,000	130,000	130,000

Budget Document Report

79 - AMBULANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET																											
3,702,476	3,759,503	3,895,000	TOTAL CHARGES FOR SERVICES			3,835,000	3,835,000	3,835,000																											
MISCELLANEOUS																																			
1,831	1,737	2,300	6310	Interest		200	200	200																											
0	0	0	6460	Donations - Ambulance		0	0	0																											
Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.																																			
8,162	15,889	500	6600	Other Income		11,250	11,250	11,250																											
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Seismic upgrade grant reimbursement split 25/75 with Fire</td> <td style="text-align: center;">1</td> <td style="text-align: center;">11,250</td> <td style="text-align: center;">11,250</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Seismic upgrade grant reimbursement split 25/75 with Fire	1	11,250	11,250														
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Seismic upgrade grant reimbursement split 25/75 with Fire	1	11,250	11,250																																
0	3,711	0	6600-05	Other Income - Workers' Comp Reimbursement		0	0	0																											
31,274	19,859	30,000	6610	Collections - EMS		25,000	25,000	25,000																											
Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections.																																			
41,267	41,195	32,800	TOTAL MISCELLANEOUS			36,450	36,450	36,450																											
TRANSFERS IN																																			
1,150,000	800,000	800,000	6900-01	Transfers In - General Fund		800,000	800,000	800,000																											
Decrease in transfer amount compared to prior year is due to receipt of Ground Emergency Medical Transport (GEMT) reimbursement from State of Oregon																																			
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>General Fund support of City emergency medical services</td> <td style="text-align: center;">1</td> <td style="text-align: center;">800,000</td> <td style="text-align: center;">800,000</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						General Fund support of City emergency medical services	1	800,000	800,000														
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General Fund support of City emergency medical services	1	800,000	800,000																																
0	0	0	6900-85	Transfers In - Insurance Services		65,012	65,012	65,012																											
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Insurance Service Fund distribution</td> <td style="text-align: center;">1</td> <td style="text-align: center;">20,012</td> <td style="text-align: center;">20,012</td> <td colspan="5"></td> </tr> <tr> <td>Ambulance gurney with lift assist</td> <td style="text-align: center;">1</td> <td style="text-align: center;">45,000</td> <td style="text-align: center;">45,000</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Insurance Service Fund distribution	1	20,012	20,012						Ambulance gurney with lift assist	1	45,000	45,000					
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Insurance Service Fund distribution	1	20,012	20,012																																
Ambulance gurney with lift assist	1	45,000	45,000																																
1,150,000	800,000	800,000	TOTAL TRANSFERS IN			865,012	865,012	865,012																											
5,754,419	5,961,059	6,421,977	TOTAL RESOURCES			6,742,469	6,742,469	6,742,469																											

Budget Document Report

79 - AMBULANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
45,518	458	0	7000 Salaries & Wages	0	0	0
1,644,136	1,800,215	1,926,882	7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.25 FTE Emergency Medical Services Chief - 1.00 FTE Fire Battalion Chief - 1.95 FTE Fire Lieutenant - 1.95 FTE Fire Engineer - 1.95 FTE Firefighter - 16.25 FTE Office Manager - 0.25 FTE Support Services Specialist - 0.50 FTE Administrative Specialist II - 0.75 FTE	2,040,006	2,040,006	2,040,006
15,834	65,410	55,410	7000-10 Salaries & Wages - Regular Part Time Firefighter / Paramedic - 0.52 FTE Firefighter / EMT - 0.52 FTE Staffing for Peak Unit Amity.	61,569	61,569	61,569
317,645	248,605	286,102	7000-20 Salaries & Wages - Overtime The 2018-19 budgeted amount is reduced to reflect savings from the hiring of additional Firefighter, split between Fire and Ambulance. The overall cost will be covered by the reduced overtime.	241,500	241,500	241,500
0	0	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	900	900	900
25,334	3,237	0	7300 Fringe Benefits	0	0	0
118,948	126,704	143,458	7300-05 Fringe Benefits - FICA - Social Security	145,237	145,237	145,237
27,915	29,825	31,097	7300-06 Fringe Benefits - FICA - Medicare	33,988	33,988	33,988
489,339	498,235	658,597	7300-15 Fringe Benefits - PERS - OPSRP - IAP	671,930	671,930	671,930
291,299	327,462	345,250	7300-20 Fringe Benefits - Medical Insurance	373,668	373,668	373,668
50,098	77,381	78,600	7300-22 Fringe Benefits - VEBA Plan	86,675	86,675	86,675
2,394	2,692	2,738	7300-25 Fringe Benefits - Life Insurance	2,794	2,794	2,794
8,325	9,342	10,016	7300-30 Fringe Benefits - Long Term Disability	10,676	10,676	10,676
62,613	68,608	86,868	7300-35 Fringe Benefits - Workers' Compensation Insurance	95,347	95,347	95,347
1,001	961	1,006	7300-37 Fringe Benefits - Workers' Benefit Fund	1,032	1,032	1,032
91	5,052	1,003	7300-40 Fringe Benefits - Unemployment	1,002	1,002	1,002
3,100,488	3,264,187	3,627,027	TOTAL PERSONNEL SERVICES	3,766,324	3,766,324	3,766,324

79 - AMBULANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>MATERIALS AND SERVICES</u>						
3,615	4,468	4,000	7500 Credit Card Fees	5,000	5,000	5,000
380	777	2,400	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	2,200	2,200	2,200
22,703	21,316	22,000	7550 Travel & Education Increases due to number of new staff Emergency medical service training, education, and travel expenses for career and volunteer staff. Training dollars will be spent on critical areas of certification and required EMS training with professional development provided. Increase is to assist with leadership and supervisory training	25,000	25,000	25,000
20,124	25,321	30,000	7590 Fuel - Vehicle & Equipment	30,000	30,000	30,000
5,526	5,708	6,500	7600 Electric & Natural Gas	6,500	6,500	6,500
18,300	17,000	25,300	7610-05 Insurance - Liability	25,000	25,000	25,000
10,400	16,500	18,300	7610-10 Insurance - Property	14,300	14,300	14,300
19,875	24,085	24,000	7620 Telecommunications This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.	23,000	23,000	23,000
12,176	12,457	12,500	7630-05 Uniforms - Employee Career and volunteer fire uniforms. Increase to cover increasing new hire levels.	15,000	15,000	15,000
0	0	500	7640 Laundry	500	500	500
2,115	2,409	2,500	7650 Janitorial Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.	2,500	2,500	2,500
27,557	29,322	32,000	7660 Materials & Supplies	32,000	32,000	32,000
6,519	4,592	7,000	7660-15 Materials & Supplies - Postage	7,000	7,000	7,000
99,407	123,684	110,000	7660-45 Materials & Supplies - Medical Equipment & Supplies Increase due to call volume increase and cost of medical supplies and medications increase.	118,000	118,000	118,000
1,452	1,556	1,800	7660-55 Materials & Supplies - Oxygen	1,800	1,800	1,800
0	0	0	7680 Materials & Supplies - Donations Material and supplies funded through revenue account 6460, Donations-Ambulance.	0	0	0
0	0	0	7720 Repairs & Maintenance	0	0	0
0	1,251	12,500	7720-06 Repairs & Maintenance - Equipment Refurbish 2 defibrillators	12,500	12,500	12,500
11,089	9,418	12,500	7720-08 Repairs & Maintenance - Building Repairs	12,500	12,500	12,500
35,458	52,618	55,000	7720-14 Repairs & Maintenance - Vehicles Major maintenance is done by outside mechanics . Fleet is aging.	60,000	60,000	60,000
952	4,205	1,500	7720-16 Repairs & Maintenance - Radio & Pagers	1,500	1,500	1,500

79 - AMBULANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
21,146	24,395	26,000	7735 Rental Property NE Substation rental property; includes rent and utilities and direct costs associated with that location.	26,000	26,000	26,000
18,944	24,734	19,890	7750 Professional Services	27,835	27,835	27,835
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Medical Director contract	1	10,000	10,000
			Labor negotiations arbitrator shared 35/65 with Fire	1	1,350	1,350
			Chaplain contract	1	2,400	2,400
			Section 125 administration fee	1	385	385
			Audit fee allocation	1	3,700	3,700
			Process improvement consultant for ambulance billing	1	10,000	10,000
15,159	18,280	18,500	7790 Maintenance & Rental Contracts Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts.	18,500	18,500	18,500
8,223	12,927	14,000	7800 M & S Equipment	14,000	14,000	14,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Defibrillator batteries	15	500	7,500
			Glide scope	1	6,500	6,500
13,108	4,720	8,000	7800-09 M & S Equipment - Radios	12,000	12,000	12,000
0	0	0	7810 M & S Equipment - Donations	0	0	0
16,856	18,368	25,985	7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide	25,599	25,599	25,599
43,017	36,547	33,130	7840-95 M & S Computer Charges - Ambulance In an effort of cost reduction mobile computers will be replaced with tablets saving \$4,000 per vehicle	38,350	38,350	38,350
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESO chart software maintenance	1	12,000	12,000
			Netmotion maintenance - shared with Police, Fire	1	1,200	1,200
			Tritech message switch maintenance-35%, shared with Fire	1	2,800	2,800
			ESO personnel maintenance-50%, shared with Fire	1	1,350	1,350
			Target software maintenance-50%, shared with Fire	1	3,000	3,000
			Tritech billing software maintenance	1	7,000	7,000
			Printers - Upstairs EMS, card printer	2	1,500	3,000
			Replacement scanner	1	1,100	1,100
			Surface dock	1	150	150
			Monitor replacement	1	400	400
			R12 warranty extensions	7	350	2,450
			MDT replacements	3	1,300	3,900

Budget Document Report

79 - AMBULANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	7850 M & S Building Improvements	0	0	0
9,674	8,139	9,000	8070 FireMed Promotion	8,000	8,000	8,000
4,233	2,732	7,500	8270-05 Revenue Adjustments - Bad-Debt Writeoffs Account balance writeoffs for accounts deemed totally uncollectible; for example, due to bankruptcy, death without estate, or undeliverable invoices. Write offs are recorded as expense.	7,500	7,500	7,500
106,969	97,838	119,000	8270-20 Revenue Adjustments - Firemed Writeoffs FireMed member account balance writeoffs after all agency or insurance payments have been received; write offs are recorded as expense.	104,000	104,000	104,000
160,966	164,519	295,000	8270-25 Revenue Adjustments - Turned To Collections Past-due accounts turned to collections agency after City collection procedures have been exhausted; write offs are recorded as expense.	235,000	235,000	235,000
57,174	28,917	60,000	8270-30 Revenue Adjustments - Public Agency Writeoffs Discounts provided to Yamhill County Jail, Yamhill County Detention Center, and Yamhill County Hospice. Also includes write offs taken automatically by the Veterans Administration. Write offs are recorded as expense.	60,000	60,000	60,000
773,116	798,803	1,016,305	TOTAL MATERIALS AND SERVICES	971,084	971,084	971,084
<u>CAPITAL OUTLAY</u>						
0	0	0	8710 Equipment	45,000	45,000	45,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			New gurney with lift assist	1	45,000	45,000
0	0	0	8710-22 Equipment - EMS Defibrillators	0	0	0
3,494	4,656	4,285	8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	0	0	0
0	0	20,000	8750-95 Capital Outlay Computer Charges - Ambulance	20,000	20,000	20,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESO Billing Software	1	20,000	20,000
0	0	0	8800 Building Improvements	48,750	48,750	48,750
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Seismic upgrade engineering split 25/75 with Fire	1	11,250	11,250
			Mold remediation plumbing repair split 25/75 with Fire	1	25,000	25,000
			Station alerting system split 25/75 with Fire	1	12,500	12,500
214,125	0	0	8850 Vehicles	200,000	200,000	200,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			New Ambulance including equipment	1	200,000	200,000
217,619	4,656	24,285	TOTAL CAPITAL OUTLAY	313,750	313,750	313,750

Budget Document Report

79 - AMBULANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>TRANSFERS OUT</u>								
188,467	196,754	191,973	9700-01	Transfers Out - General Fund		228,605	228,605	228,605
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Administration and Finance personnel including Amb Billing staff	1	228,605	228,605		
81,000	84,200	88,200	9700-15	Transfers Out - Emergency Communications		89,000	89,000	89,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Ambulance Fund support for YCOM dispatching services.	1	89,000	89,000		
43,367	44,372	44,919	9700-80	Transfers Out - Information Systems		48,410	48,410	48,410
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	48,410	48,410		
312,834	325,326	325,092	<u>TOTAL TRANSFERS OUT</u>			366,015	366,015	366,015
<u>CONTINGENCIES</u>								
0	0	205,000	9800	Contingencies		300,000	300,000	300,000
0	0	205,000	<u>TOTAL CONTINGENCIES</u>			300,000	300,000	300,000
<u>ENDING FUND BALANCE</u>								
841,823	1,816,485	850,000	9979-05	Designated End FB - Ambulance - EMS A/R		950,000	950,000	950,000
			Non-cash Designated Ending Fund Balance for estimated Ambulance Accounts Receivable balance at June 30					
0	37,500	62,500	9979-25	Designated End FB - Ambulance - Facility Improvements		0	0	0
			Designated carryover for Fire Hall remodel, split 25/75 with the General fund.					
508,539	-285,897	311,768	9999	Unappropriated Ending Fd Balance		75,296	75,296	75,296
			Estimated designated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations					
1,350,362	1,568,088	1,224,268	<u>TOTAL ENDING FUND BALANCE</u>			1,025,296	1,025,296	1,025,296
5,754,419	5,961,060	6,421,977	<u>TOTAL REQUIREMENTS</u>			6,742,469	6,742,469	6,742,469

Budget Document Report

79 - AMBULANCE FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,754,419	5,961,059	6,421,977	TOTAL RESOURCES	6,742,469	6,742,469	6,742,469
5,754,419	5,961,059	6,421,977	TOTAL REQUIREMENTS	6,742,469	6,742,469	6,742,469



INFORMATION SYSTEMS & SERVICES FUND



- **Budgeted Computer Equipment – By Department**



Information Systems & Services Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- The 2018-19 proposed budget does not include any changes in personnel.
- Information Systems will continue to pursue the philosophy of engaging professional services for high-skill, low frequency projects to keep up with rapid technological changes.

New Programs, Projects, or Equipment:

- Assist in migrating the Planning Department's software to provide citizens with electronic permitting, online payments, and other web functionality. City staff will also be outfitted with electronic devices for inspections and other fieldwork.
- City IS will work with our partners at YCOM as upgrades to the 911/CAD system will require upgrades to the City's mobile data terminals and e-ticketing system.
- Continued exploration and extension into cloud based and hosted processing – following industry trends as web based software continues to grow along with service security and reliability.
- Upgrade audio/visual systems at the Civic Hall, as well as conference rooms around the City for increased video and digital meeting capability.
- Continue initiative for redundancy and continuity of operations for our computer systems. By utilizing computer room facilities in the Public Safety Building and the Community Center, we are able to create "failover" systems which will ensure continued City operations in the event of a disaster.
- Continue computer security awareness training Citywide. Ongoing IT security efforts focusing on protecting data confidentiality, preserving data integrity and promoting the availability of data for authorized use.

- Move towards policy based guidance in all areas of service – develop effective, workable policies around IT processes to promote standards of work and procedures to run City business more smoothly.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- Evaluate older city software packages in Public Works and Wastewater as they complete their original product lifecycles and plan for replacement.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support – both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

Information Systems & Services Fund

2018 – 2019 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- Partner with City Departments to provide internal and external services support – social media archival tools, public records request tools, time management tools, HR productivity tools, training opportunities, and others as needs are assessed and explored.
- Continue to train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Enhance and expand the City website to provide services and information for citizens and internal departments. Online payments, job applications, electronic form submission and social media communication.
- Continue to leverage cloud technologies as appropriate for City information processing needs – long term backup strategies, scalable processing, keeping security and total cost impact in mind.
- Evaluate all paper-based processes for improvement opportunities – electronic form submission, digital document management, and cloud based solutions for document archival and storage.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	972,976	1,070,946	1,137,023	66,077
Personnel Services	392,868	429,851	463,808	33,957
Materials & Services	482,329	531,995	565,415	33,420
Capital Outlay	74,615	119,200	105,600	(13,600)
Total Expenditures	949,813	1,081,046	1,134,823	53,777
Net Expenditures	23,163	(10,100)	2,200	(12,300)

Full-Time Equivalents (FTE)

	2017-18 Adopted Budget	Change	2018-19 Proposed Budget
FTE Adopted Budget	4.00		
No change		-	
FTE Proposed Budget		-	4.00



Information Systems & Services Fund

Historical Highlights

1993	City's first Information Systems Manager hired.	2004	Physical location of IS Department moved from Fire Station to Community Center.	2008	Supported the project of moving all communications for the City to the new Public Safety Building.
1995	Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.	2005	Completed move of all City telephones back onto City-County telephone system.	2009	Began implementation of redundant server strategy for "hot" site backup of City applications.
1995	First system administrative specialist hired to help with expanding City IS needs.	2006	Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state.	2010	Began utilizing virtual server technology and moved to Storage Area Network devices.
1996	City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!	2006	Completion of new computer equipment room with backup generator in Community Center.	2011	Development of an IS strategic plan.
1998	City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.	2006	Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.	2011	Fully implemented electronic ticketing software for Police Department.
2001	McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.	2006	Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.	2012	Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.
2002	IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide.	2007	Partnered with Yamhill County assuming project management and problem resolution of the City public safety radio system.	2013	Implemented a fully electronic agenda system for the conducting of City Council meetings.
2003	Partnership formed with Yamhill County for management of IS services; City director position eliminated.				

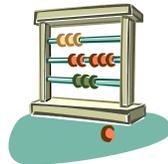
2014 Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily in the public safety areas.

2015 Hired a full-time IS Director.

2016 Implemented 'next-gen' network firewall technology for increased security and network performance.

2016 Completed overhaul of City's website.

2016 Replaced City's network storage array to handle increased data storage demand, especially video.



The Storage Area Network devices on the City network have total storage capacity of 30 terabytes.

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Administration, City Mgr 01-01-002	None		<u>0</u>	
Administration, City Council 01-01-005	Laptop - 1	1,600	<u>1,600</u>	Civic Building Laptop
Administration, Legal 01-01-008	None		<u>0</u>	
Finance/Accounting 01-03-013	Printer maintenance	300		Lexmark - annual maintenance cost
	Printer - 1	1,200		Replacement, North Office LJ
	Laptop - 1	1,600		Replacement, Finance Laptop #2
	Scanner - 1	1,100		Replacement, Scanner
			<u>4,200</u>	
Engineering 01-05	Workstations - 1	1,500		Replacement
	Maintenance - 1	1,700		Plotter (annual cost)
			<u>3,200</u>	
Planning 01-07	Laptop - 1	1,600		
	Workstations - 2	3,600		New employees
			<u>5,200</u>	

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Police				
01-11-040	Workstations - 6	9,000		Replacements
	Surfaces - 4	10,400		New
	Printer - 1	1,200		Replacement, Intake LJ
	Netmotion Licenses - 4	1,400		
	MDTs (M7) - 2	25,600		Replacements, includes Verus camera system, Zebra printer for each
	Laptop - 1	1,600		Replacement, Admin Laptop
			<u>49,200</u>	
Municipal Court				
01-13-060	Workstations - 3	4,500		Replacements
			<u>4,500</u>	
Fire				
01-15-070	Workstations - 3	4,500		Replacements. EOC #1, EOC #2
	Surface Tablet - 1	2,600		New
	MDTs (R12) - 2	2,600		Replacements, Engine1, DC1
	Surface Docking Stations - 2	300		New
	Monitor - 2	800		Replacements
	R12 Warranty Extensions - 2	700		
			<u>11,500</u>	
Park & Rec Admin				
01-017-001	None	0		
			<u>0</u>	
Park & Rec Aquatic Ctr				
01-17-087	Workstation - 1	1,500		Replacement
	Activenet Peripherals	1,000		
	Printer - 1	1,200		Replacement
	TV and Networking for back room	3,000		
			<u>6,700</u>	

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Park & Rec Comm Ctr				
01-17-090	None	0	<u>0</u>	
Park & Rec KOB				
01-17-093	None	0	<u>0</u>	
Park & Rec Rec Sports				
01-17-096	Workstation - 1	1,500	<u>1,500</u>	Replacement
Park & Rec, Senior Ctr				
01-17-099	None		<u>0</u>	
Park Maintenance				
01-19	Workstations - 1/2	750	<u>750</u>	Replacement, shared position
Library				
01-21	Workstations - 8 Printer/Scanner - 1	12,000 1,200	<u>13,200</u>	Replacements
Street				
20	Workstations - 1/2	750	<u>750</u>	Replacement, shared position
Building				
70	Workstations - 3 Screen - 1 Mobile Computers - 3 Ram upgrade	4,500 850 4,500 150	<u>10,000</u>	1 Replacement, 2 for new positions Upgrade New, for Accela upgrade

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Wastewater Services				
75-01	Workstations - 3	4,500		Replacements
			<u>4,500</u>	
Ambulance				
79	MDTs (R12) - 3	3,900		Replacements, ambulances
	Printers -2	3,000		Upstairs EMS, Card Printer
	Scanner - 1	1,100		Replacement
	R12 Warranty Extensions - 7	2,450		
	Monitor - 1	400		Replacement
	Surface Dock - 1	150		
			<u>11,000</u>	
			<u>Total</u>	
			<u>127,800</u>	

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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RESOURCES

BEGINNING FUND BALANCE

28,300	31,300	21,740	4080-15 Designated Begin FB-Info Sys Fd - Financial System Reserve July 1 carryover from prior year reserved for future City financial system software improvements	0	0	0
131,104	131,848	161,905	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	178,347	178,347	178,347
159,404	163,148	183,645	TOTAL BEGINNING FUND BALANCE	178,347	178,347	178,347

CHARGES FOR SERVICES

482,898	412,934	469,182	6000-01 Charges for Equipment & Services - General Fund Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs.	480,841	480,841	480,841
14,641	13,175	16,528	6000-20 Charges for Equipment & Services - Street Fund	20,416	20,416	20,416
16,231	19,392	18,639	6000-70 Charges for Equipment & Services - Building Fund	34,368	34,368	34,368
50,966	42,313	51,446	6000-75 Charges for Equipment & Services - Wastewater Services Fund	51,441	51,441	51,441
63,367	59,571	83,400	6000-79 Charges for Equipment & Services - Ambulance Fund	83,949	83,949	83,949
628,103	547,384	639,195	TOTAL CHARGES FOR SERVICES	671,015	671,015	671,015

MISCELLANEOUS

773	1,542	1,900	6310 Interest	2,200	2,200	2,200
0	0	0	6600 Other Income	0	0	0
773	1,542	1,900	TOTAL MISCELLANEOUS	2,200	2,200	2,200

TRANSFERS IN

313,802	321,055	324,966	6900-01 Transfers In - General Fund	350,177	350,177	350,177
			<u>Description</u> Information Systems personnel services support.	1	350,177	350,177
8,284	8,481	8,597	6900-20 Transfers In - Street	9,276	9,276	9,276
			<u>Description</u> Information Systems personnel services support.	1	9,276	9,276
8,284	8,481	8,597	6900-70 Transfers In - Building	9,276	9,276	9,276
			<u>Description</u> Information Systems personnel services support.	1	9,276	9,276

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
40,459	41,661	42,772	6900-75	Transfers In - Wastewater Services			46,669	46,669	46,669
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Information Systems personnel services support.	1	46,669	46,669		
43,367	44,372	44,919	6900-79	Transfers In - Ambulance			48,410	48,410	48,410
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Information Systems personnel services support.	1	48,410	48,410		
0	0	0	6900-85	Transfers In - Insurance Services			0	0	0
414,196	424,050	429,851	<u>TOTAL TRANSFERS IN</u>				463,808	463,808	463,808
1,202,476	1,136,124	1,254,591	<u>TOTAL RESOURCES</u>				1,315,370	1,315,370	1,315,370

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

5,392	339	0	7000	Salaries & Wages	0	0	0
253,570	264,583	280,954	7000-05	Salaries & Wages - Regular Full Time Information Systems Director - 1.00 FTE Information Systems Analyst II - 2.00 FTE Information Systems Analyst I - 1.00 FTE	302,551	302,551	302,551
1,540	98	3,000	7000-20	Salaries & Wages - Overtime For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	3,000	3,000	3,000
0	2,400	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	2,400	2,400
2,804	-10	0	7300	Fringe Benefits	0	0	0
14,759	15,781	17,754	7300-05	Fringe Benefits - FICA - Social Security	19,093	19,093	19,093
3,452	3,691	4,153	7300-06	Fringe Benefits - FICA - Medicare	4,465	4,465	4,465
51,073	51,848	65,043	7300-15	Fringe Benefits - PERS - OPSRP - IAP	71,131	71,131	71,131
61,539	46,811	48,936	7300-20	Fringe Benefits - Medical Insurance	49,896	49,896	49,896
12,000	4,500	4,500	7300-22	Fringe Benefits - VEBA Plan	8,000	8,000	8,000
426	432	432	7300-25	Fringe Benefits - Life Insurance	432	432	432
1,401	1,453	1,540	7300-30	Fringe Benefits - Long Term Disability	1,654	1,654	1,654
809	831	1,023	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,070	1,070	1,070
125	113	116	7300-37	Fringe Benefits - Workers' Benefit Fund	116	116	116
408,892	392,868	429,851	TOTAL PERSONNEL SERVICES		463,808	463,808	463,808

MATERIALS AND SERVICES

59	471	700	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	600	600	600
7,174	7,015	12,000	7550	Travel & Education Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences.	12,000	12,000	12,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Travel & Training, IS Analyst I	1	3,000	3,000
				Travel & Training, IS Analyst II	2	3,000	6,000
				Travel & Training, Department Head	1	3,000	3,000

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
160	295	500	7590	Fuel - Vehicle & Equipment		500	500	500
				Fuel and repair expense for IS Department vehicle				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS SUV vehicle expenses	1	500	500	
2,600	2,500	3,100	7610-05	Insurance - Liability		3,400	3,400	3,400
600	700	600	7610-10	Insurance - Property		500	500	500
7,798	8,737	9,000	7620	Telecommunications		9,000	9,000	9,000
				Information Services Department telephones, cell phones, and modem lines.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Cell / Mifi services	1	5,000	5,000	
				Telephone services	1	4,000	4,000	
2,693	4,708	3,000	7660	Materials & Supplies		3,500	3,500	3,500
				General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Keyboards, mice, cabling, misc supplies	1	2,500	2,500	
				Shipping costs, returns, primarily MDTs	1	750	750	
				Toner, printer paper, label printer supplies	1	250	250	
88	10	0	7720	Repairs & Maintenance		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Building related maintenance activities	1	1,000	1,000	
1,239	779	3,000	7720-06	Repairs & Maintenance - Equipment		3,000	3,000	3,000
				Equipment repairs and software upgrades not covered by maintenance contracts.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer & non-warranty equipment repairs	1	2,500	2,500	
				Printer maintenance kits for in-house repairs	1	500	500	
0	0	0	7720-14	Repairs & Maintenance - Vehicles		0	0	0
42,430	16,268	62,840	7750	Professional Services		62,790	62,790	62,790
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Application, network, design & support services	1	50,000	50,000	
				Website services	1	10,000	10,000	
				Civic Building A/V system maintenance	1	1,000	1,000	
				Security system monitoring	1	500	500	
				Audit fee allocation	1	1,000	1,000	
				Section 125 administration fee	1	90	90	
				Misc	1	200	200	

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
2,333	9,560	12,000	7770-03 Professional Services - Projects - ERP	0	0	0
16,918	0	0	7780-20 Contract Services - Information Services Management Yamhill County service contract for management of City's Information Services Department and additional IS support staff was discontinued in 2015-2016	0	0	0
26,761	17,059	30,700	7792 Hardware Maintenance & Rental Contracts	35,700	35,700	35,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			APC Symmetra - server room UPS	1	3,000	3,000
			Aruba wireless maintenance	1	2,000	2,000
			HP server maintenance	1	6,000	6,000
			Juniper switch maintenance	1	1,500	1,500
			Server room generator maintenance	1	1,000	1,000
			Mailgate spam filter maintenance	1	4,000	4,000
			Firewall maintenance	1	15,000	15,000
			Hitachi SAN maintenance	1	3,200	3,200
7,253	7,799	8,000	7792-20 Hardware Maintenance & Rental Contracts - Police	8,000	8,000	8,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Data 911 MDT hardware maintenance	1	8,000	8,000
0	0	0	7792-30 Hardware Maintenance & Rental Contracts - Fire	0	0	0
0	0	0	7792-95 Hardware Maintenance & Rental Contracts - Ambulance	0	0	0
127,287	133,177	126,400	7794 Software Maintenance & Rental Contracts	132,400	132,400	132,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Desktop Authority Maintenance	1	2,500	2,500
			LOGOS - Citywide ERP System Maintenance	1	74,000	74,000
			Helpdesk software	1	1,500	1,500
			Snap Deploy renewal	1	1,000	1,000
			Veeam backup maintenance	1	10,000	10,000
			VMware support renewal	1	13,000	13,000
			Protected Trust renewal	1	2,100	2,100
			Screen Connect renewal	1	2,000	2,000
			Symantec A/V	1	2,500	2,500
			PRTG Network monitoring	1	1,000	1,000
			Website maintenance	1	4,800	4,800
			Windows/SQL licensing	1	15,000	15,000
			Mobile Device Management Software Maintenance	1	3,000	3,000
0	0	0	7794-02 Software Maintenance & Rental Contracts - City Manager's Office	0	0	0
6,500	6,500	0	7794-03 Software Maintenance & Rental Contracts - City Council	0	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	7794-05	Software Maintenance & Rental Contracts - Accounting		0	0	0
0	0	0	7794-08	Software Maintenance & Rental Contracts - Legal		0	0	0
7,605	8,690	10,975	7794-10	Software Maintenance & Rental Contracts - Engineering		11,450	11,450	11,450
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Accela permits - 15% - Shared with Plan and Bldg	1	2,850	2,850	
				Hansen sewer database 25% - shared with Street, Park Maint, WWS	1	3,250	3,250	
				ESRI Arcview 17% - shared with Bldg, Plan, End, Street, WWS	1	2,050	2,050	
				AutoCAD maintenance - 66% - shared with Planning	1	3,300	3,300	
5,458	4,880	6,250	7794-15	Software Maintenance & Rental Contracts - Planning		5,900	5,900	5,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Accela Permits Plus - 15% - shared with Eng, Bldg	1	2,850	2,850	
				ESRI Arcview 17% - shared with Bldg, Eng, Pk Maint, Street, WWS	1	2,050	2,050	
				AutoCAD Maintenance - 33% - shared with Engineering	1	1,000	1,000	
39,350	38,925	41,800	7794-20	Software Maintenance & Rental Contracts - Police		42,100	42,100	42,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				E-ticketing maintenance - 67% shared with Muni Ct	1	8,000	8,000	
				WebLEDS maintenance	1	1,100	1,100	
				Evidence OnQ maintenance	1	8,500	8,500	
				Tritech remote support	1	400	400	
				Tritech e-ticketing import	1	1,300	1,300	
				Tritech message switch support	1	2,900	2,900	
				Tritech mobile support	1	7,500	7,500	
				Tritech RMS maintenance	1	9,100	9,100	
				Netmotion maintenance - 50% shared with Fire, Amb	1	2,500	2,500	
				E-ticketing annual hosting fee	1	800	800	
7,100	6,531	7,200	7794-25	Software Maintenance & Rental Contracts - Municipal Court		7,900	7,900	7,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				E-ticketing maintenance-33% shared with Police	1	4,200	4,200	
				Caselle maintenance	1	3,200	3,200	
				E-ticketing import	1	500	500	

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
12,901	13,912	17,400	7794-30 Software Maintenance & Rental Contracts - Fire	17,400	17,400	17,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESO - 100% RMS maint, 50% split with Amb for Personnel module	1	5,500	5,500
			Netmotion MDT maintenance-25%, shared with Amb, Police	1	1,200	1,200
			Tritech maintenance-65%, shared with Amb	1	5,200	5,200
			Fire Inspection software maintenance	1	2,500	2,500
			Target Vehicle maintenance-50% shared with Amb	1	3,000	3,000
1,200	1,200	1,200	7794-35 Software Maintenance & Rental Contracts - Parks & Rec Administration	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200
1,200	1,200	1,200	7794-40 Software Maintenance & Rental Contracts - Aquatic Center	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200
1,200	1,200	1,200	7794-45 Software Maintenance & Rental Contracts - Community Center	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200
1,200	1,200	1,200	7794-50 Software Maintenance & Rental Contracts - Kids on the Block	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200
1,200	1,200	1,200	7794-55 Software Maintenance & Rental Contracts - Recreational Sports	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200
1,200	1,200	1,200	7794-60 Software Maintenance & Rental Contracts - Senior Center	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200
4,637	4,720	5,125	7794-65 Software Maintenance & Rental Contracts - Park Maintenance	5,300	5,300	5,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI Arcview-17% shared with Plan, Bldg, Eng, Street, WWS	1	2,050	2,050
			Hansen sewer database-25% shared with Eng, Street, WWS	1	3,250	3,250
0	0	0	7794-70 Software Maintenance & Rental Contracts - Library	0	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
7,137	7,220	8,625	7794-75	Software Maintenance & Rental Contracts - Streets			8,800	8,800	8,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI Arcview-17%, shared with Plan, Bldg,Eng, Pk Maint, WWS	1	2,050	2,050		
				Hansen sewer database-25%, shared with Eng, Pk Maint, WWS	1	3,250	3,250		
				Street Saver maintenance / subscription	1	3,500	3,500		
11,585	12,574	13,900	7794-80	Software Maintenance & Rental Contracts - Building			15,350	15,350	15,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI Arcview-17% shared with Plan, Bldg, Eng, Pk Maint, WWS	1	2,050	2,050		
				Accela Permits Plus-70%, shared with Eng, Plan	1	13,300	13,300		
19,908	20,252	21,625	7794-85	Software Maintenance & Rental Contracts - Wastewater Services			21,675	21,675	21,675
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI Arcview-17%, shared with Plan,Bldg, Eng, Pk Maint, Street	1	2,050	2,050		
				WWS - MP2 Maint Management Software	1	2,500	2,500		
				Rockwell Control Software	1	5,500	5,500		
				Wonderware software	1	5,500	5,500		
				Hansen sewer maintenance-25%, shared with Eng, Pk Maint, Street	1	3,125	3,125		
				Hach WIMS software	1	2,500	2,500		
				Win 911 software	1	500	500		
23,035	22,980	20,350	7794-95	Software Maintenance & Rental Contracts - Ambulance			27,350	27,350	27,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESO Chart software maintenance	1	12,000	12,000		
				Netmotion maintenance-shared with Police, Fire	1	1,200	1,200		
				Tritech message switch maintenance-35%, shared with Fire	1	2,800	2,800		
				ESO Personnel maintenance-50%, shared with Fire	1	1,350	1,350		
				Target software maintenance-50%, shared with Fire	1	3,000	3,000		
				Tritech Billing software maintenance	1	7,000	7,000		
7,014	1,825	6,000	7800-15	M & S Equipment - Information Systems			4,000	4,000	4,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Workstation / tablet upgrades	1	4,000	4,000		

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2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
16,705	7,634	8,000	7800-18	M & S Equipment - Hardware		9,000	9,000	9,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Network hardware replacements	1	3,000	3,000	
				UPS replacements	1	4,000	4,000	
				NAS replacement devices	1	2,000	2,000	
0	0	0	7800-21	M & S Equipment - Software		0	0	0
0	0	0	7800-24	M & S Equipment - Inventory		0	0	0
				Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; e.g., keyboards, mice, surge strips, tools, etc.				
0	0	0	7840	M & S Computer Charges		0	0	0
485	141	2,700	7840-02	M & S Computer Charges - City Manager's Office		0	0	0
9,240	154	0	7840-03	M & S Computer Charges - City Council		1,600	1,600	1,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement laptop - Civic Hall	1	1,600	1,600	
4,682	5,508	1,850	7840-05	M & S Computer Charges - Accounting		4,200	4,200	4,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lexmark printer maintenance	1	300	300	
				Laptop replacement	1	1,600	1,600	
				Scanner replacement	1	1,100	1,100	
				Replacement printer	1	1,200	1,200	
3,730	2,645	3,500	7840-08	M & S Computer Charges - Legal		0	0	0
13,117	4,535	6,200	7840-10	M & S Computer Charges - Engineering		3,200	3,200	3,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	1,500	1,500	
				Plotter maintenance	1	1,700	1,700	
3,998	8,291	0	7840-15	M & S Computer Charges - Planning		5,200	5,200	5,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement laptop	1	1,600	1,600	
				New workstations	2	1,800	3,600	
31,550	23,039	18,025	7840-20	M & S Computer Charges - Police		23,600	23,600	23,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	6	1,500	9,000	
				Surfaces	4	2,600	10,400	
				Replacement printer-Intake LJ	1	1,200	1,200	
				Netmotion licenses	4	350	1,400	
				Replacement laptop	1	1,600	1,600	

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,586	0	1,600	7840-25	M & S Computer Charges - Municipal Court		4,500	4,500	4,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	3	1,500	4,500	
13,545	13,497	9,750	7840-30	M & S Computer Charges - Fire		11,500	11,500	11,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstations	3	1,500	4,500	
				Surface docking stations	2	150	300	
				Monitor replacements	2	400	800	
				R12 warranty extensions	2	350	700	
				Replacement MDTs	2	1,300	2,600	
				Surface tablet	1	2,600	2,600	
0	0	0	7840-35	M & S Computer Charges - Parks & Rec Administration		0	0	0
2,966	2,928	5,500	7840-40	M & S Computer Charges - Aquatic Center		6,700	6,700	6,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	1,500	1,500	
				Activenet peripherals	1	1,000	1,000	
				Printer - Front desk	1	1,200	1,200	
				TV / networking for back room	1	3,000	3,000	
2,568	1,399	1,200	7840-45	M & S Computer Charges - Community Center		0	0	0
0	0	0	7840-50	M & S Computer Charges - Kids on the Block		0	0	0
1,167	0	300	7840-55	M & S Computer Charges - Recreational Sports		1,500	1,500	1,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement desktop	1	1,500	1,500	
0	0	0	7840-60	M & S Computer Charges - Senior Center		0	0	0
2,117	0	1,500	7840-65	M & S Computer Charges - Park Maintenance		750	750	750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	750	750	
19,411	17,795	4,600	7840-70	M & S Computer Charges - Library		13,200	13,200	13,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	8	1,500	12,000	
				Printer/Scanner	1	1,200	1,200	
2,117	1,350	1,500	7840-75	M & S Computer Charges - Street		750	750	750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	750	750	

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80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
660	3,061	0	7840-80	M & S Computer Charges - Building		10,000	10,000	10,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	3	1,500	4,500	
				Screen upgrades	1	850	850	
				Ram upgrade	1	150	150	
				Mobile computers for Accela upgrade	3	1,500	4,500	
10,707	5,484	7,700	7840-85	M & S Computer Charges - WWS		4,500	4,500	4,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	3	1,500	4,500	
0	0	0	7840-90	M & S Computer Charges - Sewer Maintenance		0	0	0
19,982	13,567	12,780	7840-95	M & S Computer Charges - Ambulance		11,000	11,000	11,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printers - Upstairs EMS, Card Printer	2	1,500	3,000	
				Replacement scanner	1	1,100	1,100	
				Surface Dock	1	150	150	
				Monitor replacement	1	400	400	
				R12 Warranty Extensions	7	350	2,450	
				Replacement MDTs (R12)	3	1,300	3,900	
6,192	6,014	7,000	8280	Data Communications		7,400	7,400	7,400
575,351	482,329	531,995	TOTAL MATERIALS AND SERVICES			565,415	565,415	565,415
<u>CAPITAL OUTLAY</u>								
55,086	0	45,000	8730-05	Equipment - Computers - Hardware		0	0	0
0	0	0	8730-10	Equipment - Computers - Software		0	0	0
0	52,513	0	8750	Capital Outlay Computer Charges		0	0	0
0	0	0	8750-10	Capital Outlay Computer Charges - Engineering		13,000	13,000	13,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with Park Mnt, Street, WWS)	1	5,000	5,000	
				Fullsize Scanner/Plotter Replacement (80%, shared with Building)	1	8,000	8,000	
0	0	0	8750-15	Capital Outlay Computer Charges - Planning		30,000	30,000	30,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ADA compliance software	1	30,000	30,000	

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	22,102	54,200	8750-20	Capital Outlay Computer Charges - Police		25,600	25,600	25,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement MDTs	2	12,800	25,600	
0	0	0	8750-65	Capital Outlay Computer Charges - Park Maintenance		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with WWS Street, Eng)	1	5,000	5,000	
0	0	0	8750-75	Capital Outlay Computer Charges - Street		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with Park Mnt, WWS, Eng)	1	5,000	5,000	
0	0	0	8750-80	Capital Outlay Computer Charges - Building		2,000	2,000	2,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Fullsize Scanner/Plotter Replacement 20%, shared with Eng)	1	2,000	2,000	
0	0	0	8750-85	Capital Outlay Computer Charges - Wastewater Services		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with Park Mnt, Street, Eng)	1	5,000	5,000	
0	0	20,000	8750-95	Capital Outlay Computer Charges - Ambulance		20,000	20,000	20,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESO Billing software	1	20,000	20,000	
0	0	0	8750-98	Capital Outlay Computer Charges - ERP		0	0	0
55,086	74,615	119,200	<u>TOTAL CAPITAL OUTLAY</u>			105,600	105,600	105,600
<u>CONTINGENCIES</u>								
0	0	65,000	9800	Contingencies		65,000	65,000	65,000
0	0	65,000	<u>TOTAL CONTINGENCIES</u>			65,000	65,000	65,000
<u>ENDING FUND BALANCE</u>								
31,300	21,740	9,740	9980-15	Designated End FB - Info Sys Fd - Financial System Reserve		0	0	0
131,848	164,571	98,805	9999	Unappropriated Ending Fd Balance		115,547	115,547	115,547
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations				
163,148	186,311	108,545	<u>TOTAL ENDING FUND BALANCE</u>			115,547	115,547	115,547

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,202,476	1,136,124	1,254,591	TOTAL REQUIREMENTS	1,315,370	1,315,370	1,315,370

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,202,476	1,136,124	1,254,591	TOTAL RESOURCES	1,315,370	1,315,370	1,315,370
1,202,476	1,136,124	1,254,591	TOTAL REQUIREMENTS	1,315,370	1,315,370	1,315,370



INSURANCE SERVICES FUND





Budget Highlights

- **Charges For Services** – As an internal service fund, the Insurance Services Fund charges operating Departments for the cost of property, liability and workers' compensation premiums and claims. Charges are budgeted to pay for insurance premiums, deductibles on claim losses, miscellaneous insurance related expenses, and to maintain an adequate but not excessive reserve.
- Property premiums are charged to Departments based on factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers' compensation premiums are charged to Departments based on wages and types of work performed by employees in the Department.
- **Other Income - City County Insurance Services (CIS)** – CIS offers multiple lines credits for entities that purchase more than one type of insurance from CIS.
- **Property & Liability Insurance** – Property insurance premiums are projected to increase by 95% and liability premiums by 10% compared to 2017-18 premiums.
- **Workers' Compensation Insurance:**
 - Workers compensation rates, CIS administrative costs, and the state assessment are expected to decrease by 2% compared to the prior year.
 - City of McMinnville experience modifier for 2017-18 was 76% which means the City's losses were approximately 24% better than the average. This compares to an experience modifier of 88% in 2016-17.

Insurance Services Fund Reserve - Over several previous years, the reserve in the Insurance Services Fund has increased significantly, due to actual premium costs and claims expense being less than budgeted. In several prior year budgets, surplus funds in the Insurance Services Fund were redistributed to operating departments.

In 2018-19, the budget proposes transfers of surplus funds from the Insurance Services Fund reserve to the General Fund Administration Department to fund a full-time human resources (HR) manager position. It is anticipated that a full-time position dedicated to HR duties will positively impact the City's workers compensation claims and other risk-related activities.

The proposed budget also includes a transfer from the Insurance Services Fund of \$45,000 to the Ambulance Fund to pay for a new gurney with lift assist. The new gurney provides unassisted lift capacity, reducing situations where emergency services personnel could incur back injuries.

Core Services

- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
 - General liability insurance
 - Automobile liability, collision, and comprehensive insurance
 - Property, equipment, and excess crime insurance
 - Earthquake and boiler insurance
 - Employee workers' compensation insurance

Insurance Services Fund

2018 – 2019 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- o Risk management of workers' compensation and potential liability claims will be enhanced with the addition of a full-time HR manager, increasing the City's ability to work with CIS to review risk management practices and limit exposure to workers comp and general liability claims.
- o The City's initial premium for workers' compensation insurance is calculated using a retrospective rate. The premium is then adjusted throughout the year based on the City's actual workers' compensation claims, subject to a maximum limit. The maximum contribution for fiscal year 2017-18 was \$497,000.

The retrospective rate plan is beneficial to the City when claims are low and a limited amount of additional premium is paid during the fiscal year. However, in years with higher claims, the City may pay up to the maximum contribution amount. The City will continue to work with CIS to implement processes to limit workers' compensation claims.

For context, the City paid \$235,000, \$215,000 and \$202,000 for workers compensation insurance premiums in fiscal years 2017, 2016, and 2015, respectively.

- o The City will continue to work with CIS to review risk management practices with the goal of limiting exposure related to general liability claims.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	1,088,030	1,322,664	1,304,182	(18,482)
Materials & Services	827,461	1,104,300	1,034,400	(69,900)
Transfers Out	44,196	45,768	226,706	180,938
Total Expenditures	871,657	1,150,068	1,261,106	111,038
Net Expenditures	216,373	172,596	43,076	129,520



Insurance Services Fund

Historical Highlights

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

Budget Document Report

85 - INSURANCE SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
1,114,014	1,306,952	1,620,481	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,857,929	1,857,929	1,857,929
1,114,014	1,306,952	1,620,481	TOTAL BEGINNING FUND BALANCE	1,857,929	1,857,929	1,857,929
CHARGES FOR SERVICES						
303,300	281,100	353,200	6050-05 Insurance - Liability Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage.	375,000	375,000	375,000
179,800	242,400	248,500	6050-10 Insurance - Property Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery.	214,300	214,300	214,300
410,734	430,504	553,564	6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage.	589,582	589,582	589,779
893,834	954,004	1,155,264	TOTAL CHARGES FOR SERVICES	1,178,882	1,178,882	1,179,079
MISCELLANEOUS						
5,260	11,228	14,400	6310 Interest	18,300	18,300	18,300
32,448	0	28,000	6510-05 Insurance Loss Reimbursement - Property	18,000	18,000	18,000
0	6,800	25,000	6510-10 Insurance Loss Reimbursement - Parks	0	0	0
45,162	52,305	40,000	6510-15 Insurance Loss Reimbursement - Automobile	26,000	26,000	26,000
0	0	0	6600 Other Income	0	0	0
55,641	63,692	60,000	6600-15 Other Income - City County Insurance Services Revenue from CIS multi-line credit	63,000	63,000	63,000
138,512	134,026	167,400	TOTAL MISCELLANEOUS	125,300	125,300	125,300
2,146,360	2,394,982	2,943,145	TOTAL RESOURCES	3,162,111	3,162,111	3,162,308

85 - INSURANCE SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

1,693	1,308	1,100	7750	Professional Services	1,100	1,100	1,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit fee allocation	1	1,100	1,100
402,445	477,245	601,700	8300	Property & Liability Ins Premium	589,300	589,300	589,300
				Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.			
24,160	0	0	8330-13	Liability Aggregate Deductible - 2012 - 2013	0	0	0
				Liability deductible year with no open claim. 2012-2013 fiscal year general liability deductible amount is \$50,000.			
30,000	0	0	8330-14	Liability Aggregate Deductible - 2013 - 2014	0	0	0
				Liability deductible year with no open claims. 2013-2014 fiscal year general liability deductible amount is \$50,000.			
29,843	6,207	0	8330-15	Liability Aggregate Deductible - 2014 - 2015	0	0	0
				Liability deductible year open with one open claim. \$50,000 deductible has been met.			
16,710	0	13,500	8330-16	Liability Aggregate Deductible - 2015 - 2016	20,000	20,000	20,000
				Liability deductible year open with two open claims. 2015-2016 fiscal year general liability deductible amount was \$50,000			
0	50,000	40,000	8330-17	Liability Aggregate Deductible - 2016 - 2017	0	0	0
				Liability deductible year open with no open claims. \$50,000 deductible has been met.			
0	0	50,000	8330-18	Liability Aggregate Deductible - 2017 - 2018	20,000	20,000	20,000
				Liability deductible year open with one open claim. 2017-18 fiscal year general liability deductible amount is \$50,000			
0	0	0	8330-19	Liability Aggregate Deductible - 2018 - 2019	50,000	50,000	50,000
				2018-19 fiscal year general liability deductible amount is \$50,000			
-7,361	0	0	8350-14	Workers' Compensation - 2013 - 2014 Retro	0	0	0
				No open workers' compensation claims for this plan year.			
74,170	193	5,000	8350-15	Workers' Compensation - 2014 - 2015 Retro	0	0	0
				No open workers' compensation claims for this plan year			
148,193	30,091	5,000	8350-16	Workers' Compensation - 2015 - 2016 Retro	4,000	4,000	4,000
				One open workers' compensation claims for this plan year			
0	205,536	100,000	8350-17	Workers' Compensation - 2016 - 2017 Retro	5,000	5,000	5,000
				Two open workers' compensation claims for this plan year			
0	0	200,000	8350-18	Workers' Compensation - 2017 - 2018 Retro	75,000	75,000	75,000
				Five open workers' compensation claims for this plan year			
0	0	0	8350-19	Workers' Compensation - 2018 - 2019 Retro	200,000	200,000	200,000
				Includes initial contribution paid to CIS for 2018-19 fiscal year and paid losses for claims incurred during the 2018-19 fiscal year			

Budget Document Report

85 - INSURANCE SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
35,448	0	26,000	8370-05	Property & Auto Damage Claims - Property Loss & Damage The City's property insurance carries a \$1,000 deductible.		25,000	25,000	25,000
0	8,800	25,000	8370-10	Property & Auto Damage Claims - Park Loss & Damage		5,000	5,000	5,000
45,602	48,081	37,000	8370-15	Property & Auto Damage Claims - Automobile Damage The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.		40,000	40,000	40,000
800,905	827,461	1,104,300	TOTAL MATERIALS AND SERVICES			1,034,400	1,034,400	1,034,400
<u>TRANSFERS OUT</u>								
38,503	44,196	45,768	9700-01	Transfers Out - General Fund		140,347	140,347	140,347
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Administration and Finance personnel services support.		1	48,291	48,291	
			Insurance Service Fund distribution		1	92,056	92,056	
0	0	0	9700-20	Transfers Out - Street		5,337	5,337	5,337
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Insurance Service Fund distribution		1	5,337	5,337	
0	0	0	9700-50	Transfers Out - Park Development Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement transferred to Park Development Fund.		0	0	0
0	0	0	9700-70	Transfers Out - Building		2,668	2,668	2,668
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Insurance Service Fund distribution		1	2,668	2,668	
0	0	0	9700-75	Transfers Out - Wastewater Services		13,342	13,342	13,342
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Insurance Service Fund distribution		1	13,342	13,342	
0	0	0	9700-79	Transfers Out - Ambulance		65,012	65,012	65,012
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Insurance Service Fund distribution		1	20,012	20,012	
			Ambulance gurney with lift assist		1	45,000	45,000	
0	0	0	9700-80	Transfers Out - Information Systems		0	0	0
38,503	44,196	45,768	TOTAL TRANSFERS OUT			226,706	226,706	226,706
<u>CONTINGENCIES</u>								
0	0	100,000	9800	Contingencies		150,000	150,000	150,000
0	0	100,000	TOTAL CONTINGENCIES			150,000	150,000	150,000

Budget Document Report

85 - INSURANCE SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
<u>ENDING FUND BALANCE</u>						
1,306,952	1,523,325	1,693,077	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations	1,751,005	1,751,005	1,751,202
1,306,952	1,523,325	1,693,077	<u>TOTAL ENDING FUND BALANCE</u>	1,751,005	1,751,005	1,751,202
2,146,360	2,394,982	2,943,145	<i>TOTAL REQUIREMENTS</i>	3,162,111	3,162,111	3,162,308

Budget Document Report

85 - INSURANCE SERVICES FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
2,146,360	2,394,982	2,943,145	TOTAL RESOURCES	3,162,111	3,162,111	3,162,308
2,146,360	2,394,982	2,943,145	TOTAL REQUIREMENTS	3,162,111	3,162,111	3,162,308