

CITY OF McMINNVILLE 2019 - 2020 ADOPTED BUDGET

BUDGET MESSAGE &
SUPPLEMENTAL INFORMATION





2019-2020 CITY BUDGET

Members of the Budget Committee

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Remy Drabkin
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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



2019 – 2020 Adopted Budget – Table of Contents

Budget Message & Supplemental Information

BUDGET OFFICER TAB

- **Budget Message**
- **City Overview**
 - City of McMinnville Goals
 - City of McMinnville Organization Chart

FINANCIAL OVERVIEW TAB

- **Financial Overview**
- **Fund Definitions**
 - Budget Organization Chart
- **Debt Overview**

PERSONNEL SERVICES TAB

- **Personnel Services Overview**
 - Personnel Service and Volunteer Comparisons
- **Salary Schedules:**
 - General Service Employees
 - Police Union
 - Fire Fighters' Union
 - Supplemental

FUND TABS --- 2019 – 2020 ADOPTED BUDGET

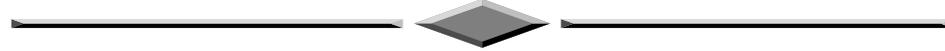
- **Budget Summary**
- **Historical Highlights**
- **Personnel Services – Paid From More Than One Source**
- **Budget Document:**
 - 01 General Fund – Beginning Fund Balance 1
 - 01-01 Administration.....2
 - 01-03 Finance..... 17
 - 01-05 Engineering21
 - 01-07 Planning25
 - 01-11 Police.....29
 - 01-13 Municipal Court.....64
 - 01-15 Fire 70
 - 01-17 Parks & Recreation (P&R)
 - 01-17-001 P&R – Administration 79
 - 01-17-087 P&R – Aquatic Center 82



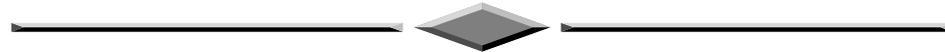
2019 – 2020 Adopted Budget – Table of Contents

Budget Message & Supplemental Information

| | | |
|-----------|---|-----|
| 01-17-090 | P&R – Community Center & Rec Programs | 94 |
| 01-17-093 | P&R – Kids On The Block | 105 |
| 01-17-096 | P&R – Recreational Sports..... | 108 |
| 01-17-099 | P&R – Senior Center | 121 |
| 01-19 | Park Maintenance..... | 135 |
| 01-21 | Library | 139 |
| 01-99 | General Fund – Non-Departmental..... | 146 |
| 05 | Special Assessment Fund..... | 153 |
| 07 | Transient Lodging Tax Fund | 156 |
| 10 | Telecommunications Fund | 159 |
| 15 | Emergency Communications Fund..... | 162 |
| 20 | Street (State Gas Tax) Fund | 166 |
| 25 | Airport Maintenance Fund | 172 |
| | • Airport Layout Map | |
| 40 | Public Safety Facilities Construction Fund..... | 176 |
| 45 | Transportation Fund..... | 179 |
| 50 | Park Development Fund..... | 185 |
| 58 & 59 | Urban Renewal Funds– In separate document (pages 190-196) | |
| 60 | Debt Service Fund..... | 197 |
| | • Statement of Bonds and Loans Outstanding | |
| 70 | Building Fund | 202 |
| 75 | Wastewater Services Fund – Beginning Fund Balance | 208 |
| | 75-01 Administration..... | 209 |
| | 75-72 Plant | 213 |
| | 75-74 Environmental Services | 216 |
| | 75-78 Conveyance Systems | 218 |
| | 75-99 Non-Departmental | 220 |
| 77 | Wastewater Capital Fund | 223 |
| 79 | Ambulance Fund | 228 |
| 80 | Information Systems & Services Fund..... | 237 |
| | • Budgeted Computer Equipment – By Department | |
| 85 | Insurance Services Fund..... | 251 |



BUDGET MESSAGE



City of McMinnville
2019 – 2020
Budget Message

May, 2019

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

I. INTRODUCTION

Greatness requires endless change and adaptation while preserving core values and purpose.

~ Jim Collins

For the third year, three themes shape the budget: Work Force Support, Rebuild Core Services and Stabilize General Fund Reserves. We continue to address each of those areas through a strategic allocation of resources. While we continue to be in generally good financial condition we are making very limited investments that create ongoing obligations. As we do each year, 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. We are more focused on equity in what we do and how we do it, both internally and externally. We continue to recognize that we have to deal with forces outside our control now and in the future.

Work Force Support

Expenses in this budget have been allocated largely to maintain capacity at current levels of service. The departments continue to carefully manage expenses and to address cost recovery in many instances. We have set aside some limited funds to address emerging needs based on priorities from the Strategic Plan. In addition, a classification and compensation study will be initiated soon and be completed early in FY19-20. Implementation options and budget impacts will be included in that project.

Rebuild Core Services

Administration. McMinnville provides administrative and municipal court services through four departments (Administration, Finance, Information Services and Municipal Court). In addition, resources and expenditures are budgeted based on those departments.

We also provide facility maintenance, communications and intergovernmental relations activities, typically by various departments. Often, organizations provide these functions through centralized or formal approaches. While we have made changes in how we provide some of these services recently (Human Resources and City Prosecutor functions in particular), the fundamental structure has been in place for a long time. During that time, the community and the organization have grown and changed, technology advances, citizen expectations for services and rules and regulations (some of our own making, some from other levels of government) all combine to drive the demand for new and different services and while we have typically adapted to meet those changing demands, our structure has not. With the announced retirement of the Finance Director and the departure of the Deputy City Attorney, we have an opportunity to pause and thoughtfully review this structure with the goal of strengthening and supporting efficient and effective services for the City's externally facing departments.

This effort is consistent with Mac-Town 2032. One of our goals is to: Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus.

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. Last year was year one of a two year approach. An additional Utility

City of McMinnville 2019 – 2020 Budget Message

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.

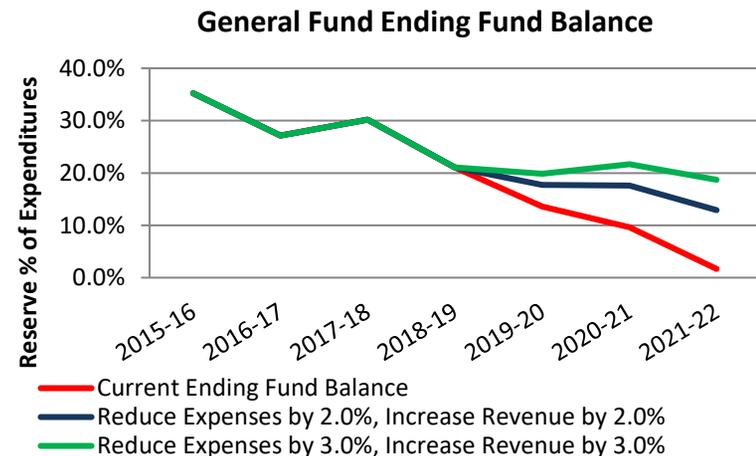
Finance. The proposed budget reflects the City’s decision to contract with a third party provider for ambulance billing services, resulting in the elimination of 1.8 FTE. This decision is particularly relevant to two of the Mac-Town 2032: City Government Capacity – Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus. Contracting ambulance billing services will gain efficiencies and improve service through new technology and additional staffing provided by the contractor. Community Safety & Resiliency – Proactively plan for and responsively maintain a safe and resilient community. Hiring a contractor to provide ambulance billing services will ensure that billing and receipt of payments is not dependent on the City’s current limited billing capacity.

Fire. This budget will implement an intergovernmental agreement (IGA) with Amity Fire District that will allow the two departments to fund a new Training Officer while the City provides for Administration and Training for the Amity Fire District. Another IGA has been drafted to partner with Lafayette providing for co-staffing a station in Lafayette with McMinnville firefighters. This partnership would reduce the need for a north end substation for McMinnville and improve fire response to both communities. Discussions are also underway for McMinnville to partner with other departments to work on the consolidation concept, including functional consolidation, operational consolidation and administrative consolidation and creating a new District. These conversations are key to moving to a consolidated service for the county. Creating a larger district would potentially provide an opportunity for a sustainable funding source for emergency services. Funding is allocated this year for a feasibility study for the formation of a larger district. These initiatives directly apply to the objective of developing and fostering local and regional partnerships.

Parks and Recreation. The Recreation Building Master Plan and Feasibility Study began in 2018-19 and will continue in 2019-20. The phase II work funded in 2019-20 will be more specific space planning and cost estimates based on the outcome from phase I. A fee analysis funded in 2018-19 will be implemented in 2019-2020. The fee study will likely impact revenues over the next year, the policy discussions will happen summer or fall of 2019.

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. Driven by the reality that expenses grow more than revenues along with intentional investment in key services and projects, this budget will have slightly declining reserves, estimated to be between 12% and 14%. While the Government Finance Officers Association indicates that a 17% reserve level meets best practices, this budget is reasonable. Based on current forecasts and a continued effort to identify new revenues and alternate service delivery models, the City should be able to moderate the decline and stabilize the reserves over the next several years and still meet a goal of keeping the reserve between 17% and 20%.



City of McMinnville 2019 – 2020 Budget Message

II. BUDGET ASSUMPTIONS

The proposed 2019 – 2020 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 has continued to rise at a fairly steady rate in the last several years and is projected to increase 4.0% in 2020, compared to 2019. For 2020, the estimated AV is \$2.820 million.

| <u>Year</u> | <u>Max Assessed Value (In millions)</u> | <u>Percent Change</u> |
|-------------|---|---------------------------|
| 2011 | \$2,106 | 3.60% |
| 2012 | \$2,140 | 1.60% |
| 2013 | \$2,199 | 2.70% |
| 2014 | \$2,233 | 1.50% |
| 2015 | \$2,304 | 3.10% |
| 2016 | \$2,450 | 6.30% |
| 2017 | \$2,494 | 1.80% |
| 2018 | \$2,591 | 3.80% |
| 2019 | \$2,712 | 4.60% |
| 2020* | \$2,820* | 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 \$1.3075 per \$1,000 of assessed value is \$0.149 lower than 2018-19. The decrease in the tax levy rate is due to a one-time payment received from Comcast for prior year taxes and higher than anticipated tax collections and interest revenue.

The total proposed City tax rate for fiscal year 2019-20 is estimated to be \$6.3275 per \$1,000 of assessed value (\$5.02 permanent rate plus \$1.3075 debt service tax rate), compared to \$6.4765 (\$5.02 permanent rate plus \$1.4565 debt service tax rate) in 2018-19, a decrease of 2.3%.

An "estimated not to be received" collection factor of 7.5% 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 38%.

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 and Fire Union employees reflect a cost-of-living adjustment (based on the All Cities Consumer Price Index) of 2.5%. The COLA for the McMinnville Police Association (MPA) is currently being negotiated; an estimated COLA of 2.5% has been included in the 2019-20 budget for MPA members.

General Service and Fire Union employees have similar high deductible health insurance plans and VEBA accounts to help

City of McMinnville 2019 – 2020 Budget Message

defray the cost of those deductibles and provide future resources for eligible medical expenses. In 2018, the McMinnville Police Association (MPA) transitioned from a low deductible health insurance plan with City County Insurance Services to a similar plan with the Oregon Teamsters Employer Trust. For all full time employees with health insurance benefits, the VEBA contribution matches the full deductible amount associated with the appropriate insurance plan.

For general service employees and Fire Union members, the City pays for 90% of the cost of an employee's health insurance premium and the employee is responsible for the remaining 10%. For Police Association members, the City pays 95% of the health insurance premium and the employee pays 5% of the premium.

D. OTHER INSURANCE COVERAGES. Property insurance premiums are projected to increase by 5% and liability premiums by 10% compared to 2018-19. 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 with 0% increase compared to the prior year. The City's experience modifier increased from 76% in 2017-18 to 97% in 2018-19. This means the City's losses were approximately 3% 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 7.7% of total expenditures in the 2019-20 proposed budget. Total PERS costs are budgeted at \$5.3 million, an 18.7% increase compared to the prior year. The PERS Board has projected that

the City's employer contribution rates will increase by an additional 20% in the 2021-23 biennium. However, according to PERS, the rate of increase will be mitigated somewhat in the 2023-25 biennium, with the City's contribution rates increasing by only 3.0%. The slower growth rate in the 2023-25 biennium is attributable to the majority of City employees shifting from Tier 1/Tier 2 membership to OPSRP membership.

III. STRATEGIC PLANNING.

In January 2018, the City of McMinnville initiated a citywide strategic planning process to help guide its policy priorities and budget allocations moving forward. This process was designed to leverage the dedication of McMinnville's existing public and private leadership, while also intentionally reaching out to the city's residents who are less often involved, especially the Latin/x community and youth.

In order to develop a broadly held Vision, Mission, and Values for the City, as well as its Strategic Priorities, the City worked with BDS Planning to engage community members in a variety of formats: Five facilitated focus groups (City Staff, the McMinnville Leadership Council, Young Leaders, Latin/x Professionals, and a broader Latin/x community group), two facilitated discussions with the Project Leadership Team (City department directors and community stakeholders) and with the City Council, an online web survey with more than 1,000 unique community responses, and a large community meeting attended by over 50 civic stakeholders.

Mac-Town 2032 was adopted by the City Council in January 2019.

City of McMinnville 2019 – 2020 Budget Message

Vision

A collaborative and caring city inspiring an exceptional quality of life.

Mission

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

Values

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

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

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

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

Strategic Priorities

The following strategic priorities require special focus by the City in the next fifteen years. In order to move McMinnville toward its

Vision, the City believes it will need to make disproportionate investments in time and financial resources in these areas.



CITY GOVERNMENT CAPACITY – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus



CIVIC LEADERSHIP – Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement



COMMUNITY SAFETY & RESILIENCY – Proactively plan for and responsively maintain a safe and resilient community



ECONOMIC PROSPERITY – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors



ENGAGEMENT & INCLUSION – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity



GROWTH & DEVELOPMENT CHARACTER – Guide growth and development strategically, responsively, and responsibly to enhance our unique character



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM) – Create diverse housing opportunities that support great neighborhoods

**City of McMinnville
2019 – 2020
Budget Message**



Property Tax Levy and Rate Summary Table

| | Actual 2018-19 Property Tax Levy | Proposed 2019-20 Property Tax Levy | \$\$ Change | % Change |
|-------------------|--|--|-------------------|--------------|
| General Fund | \$13,615,080 | \$14,159,683 | \$ 544,603 | 4.00% |
| Debt Service Fund | \$3,980,326 | \$3,716,108 | -\$264,218 | -6.64% |
| Total | \$17,595,406 | \$17,875,791 | \$ 280,385 | 1.59% |

| | Actual 2018-19 Property Tax Rate* | Proposed 2019-20 Property Tax Rate* | \$\$ Change | % Change |
|-------------------|---|---|------------------|---------------|
| General Fund | \$5.02 | \$5.02 | \$0.00 | 0.00% |
| Debt Service Fund | \$1.4565 | \$1.3075 | -\$0.1490 | -10.23% |
| Total | \$6.4765 | \$6.3275 | -\$0.1490 | -2.30% |

*Rate per \$1,000 of Assessed Value

**Estimated

| | | | | |
|--|-----------------|-------------------|---------------|-------|
| Assessed Valuation (Excluding UR increment) | \$2,712,167,298 | \$2,820,653,990** | \$108,486,692 | 4.00% |
| Real Market Value | \$3,930,001,020 | | | |

City of McMinnville
2019 – 2020
Budget Message

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 "2019 – 2020 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

We are capable of much more than we think we are.

~ Lao Tzu

Our obligation is to provide high quality, compassionate services to McMinnville's people, 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.

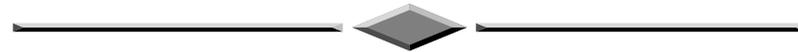
The successful preparation of the proposed 2019 – 2020 Budget illustrated the strength and commitment of the entire team. I want to thank everyone who was a part of this work. As always, Finance Director Marcia Baragary, Senior Accountant Ronda Gretzon and the entire Finance Staff should be especially 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 2019-20 budget.

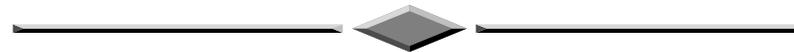
Respectfully submitted,



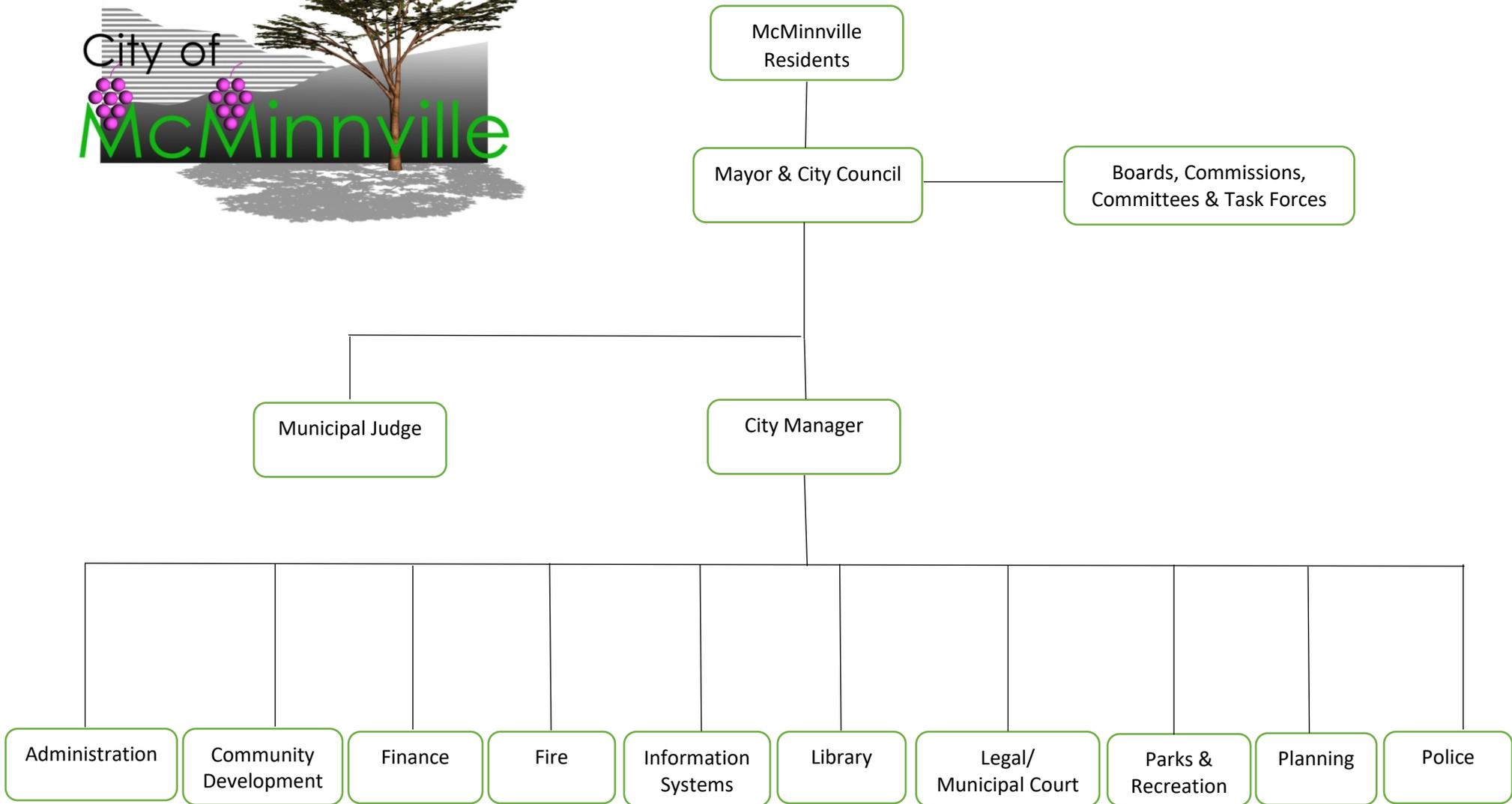
Jeffrey R. Towery
Budget Officer
City Manager



CITY OVERVIEW



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





Note: Goals indicate the overarching mission-critical strategic initiatives from Mac-Town 2032, the City's strategic plan. 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 work plans

GOALS

OBJECTIVES



CITY GOVERNMENT CAPACITY

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

- Develop and foster local and regional partnerships.**
 - Gain efficiencies from technology and equipment investments.**
 - Identify and focus on the City's core services.**
 - Invest in the City's work force.**
-



CIVIC LEADERSHIP – Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement

- Attract and develop future leaders.**
 - Increase awareness in civic affairs and leadership opportunities.**
 - Recognize and raise up leadership in all its forms, such that more people identify themselves as civic leaders.**
-



COMMUNITY SAFETY & RESILIENCY – Proactively plan for and responsively maintain a safe and resilient community

- Build a community culture of safety (consider safety best practices).**
 - Develop resiliency targets for critical infrastructure.**
 - Lead and plan for emergency preparedness.**
 - Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works.**
-



ECONOMIC PROSPERITY –

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors

Accelerate growth in living wage jobs across a balanced array of industry sectors.

Improve systems for economic mobility and inclusion.

Foster opportunity in technology and entrepreneurship.

Be a leader in hospitality and place-based tourism.

Locate higher job density activities in McMinnville.

Encourage connections to the local food system and cultivate a community of exceptional restaurants.



ENGAGEMENT & INCLUSION –

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

Actively protect people from discrimination and harassment.

Celebrate diversity of McMinnville.

Cultivate cultural competency and fluency throughout the community.

Grow City's employees and Boards and Commissions to reflect our community.

Improve access by identifying and removing barriers to participation.



GROWTH & DEVELOPMENT CHARACTER – Guide growth and development strategically, responsively, and responsibly to enhance our unique character

Define the unique character through a community process that articulates our core principles.

Educate and build support for innovative and creative solutions.

Strategically plan for short and long-term growth and development that will create enduring value for the community.

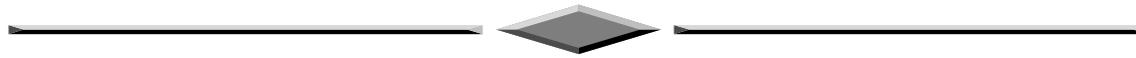


HOUSING OPPORTUNITIES

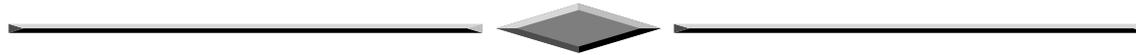
(ACROSS THE INCOME SPECTRUM) – Create diverse housing opportunities that support great neighborhoods

Collaborate to improve the financial feasibility of diverse housing development Opportunities.

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



FINANCIAL OVERVIEW





Financial Overview

2019-2020 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 2017-18 and 2018-19 and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2019-20.

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. In January 2019, the City adopted a strategic plan, Mac-Town 2032, which has helped 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 2019 – 2020 Proposed Budget

RESOURCES – by Type

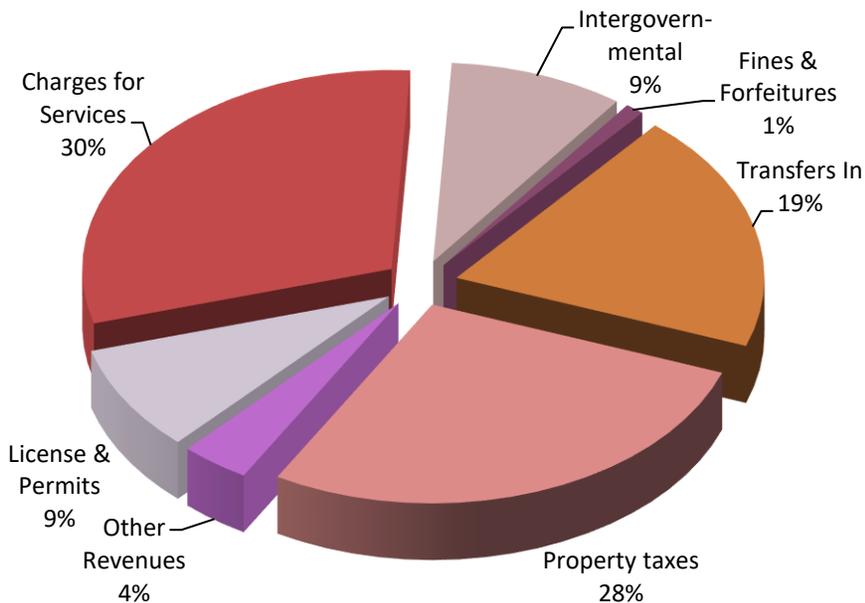
| | |
|------------------------|----------------------|
| Beginning Balance | \$49,590,105 |
| Property Taxes | 17,045,107 |
| License & Permits | 5,314,316 |
| Intergovernmental | 5,626,992 |
| Charges for Services | 18,634,242 |
| Fines & Forfeitures | 608,400 |
| Other Revenues | 2,212,267 |
| Transfers In | 11,927,897 |
| Total Resources | \$110,959,326 |

REQUIREMENTS – by Classification

| | |
|---------------------------|----------------------|
| Personnel Services | \$27,791,344 |
| Materials & Services | 15,398,309 |
| Capital Outlay | 9,591,799 |
| Debt Service | 4,704,288 |
| Transfers Out | 11,674,378 |
| Contingency | 4,144,519 |
| Ending Balance | 37,654,689 |
| Total Requirements | \$110,959,326 |

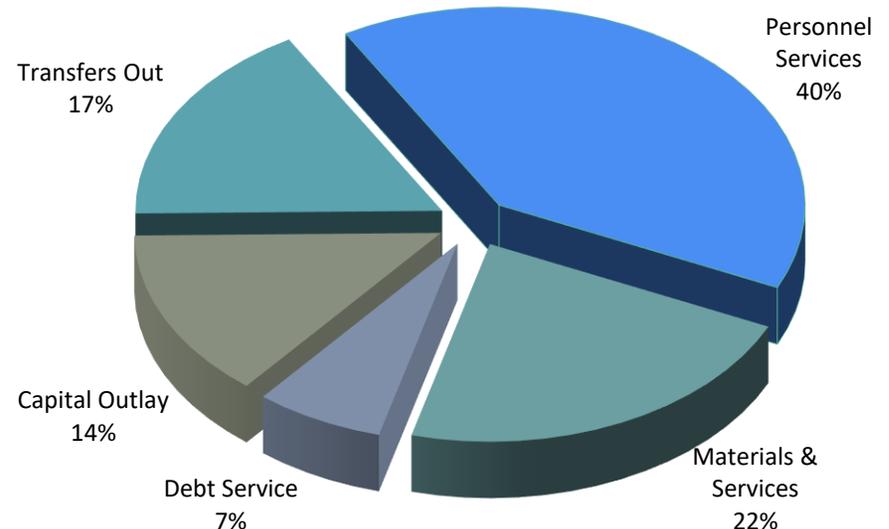
Revenues- All City Funds

Excludes Beginning Balance and Urban Renewal Funds



Expenditures - All City Funds

Excludes Contingency, Ending Balance, and Urban Renewal Funds



Revenues for All City Funds:

Property Tax Revenue -- \$17.0 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 -- \$18.6 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 -- \$5.6 million or 9% 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 19% of all City revenues. Includes revenues from interfund reimbursements for services, General Fund support of the Ambulance Fund, transfers for Police, Fire and Ambulance dispatch services, and transfers related to transportation, wastewater, and urban renewal capital projects.

Expenditures for All City Funds:

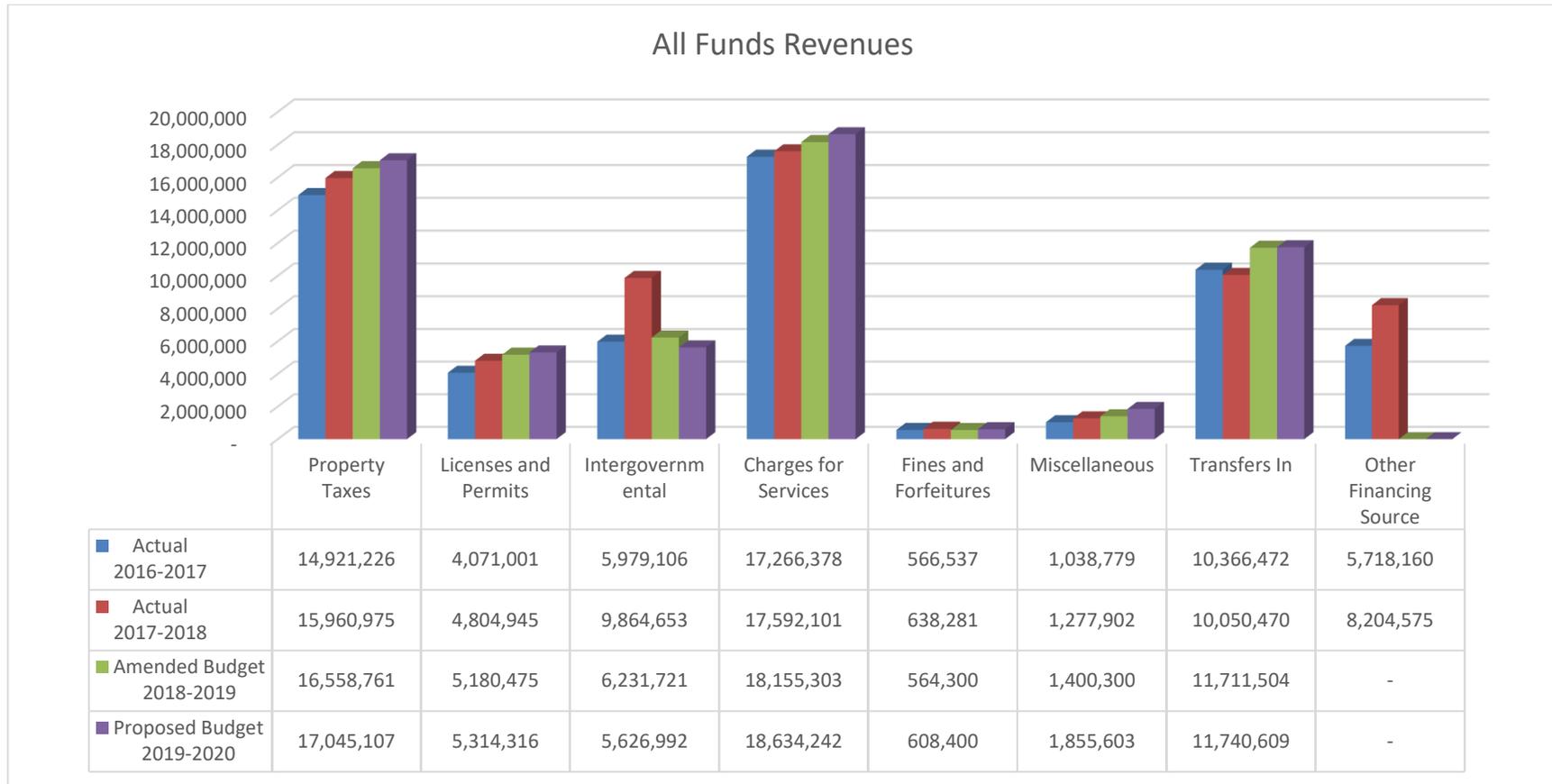
Personnel Services Expenditures -- \$27.8 million or 40% of total City expenditures. \$17.0 million of the Personnel Services expenditures total is for salaries and wages and \$10.8 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

Materials and Services Expenditures -- \$15.4 million or 22% of total expenditures, including \$5.0 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 \$1.6 million in operating costs in the Wastewater Services Fund.

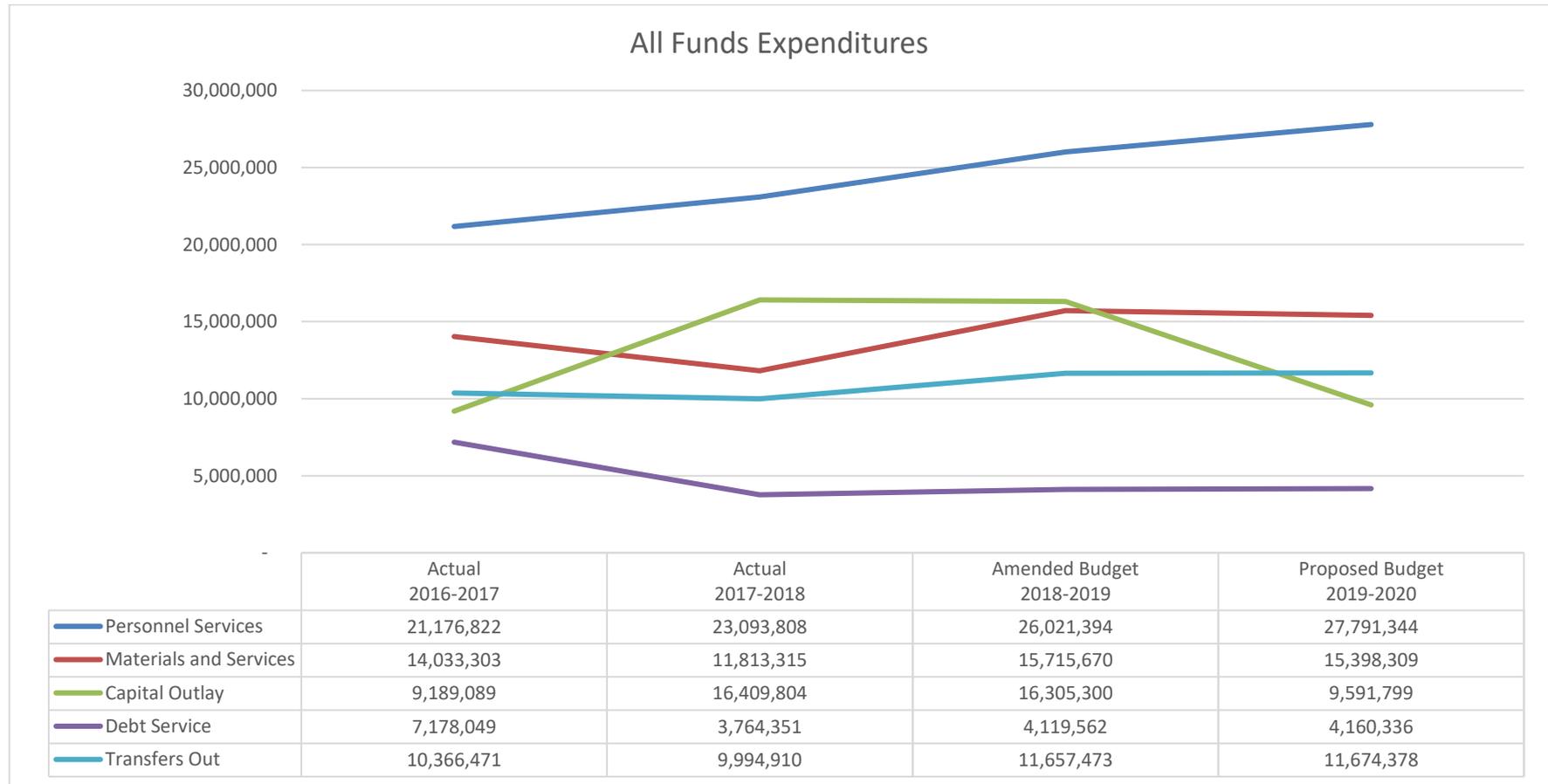
Capital Outlay Expenditures -- \$9.6 million or 14% of total expenditures, including \$4.7 million for street improvement projects in the Transportation Fund; \$0.2 million for Park Development projects; and \$3.6 for Wastewater Capital projects.

Debt Service -- Includes \$4.7 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 17% of total expenditures (corresponds to Transfers In Revenue). Primarily includes interfund charges for services, General Fund support of the Ambulance Fund, transfers for Police, Fire and Ambulance dispatch services, and transfers related to transportation, wastewater, and urban renewal capital projects.



The chart above shows **Revenues** for all funds of the City, by category, from 2016-17 through the 2019-20 proposed budget. The chart illustrates that the primary sources of funding for City services, **Property Taxes**, **Licenses and Permits**, and **Charges for Services**, which make up 67% of all City revenue, are relatively stable and steadily increasing. **Intergovernmental** revenues include state shared revenues and are typically consistent from year to year. The spike in intergovernmental revenues in 2017-18 was due to \$5.0 million received in Federal Aviation Administration (FAA) grants at the Airport. **Transfers In** are transactions between funds for various purposes, including \$5.8 million in user fees transferred from Wastewater Services to Wastewater Capital, \$0.8 million transferred to the Emergency Communications Fund for police, fire and ambulance dispatch, \$1.1 million transferred from the General Fund to the Ambulance Fund, and interfund reimbursement for services provided by support departments to operating departments. In 2016-17, **Other Financing Source** revenue was from issuance of the Urban Renewal and PERS Transition Liability debt and, in 2017-18, the issuance of Transportation bonds.



The chart above shows **Expenditures** for all funds of the City, by category, from 2016-17 through the 2019-20 proposed budget. **Personnel Services** expenditures, at 40% of the total budget, are the greatest use of City resources. As reflected in the chart, these expenditures are rapidly rising due to higher costs of salaries and fringe benefits. **Materials and Services** expenditures for costs such as contractual services, utilities, supplies, and equipment are relatively consistent; fluctuations are generally caused by increases in professional services/consultants fees for major projects/initiatives and building repairs. In 2017-18 and 2018-19, the spike in **Capital Outlay** is due to capital projects in Wastewater Capital and the Airport. **Debt Service** payments spiked in 2016-17 due to payout of urban renewal and PERS Transition Liability loan proceeds, and increased again in 2018-19 for debt service payments on transportation bonds issued in early 2018. **Transfers Out** correspond to Transfers In on the preceding page.

| All City Revenues by Fund | | | | | | |
|----------------------------------|-----------------------------|-----------------------------|-------------------------------------|--------------------------------------|---|--|
| | Actual 2016-2017 | Actual 2017-2018 | Amended Budget 2018-2019 | Proposed Budget 2019-2020 | \$\$ Change 2018-2019 versus 2019-2020 | % Change 2018-2019 versus 2019-2020 |
| Resources | | | | | | |
| General Fund | 26,096,681 | 22,192,055 | 23,539,125 | 24,769,201 | 1,230,076 | 5.23% |
| Special Assessment | 128,087 | 64,451 | 74,000 | 76,900 | 2,900 | 3.92% |
| Transient Lodging Tax | 691,765 | 950,622 | 1,219,212 | 1,281,166 | 61,954 | 5.08% |
| Telecommunications | 243,544 | 249,235 | 245,100 | 257,100 | 12,000 | 4.90% |
| Emergency Communications | 826,542 | 849,290 | 872,190 | 948,760 | 76,570 | 8.78% |
| Street | 2,007,671 | 2,194,894 | 2,450,087 | 2,722,506 | 272,419 | 11.12% |
| Airport | 2,025,298 | 5,322,185 | 574,033 | 357,264 | (216,769) | -37.76% |
| Transportation | 1,496,997 | 9,657,362 | 1,028,448 | 1,354,848 | 326,400 | 31.74% |
| Park Development | 253,097 | 245,221 | 958,805 | 341,700 | (617,105) | -64.36% |
| Debt Service | 2,738,537 | 3,456,585 | 3,724,400 | 3,549,600 | (174,800) | -4.69% |
| Building | 618,953 | 847,655 | 575,668 | 579,528 | 3,860 | 0.67% |
| Wastewater Services | 9,321,117 | 9,811,111 | 9,933,003 | 10,308,645 | 375,642 | 3.78% |
| Wastewater Capital | 6,807,667 | 6,360,169 | 6,997,339 | 6,788,934 | (208,405) | -2.98% |
| Ambulance | 4,610,697 | 4,527,574 | 5,439,547 | 5,416,961 | (22,586) | -0.42% |
| Information Systems & Services | 972,976 | 934,910 | 1,137,023 | 1,285,141 | 148,118 | 13.03% |
| Insurance Services | 1,088,030 | 1,154,356 | 1,304,379 | 1,330,967 | 26,588 | 2.04% |
| Total Resources | 59,927,659 | 68,817,674 | 60,072,359 | 61,369,221 | 1,296,862 | 2.16% |

The table above shows historical trends for all **Revenues** of the City, by fund, for 2016-17 through the 2019-20 proposed budget. The two columns on the right compare the 2018-19 budget and 2019-20 proposed budget, showing the change by dollar amount and by percentage. In most funds, the percentage change is less than 10%, reflecting the consistency of revenue in these budgets. For Special revenue funds (**Special Assessment, Transient Lodging Tax, Telecommunications, Emergency Communications, Street, and Airport**), revenues are from dedicated sources and cannot be spent on the general operations of the City. For capital projects funds (**Transportation, Park Development, and Wastewater Capital**), revenue primarily derives from bond proceeds and systems development charges (SDC). Revenues in these funds fluctuate when debt is issued for projects such as transportation and park system improvements. For enterprise funds (**Building, Wastewater Services, and Ambulance**), revenues are based on charges to users for services provided. These funds are intended to be self-supporting. Internal services funds (**Information Systems & Services and Insurance Services**) provide services and support to City Departments. Generally revenues in these funds are reimbursement from other City Departments. For additional discussion on revenues and fund types, see Fund Definitions in the Financial Overview section of this document.

| All City Expenditures by Fund | | | | | | |
|--------------------------------------|-----------------------------|-----------------------------|-------------------------------------|--------------------------------------|---|--|
| | Actual 2016-2017 | Actual 2017-2018 | Amended Budget 2018-2019 | Proposed Budget 2019-2020 | \$\$ Change 2018-2019 versus 2019-2020 | % Change 2018-2019 versus 2019-2020 |
| Requirements | | | | | | |
| General Fund | 26,239,354 | 22,523,486 | 26,380,999 | 27,866,588 | 1,485,589 | 5.63% |
| Special Assessment | 132,891 | 65,902 | 78,840 | 81,057 | 2,217 | 2.81% |
| Transient Lodging Tax | 690,813 | 894,150 | 1,209,816 | 1,262,034 | 52,218 | 4.32% |
| Telecommunications | 243,386 | 249,210 | 245,000 | 257,000 | 12,000 | 4.90% |
| Emergency Communications | 807,425 | 829,331 | 863,916 | 940,585 | 76,669 | 8.87% |
| Street | 2,134,814 | 2,074,783 | 2,766,386 | 2,986,913 | 220,527 | 7.97% |
| Airport | 2,258,610 | 6,142,718 | 857,452 | 433,408 | (424,044) | -49.45% |
| Transportation | 7,365,889 | 10,863,876 | 7,896,872 | 5,496,653 | (2,400,219) | -30.39% |
| Park Development | 343,427 | 254,296 | 1,697,111 | 285,409 | (1,411,702) | -83.18% |
| Debt Service | 3,358,950 | 3,417,100 | 3,731,138 | 3,740,450 | 9,312 | 0.25% |
| Building | 331,639 | 535,089 | 850,455 | 838,772 | (11,683) | -1.37% |
| Wastewater Services | 9,770,442 | 9,336,105 | 10,622,260 | 10,198,128 | (424,132) | -3.99% |
| Wastewater Capital | 2,051,651 | 1,699,680 | 9,094,303 | 6,039,194 | (3,055,109) | -33.59% |
| Ambulance | 4,392,972 | 4,932,136 | 5,576,918 | 5,585,829 | 8,911 | 0.16% |
| Information Systems & Services | 949,813 | 925,303 | 1,134,823 | 1,279,641 | 144,818 | 12.76% |
| Insurance Services | 871,657 | 756,795 | 1,261,106 | 1,868,457 | 607,351 | 48.16% |
| Total Requirements | 61,943,733 | 65,499,961 | 74,267,395 | 69,160,118 | (5,107,277) | -6.88% |

The table above shows historical trends for all **Expenditures** of the City, by fund, from 2016-17 through the 2019-20 proposed budget. The two columns on the right compare the 2018-19 budget and 2019-20 proposed budget, showing the change by dollar amount and by percentage. Similar to revenues, for most funds, the percentage change is less than 10%. In several funds there are substantial decreases, as in the **Airport Fund** where there is a considerable reduction in projects in 2019-20, accompanied by a similar reduction in FAA grant revenues. Also, the 2019-20 proposed budget reflects the sizeable decrease in expenditures as projects are completed in the capital projects funds (**Transportation, Park Development, and Wastewater Capital**). The increase in expenditures in the **Information Systems & Services (IS) Fund** is related to implementation of Phase II of the Shoretel telephone system. **Insurance Services Fund** expenditures include a \$450,000 distribution of surplus reserves to operating Departments of the City. For additional information, please refer to the Budget Summaries included with every fund.

All Funds – Budget Highlights for 2019 – 20 Proposed Budget

General Fund – Please see the General Fund section of the Financial Overview for detailed information.

Transient Lodging Tax Fund (TLT) – City’s tax rate is 10% of rental income. Visit McMinnville (VM), a non-profit marketing organization with the sole purpose of marketing McMinnville as a tourist destination, receives 70% of the TLT and the remaining 30% is transferred to the General Fund. All TLT revenue is either disbursed to VM or transferred to the General Fund. It is estimated that TLT rate increases and effective marketing efforts by VM will increase TLT revenues by 5% in 2019-20. In 2019-20, disbursement to VM is estimated to be \$859,100 and the transfer to the General Fund is estimated to be \$377,400.

Street Fund – The 2019-20 proposed budget continues to fund the core services of the Street Maintenance Division, including pavement maintenance, storm water systems, vehicle/equipment maintenance, right of way maintenance, street trees, and emergency responses, and many other duties. In addition, the Division maintains the new street improvement projects that have been completed in the last several years and are currently underway. In the 2019-20 proposed budget, the cost of street maintenance is primarily funded with State gas tax of \$2.6 million.

Airport Maintenance Fund – Compared to prior years, the 2019-20 proposed budget includes a reduced number of projects. From 2016-17 through 2018-19, the City will have completed over \$10.5 million in construction projects at the McMinnville Municipal Airport. These projects have been funded with Federal Aviation Administration (FAA), Oregon Department of Aviation (ODA), and Critical Oregon Airport Relief (COAR) program grants. Revenue from property and hangar leases is the only funding source for general operations of the Airport.

Transportation Fund – The City issued a total of \$24 million in general obligation bonds in 2015 and 2018, using the proceeds to fund major capital street improvements. All bond proceeds are expected to be spent by the end of the 2019-20 fiscal year.

Park Development Fund – General obligation bond proceeds, grants, and donations will fund completion of the Jay Pearson Neighborhood Park Projects in the fall of 2019. Any funds remaining at the end of 2019-20 will be reserved for future park projects.

Debt Service Fund – Accounts for property taxes that are levied for debt service payments on general obligation (GO) bonds. Currently, the City has \$27.7 million in GO bonded debt issued for park improvement projects, construction of the Police Station and Civic Hall, and major street improvements. The bonded debt will be fully paid in 2021, 2027, and 2033, respectively. The current property tax levy for debt service is \$3.4 million for a tax rate of \$1.3075 per \$1000 of assessed value. This tax is in addition to the City’s permanent tax rate of \$5.02 per \$1000 of assessed value.

Wastewater Services Fund – Includes administration, plant and pump stations operations, environmental services functions, and conveyance system maintenance. Sewer user charge revenue of \$10.1 million pays for wastewater operating costs and also allows \$5.8 million to be transferred to the Wastewater Capital Fund for major projects.

Wastewater Capital Fund – The 2019-20 proposed budget includes \$6.5 million for design and construction of numerous capital projects, including \$1.2 million for a new biosolids storage tank, \$1.1 million for design and construction of the tertiary filter expansion project, \$1.3 million for major equipment replacement; and \$2.4 million to address inflow and infiltration at various locations around the City. Projects are funded with charges to sewer users that are transferred from the Wastewater Services Fund.

Ambulance Fund – The gap between ambulance transport revenue and the cost of operations continues to pose major financial challenges. Although commercial insurance providers generally pay about 84% of the amount charged for a transport, Medicare (federal) and Medicaid (state) generally pay approximately 25% of the amount charged. This has a detrimental impact on ambulance operations, as Medicare and Medicaid transports combined are 83% of total billable transports.

However, some relief is expected from the Ground Emergency Medical Transport (GEMT) program, which is funded by the Federal government. The program reimburses eligible emergency services providers for approximately 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 payments of \$1.5 million for 2016-17, 2017-18 and 2018-19 in the spring of 2019. GEMT revenue is allocated 35% to the Fire Department and 65% to the Ambulance Fund.

To maintain an adequate reserve in the Ambulance Fund, the 2019-20 proposed budget includes a transfer of \$1.1 million from the General Fund. City management continues to pursue options that improve efficiencies, such as outsourcing ambulance billing. In addition, the City is continuing discussions with other fire departments in Yamhill County, with the intent to achieve operational and administrative consolidation, and eventually create a new district.

Information Systems & Services (IS) Fund – IS Department staff partner with City Departments to provide internal and external computer services support. The 2019-20 proposed budget includes \$500,000 for computer charges, with \$265,000 of the total for “shared” costs that are allocated to all Departments and \$235,000 for costs that are specific to Departments, such as computer workstations, public safety software maintenance agreements, etc.

Insurance Services Fund – Pays the City’s premiums and claims for property, liability, and workers’ compensation insurance. Departments reimburse the Insurance Services Fund for estimated insurance costs. Over the past several years, the reserve in the Fund has increased significantly due to actual costs being less than estimated. To avoid holding an excessive amount of funds in the reserve, the 2019-20 budget proposes a transfer of \$450,000 from the Insurance Services Fund to the Departments, with \$317,900 of the total allocated to the General Fund. At the end of the 2019-20 fiscal year, the estimated reserve in the Insurance Services Fund is \$1.4 million.

For more information on All Funds of the City, please refer to the **Budget Summaries**, included with every Fund. Budget Summaries contain valuable information, including Budget Highlights, Future Challenges and Opportunities, and Cost and FTE (i.e., employee position) Summaries.

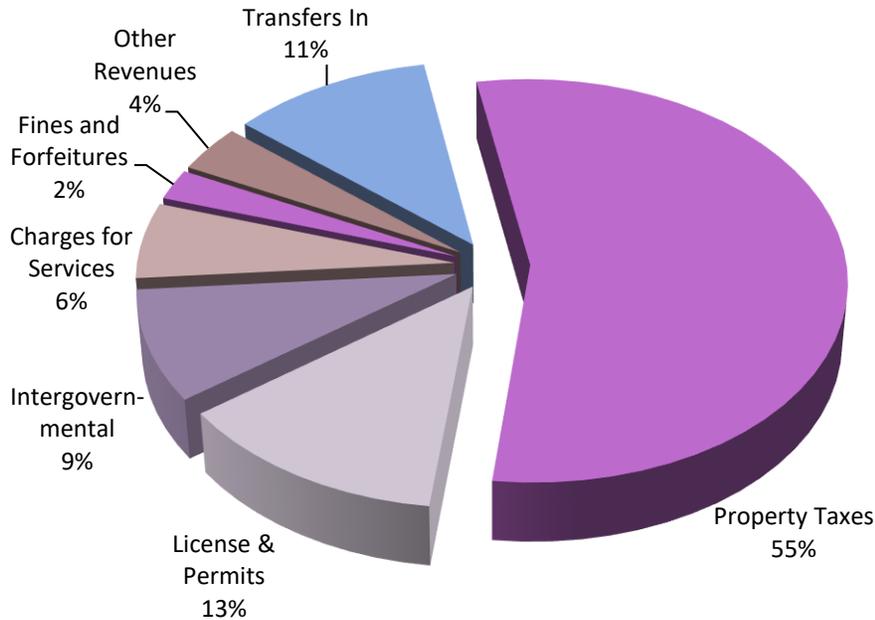
GENERAL FUND 2019 – 2020 Proposed Budget

| GENERAL FUND RESOURCES – by Type | |
|---|---------------------|
| Beginning Balance | \$5,384,554 |
| Property Taxes | 13,547,707 |
| License & Permits | 3,219,600 |
| Intergovernmental | 2,197,530 |
| Charges for Services | 1,502,931 |
| Fines and Forfeitures | 608,400 |
| Other Revenues | 940,967 |
| Transfers In | 2,752,066 |
| Total Resources | \$30,153,755 |

| GENERAL FUND REQUIREMENTS – by Classification | |
|--|---------------------|
| Personnel Services | \$19,370,585 |
| Materials & Services | 4,967,023 |
| Capital Outlay | 269,464 |
| Debt Services | 724,321 |
| Transfers Out | 2,535,195 |
| Contingency | 900,000 |
| Ending Balance | 1,387,167 |
| Total Requirements | \$30,153,755 |

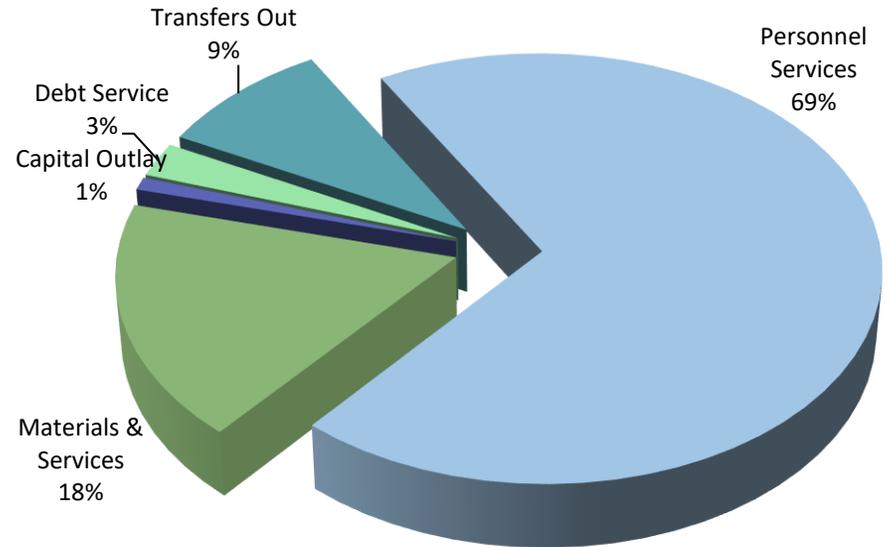
General Fund Revenues - By Type

Excludes Beginning Balance



General Fund Expenditures - By Classification

Excludes Contingency and Ending Balance



General Fund Revenues:

Property Taxes – Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2019-20 proposed budget projects \$13.5 million in current operating property tax revenues. Property taxes are 55% of all General Fund revenues.

Licenses and Permits Revenue – \$3.2 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 66% of all Licenses and Permits revenue.

Intergovernmental – \$2.2 million or 9% 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 – \$2.8 million or 11% 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 Expenditures:

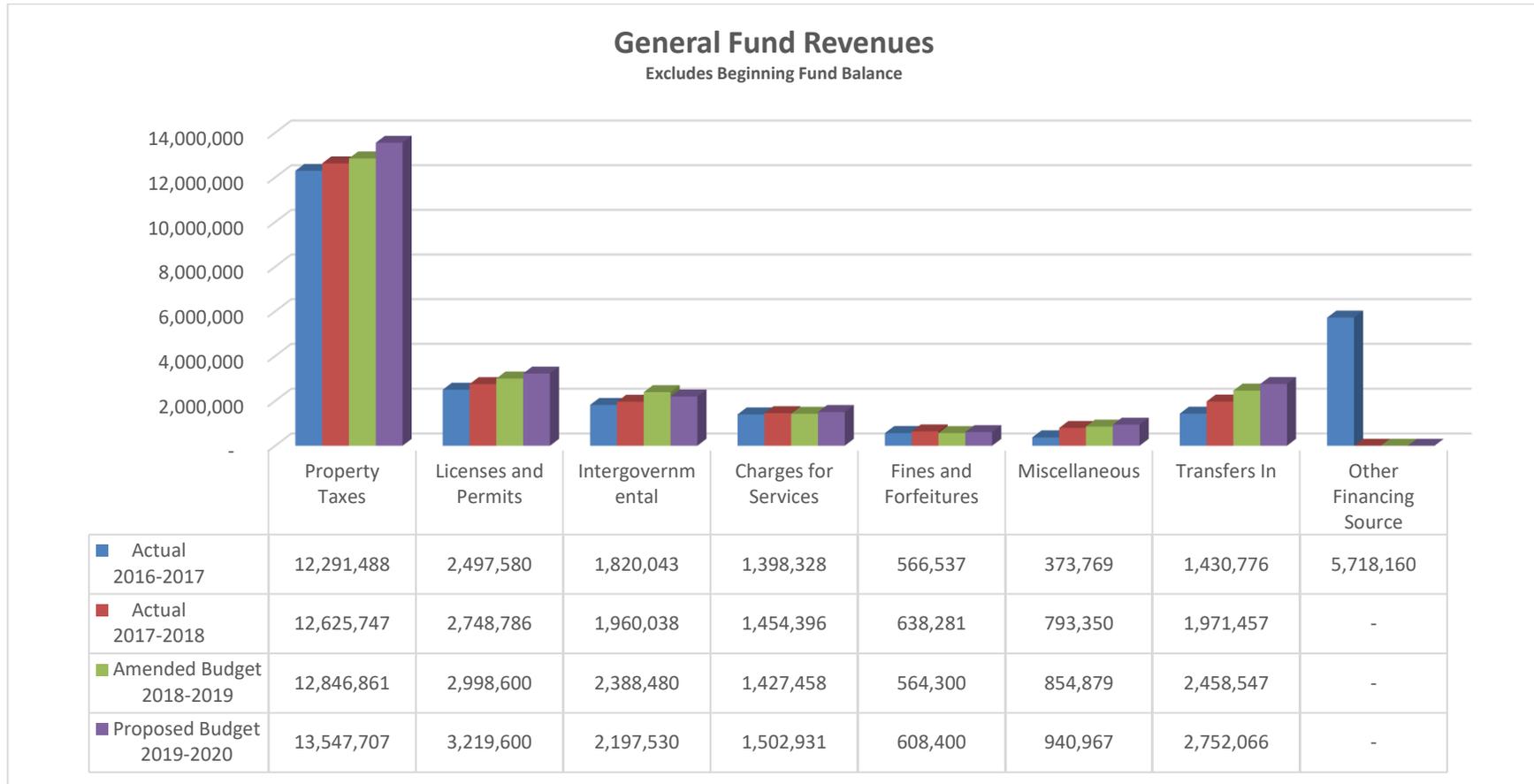
Personnel Services Expenditures – \$19.4 million or 69% of total General Fund expenditures. Public safety (Police, Fire, and Municipal Court combined) account for \$11.4 million of total General Fund Personnel Services. Cost of living salary adjustments, PERS employer contribution rates, and health insurance premiums are the most significant factors that impact personnel services costs.

Materials and Services Expenditures – \$5.0 million or 18% of General Fund expenditures. Police Department, Municipal Court, and the Fire Department account for 38% of total Materials and Services costs; Parks & Recreation, Park Maintenance, and Library are 37% of total Materials & Services; General Government costs are the remaining 25%. Materials and Service expenditures include building utilities, vehicle maintenance, equipment, computer costs, recreation program costs, supplies, insurance, etc.

Capital Outlay Expenditures – General Fund capital outlay expenditures in the 2019-20 proposed budget are limited to \$0.3 million, with the majority of that amount budgeted for Fire Department and Library building repairs, and Park Maintenance building repairs and play equipment.

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

Transfers Out – \$2.5 million or 9% of General Fund expenditures. Includes a transfer to the Ambulance Fund to support emergency medical services and transfer to the Emergency Communications Fund for emergency dispatch services.



The chart above shows historical trends for General Fund **Revenues**, by category, from 2016-17 through the 2019-20 proposed budget. **Property Taxes** (55% of all General Fund revenues in 2019-20) have been slowly but consistently trending upward. Property tax revenues correlate to growth in the City’s taxable assessed value (AV) and permanent rate of \$5.02 per \$1000. **Licenses and Permits** revenues, primarily franchise fees paid by utility companies, are subject to rates included in franchise fee agreements and statutory limitations. **Intergovernmental** revenues are mainly liquor, marijuana, and cigarette taxes shared by the State; distribution to cities is generally based on population. **Charges for Services**, primarily Parks & Recreation user fees, have remained relatively flat; however, fees are currently being reviewed to determine the appropriate cost recovery level. **Transfers In** represent reimbursements from other funds for services provided by the General Fund. Transfers In revenue increases are directly related to the cost of providing these services (i.e., salaries and fringe benefits). **Other Financing Source** revenue in 2016-17 was from the issuance of Urban Renewal and PERS Transition Liability debt.

| General Fund Expenditures - By Department | | | | | | |
|--|-----------------------------|-----------------------------|-------------------------------------|--------------------------------------|---|--|
| | Actual 2016-2017 | Actual 2017-2018 | Amended Budget 2018-2019 | Proposed Budget 2019-2020 | \$\$ Change 2018-2019 versus 2019-2020 | % Change 2018-2019 versus 2019-2020 |
| Requirements | | | | | | |
| Administration | 1,129,903 | 1,113,287 | 1,505,991 | 1,429,056 | (76,935) | -5.11% |
| Finance | 688,584 | 758,469 | 805,929 | 740,801 | (65,128) | -8.08% |
| Engineering | 869,207 | 989,326 | 1,091,207 | 1,178,759 | 87,552 | 8.02% |
| Planning | 483,591 | 691,689 | 1,502,007 | 1,405,787 | (96,220) | -6.41% |
| Police | 7,358,602 | 7,805,603 | 8,506,466 | 9,007,017 | 500,551 | 5.88% |
| Municipal Court | 448,748 | 488,911 | 539,655 | 601,752 | 62,097 | 11.51% |
| Fire | 2,888,828 | 3,149,529 | 3,802,566 | 4,039,487 | 236,921 | 6.23% |
| Parks & Recreation | 2,381,621 | 2,448,986 | 2,949,569 | 3,135,435 | 185,866 | 6.30% |
| Park Maintenance | 1,011,185 | 1,138,230 | 1,328,774 | 1,383,342 | 54,568 | 4.11% |
| Library | 1,422,988 | 1,566,065 | 1,678,331 | 1,866,005 | 187,674 | 11.18% |
| Total Expenditures | 18,683,255 | 20,150,095 | 23,710,495 | 24,787,441 | 1,076,946 | 4.54% |
| Full Time Equivalent (FTE) | 210.29 | 214.81 | 229.32 | 231.67 | 2.35 FTE | |

The table above shows historical trends for General Fund **Expenditures**, by Department, from 2016-17 through the 2019-20 proposed budget. The two columns on the right compare the 2018-19 budget and 2019-20 proposed budget, showing the change by dollar amount and by percentage. Fluctuations in departmental expenditures are typically due to changes in **Personnel Services** costs (69% of total General Fund expenditures in 2019-20 budget) or, in some departments, by **Materials & Services** costs (18% of expenditures). **Capital outlay** expenditures in the last four years have generally been limited to the purchase of public safety vehicles and larger-scale building repairs.

Major variables impacting **Personnel Services** costs are increases/decreases in full-time equivalent (FTE) positions and higher costs of salaries and fringe benefits. The table above illustrates the correlation between FTE and total expenditures.

Major components of **Materials & Services** are professional services, repairs & maintenance, equipment, computer costs, utilities, supplies, insurance, etc. Variations are generally a result of increases/decreases in professional services/ consultants fees for major projects/initiatives and building repairs.

For most Departments, changes between 2018-19 and 2019-20 are less than 10%. However, smaller departments, such as Finance, Engineering, and Municipal Court, reflect a significant percentage change, even though the dollar amount of the change is relatively small.

For more detail on FTE changes in General Fund departments, please refer to the Personnel Services Overview in the Personnel Services section of this document.

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 \$13.6 million or 50% of total expenditures. Including the General Fund transfer to the Ambulance Fund and the transfer to the Emergency Communications Fund for emergency dispatch services, the cost of public safety in the General Fund is \$15.6 million.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$6.4 million or 23% of all General Fund expenditures, demonstrating the City’s commitment to providing a quality environment, as well as a safe environment.

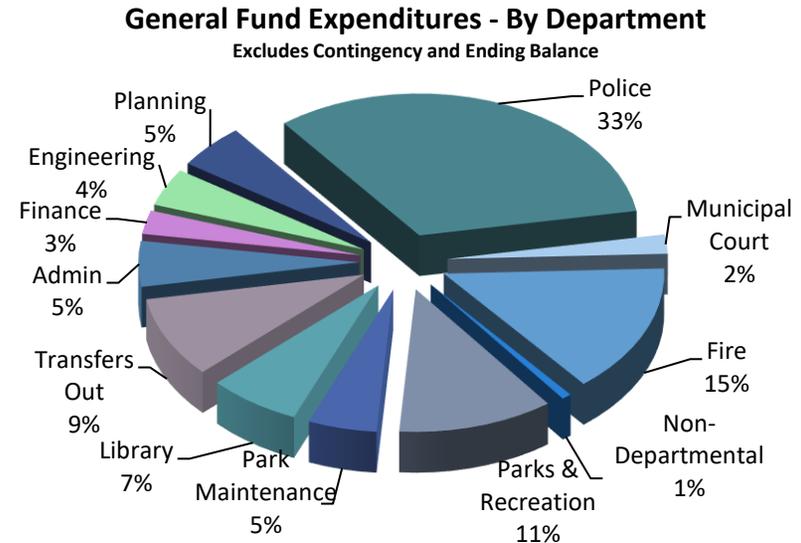
\$4.8 million or 17% of General Fund expenditures are for general government services (Administration, Finance, Engineering, and Planning).

\$2.5 million or 9% of expenditures are Transfers Out to other funds for emergency dispatch services, support of the Ambulance Fund, reimbursement for computer support, and transactions related to urban renewal capital projects.

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

For additional detailed information for General Fund Departments, please refer to the **Budget Summaries** included in each Department section. Budget Summaries include Budget Highlights, Core Services, Future Challenges and Opportunities, a Department Cost Summary, and a table showing changes in Department full-time equivalent (FTE) positions.

Additional information can also be found in the **Personnel Services Overview**, which includes details on employee salaries & wages, fringe benefits, and a summary of significant changes in Department FTE.



Economic Trends and the General Fund Reserve:

Local, regional, and national economic trends can all affect the City of McMinnville’s budget. For example, interest rates have an impact on the construction industry, which in turn affects the City’s assessed values and property tax revenue. Oregon PERS invests a substantial portion of their portfolio in the stock market. This influences pension costs because when earnings are low, the employer is required to contribute more to fund the cost of retirement benefits. Following is a more detailed discussion of the impact of economic trends on General Fund revenues and expenditures.

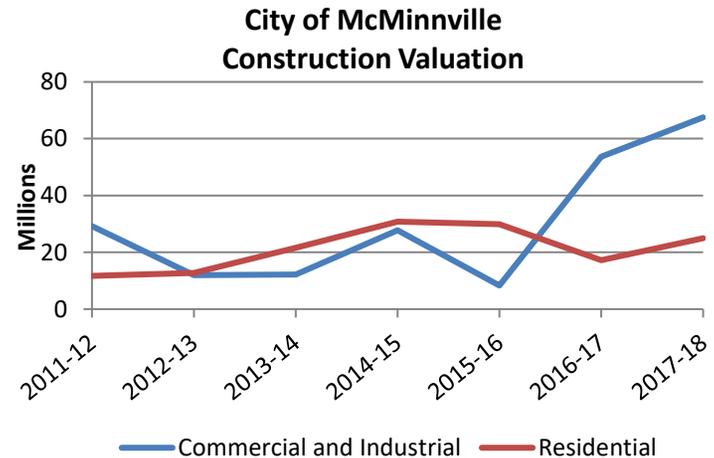
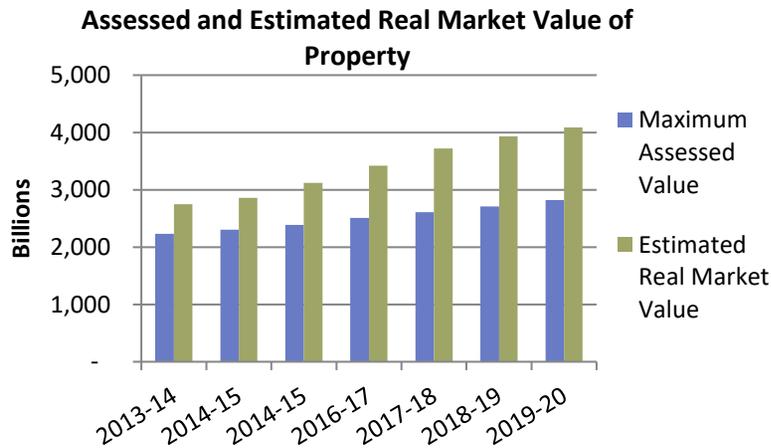
General Fund Revenues - Under Oregon’s current property tax system, the City has the authority to levy general operating property taxes based on its permanent rate, which is \$5.02 per \$1000 of taxable assessed value (AV). The City’s permanent tax rate, established in 1997 by Measure 50, cannot be changed by any action of the local government or the voters. In addition, Measure 50 limited the annual growth rate of taxable property value to 3 percent of the assessed value. The 3% limitation does not apply to any new construction or remodeled properties.

The Measure 50 limitation has created significant revenue challenges for the City. Inflation, particularly for primary City expenses such as employee salaries and pension costs, have regularly exceeded the 3 percent rate of growth limit.

In recent years, the City’s AV has grown at a consistent rate of 4 percent, consisting of the 3 percent limit on existing property and approximately one percent increase from new construction. For context, a one percent increase in AV results in approximately \$125,000 in general property tax revenue. In the 2019-20 proposed budget, general property tax revenue is \$13.5 million.

The graph in the column on the left shows historical trends for the City’s assessed value (AV) and real market value (RMV) from 2013-14 through 2019-20. Numbers for 2013-14 through 2018-19 are actual numbers obtained from the Yamhill County Assessor; numbers for 2019-20 are estimated. The graph illustrates the slow but steady growth in the City’s assessed value, which in turn generates higher property tax revenues.

The chart below illustrates the value of construction permits issued from 2011-12 through 2017-18 and reflects the variable nature of commercial/industrial construction. After a slight downturn in 2016-17, residential permit valuations increased in 2017-18. Higher valuations for commercial/industrial and residential permits are a positive indicator of future increases in the City’s assessed values (AV) and property tax revenue. Due to the 3 percent AV limitation on existing properties, any substantial additional property tax revenue has to be generated from new construction.



General Fund Expenditures – With Personnel Services making up 69% of all General Fund expenditures, economic trends which influence wages and fringe benefits can have a considerable impact of the City’s cost of delivering services to the public.

Salaries paid to employees are primarily affected by annual cost of living adjustments (COLA), which are based on the All Cities Consumer Price Index (CPI). The CPI is considered an indicator of inflation and is therefore used to adjust employee salaries. The 2019-20 proposed budget includes a 2.5% COLA for all employees.

The majority of fringe benefit costs is made up of PERS employer contributions for employee pensions. Historically low earnings since 2008 have contributed to escalating employer contribution rates. In the future, however, rate increases will be mitigated somewhat by the shift in employee membership from PERS Tier 1/Tier 2 (the richest pension benefit and highest cost) to OPSRP (a lower level of pension benefit and a lower cost). In addition, the Oregon legislature continues to investigate options which could lower the City’s cost of employer contributions.

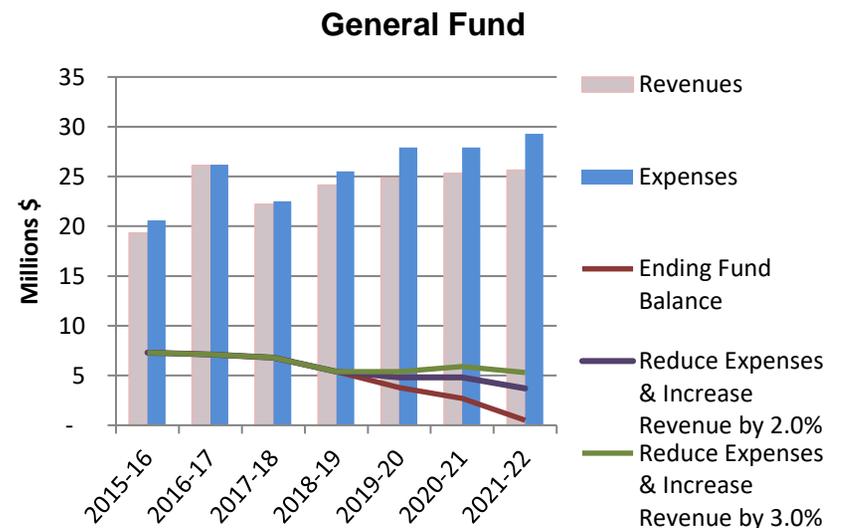
General Fund Reserve – An adequate reserve, or fund balance, is critical to provide sufficient cash flow, lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns.

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 2019-20, the proposed budget, adjusted to include anticipated “savings,” projects that the reserve will be 12% to 14% at fiscal year-end, if no additional revenue streams are identified and/or cost reductions implemented in 2019-20. This compares to an estimated reserve of 20% at the end of 2018-19.

The primary driver of the reduction in the reserve is a budgeted \$1.8 million, or 6.8%, increase in personnel services costs. Factors driving the increase include a cost-of-living-adjustment of 2.5%, the addition of 2.35 full-time equivalent (FTE) positions, and higher employer contribution rates for PERS.

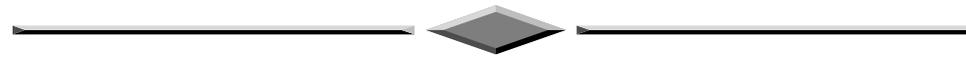
The chart below compares General Fund revenues, expenditures and the level of the reserve through 2021-22, as reflected in the City’s financial forecasting model. When forecasting the reserve level based on the 2019-20 proposed budget and estimated savings, the chart shows that growth in revenues will not keep pace with rapidly increasing expenditures and the “spend down” of the General Fund reserve will continue through 2021-22. However, the chart also shows that with increased revenue and/or reduction in expenses, the rate of spend down is considerably altered.



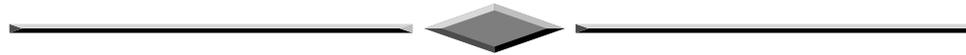
During 2018-19, the City adopted a strategic plan which will help guide decision-making and priorities for the General Fund budget. Going forward, a long-range financial planning process will help identify existing revenue streams that can be enhanced and also identify new revenue streams that could be implemented in the future. A long-range financial plan will be essential in achieving the Mac-Town 2032 strategic plan goal of finding new, sustainable funding sources and strengthening the City's ability to deliver municipal services.

For additional information on the General Fund, please refer to the **Budget Message** in the **Budget Officer** section of this document.

For more information on the 2019-20 proposed budget, please contact Finance Director Marcia Baragary at 503-434-2350 or Marcia.Baragary@mcminnvilleoregon.gov.



FUND DEFINITIONS



- Budget Organization Chart



Fund Definitions

- Budget Basis

2019-2020 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” (\$57.5 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 (\$53.5 million). Total “Operating Budget” and “Other Requirements” in the 2019-20 proposed budget are \$111.0 million.

Urban Renewal Funds

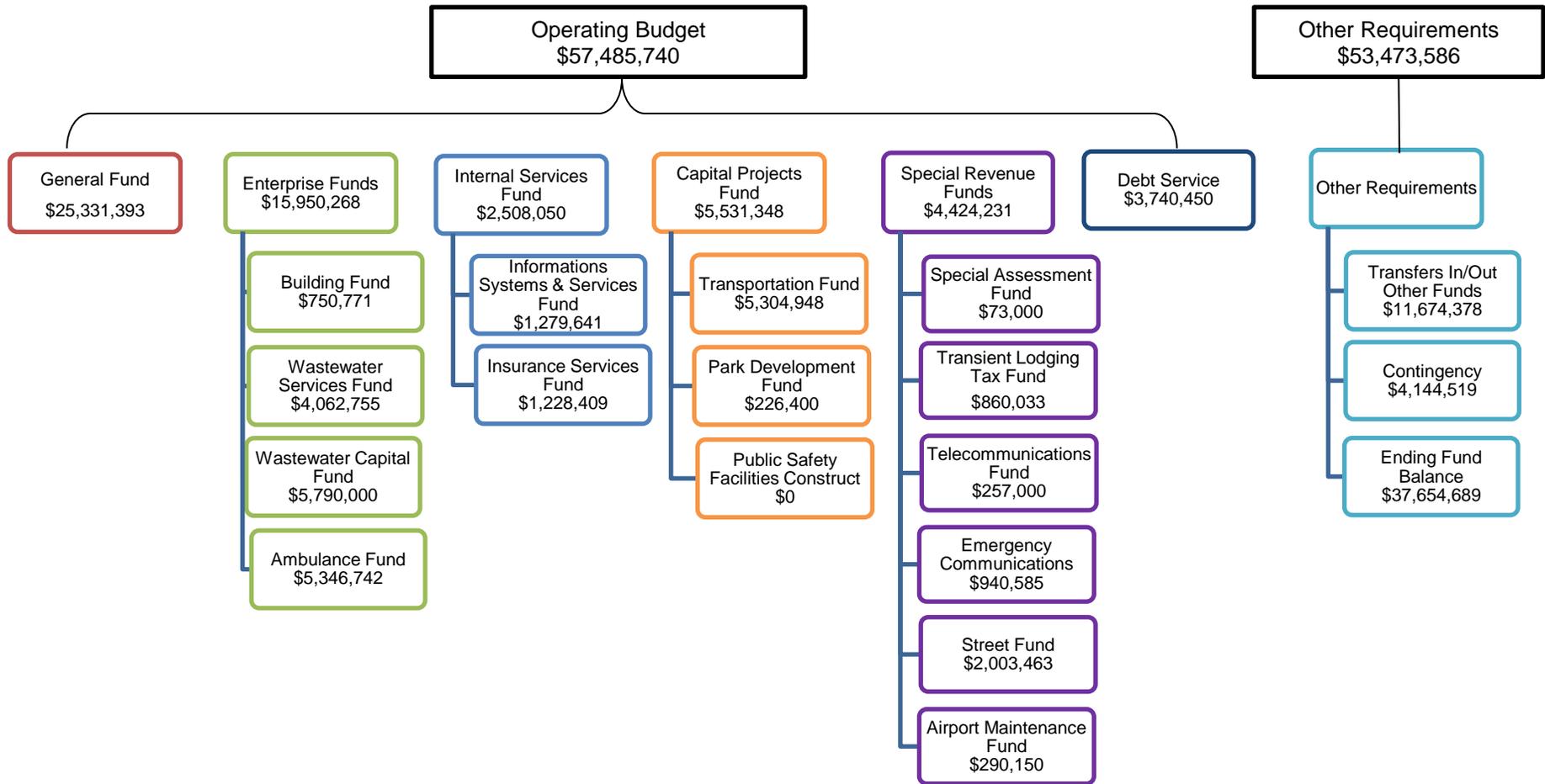
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board. Therefore, the Urban Renewal Fund and Urban Renewal Debt Service Fund are not included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

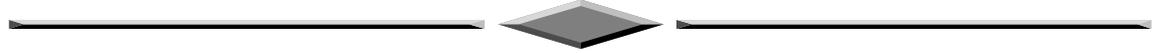


Budget Organization Chart

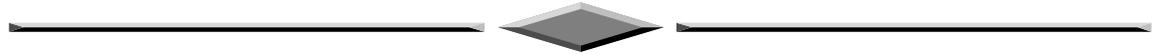
2019 - 2020 Proposed Budget

**Total 2019 - 2020 Proposed Budget
\$110,959,326**





DEBT OVERVIEW





Debt Overview

2019-2020 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 must be equal to or less than the useful life of the capital asset. The City has also executed a low interest rate bank loan to refinance the City's PERS transition liability, which carried a much higher interest rate.

The 2019-20 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, 2019, the City's total amount of GO bond debt will be \$27,720,000.

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 financing 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 financing agreement to refinance the City's PERS transition liability, maturing in 2028.

Capital leases – Capital leases are full faith and credit obligations granting use of equipment or property for a given period with ownership conferred at the end of the term of the agreement. A capital lease is considered debt because it is, in effect, a financing agreement. In 2017-18, the City issued a five year capital lease for three Police Department patrol vehicles. The 2019-20 proposed budget includes payments on an additional five year capital lease for three additional 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. The 2019-20 proposed budget also includes a seven year capital lease for an emergency communications system upgrade.



Statement of Bonds and Loans Outstanding 2019-2020 Proposed Budget

| | Date of Issue | Date of Maturity | Amount of Issue | Rate of Interest | Outstanding 6/30/2019 | Maturing 2019 - 2020 Principal | Maturing 2019 - 2020 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% | \$ 5,850,000 | \$ 700,000 | \$ 271,000 |
| 2011 Park Improvement Refunding Bonds | 10/6/2011 | 2/1/2021 | \$ 5,590,000 | 2.00 - 4.00% | \$ 1,795,000 | \$ 580,000 | \$ 51,300 |
| 2015 Transportation Bonds | 4/16/2015 | 2/1/2030 | \$ 16,085,000 | 2.50 - 5.00% | \$ 12,600,000 | \$ 915,000 | \$ 546,850 |
| 2018 Transportation Bonds | 2/28/2018 | 2/1/2033 | \$ 7,915,000 | 3.00 - 4.00% | \$ 7,475,000 | \$ 440,000 | \$ 236,300 |
| TOTAL - General Obligation Bonds | | | \$ 36,825,000 | | \$ 27,720,000 | \$ 2,635,000 | \$ 1,105,450 |
| <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% | \$ 984,837 | \$ 85,418 | \$ 29,873 |
| General Fund - Non-Departmental: | | | | | | | |
| 2016 PERS Refinancing Loan | 10/31/2016 | 8/1/2027 | \$ 3,525,860 | 2.73% | \$ 3,056,660 | \$ 275,060 | \$ 81,603 |
| 2016 Urban Renewal Agency Loan | 10/31/2016 | 8/1/2031 | \$ 2,192,300 | 2.04% | \$ 2,057,300 | \$ 146,060 | \$ 41,228 |
| Transportation Fund: | | | | | | | |
| 2013 ODOT Dundee Bypass Loan | 7/1/2013 | 1/25/2036 | \$ 3,209,600 | 2.26% | \$ 1,918,104 | \$ 157,899 | \$ 43,349 |
| TOTAL - Full Faith and Credit Obligations | | | \$ 10,297,760 | | \$ 8,016,901 | \$ 664,437 | \$ 196,053 |
| <u>Capital Leases (Lease-purchase Agreements)</u> | | | | | | | |
| General Fund - Police Department: | | | | | | | |
| 2017 Police Department Vehicles | 3/10/2018 | 3/10/2022 | \$ 136,045 | 6.45% | \$ 81,415 | \$ 25,461 | \$ 5,251 |
| 2019 Police Department Vehicles | 7/15/2019 | 7/15/2024 | \$ 153,497 | 3.88% | \$ 153,497 | \$ 32,366 | \$ 910 |
| 2019 Emergency Communications Radio Equipment * | 7/1/2019 | 7/1/2026 | \$ 233,068 | 4.15% | \$ 233,068 | \$ 33,269 | \$ 5,000 |
| TOTAL - Capital Leases | | | \$ 522,610 | | \$ 467,980 | \$ 91,096 | \$ 11,161 |
| TOTAL - Debt | | | \$ 47,645,370 | | \$ 36,204,881 | \$ 3,390,533 | \$ 1,312,664 |

* Estimated



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

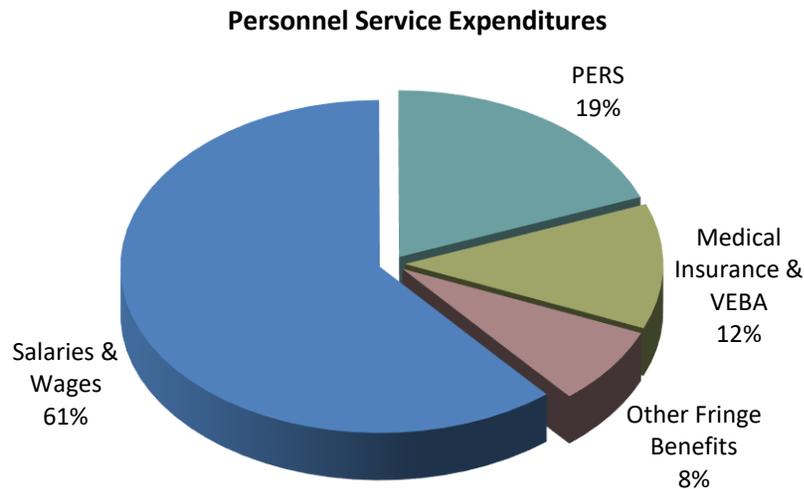
2019–2020 Proposed Budget

Introduction

City of McMinnville personnel services expenditures account for 40% of the City's total 2019-20 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2019-20 proposed budget, total personnel services cost for all funds is \$27.8 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 39% of total *personnel services* expenditures, or \$10.8 million in the 2019-20 proposed budget. PERS and medical insurance/VEBA costs combined are \$8.7 million for all City employees. Therefore, 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>2017-19</u> | <u>2019-21</u> |
| • PERS Tier 1/Tier 2 members | 26% | 30% |
| • OPSRP General Service members | 17% | 21% |
| • OPSRP Police and Fire members | 22% | 25% |
| • IAP – all members | 6% | 6% |

Approximately 31% of the City's PERS eligible employees are Tier 1/Tier 2 members; 45% are OPSRP General Service members; and 24% are OPSRP Police and Fire members. To be eligible for PERS, an employee must work 600 or more hours in a year.

Medical Insurance

For 2020, the City's medical insurance premiums are expected to increase by 4% compared to a 12% increase in 2019.

Personnel Services Overview Page II

General services employees have a high deductible health insurance plan and VEBA accounts. A VEBA account is a healthcare cost reimbursement account, funded by the employer, which helps defray the cost of the higher deductibles. Only employees choosing health insurance coverage through the City are eligible for a VEBA account. The 2019-20 budget proposes that the City contribute 100% of the copay plan deductible to general service employee VEBA accounts for the 2020 plan year. General services employees pay 10% of their health insurance premium.

Pursuant to the terms of the collective bargaining agreement (CBA) in effect July 1, 2018, Fire union members pay 10% of the premium for a higher deductible copay plan and the City contributes 100% of the plan deductible to Fire union member VEBA accounts.

In 2018, City County Insurance Services, the City's health insurance provider, discontinued the \$100 deductible and 90% / 10% coinsurance plan that previously covered Police union members. The City and Police union negotiated a transition to the Oregon Teamsters Employer Trust (OTET) insurance plan, which also includes a \$150 deductible and 90% / 10% coinsurance. Police Union members pay 5% of the premium and the City pays the remaining 95%.

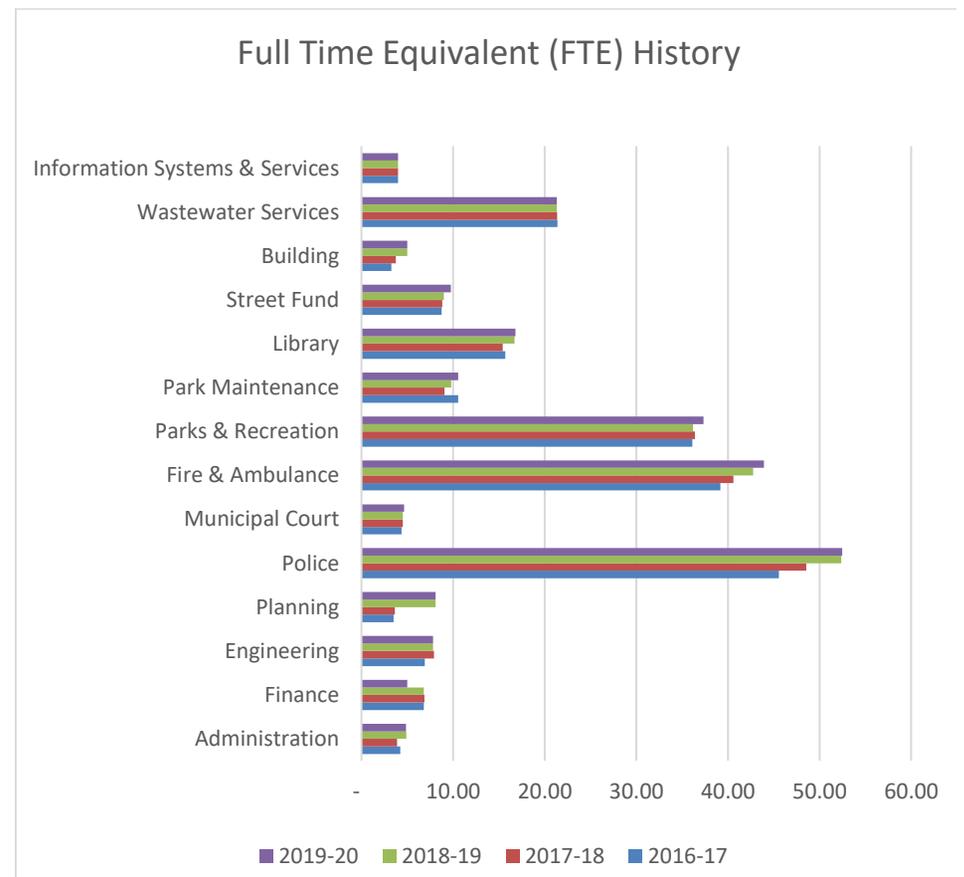
Other Fringe Benefits

Other fringe benefits provided to employees by the City include FICA (Social Security and Medicare), life insurance, long term disability insurance, workers compensation insurance, 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 2019-20 proposed budget reflects an overall increase of 2.35 full-time equivalent (FTE) positions. The graph below shows changes in FTE from 2016-17 through the 2019-20 proposed budget. Increases in Police and Fire & Ambulance Department FTE in the last four years illustrate the City's commitment to public safety. Other operating departments reflect modest increases during those years.



Personnel Services Overview
Page III

The tables immediately following this overview provide more detailed information:

- Table #1 Five-year trend of FTE, including FTE in the “Proposed 2019-20” budget, by department
- Table #2 Change in FTE from the “2019 Adopted to 2020 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 second half of the year. In the 2019-20 proposed budget, salaries for general services and Fire union members reflect a COLA of 2.5%, based on the CPI. The COLA for the McMinnville Police Association (MPA) is currently being negotiated; an estimated COLA of 2.5% has been included in the 2019-20 budget for MPA members.

Significant Department Changes – General Fund

The 2019-20 proposed budget for the **General Fund Administration Department** reflects the reallocation of the City Attorney and Deputy City Attorney positions, with 0.15 full-time equivalent (FTE) shifted from the Administration Department to the Municipal Court. There was no overall increase in FTE.

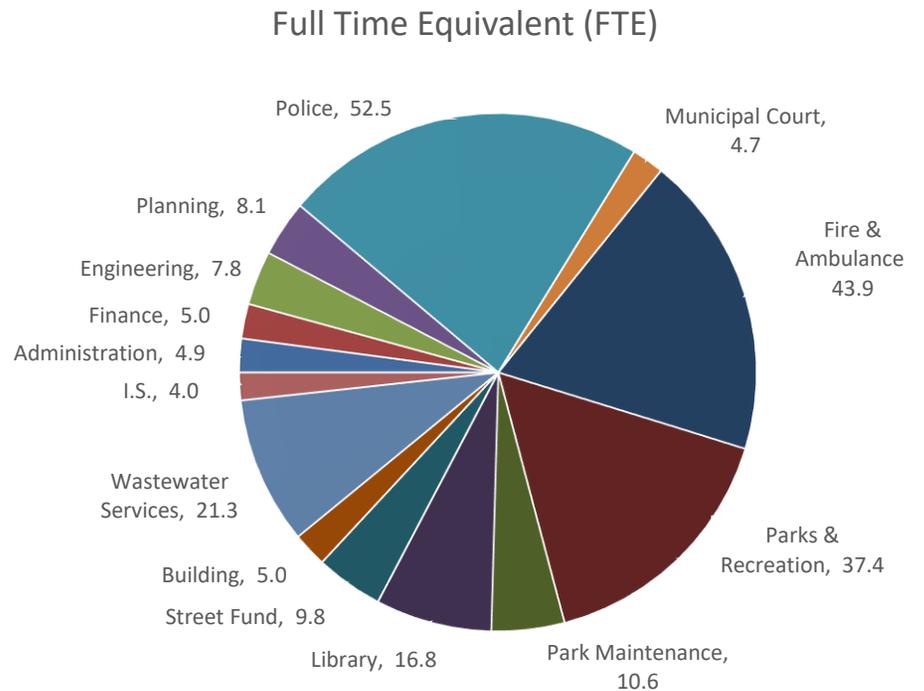
The 2019-20 proposed budget reduces staffing in the **Finance Department** by 1.80 FTE due to outsourcing of the ambulance billing process to a third-party contractor.

For **Fire and Ambulance Departments**, a full-time Training Division Officer position is included in the proposed budget. The position is allocated 50% / 50% between the Fire and Ambulance Departments. The cost of the Training Officer will be offset by contributions from

the Amity Fire District, through an intergovernmental agreement with the District.

In the **Park Maintenance Department**, the 2019-20 budget proposes an additional full-time utility worker position, partially offset by a reduction of 0.25 FTE in temporary employee hours. The additional staffing will support park maintenance in the new Jay Pearson Neighborhood Park.

At the **Community Center**, hours for temporary staff are increased by 0.55 FTE. Also included is a full-time Recreation Specialist position, which was budgeted as an Administrative Analyst position in 2018-19. The **Kids on the Block** program budget includes an increase of 0.62 FTE to accommodate Oregon sick leave benefits for part-time staff. For the **Senior Center**, temporary staff hours are increased by 0.40 FTE due to changes related to operation of the Wortman Cafe. The chart below shows FTE included in the 2019-20 proposed budget.



Personnel Services Overview
Page IV

Summary

Personnel services expenditures in the 2019-20 proposed budget reflect the City's efforts to prioritize and address the increasing service level needs of the public. For additional information, please refer to the **Budget Message** in the **Budget Officer** section of this document.

For additional information regarding FTE in General Fund Departments, please refer to the **Budget Summaries** included with each Department.

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

Table #1

| Department | Adopted 2015-16 | Adopted 2016-17 | Adopted 2017-18 | Adopted 2018-19 | Proposed 2019-20 |
|---|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| Administration | 3.30 | 4.22 | 3.90 | 4.90 | 4.86 |
| Finance | 6.81 | 6.80 | 6.88 | 6.80 | 5.00 |
| Engineering | 6.89 | 6.90 | 7.92 | 7.82 | 7.82 |
| Planning | 3.65 | 3.49 | 3.65 | 8.10 | 8.10 |
| Police | 45.93 | 45.56 | 48.55 | 52.37 | 52.49 |
| Municipal Court | 3.80 | 4.38 | 4.52 | 4.52 | 4.67 |
| Fire | 14.75 | 15.47 | 15.57 | 16.88 | 18.38 |
| Parks & Recreation | | | | | |
| Administration | 2.70 | 2.71 | 2.70 | 1.00 | 1.00 |
| Aquatic Center | 11.07 | 11.34 | 11.57 | 11.53 | 11.54 |
| Community Center & Rec Programs | 5.74 | 6.22 | 6.34 | 7.30 | 8.35 |
| Kids On The Block | 8.81 | 9.09 | 9.06 | 8.87 | 9.49 |
| Recreation Sports | 4.28 | 4.26 | 4.23 | 4.25 | 4.14 |
| Senior Center | 2.33 | 2.50 | 2.49 | 3.23 | 2.83 |
| Park Maintenance | 9.07 | 10.57 | 9.05 | 9.80 | 10.55 |
| Library | 15.45 | 15.69 | 15.42 | 16.71 | 16.81 |
| General Fund - Total | 144.58 | 149.20 | 151.85 | 164.08 | 166.03 |
| Street Fund | 8.71 | 8.74 | 8.82 | 9.01 | 9.76 |
| Building | 3.25 | 3.25 | 3.75 | 5.00 | 5.00 |
| Wastewater Services | | | | | |
| Administration | 3.06 | 2.10 | 2.10 | 2.10 | 2.10 |
| Plant | 9.00 | 9.44 | 9.42 | 9.40 | 9.46 |
| Environmental Services | 4.00 | 4.44 | 4.45 | 4.44 | 4.38 |
| Conveyance Systems | 5.40 | 5.40 | 5.40 | 5.40 | 5.40 |
| Wastewater Services - Total | 21.46 | 21.38 | 21.37 | 21.34 | 21.34 |
| Ambulance | 22.95 | 23.72 | 25.02 | 25.89 | 25.54 |
| Information Systems & Services | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Total City Employees - FTE's | 204.95 | 210.29 | 214.81 | 229.32 | 231.67 |
| Difference from prior year | | | | + 2.35 | |

City of McMinnville
Change in Full Time Equivalent (FTE)
2019 Adopted to 2020 Proposed Budget

Table #2

| Positions - By Department | Change in FTE | Positions - By Department | Change in FTE | Positions - By Department | Change in FTE |
|----------------------------------|----------------------|---|----------------------|---|----------------------|
| <u>Administration</u> | | <u>Parks & Recreation - Administration</u> | | <u>Library</u> | |
| City Attorney | (0.05) | No changes | 0.00 | Library Tech Assistant - Childrens | 0.07 |
| Deputy City Attorney | (0.10) | | | Library Tech Assistant - Circulation | (0.10) |
| Extra Help - Administration | 0.11 | | | Library Tech Assistant - Reference | (0.15) |
| | (0.04) | <u>Aquatic Center</u> | | Library Assistant - Childrens | 0.27 |
| | | Extra Help - Aquatics I, II, & III (Lifeguard) | (0.06) | Library Assistant - Circulation | 0.25 |
| | | Extra Help - Aquatics I, II, & III (Office) | (0.03) | Library Page | (0.10) |
| | | Extra Help - Aquatics I, II, & III (Fitness Classes) | 0.10 | Book Buddies - Labor | (0.14) |
| | | | 0.01 | | 0.10 |
| <u>Finance</u> | | <u>Community Center</u> | | <u>Street</u> | |
| Accounts Rec Billing Coordinator | (1.00) | Recreation Specialist | 1.00 | Utility Worker I | 0.75 |
| Accounts Rec Billing Specialist | (0.75) | Administrative Analyst | (0.50) | | 0.75 |
| Extra Help - Ambulance Billing | (0.05) | Extra Help - Community Center | 0.13 | | |
| | (1.80) | Classes & Programs Labor | 0.42 | <u>Building</u> | |
| | | | 1.05 | Building Inspector III | 0.43 |
| <u>Engineering</u> | | <u>Kids On The Block</u> | | Extra Help - Building Inspector | (0.43) |
| No changes | 0.00 | Assistant Site Director | 0.02 | | 0.00 |
| | | Recreation Leadership | 0.60 | <u>Wastewater Services</u> | |
| <u>Planning</u> | | | 0.62 | No changes | 0.00 |
| Senior Planner | 1.00 | <u>Recreation Sports</u> | | <u>Ambulance</u> | |
| Associate Planner | (1.00) | Extra Help - Management Assistant | (0.02) | Emergency Medical Services Chief | (1.00) |
| Code Compliance Officer II | (1.00) | Program Assistant | 0.88 | Operations Chief | 0.65 |
| Code Compliance Officer I | 1.00 | Extra Help - Recreation Program Labor | (0.97) | Training Division Chief | 0.50 |
| | 0.00 | | (0.11) | Firefighter / Paramedic - PT+ | 0.52 |
| <u>Police</u> | | <u>Senior Center</u> | | Firefighter / EMT - PT+ | (0.52) |
| Police Corporal - Patrol | 4.00 | Program Assistant | 0.19 | Support Services Specialist | (0.50) |
| Police Officer - Patrol | (3.66) | Extra Help - Senior Center | (0.59) | | (0.35) |
| Extra Help - Investigations | 0.04 | | (0.40) | <u>Information Systems</u> | |
| Rec Leadership - Park Ranger | (0.26) | <u>Park Maintenance</u> | | No changes | 0.00 |
| | 0.12 | Utility Worker I | 1.00 | | |
| <u>Municipal Court</u> | | Extra Help - Park Maintenance | (0.25) | Total Change in Full Time Equivalent (FTE) | 2.35 |
| City Attorney | 0.05 | | 0.75 | | |
| Deputy City Attorney | 0.10 | | | | |
| | 0.15 | | | | |
| <u>Fire</u> | | | | | |
| Operations Chief | 0.35 | | | | |
| Training Division Chief | 0.50 | | | | |
| Firefighter / Paramedic - PT+ | 0.28 | | | | |
| Firefighter / EMT - PT+ | (0.28) | | | | |
| Support Services Specialist | 0.50 | | | | |
| Extra Help - Fire | 0.22 | | | | |
| Extra Help - Clerical | (0.07) | | | | |
| | 1.50 | | | | |

City of McMinnville
Number of Employees and Volunteers
March 2019 Actual

Table #3

| Department | Employees | | Volunteers | Grand Total |
|--|------------------|------------------|----------------------|--------------------|
| | Full Time | Part Time | See Volunteer Roster | |
| Administration | 6 | - | 14 | 20 |
| Finance | 6 | 1 | - | 7 |
| Engineering | 7 | - | - | 7 |
| Planning | 7 | 1 | 44 | 52 |
| Police | 47 | 4 | 13 | 64 |
| Municipal Court | 3 | 4 | 1 | 8 |
| Fire | | | | |
| Fire Administration & Operations | 12 | 1 | 53 | 66 |
| Fire Prevention & Life Safety | 2 | - | - | 2 |
| Parks & Recreation | | | | |
| Administration | 1 | - | - | 1 |
| Aquatic Center | 3 | 32 | - | 35 |
| Community Center & Rec Programs | 1 | 14 | 6 | 21 |
| STARS Day Camp | - | - | 5 | 5 |
| Kids On The Block | 1 | 38 | 4 | 43 |
| Mayor's Charity Ball | - | - | - | - |
| Recreation Sports | 1 | 29 | 180 | 210 |
| Senior Center | 2 | 4 | 95 | 101 |
| Park Maintenance | 7 | - | 494 | 501 |
| Library | 8 | 15 | 165 | 188 |
| General Fund - Total | 114 | 143 | 1,074 | 1,331 |
| Street | 7 | 1 | - | 8 |
| Airport Maintenance | - | - | 6 | 6 |
| Building | 3 | 2 | - | 5 |
| Wastewater Services | | | | |
| Administration | 2 | - | - | 2 |
| Plant | 8 | - | - | 8 |
| Environmental Services | 4 | - | - | 4 |
| Conveyance Systems | 6 | - | - | 6 |
| Wastewater Services - Total | 20 | - | - | 20 |
| Ambulance | 22 | 3 | - | 25 |
| Information Systems & Services | 4 | - | - | 4 |
| Total City Employees & Volunteers | 170 | 149 | 1,080 | 1,399 |

**City of McMinnville
Volunteer Roster - 2018**

Table #4

| Department | # of Volunteers | Notes |
|--|----------------------------|---|
| Administration | | |
| City Council | 7 | |
| Budget Committee | <u>7</u> | |
| | 14 | |
| 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) | <u>11</u> | (b) Other Police Volunteers include the police auxiliary and police parking patrol. |
| | 13 | |
| Municipal Court | | |
| Volunteer (c) | <u>1</u> | (c) Municipal Court Volunteer assists with fingerprinting of defendants. |
| | 1 | |
| Library | | |
| Volunteers | <u>165</u> | |
| | 165 | |
| Building | | |
| Board of Appeals | - | |
| Building Code Advisory Board | <u>-</u> | (d) Fire & EMS Volunteers are paid a reimbursement for emergency calls based on a point basis computed on number of calls. |
| | - | |
| Planning | | |
| Historic Landmarks Committee | 5 | (e) The McMinnville Swim Club and High School host a variety of competition swim events at the 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 | <u>9</u> | |
| | 44 | |
| Fire & Ambulance | | |
| Fire & EMS Volunteers (d) | <u>53</u> | |
| | 53 | |
| Parks & Recreation | | |
| Aquatic Center (e) (f) | - | |
| Community Center | 6 | (g) Recreational Sports Volunteers serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports. These 180 people coached 236 teams. This number does not include the many unofficial volunteers who assisted the head coaches at practices, games. |
| STARS Day Camp | 5 | |
| Kids On The Block | 4 | |
| Recreational Sports (g) | 180 | |
| Senior Center Volunteers (h) | 95 | (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 | <u>494</u> | |
| | 784 | |
| Airport | | |
| Airport Commission | <u>6</u> | |
| | 6 | |
| Total Volunteers | <u>1,080</u> | |

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

July 1, 2019

2.5% Adopted Increase

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| City Attorney | 365 | 4,558 | 4,784 | 5,025 | 5,277 | 5,539 | 5,816 |
| Community Development Director | | | | | | | |
| Fire Chief | 364 | 4,445 | 4,667 | 4,902 | 5,146 | 5,404 | 5,673 |
| Police Chief | | | | | | | |
| Finance Director | 361 | 4,129 | 4,336 | 4,552 | 4,779 | 5,018 | 5,271 |
| Planning Director | 359 | 3,929 | 4,127 | 4,332 | 4,549 | 4,775 | 5,016 |
| Fire Marshal | 358 | 3,834 | 4,024 | 4,226 | 4,437 | 4,660 | 4,892 |
| Operations Chief - Fire | | | | | | | |
| Police Captain - Field Operation | | | | | | | |
| Police Captain - Inv & Supp Div | | | | | | | |
| Parks & Recreation Director | 357 | 3,740 | 3,928 | 4,124 | 4,330 | 4,546 | 4,773 |
| Police Captain | 356 | 3,649 | 3,831 | 4,022 | 4,224 | 4,435 | 4,657 |
| Assistant Fire Chief | 355 | 3,560 | 3,738 | 3,926 | 4,121 | 4,328 | 4,543 |
| Information Systems Director | | | | | | | |
| Library Director | | | | | | | |
| Wastewater Services Manager | 354 | 3,474 | 3,646 | 3,829 | 4,019 | 4,222 | 4,433 |
| Building Official | 352 | 3,305 | 3,472 | 3,645 | 3,827 | 4,017 | 4,220 |
| Superintendent - Public Works | | | | | | | |
| Training Division Chief - Fire | | | | | | | |
| EMS Division Chief | 351 | 3,224 | 3,386 | 3,556 | 3,734 | 3,921 | 4,115 |
| Fire & Life Safety Div Chief | | | | | | | |
| Assistant City Engineer | 350 | 3,147 | 3,303 | 3,470 | 3,642 | 3,824 | 4,015 |
| Deputy City Attorney | | | | | | | |
| Engineering Services Manager | 349 | 3,070 | 3,223 | 3,384 | 3,553 | 3,730 | 3,918 |
| Human Resources Manager | | | | | | | |
| Human Resources Sr Generalist | 348 | 2,995 | 3,145 | 3,301 | 3,469 | 3,640 | 3,822 |
| Principal Planner | | | | | | | |
| Information Systems Analyst III | 344 | 2,712 | 2,850 | 2,991 | 3,141 | 3,297 | 3,462 |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|---|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Operations Superintendent - WRF Police Supp Svcs Div Commander Senior Planner Supvr - Environmental Svcs - WRF | | | | | | | |
| Building Inspector III | 343 | 2,648 | 2,780 | 2,918 | 3,063 | 3,217 | 3,376 |
| Project Manager - Engineering Supervisor - Park Maintenance Supervisor - SS & SD Maintenance Supervisor - Street Maintenance | 342 | 2,582 | 2,711 | 2,847 | 2,989 | 3,139 | 3,295 |
| Building Inspector III -Pre 1993 Community Center Manager Human Resources Director Recreation Program Mgr - Aquatic Recreation Program Mgr - CC Recreation Program Mgr - KOB Recreation Program Mgr - Seniors Recreation Program Mgr - Sports Support Services Mgr -Police Technical Services Accountant | 340 | 2,457 | 2,580 | 2,709 | 2,845 | 2,987 | 3,138 |
| Associate Planner Building Inspector II City Recorder / Legal Assistant GIS/CAD System Specialist Information Systems Analyst II Library Services Coordinator Senior Engineering Technician | 339 | 2,399 | 2,518 | 2,645 | 2,776 | 2,914 | 3,060 |
| Library Services Manager Senior Librarian Sr Environmental Tech | 338 | 2,337 | 2,456 | 2,579 | 2,708 | 2,843 | 2,985 |
| Peer Court Manager Sr Laboratory Tech - WRF | 337 | 2,281 | 2,397 | 2,517 | 2,643 | 2,775 | 2,913 |
| Engineering Technician Senior Accountant Sr Mechanic/SCADA Tech - WRF | 336 | 2,228 | 2,336 | 2,455 | 2,578 | 2,706 | 2,842 |
| Admin Assistant/HR Analyst | 335 | 2,173 | 2,280 | 2,396 | 2,514 | 2,641 | 2,773 |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Building Permit Coordinator | | | | | | | |
| Information Systems Analyst I | | | | | | | |
| Planning Analyst | | | | | | | |
| Senior Operator - WRF | | | | | | | |
| Librarian III - Children's Svcs | 334 | 2,120 | 2,224 | 2,335 | 2,453 | 2,576 | 2,705 |
| Librarian III - Circulation | | | | | | | |
| Librarian III - Reference | | | | | | | |
| Senior Accountant | | | | | | | |
| Senior Utility Worker - Pk Maint | 333 | 2,067 | 2,172 | 2,279 | 2,394 | 2,512 | 2,637 |
| Senior Utility Worker - Street | | | | | | | |
| Senior Utility Worker - WWS | | | | | | | |
| Accountant II | 332 | 2,017 | 2,119 | 2,223 | 2,334 | 2,452 | 2,575 |
| Accountant II - Payroll | | | | | | | |
| Assistant Planner | | | | | | | |
| Environmental Tech II | | | | | | | |
| Mechanic - Fire Dept - PT+ | | | | | | | |
| Mechanic - WRF | | | | | | | |
| Office Manager - Fire | | | | | | | |
| Code Compliance Officer II | 331 | 1,968 | 2,066 | 2,170 | 2,278 | 2,393 | 2,511 |
| Comm Ctr & Supp Svcs Supervisor | | | | | | | |
| Operator II - WRF | | | | | | | |
| Rec Program Supervisor - Aquatic | | | | | | | |
| Rec Program Supervisor - CC | | | | | | | |
| Rec Program Supervisor - Sports | | | | | | | |
| Accountant I | 330 | 1,919 | 2,016 | 2,118 | 2,222 | 2,332 | 2,451 |
| Laboratory Technician - WRF | | | | | | | |
| Librarian II - Children's | | | | | | | |
| Librarian II - Reference | | | | | | | |
| Librarian II - Young Adult | | | | | | | |
| Mechanic - Public Works | | | | | | | |
| Operations Supp Specialist - PW | | | | | | | |
| Accountant I | 329 | 1,872 | 1,967 | 2,065 | 2,169 | 2,277 | 2,391 |
| Code Compliance Officer I | | | | | | | |
| Facilities Maint Tech-PD&CivHall | | | | | | | |
| Management Assistant - Police | | | | | | | |
| Permit Technician - Comb Depts | | | | | | | |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Utility Worker II - Public Works | | | | | | | |
| Utility Worker II - Street | | | | | | | |
| Utility Worker II - WWS | | | | | | | |
| Facilities Maint Spec II -Police | 328 | 1,828 | 1,918 | 2,015 | 2,117 | 2,221 | 2,331 |
| Paramedic - PT+ | | | | | | | |
| Senior Court Clerk - MC | | | | | | | |
| Environmental Tech I | 327 | 1,784 | 1,871 | 1,965 | 2,064 | 2,167 | 2,276 |
| Executive Secretary - Planning | | | | | | | |
| Library Circulation Specialist | | | | | | | |
| Operator I - WRF | | | | | | | |
| Rec Program Coord II - Aquatic | | | | | | | |
| Rec Program Coord II - CC | | | | | | | |
| Rec Program Coord II - SC & CC | | | | | | | |
| Rec Program Coord II - Sports | | | | | | | |
| Rec Program Coordinator II - SC | | | | | | | |
| Facilities Maint Spec II - WRF | 326 | 1,739 | 1,827 | 1,917 | 2,014 | 2,116 | 2,220 |
| Librarian I - Children's | | | | | | | |
| Librarian I - Reference | | | | | | | |
| Librarian I - Technical Services | | | | | | | |
| Parking & Code Enforcement - PT | | | | | | | |
| Support Services Technician-Fire | | | | | | | |
| Permit Tech/Admin Spec II - Fire | 325 | 1,697 | 1,782 | 1,870 | 1,964 | 2,063 | 2,166 |
| Admin Spec II - Public Affairs | 324 | 1,656 | 1,738 | 1,825 | 1,917 | 2,013 | 2,115 |
| Administrative Spec II - Admin | | | | | | | |
| Administrative Spec II - Aquatic | | | | | | | |
| Administrative Spec II - Fire | | | | | | | |
| Court Clerk II - MC | | | | | | | |
| Executive Secretary - Comm Dev | | | | | | | |
| Executive Secretary - Fire | | | | | | | |
| Utility Worker I - Public Works | | | | | | | |
| Utility Worker I - Street | | | | | | | |
| Police Records Specialist - PT | 323 | 1,615 | 1,695 | 1,781 | 1,869 | 1,963 | 2,062 |
| Rec Program Coordinator I | | | | | | | |
| Rec Program Coordinator I - SC | | | | | | | |
| Facility Maintenance Spec I | 322 | 1,574 | 1,655 | 1,737 | 1,823 | 1,916 | 2,012 |
| Fire Prevention Specialist - PT+ | | | | | | | |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Library Tech Assistant | | | | | | | |
| Library Tech Asst - Children's | | | | | | | |
| Library Tech Asst - Circulation | | | | | | | |
| Library Tech Asst - Reference | | | | | | | |
| Library Tech Asst - Tech Svcs | | | | | | | |
| Emergency Management Coordinator | 321 | 1,536 | 1,613 | 1,694 | 1,780 | 1,868 | 1,961 |
| Accounting Specialist I | 320 | 1,499 | 1,574 | 1,654 | 1,736 | 1,822 | 1,915 |
| Admin Spec II - Combined Depts | | | | | | | |
| Admin Spec II - Eng/Bldg | | | | | | | |
| Administrative Spec I - Admin | | | | | | | |
| Court Clerk I - MC | | | | | | | |
| Library Asst - Children's | | | | | | | |
| Library Asst - Circulation | | | | | | | |
| Library Asst - Technical Svcs | | | | | | | |
| Municipal Court Security Officer | | | | | | | |
| Office Specialist II - WRF | | | | | | | |
| Facility Maintenance Technician | 318 | 1,428 | 1,498 | 1,573 | 1,653 | 1,736 | 1,821 |
| Office Specialist I - Police | | | | | | | |
| Medical Transport Specialist | 317 | 1,393 | 1,464 | 1,534 | 1,612 | 1,692 | 1,778 |
| Admin Spec I - Combined Depts | 316 | 1,360 | 1,427 | 1,497 | 1,572 | 1,653 | 1,735 |
| Office Specialist II - Aquatic | | | | | | | |
| Office Specialist II - MC | | | | | | | |
| Office Specialist II - PW | | | | | | | |
| Recreation Specialist - Aquatic | | | | | | | |
| Recreation Specialist - CC | | | | | | | |
| Office Specialist I - City Hall | 315 | 1,326 | 1,392 | 1,464 | 1,534 | 1,611 | 1,691 |
| Office Specialist - Aquatic | 314 | 1,294 | 1,359 | 1,426 | 1,495 | 1,571 | 1,651 |
| Office Specialist I - Amb | | | | | | | |
| Office Specialist I - CDC | | | | | | | |
| Office Specialist I - Fire - PT | | | | | | | |
| Office Specialist I - Peer Court | | | | | | | |
| PD Crime Information Specialist | | | | | | | |
| PD Records Office Specialist | | | | | | | |
| Office Assistant | 306 | 1,060 | 1,114 | 1,171 | 1,229 | 1,290 | 1,355 |
| Library Page | 303 | 985 | 1,035 | 1,088 | 1,142 | 1,198 | 1,258 |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|-----------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Office Assistant - CC | 302 | 964 | 1,010 | 1,059 | 1,113 | 1,170 | 1,227 |

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS

July 1, 2019

2.5% Adopted Increase

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|-----------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| City Manager | 099 | 6,783 | | | | | |
| Judge | 068 | 1,574 | | | | | |

Other / Certification Pay - General Service Employees

| Title | Amount |
|--|--------------------|
| Pager Pay | 19.19 / 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, 2019

2.5% Proposed COLA Increase

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|---------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Police Sergeant - 12 Hour | 165 | 2,997 | 3,147 | 3,303 | 3,470 | 3,642 | 3,824 |
| Police Sergeant | 160 | 2,854 | 2,995 | 3,147 | 3,303 | 3,470 | 3,642 |
| Police Corporal - 12 Hour | 158 | 2,787 | 2,927 | 3,075 | 3,227 | 3,392 | 3,559 |
| Police Corporal | 157 | 2,655 | 2,787 | 2,927 | 3,075 | 3,227 | 3,392 |
| Police Officer - 12 Hour | 155 | 2,593 | 2,723 | 2,860 | 3,002 | 3,155 | 3,311 |
| Police Officer | 150 | 2,470 | 2,593 | 2,723 | 2,860 | 3,002 | 3,155 |
| Parking Enforcement Specialist | 130 | 1,966 | 2,064 | 2,170 | 2,277 | 2,390 | 2,508 |
| Police Evidence & Property Tech | | | | | | | |
| Police Records Specialist | 120 | 1,830 | 1,921 | 2,016 | 2,117 | 2,224 | 2,334 |

Other / Certification Pay - Police Union Employees

| Title | Amount | Percent | Range | Step |
|--------------------------------|---------------|----------------|--------------|-------------|
| AA / AS Degree | 63 | 2% | 150 | F |
| BA / BS Degree | 126 | 4% | 150 | F |
| Intermediate Certificate | 126 | 4% | 150 | F |
| Advanced Certificate | 252 | 8% | 150 | F |
| Bilingual | 158 | 5% | 150 | F |
| ASL Certified | 158 | 5% | 150 | F |
| Detective (including sergeant) | 158 | 5% | 150 | F |
| K-9 | 158 | 5% | 150 | F |
| School Resource Officer | 158 | 5% | 150 | F |
| Police Training Officer | 1.82 / Hour | 5% | 150 | F |
| Motorcycle Duty | 1.82 / Hour | 5% | 150 | F |
| Officer in Charge | 1.82 / 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, 2019

2.5% Adopted Increase

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|-------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Fire Battalion Chief | 245 | 3,255 | 3,417 | 3,587 | 3,766 | 3,955 | 4,153 |
| Fire Captain | 240 | 2,982 | 3,132 | 3,287 | 3,451 | 3,623 | 3,806 |
| Fire Lieutenant | 235 | 2,922 | 3,067 | 3,221 | 3,381 | 3,551 | 3,727 |
| Fire Engineer | 230 | 2,676 | 2,809 | 2,949 | 3,097 | 3,252 | 3,413 |
| Fire Mechanic/Firefighter/EMT | | | | | | | |
| Deputy Fire Marshal | 225 | 2,776 | 2,916 | 3,061 | 3,214 | 3,374 | 3,544 |
| Firefighter | 220 | 2,548 | 2,676 | 2,809 | 2,949 | 3,097 | 3,252 |
| Paramedic | 210 | 2,425 | 2,548 | 2,676 | 2,809 | 2,949 | 3,097 |
| Fire Prevention Specialist | 205 | 1,895 | 1,990 | 2,090 | 2,195 | 2,305 | 2,419 |

Other / Certification Pay - Fire Union Employees

| Title | Amount | Percent | Range | Step |
|--------------------------|---------------|----------------|--------------|-------------|
| AA / AS Degree * | 33 | 1% | 220 | F |
| BA / BS Degree | 65 | 2% | 220 | F |
| Bilingual | 65 | 2% | 220 | F |
| Field Training Officer | 98 | 3% | 220 | F |
| Advanced Certificate | 98 | 3% | 220 | F |
| Intermediate Certificate | 163 | 5% | 220 | F |
| Paramedic | 325 | 10% | 220 | F |
| Acting In Capacity | 1.88 / Hour | 7% | 220 | F |

* PT+ Firefighter will receive certification pay at 80%.

* 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, 2019

Minimum Wage Increase

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F | Step G | Step H |
|-----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Extra Help - Ambulance Billing | 092 H | 11.25 | 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 | 32.00 | 36.00 | 40.00 | | |
| Extra Help - Clerical II | | | | | | | | | |
| Extra Help - Finance II | | | | | | | | | |
| Extra Help - Investigations | | | | | | | | | |
| Extra Help - Permit Technician | | | | | | | | | |
| Extra Help - Clerical | 082 H | 11.25 | 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 | 11.25 | 14.00 | 16.73 | | | | | |
| Municipal Court - Interpreter | 064 H | 11.25 | 12.50 | | | | | | |
| Program Assistant - Library | 058 H | 11.25 | | | | | | | |
| Extra Help - Assistant Chief | 052 H | 45.00 | 53.37 | 60.00 | 65.00 | | | | |
| Extra Help - Building Official | | | | | | | | | |
| Extra Help - Mgmt Assistant - RS | 050 H | 14.35 | 14.78 | 15.22 | 15.68 | 16.15 | 16.64 | 17.13 | 17.65 |
| Extra Help - Mgmt Assistant - KOB | | | | | | | | | |
| Extra Help -Mgmt Assistant- STARS | | | | | | | | | |
| Extra Help - Aquatics 4 | 049 H | 14.10 | 14.52 | 14.96 | 15.41 | 15.87 | 16.35 | 16.84 | 17.34 |
| Site Director - KOB | | | | | | | | | |
| Site Director - Summer STARS | | | | | | | | | |
| Extra Help - Aquatics 3 | 048 H | 12.10 | 12.46 | 12.84 | 13.22 | 13.62 | 14.03 | 14.45 | 14.88 |
| Program Assistant - Rec Sports | | | | | | | | | |
| Program Assistant - SC | | | | | | | | | |
| Rec Program Instructor - CC | | | | | | | | | |
| Rec Program Instructor - SC | | | | | | | | | |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F | Step G | Step H |
|-----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Rec Program Instructor - Sports | | | | | | | | | |
| Assistant Site Director - KOB | 046 H | 11.60 | 11.89 | 12.19 | 12.49 | 12.80 | 13.12 | 13.45 | 13.79 |
| Assistant Site Director - STARS | | | | | | | | | |
| Extra Help - Office - Rec Sports | | | | | | | | | |
| Extra Help - Park Ranger | | | | | | | | | |
| Extra Help - Aquatics 2 | 044 H | 11.40 | 11.69 | 11.98 | 12.28 | 12.58 | 12.90 | 13.22 | 13.55 |
| Classes & Programs Labor - CC | 042 H | 11.25 | 11.53 | 11.82 | 12.12 | 12.42 | 12.73 | 13.05 | 13.37 |
| 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

2019 – 2020 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, 2019, the beginning fund balance for fiscal year 2019-20 is estimated to be \$5.4 million.

- **General Fund reserve** --- The 2019-20 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, 2019 to \$2.3 million at June 30, 2020. This is a *budgeted* decrease of approximately \$3.1 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 2019-20 will be between \$1.0 million and \$1.5 million, resulting in a fund balance of between \$3.3 and \$3.8 million at June 30, 2020. These savings are consistent with those achieved in previous years. With this assumption, it is estimated that the General Fund reserve will be between 12% and 14% of annual General Fund expenditures at the end of fiscal year 2019-20.
- 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, 2019 is approximately \$659,000. Expenses for the LOSAP are included in the Fire Department proposed budget for 2019-20.

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 572,141 | 673,697 | 648,161 | 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. | 658,776 | 658,776 | 658,776 |
| 75,000 | 112,500 | 0 | 4001-25 Designated Begin FB-General Fd - Facility Improvements Designated funds earmarked for future facility improvements | 0 | 0 | 0 |
| 6,623,209 | 6,341,482 | 4,744,829 | 4090 Beginning Fund Balance Estimated July 1 undesignated carryover from the prior year. | 4,725,778 | 4,725,778 | 4,874,903 |
| 7,270,350 | 7,127,679 | 5,392,990 | TOTAL BEGINNING FUND BALANCE | 5,384,554 | 5,384,554 | 5,533,679 |
| 7,270,350 | 7,127,679 | 5,392,990 | TOTAL RESOURCES | 5,384,554 | 5,384,554 | 5,533,679 |



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

2019 – 2020 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 0.90 FTE of the City Manager and 0.15 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 0.05 FTE of the City Manager and 0.60 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.

Legal

- Includes 0.80 FTE of the City Attorney, 0.40 FTE of the Deputy City Attorney, and 0.50 FTE 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 1.00 FTE of the Human Resources Manager, 0.05 FTE of the City Manager, 0.05 FTE for the City Attorney, and 0.25 FTE for the City Recorder / Legal Assistant.

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

2019 – 2020 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

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 12,258 | 74,600 | 32,900 | (41,700) |
| Personnel Services | 625,428 | 789,004 | 815,585 | 26,581 |
| Materials & Services | 487,858 | 674,987 | 610,908 | (64,079) |
| Capital Outlay | - | 42,000 | 2,563 | (39,437) |
| Total Expenditures | 1,113,286 | 1,505,991 | 1,429,056 | (76,935) |
| Net Expenditures | (1,101,028) | (1,431,391) | (1,396,156) | (35,235) |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|-----------------------------|------------------------------|---------------|-------------------------------|
| FTE Adopted Budget | 4.90 | | |
| City Attorney | | (0.05) | |
| Deputy City Attorney | | (0.10) | |
| Extra Help - Administration | | 0.11 | |
| FTE Proposed Budget | | (0.04) | 4.86 |



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

2019-2020 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | Fund | Number of Employees | Range | Total Salary | <u>Detailed Summary</u> | |
|---|------|---------------------|-------|--------------|-------------------------|---------|
| | | | | | Department | Page |
| <u>City Manager</u> | | 1 | 099 | 168,803 | | |
| General Fund | | | | | | |
| Administration | | | | | | |
| City Manager's Office (0.90 FTE) | | | | | 2 | 151,923 |
| Mayor & City Council (0.05 FTE) | | | | | 8 | 8,440 |
| Human Resources (0.05 FTE) | | | | | 15 | 8,440 |
| <u>City Attorney</u> | | 1 | 365 | 139,580 | | |
| General Fund | | | | | | |
| Administration | | | | | | |
| Legal (0.80 FTE) | | | | | 11 | 111,664 |
| Human Resources (0.05 FTE) | | | | | 15 | 6,979 |
| Municipal Court | | | | | | |
| Court (0.15 FTE) | | | | | 65 | 20,937 |
| <u>Deputy City Attorney</u> | | 1 | 350 | 96,795 | | |
| General Fund | | | | | | |
| Administration | | | | | | |
| Legal (0.40 FTE) | | | | | 11 | 38,718 |
| Municipal Court | | | | | | |
| Court (0.60 FTE) | | | | | 65 | 58,077 |
| <u>City Recorder / Legal Assistant</u> | | 1 | 339 | 72,559 | | |
| General Fund | | | | | | |
| Administration | | | | | | |
| City Manager's Office (0.15 FTE) | | | | | 2 | 10,884 |
| Mayor & City Council (0.60 FTE) | | | | | 8 | 43,535 |
| Human Resources (0.25 FTE) | | | | | 15 | 18,140 |
| <u>Administrative Specialist II / Court Clerk II</u> | | 1 | 324 | 50,750 | | |
| General Fund | | | | | | |
| Administration | | | | | | |
| Legal (0.50 FTE) | | | | | 11 | 25,375 |
| Municipal Court | | | | | | |
| Court (0.30 FTE) | | | | | 65 | 15,225 |
| Parking Tickets (0.20 FTE) | | | | | 69 | 10,150 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| -331 | 1,142 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 240,745 | 159,433 | 165,573 | 7000-05 Salaries & Wages - Regular Full Time City Manager - 0.90 FTE City Recorder / Legal Assistant - 0.15 FTE | 157,407 | 157,407 | 157,407 |
| 1,586 | 0 | 0 | 7000-15 Salaries & Wages - Temporary Extra Help - Administrative - 0.11 FTE | 2,874 | 2,874 | 2,874 |
| 597 | 259 | 225 | 7000-20 Salaries & Wages - Overtime | 225 | 225 | 225 |
| 1,300 | 2,441 | 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) | 2,500 | 2,500 | 2,500 |
| 3,311 | 6,000 | 6,000 | 7000-30 Salaries & Wages - Auto Allowance City Manager's \$500 per month automobile allowance. | 5,400 | 5,400 | 5,400 |
| 724 | 448 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 9,706 | 9,912 | 8,529 | 7300-05 Fringe Benefits - FICA - Social Security | 8,437 | 8,437 | 8,437 |
| 3,550 | 2,446 | 2,638 | 7300-06 Fringe Benefits - FICA - Medicare | 2,612 | 2,612 | 2,612 |
| 25,268 | 54,783 | 55,042 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 60,044 | 60,044 | 60,044 |
| 625 | 7,662 | 7,942 | 7300-18 Fringe Benefits - Retirement Benefit City Manager's deferred compensation contributions - 8% of salary. | 11,722 | 11,722 | 11,722 |
| 13,569 | 18,576 | 20,850 | 7300-20 Fringe Benefits - Medical Insurance | 21,254 | 21,254 | 21,254 |
| 1,475 | 3,300 | 3,300 | 7300-22 Fringe Benefits - VEBA Plan | 3,150 | 3,150 | 3,150 |
| 82 | 119 | 118 | 7300-25 Fringe Benefits - Life Insurance | 114 | 114 | 114 |
| 555 | 826 | 830 | 7300-30 Fringe Benefits - Long Term Disability | 772 | 772 | 772 |
| 513 | 569 | 602 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 182 | 182 | 182 |
| 31 | 29 | 32 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 30 | 30 | 30 |
| 303,306 | 267,946 | 273,881 | TOTAL PERSONNEL SERVICES | 276,723 | 276,723 | 276,723 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-----|-----|---|-------|-------|-------|
| 1,140 | 0 | 0 | 7520 Public Notices & Printing | 1,000 | 1,000 | 1,000 |
| 396 | 295 | 400 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 500 | 500 | 500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 19,936 | 6,494 | 7,000 | 7550 | Travel & Education | | 8,000 | 8,000 | 8,000 |
| | | | | Professional association conferences, seminars, travel and meal costs, professional memberships, dues and subscriptions. Includes allowance for leadership training and development for City staff. | | | | |
| 900 | 1,200 | 1,300 | 7610-05 | Insurance - Liability | | 1,300 | 1,300 | 1,300 |
| 1,203 | 1,151 | 1,200 | 7620 | Telecommunications | | 1,200 | 1,200 | 1,200 |
| 1,222 | 325 | 500 | 7660 | Materials & Supplies | | 500 | 500 | 500 |
| 544 | 1,058 | 1,000 | 7660-05 | Materials & Supplies - Office Supplies | | 1,500 | 1,500 | 1,500 |
| 40 | 35 | 100 | 7660-15 | Materials & Supplies - Postage | | 100 | 100 | 100 |
| 11,904 | 2,463 | 1,651 | 7750 | Professional Services | | 2,260 | 2,260 | 2,260 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 2,200 | 2,200 | |
| | | | | Section 125 administration fee | 1 | 60 | 60 | |
| 3,306 | 2,389 | 2,133 | 7840 | M & S Computer Charges | | 2,425 | 2,425 | 2,425 |
| | | | | I.S. Fund materials & supplies costs shared city-wide | | | | |
| 141 | 0 | 0 | 7840-02 | M & S Computer Charges - City Manager's Office | | 2,900 | 2,900 | 2,900 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Surface replacement | 1 | 2,800 | 2,800 | |
| | | | | Desktop RAM | 1 | 100 | 100 | |
| 44,982 | 46,130 | 46,810 | 8000 | City Memberships | | 47,710 | 47,710 | 47,710 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Mid Willamette Valley Council of Governments | 1 | 17,700 | 17,700 | |
| | | | | League of Oregon Cities | 1 | 24,000 | 24,000 | |
| | | | | Oregon City & County Managers Association | 1 | 350 | 350 | |
| | | | | McMinnville Area Chamber of Commerce | 1 | 3,500 | 3,500 | |
| | | | | International City Managers Association | 1 | 1,400 | 1,400 | |
| | | | | Emerging Local Government Leaders | 1 | 250 | 250 | |
| | | | | Rotary | 1 | 100 | 100 | |
| | | | | OAMR - City Recorder | 1 | 60 | 60 | |
| | | | | International City Managers Assoc - City Recorder | 1 | 200 | 200 | |
| | | | | McMinnville City Club | 1 | 150 | 150 | |
| 85,713 | 61,542 | 62,094 | TOTAL MATERIALS AND SERVICES | | | 69,395 | 69,395 | 69,395 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 838 | 0 | 0 | 8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide | 270 | 270 | 270 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Phone System Replacement Phase II | 1 | 270 | 270 |
| 838 | 0 | 0 | <u>TOTAL CAPITAL OUTLAY</u> | 270 | 270 | 270 |
| 389,857 | 329,487 | 335,975 | <u>TOTAL REQUIREMENTS</u> | 346,388 | 346,388 | 346,388 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 11,844 | 12,258 | 12,600 | 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. | 12,900 | 12,900 | 12,900 |
| 11,404 | 0 | 0 | 5400-03 Property Rentals - Parking Lot | 0 | 0 | 0 |
| 23,248 | 12,258 | 12,600 | TOTAL CHARGES FOR SERVICES | 12,900 | 12,900 | 12,900 |
| 23,248 | 12,258 | 12,600 | TOTAL RESOURCES | 12,900 | 12,900 | 12,900 |

01 - GENERAL FUND

Department :01 - ADMINISTRATION
 Section :003 - CITY HALL & CITY PROPERTY
 Program :N/A

2020 PROPOSED BUDGET
 2020 APPROVED BUDGET
 2020 ADOPTED BUDGET

REQUIREMENTS

MATERIALS AND SERVICES

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------|-------------|---------------------|----------------|---|----------------------|----------------------|---------------------|
| 34 | 0 | 0 | 7590 | Fuel - Vehicle & Equipment | 0 | 0 | 0 |
| 12,584 | 11,518 | 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 |
| 1,100 | 1,300 | 900 | 7610-05 | Insurance - Liability | 1,000 | 1,000 | 1,000 |
| 12,200 | 11,800 | 10,400 | 7610-10 | Insurance - Property | 10,200 | 10,200 | 10,200 |
| 5,840 | 5,776 | 6,000 | 7620 | Telecommunications | 6,000 | 6,000 | 6,000 |
| 6,307 | 6,709 | 13,000 | 7650-10 | Janitorial - Services | 7,000 | 7,000 | 7,000 |
| 402 | 481 | 950 | 7650-15 | Janitorial - Supplies | 500 | 500 | 500 |
| 122 | 1,441 | 100 | 7660 | Materials & Supplies | 100 | 100 | 100 |
| 439 | 80 | 20,000 | 7720-06 | Repairs & Maintenance - Equipment | 500 | 500 | 500 |
| 5,295 | 24,477 | 20,000 | 7720-08 | Repairs & Maintenance - Building Repairs | 10,000 | 10,000 | 10,000 |
| | | | | Repairs and maintenance projects for City Hall and Civic Hall | | | |
| 5,904 | 3,971 | 5,900 | 7720-10 | Repairs & Maintenance - Building Maintenance | 5,900 | 5,900 | 5,900 |
| 1,042 | 6,624 | 2,500 | 7720-12 | Repairs & Maintenance - Grounds | 2,500 | 2,500 | 2,500 |
| 24,598 | 19,316 | 26,320 | 7720-34 | Repairs & Maintenance - Parking Structure & Lots | 27,470 | 27,470 | 27,470 |

| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|---------------------------------|--------------|-----------------|--------------|
| Insurance - liability | 1 | 2,600 | 2,600 |
| Insurance - property | 1 | 2,700 | 2,700 |
| Flower basket program | 1 | 3,800 | 3,800 |
| Elevator permit fee | 1 | 250 | 250 |
| Elevator phone service | 1 | 700 | 700 |
| Maintenance and repair projects | 1 | 10,000 | 10,000 |
| Elevator maintenance | 4 | 480 | 1,920 |
| Lighting | 1 | 5,500 | 5,500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 3,508 | 5,588 | 11,900 | 7740-05 | Rental Property Repair & Maint - Building | | 12,100 | 12,100 | 12,100 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Insurance - liability | 1 | 300 | 300 | |
| | | | | Insurance - property | 1 | 1,200 | 1,200 | |
| | | | | Parking lot sweeping - Chamber | 1 | 600 | 600 | |
| | | | | Miscellaneous repairs and maintenance | 1 | 10,000 | 10,000 | |
| 413 | 377 | 75,500 | 7750 | Professional Services | | 50,500 | 50,500 | 50,500 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Building master plan | 1 | 50,000 | 50,000 | |
| | | | | Misc | 1 | 500 | 500 | |
| 8,464 | 5,330 | 11,000 | 7780-17 | Contract Services - Parking Structure & Lots | | 11,300 | 11,300 | 11,300 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Quarterly sweeping | 4 | 1,575 | 6,300 | |
| | | | | Monthly sweeping | 1 | 5,000 | 5,000 | |
| 19,840 | 20,626 | 20,000 | 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 | | | | |
| 5,400 | 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 | | 5,000 | 5,000 | 5,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Projector replacement | 1 | 5,000 | 5,000 | |
| 113,493 | 130,813 | 242,870 | TOTAL MATERIALS AND SERVICES | | | 187,970 | 187,970 | 187,970 |
| CAPITAL OUTLAY | | | | | | | | |
| 0 | 0 | 0 | 8800 | Building Improvements | | 0 | 0 | 0 |
| 0 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 0 | 0 | 0 |
| 113,493 | 130,813 | 242,870 | TOTAL REQUIREMENTS | | | 187,970 | 187,970 | 187,970 |

Budget Document Report

01 - GENERAL FUND

Department :01 - ADMINISTRATION
 Section :005 - MAYOR & CITY COUNCIL
 Program :N/A

2020 PROPOSED BUDGET
 2020 APPROVED BUDGET
 2020 ADOPTED BUDGET

REQUIREMENTS

PERSONNEL SERVICES

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|---------------|---------------|---------------------|---------------------------------|--|----------------------|----------------------|---------------------|
| 21,584 | 33,601 | 36,514 | 7000-05 | Salaries & Wages - Regular Full Time City Manager - 0.05 FTE City Recorder / Legal Assistant - 0.60 FTE | 51,675 | 51,675 | 51,675 |
| 3,924 | 0 | 0 | 7000-10 | Salaries & Wages - Regular Part Time | 0 | 0 | 0 |
| 397 | 1,038 | 900 | 7000-20 | Salaries & Wages - Overtime | 900 | 900 | 900 |
| 0 | 0 | 0 | 7000-30 | Salaries & Wages - Auto Allowance | 300 | 300 | 300 |
| 1,438 | 1,869 | 2,320 | 7300-05 | Fringe Benefits - FICA - Social Security | 3,166 | 3,166 | 3,166 |
| 336 | 437 | 542 | 7300-06 | Fringe Benefits - FICA - Medicare | 776 | 776 | 776 |
| 4,967 | 7,652 | 8,688 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 15,101 | 15,101 | 15,101 |
| 0 | 0 | 0 | 7300-18 | Fringe Benefits - Retirement Benefit | 650 | 650 | 650 |
| 6,852 | 7,928 | 8,900 | 7300-20 | Fringe Benefits - Medical Insurance | 11,764 | 11,764 | 11,764 |
| 1,000 | 1,400 | 1,400 | 7300-22 | Fringe Benefits - VEBA Plan | 1,950 | 1,950 | 1,950 |
| 62 | 65 | 66 | 7300-25 | Fringe Benefits - Life Insurance | 70 | 70 | 70 |
| 154 | 186 | 200 | 7300-30 | Fringe Benefits - Long Term Disability | 280 | 280 | 280 |
| 86 | 111 | 130 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 58 | 58 | 58 |
| 16 | 15 | 18 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 16 | 16 | 16 |
| 109 | 109 | 200 | 7400-10 | Fringe Benefits - Volunteers - Workers' Compensation Insurance | 499 | 499 | 499 |
| 40,924 | 54,410 | 59,878 | TOTAL PERSONNEL SERVICES | | 87,205 | 87,205 | 87,205 |

MATERIALS AND SERVICES

| | | | | | | | |
|-----|--------|--------|----------------|---|--------|--------|--------|
| 441 | 1,013 | 750 | 7520 | Public Notices & Printing | 750 | 750 | 750 |
| 693 | 465 | 700 | 7620 | Telecommunications | 700 | 700 | 700 |
| 26 | 134 | 150 | 7660 | Materials & Supplies | 150 | 150 | 150 |
| 889 | 1,594 | 1,200 | 7660-05 | Materials & Supplies - Office Supplies | 1,000 | 1,000 | 1,000 |
| 73 | 136 | 100 | 7660-15 | Materials & Supplies - Postage | 100 | 100 | 100 |
| 15 | 71,474 | 75,028 | 7750 | Professional Services | 30,030 | 30,030 | 30,030 |

| Description | Units | Amt/Unit | Total |
|-----------------------------------|-------|----------|--------|
| Section 125 administration fee | 1 | 30 | 30 |
| Special projects, consultant fees | 1 | 30,000 | 30,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 24,786 | 0 | 15,000 | 7750-06 | Professional Services - Community Outreach | | 15,000 | 15,000 | 15,000 |
| | | | | Continuing the City Council's public communication efforts | | | | |
| 8,082 | 9,956 | 12,266 | 7840 | M & S Computer Charges | | 15,157 | 15,157 | 15,157 |
| | | | | I.S. Fund materials & supplies costs shared city-wide | | | | |
| 6,654 | 0 | 1,600 | 7840-03 | M & S Computer Charges - City Council | | 5,800 | 5,800 | 5,800 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Desktop replacements | 2 | 1,500 | 3,000 | |
| | | | | Laptop replacement | 1 | 1,600 | 1,600 | |
| | | | | Civic Hall shared copier/printer- shared 50% w/Legal | 1 | 1,200 | 1,200 | |
| 26,220 | 13,860 | 25,000 | 8005 | Mayor/City Council Expenses | | 25,000 | 25,000 | 213,600 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Affordable Housing | 1 | 188,600 | 188,600 | |
| | | | | Misc | 1 | 25,000 | 25,000 | |
| 67,878 | 98,631 | 131,794 | TOTAL MATERIALS AND SERVICES | | | 93,687 | 93,687 | 282,287 |
| | | | CAPITAL OUTLAY | | | | | |
| 2,048 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 1,686 | 1,686 | 1,686 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone system replacement Phase II | 1 | 1,686 | 1,686 | |
| 2,048 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 1,686 | 1,686 | 1,686 |
| 110,851 | 153,041 | 191,672 | TOTAL REQUIREMENTS | | | 182,578 | 182,578 | 371,178 |

Budget Document Report

01 - GENERAL FUND

Department :01 - ADMINISTRATION

Section :008 - LEGAL

Program :N/A

2020
PROPOSED
BUDGET

2020
APPROVED
BUDGET

2020
ADOPTED
BUDGET

2017
ACTUAL

2018
ACTUAL

2019
AMENDED
BUDGET

RESOURCES

MISCELLANEOUS

0 0 0 6600

Other Income

0

0

0

0

0

0

TOTAL MISCELLANEOUS

0

0

0

0

0

0

TOTAL RESOURCES

0

0

0

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 135,955 | 144,983 | 172,883 | 7000-05 Salaries & Wages - Regular Full Time City Attorney - 0.80 FTE Deputy City Attorney - 0.40 FTE Administrative Specialist II - 0.50 FTE | 175,277 | 175,277 | 175,277 |
| 3,924 | 0 | 0 | 7000-10 Salaries & Wages - Regular Part Time | 0 | 0 | 0 |
| 313 | 519 | 450 | 7000-20 Salaries & Wages - Overtime | 450 | 450 | 450 |
| 0 | 550 | 600 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 480 | 480 | 480 |
| 8,197 | 8,718 | 10,447 | 7300-05 Fringe Benefits - FICA - Social Security | 10,593 | 10,593 | 10,593 |
| 1,925 | 2,039 | 2,522 | 7300-06 Fringe Benefits - FICA - Medicare | 2,555 | 2,555 | 2,555 |
| 27,126 | 36,255 | 44,098 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 51,135 | 51,135 | 51,135 |
| 22,887 | 15,785 | 21,220 | 7300-20 Fringe Benefits - Medical Insurance | 20,094 | 20,094 | 20,094 |
| 2,575 | 2,800 | 3,350 | 7300-22 Fringe Benefits - VEBA Plan | 2,900 | 2,900 | 2,900 |
| 168 | 158 | 190 | 7300-25 Fringe Benefits - Life Insurance | 184 | 184 | 184 |
| 788 | 809 | 950 | 7300-30 Fringe Benefits - Long Term Disability | 964 | 964 | 964 |
| 254 | 236 | 342 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 239 | 239 | 239 |
| 42 | 37 | 51 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 43 | 43 | 43 |
| 204,153 | 212,889 | 257,103 | TOTAL PERSONNEL SERVICES | 264,914 | 264,914 | 264,914 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|--------|--|--------|--------|--------|
| 425 | 197 | 500 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 600 | 600 | 600 |
| 6,288 | 7,394 | 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 |
| 900 | 1,800 | 1,600 | 7610-05 Insurance - Liability | 2,400 | 2,400 | 2,400 |
| 558 | 1,032 | 800 | 7620 Telecommunications | 1,000 | 1,000 | 1,000 |
| 8,683 | 3,091 | 2,000 | 7660-05 Materials & Supplies - Office Supplies | 2,000 | 2,000 | 2,000 |
| 70 | 111 | 150 | 7660-15 Materials & Supplies - Postage | 150 | 150 | 150 |
| 31 | 2,540 | 46 | 7750 Professional Services | 50 | 50 | 50 |

| Description | Units | Amt/Unit | Total |
|--------------------------------|-------|----------|-------|
| Section 125 administration fee | 1 | 50 | 50 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 21,944 | -2,298 | 3,000 | 7750-09 | Professional Services - Legal | | 3,000 | 3,000 | 3,000 |
| | | | | Contract legal services to provide City Attorney with assistance on projects. | | | | |
| 1,102 | 1,991 | 3,733 | 7840 | M & S Computer Charges | | 4,244 | 4,244 | 4,244 |
| | | | | I.S. Fund materials & supplies costs shared city-wide | | | | |
| 2,645 | 6,465 | 0 | 7840-08 | M & S Computer Charges - Legal | | 6,800 | 6,800 | 6,800 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Desktop replacement | 1 | 1,500 | 1,500 | |
| | | | | Surface replacement | 1 | 2,800 | 2,800 | |
| | | | | Time Matters renewal | 1 | 1,300 | 1,300 | |
| | | | | Civic Hall shared copier/printer- shared 50% w/City Council | 1 | 1,200 | 1,200 | |
| 42,647 | 22,324 | 21,829 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 30,244 | 30,244 | 30,244 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 279 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 472 | 472 | 472 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone system replacement Phase II | 1 | 472 | 472 | |
| 279 | 0 | 0 | <u>TOTAL CAPITAL OUTLAY</u> | | | 472 | 472 | 472 |
| 247,080 | 235,213 | 278,932 | <u>TOTAL REQUIREMENTS</u> | | | 295,630 | 295,630 | 295,630 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| MISCELLANEOUS | | | | | | |
| 10,000 | 0 | 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 |
| 0 | 0 | 52,000 | 6490-10 Donations - Public Art - Dedicated Public donations for specific pieces of artwork for the Public Art Program | 10,000 | 10,000 | 10,000 |
| 10,000 | 0 | 62,000 | <u>TOTAL MISCELLANEOUS</u> | 20,000 | 20,000 | 20,000 |
| 10,000 | 0 | 62,000 | <i>TOTAL RESOURCES</i> | 20,000 | 20,000 | 20,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| MATERIALS AND SERVICES | | | | | | |
| 16,205 | 37,052 | 12,400 | 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 |
| 9,797 | 10,150 | 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 |
| 0 | 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 |
| 57,855 | 25,500 | 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 |
| 59,997 | 59,997 | 78,000 | 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 |
| 180,354 | 169,200 | 181,900 | TOTAL MATERIALS AND SERVICES | 181,900 | 181,900 | 181,900 |
| CAPITAL OUTLAY | | | | | | |
| 0 | 0 | 42,000 | 8712-10 Capital Outlay Downtown Public Art Program - Donations - Dedicated | 0 | 0 | 0 |
| 0 | 0 | 42,000 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| 180,354 | 169,200 | 223,900 | TOTAL REQUIREMENTS | 181,900 | 181,900 | 181,900 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 56,249 | 53,663 | 121,339 | 7000-05 Salaries & Wages - Regular Full Time City Manager - 0.05 FTE City Attorney - 0.05 FTE Human Resources Manager - 1.00 FTE City Recorder / Legal Assistant - 0.25 FTE | 117,846 | 117,846 | 117,846 |
| 0 | 7,320 | 0 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 1,268 | 778 | 675 | 7000-20 Salaries & Wages - Overtime | 675 | 675 | 675 |
| 0 | 0 | 0 | 7000-30 Salaries & Wages - Auto Allowance | 300 | 300 | 300 |
| 3,477 | 3,548 | 7,470 | 7300-05 Fringe Benefits - FICA - Social Security | 7,236 | 7,236 | 7,236 |
| 813 | 830 | 1,771 | 7300-06 Fringe Benefits - FICA - Medicare | 1,733 | 1,733 | 1,733 |
| 15,182 | 12,182 | 35,247 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 32,788 | 32,788 | 32,788 |
| 0 | 0 | 0 | 7300-18 Fringe Benefits - Retirement Benefit | 653 | 653 | 653 |
| 5,704 | 9,616 | 26,250 | 7300-20 Fringe Benefits - Medical Insurance | 21,479 | 21,479 | 21,479 |
| 1,000 | 1,700 | 4,150 | 7300-22 Fringe Benefits - VEBA Plan | 3,050 | 3,050 | 3,050 |
| 31 | 76 | 156 | 7300-25 Fringe Benefits - Life Insurance | 148 | 148 | 148 |
| 220 | 297 | 668 | 7300-30 Fringe Benefits - Long Term Disability | 644 | 644 | 644 |
| 144 | 154 | 374 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 133 | 133 | 133 |
| 16 | 20 | 42 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 58 | 58 | 58 |
| 84,106 | 90,184 | 198,142 | TOTAL PERSONNEL SERVICES | 186,743 | 186,743 | 186,743 |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 0 | 500 | 7520 Public Notices & Printing | 500 | 500 | 500 |
| 0 | 0 | 500 | 7530 Training | 500 | 500 | 500 |
| 1,883 | 2,781 | 4,000 | 7550 Travel & Education Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials. | 4,000 | 4,000 | 4,000 |
| 606 | 500 | 800 | 7620 Telecommunications | 800 | 800 | 800 |
| 159 | 307 | 1,000 | 7660 Materials & Supplies | 1,000 | 1,000 | 1,000 |
| 785 | 262 | 500 | 7660-05 Materials & Supplies - Office Supplies | 500 | 500 | 500 |
| 71 | 83 | 200 | 7660-15 Materials & Supplies - Postage | 200 | 200 | 200 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A | | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 660 | 1,417 | 27,000 | 7750 | Professional Services | | | 30,000 | 30,000 | 75,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Section 125 administration fee | 1 | 40 | 40 | | |
| | | | | Classification/compensation analysis and additional HR projects | 1 | 74,960 | 74,960 | | |
| 0 | 0 | 0 | 7840 | M & S Computer Charges | | | 1,212 | 1,212 | 1,212 |
| 0 | 0 | 0 | 7840-12 | M & S Computer Charges - Human Resources | | | 9,000 | 9,000 | 37,900 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | NeoGov HR Module software | 1 | 37,900 | 37,900 | | |
| 4,163 | 5,349 | 34,500 | | TOTAL MATERIALS AND SERVICES | | | 47,712 | 47,712 | 121,612 |
| | | | | CAPITAL OUTLAY | | | | | |
| 0 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | | 135 | 135 | 135 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Phone system replacement Phase II | 1 | 135 | 135 | | |
| 0 | 0 | 0 | | TOTAL CAPITAL OUTLAY | | | 135 | 135 | 135 |
| 88,269 | 95,532 | 232,642 | | TOTAL REQUIREMENTS | | | 234,590 | 234,590 | 308,490 |



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.

For the 2019-20 proposed budget, full time positions in Accounting remain at 5.0 full-time equivalent (FTE) consistent with 2018-19. The 2019-20 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

The 2019-20 proposed budget reflects the City's decision to contract with a third party provider for ambulance billing services. This decision is particularly relevant to two of the Mac-Town 2032 Strategic Plan goals:

City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. Contracting ambulance billing services will gain efficiencies and improve service through new technology and additional staffing provided by the contractor.

Community Safety & Resiliency – Proactively plan for and responsively maintain a safe and resilient community. Hiring a contractor to provide ambulance billing services will ensure that billing and receipt of payments is not dependent on the City's current limited billing capacity.

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

Future Challenges and Opportunities

Accounting Section

- Participate in implementation of the City's strategic and long range financial planning and continue to develop and refine financial forecasting methodology
- Implement Logos modules which will enhance department efficiencies and benefit employees

General Fund – Finance

2019 – 2020 Proposed Budget --- Budget Summary

- Continue partnering with departments to identify opportunities for maximizing operating efficiencies, while promoting internal controls and compliance

Mac-Town 2032 Strategic Plan

- Services provided by the Finance Department are particularly relevant to one of the Strategic Plan goals:

City Government Capacity – Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus. The Finance Department will play an important role in identifying the true cost of core services, addressing insufficient resources by finding new sustainable funding sources, and gaining efficiencies through technology.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 17,577 | 24,100 | 24,100 | - |
| Personnel Services | 687,333 | 722,211 | 656,571 | (65,640) |
| Materials & Services | 71,136 | 83,718 | 83,151 | (567) |
| Capital Outlay | - | - | 1,079 | 1,079 |
| Total Expenditures | 758,469 | 805,929 | 740,801 | (65,128) |
| Net Expenditures | (740,892) | (781,829) | (716,701) | (65,128) |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|----------------------------------|------------------------------|---------------|-------------------------------|
| FTE Adopted Budget | 6.80 | | |
| Accounts Rec Billing Coordinator | | (1.00) | |
| Accounts Rec Billing Specialist | | (0.75) | |
| Extra Help - Ambulance Billing | | (0.05) | |
| FTE Proposed Budget | | (1.80) | 5.00 |



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 | 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 |
| 1988 | Finance Department purchases first PC which is shared and primarily used for budget preparation | 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 |
| 1989 | First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting | 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 |
| 1995 | Talbot, Korvola & Warwick appointed City financial auditor | | | 2019 | Ambulance billing outsourced to third party provider |
| 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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 24,700 | 17,573 | 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 |
| 24,700 | 17,573 | 24,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 24,000 | 24,000 | 24,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 2,640 | 4 | 100 | 6600-94 Other Income - Finance Miscellaneous Finance Department collections. | 100 | 100 | 100 |
| 2,640 | 4 | 100 | <u>TOTAL MISCELLANEOUS</u> | 100 | 100 | 100 |
| 27,341 | 17,577 | 24,100 | <u>TOTAL RESOURCES</u> | 24,100 | 24,100 | 24,100 |

Budget Document Report

01 - GENERAL FUND

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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | | |
|----------------|----------------|----------------|--|---|----------------|----------------|----------------|
| 1,219 | 279 | 0 | 7000 | Salaries & Wages | 0 | 0 | 0 |
| 280,181 | 336,660 | 369,443 | 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 | 387,467 | 387,467 | 387,467 |
| 5,319 | 113 | 0 | 7000-15 | Salaries & Wages - Temporary | 0 | 0 | 0 |
| 12,213 | 3,902 | 4,000 | 7000-20 | Salaries & Wages - Overtime | 5,000 | 5,000 | 5,000 |
| 1,041 | -42 | 0 | 7300 | Fringe Benefits | 0 | 0 | 0 |
| 17,543 | 19,982 | 22,223 | 7300-05 | Fringe Benefits - FICA - Social Security | 23,515 | 23,515 | 23,515 |
| 4,103 | 4,673 | 5,197 | 7300-06 | Fringe Benefits - FICA - Medicare | 5,690 | 5,690 | 5,690 |
| 66,163 | 94,740 | 105,212 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 127,247 | 127,247 | 127,247 |
| 46,518 | 65,805 | 71,686 | 7300-20 | Fringe Benefits - Medical Insurance | 90,570 | 90,570 | 90,570 |
| 5,208 | 11,000 | 11,000 | 7300-22 | Fringe Benefits - VEBA Plan | 14,000 | 14,000 | 14,000 |
| 425 | 540 | 540 | 7300-25 | Fringe Benefits - Life Insurance | 540 | 540 | 540 |
| 1,596 | 1,852 | 1,928 | 7300-30 | Fringe Benefits - Long Term Disability | 2,006 | 2,006 | 2,006 |
| 918 | 1,063 | 1,254 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 411 | 411 | 411 |
| 116 | 128 | 145 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 125 | 125 | 125 |
| 442,564 | 540,696 | 592,628 | <u>TOTAL PERSONNEL SERVICES</u> | | 656,571 | 656,571 | 656,571 |

MATERIALS AND SERVICES

| | | | | | | | |
|--------|--------|--------|----------------|--|--------|--------|--------|
| 777 | 512 | 800 | 7500 | Credit Card Fees | 800 | 800 | 800 |
| 2,609 | 1,748 | 3,500 | 7520 | Public Notices & Printing | 3,500 | 3,500 | 3,500 |
| 560 | 588 | 800 | 7540 | Employee Events Costs shared city-wide for employee training, materials, and events. | 1,000 | 1,000 | 1,000 |
| 10,734 | 17,737 | 15,000 | 7550 | Travel & Education Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc. | 15,000 | 15,000 | 15,000 |
| 3,600 | 4,600 | 4,900 | 7610-05 | Insurance - Liability | 5,000 | 5,000 | 5,000 |
| 3,505 | 3,453 | 4,000 | 7620 | Telecommunications | 4,000 | 4,000 | 4,000 |
| 3,363 | 5,131 | 5,000 | 7660-05 | Materials & Supplies - Office Supplies | 5,000 | 5,000 | 5,000 |
| -89 | 2,503 | 2,500 | 7660-10 | Materials & Supplies - Office Supplies Inventory | 2,500 | 2,500 | 2,500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 3,778 | 3,890 | 4,500 | 7660-15 | Materials & Supplies - Postage | | 4,500 | 4,500 | 4,500 |
| 0 | 0 | 250 | 7720-06 | Repairs & Maintenance - Equipment | | 250 | 250 | 250 |
| 59,393 | 9,679 | 12,990 | 7750 | Professional Services | | 13,000 | 13,000 | 13,000 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Section 125 administration fee | | 1 | 100 | 100 | |
| | | | Audit fee allocation | | 1 | 900 | 900 | |
| | | | Contract accounting services | | 1 | 12,000 | 12,000 | |
| 1,744 | 764 | 1,200 | 7750-24 | Professional Services - Audit | | 1,400 | 1,400 | 1,400 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Audit fee allocation | | 1 | 1,400 | 1,400 | |
| 9,880 | 8,540 | 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. | | | | | |
| 3,305 | 3,483 | 3,500 | 7790 | Maintenance & Rental Contracts | | 3,500 | 3,500 | 3,500 |
| | | | Printer / scanner / copier lease and per page cost. | | | | | |
| 1,190 | 0 | 1,000 | 7800-03 | M & S Equipment - Office | | 1,000 | 1,000 | 1,000 |
| 5,888 | 6,372 | 8,533 | 7840 | M & S Computer Charges | | 9,701 | 9,701 | 9,701 |
| | | | I.S. Fund materials & supplies costs shared city-wide | | | | | |
| 5,508 | 2,095 | 4,200 | 7840-05 | M & S Computer Charges - Accounting | | 2,000 | 2,000 | 2,000 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Lexmark printer maintenance | | 1 | 300 | 300 | |
| | | | Desktop replacement | | 1 | 1,500 | 1,500 | |
| | | | RAM upgrade | | 1 | 200 | 200 | |
| 115,745 | 71,095 | 83,673 | TOTAL MATERIALS AND SERVICES | | | 83,151 | 83,151 | 83,151 |
| CAPITAL OUTLAY | | | | | | | | |
| 1,490 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 1,079 | 1,079 | 1,079 |
| | | | I.S. Fund capital outlay costs shared city-wide | | | | | |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Phone system replacement Phase II | | 1 | 1,079 | 1,079 | |
| 1,490 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 1,079 | 1,079 | 1,079 |
| 559,799 | 611,791 | 676,301 | TOTAL REQUIREMENTS | | | 740,801 | 740,801 | 740,801 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 54,162 | 58,548 | 76,195 | 7000-05 Salaries & Wages - Regular Full Time Ambulance billing was outsourced in 2019-20. Ambulance Fund budget includes \$120,000 in professional services for contracting with billing company. | 0 | 0 | 0 |
| 24,964 | 33,529 | 32,361 | 7000-10 Salaries & Wages - Regular Part Time | 0 | 0 | 0 |
| 546 | 0 | 1,000 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 5,090 | 3,720 | 2,000 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 600 | 900 | 900 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 0 | 0 | 0 |
| 5,126 | 5,824 | 6,042 | 7300-05 Fringe Benefits - FICA - Social Security | 0 | 0 | 0 |
| 1,199 | 1,362 | 1,413 | 7300-06 Fringe Benefits - FICA - Medicare | 0 | 0 | 0 |
| 20,857 | 27,482 | 32,865 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 0 | 0 | 0 |
| 12,252 | 12,202 | 13,706 | 7300-20 Fringe Benefits - Medical Insurance | 0 | 0 | 0 |
| 1,000 | 2,000 | 2,000 | 7300-22 Fringe Benefits - VEBA Plan | 0 | 0 | 0 |
| 189 | 216 | 216 | 7300-25 Fringe Benefits - Life Insurance | 0 | 0 | 0 |
| 422 | 489 | 494 | 7300-30 Fringe Benefits - Long Term Disability | 0 | 0 | 0 |
| 277 | 313 | 338 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 0 | 0 | 0 |
| 50 | 52 | 53 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 0 | 0 | 0 |
| 126,732 | 146,637 | 169,583 | TOTAL PERSONNEL SERVICES | 0 | 0 | 0 |
| MATERIALS AND SERVICES | | | | | | |
| 2,053 | 41 | 45 | 7750 Professional Services | 0 | 0 | 0 |
| 2,053 | 41 | 45 | TOTAL MATERIALS AND SERVICES | 0 | 0 | 0 |
| 128,785 | 146,678 | 169,628 | TOTAL REQUIREMENTS | 0 | 0 | 0 |



ENGINEERING DEPARTMENT





General Fund – Engineering 2019 – 2020 Proposed Budget --- Budget Summary

Budget Highlights

During fiscal year 2019-20, 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's goal to plan and construct capital projects, including:

- Complete design of Apron improvement/reconstruction project at the airport (Airport Fund);
- Complete the design and begin construction of the Old Sheridan Road corridor improvements project (Transportation Bond);
- Construction of the Jay Pearson Neighborhood Park (Park Development);
- The completion of the 12th Street sanitary sewer rehabilitation project and the design of the NE High School Basin sewer project (Wastewater Capital Fund);
- The design of the grit system expansion project, and the addition of a 1-million gallon biosolids storage tank (Wastewater Capital Fund);
- The design of the Three Mile Lane force main (Wastewater Capital Fund); and
- The construction of the WRF tertiary filtration system expansion project (Wastewater Capital Fund);

These projects will help to meet the Strategic Plan Goals of Community Safety & Resiliency and the objective to develop resiliency targets for critical infrastructure.

Core Services

- 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.
- These services help meet the Goal of City Government Capacity and the objective of identifying and focusing on the City core services

Future Challenges and Opportunities

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

General Fund – Engineering

2019 – 2020 Proposed Budget --- Budget Summary



To date, the Engineering Department has evaluated 2,126 private sewer laterals.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 113,028 | 50,500 | 50,500 | - |
| Personnel Services | 912,387 | 973,782 | 1,058,900 | 85,118 |
| Materials & Services | 76,939 | 99,425 | 100,532 | 1,107 |
| Capital Outlay | - | 18,000 | 19,327 | 1,327 |
| Total Expenditures | 989,326 | 1,091,207 | 1,178,759 | 87,552 |
| Net Expenditures | (876,298) | (1,040,707) | (1,128,259) | 87,552 |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|----------------------------|------------------------------|----------|-------------------------------|
| FTE Adopted Budget | 7.82 | | |
| No change | | - | |
| FTE Proposed Budget | | - | 7.82 |



General Fund – Engineering Dept

Historical Highlights

- 1967** City Manager appoints City's first Public Works Director.
- 1992** City adds Assistant City Engineer position.
- 1996** City creates a Geographic Information System (GIS).
- 1997** City Council adopts private lateral sewer ordinance defining the responsibilities for property owners to repair defective sewer laterals. Engineering Department assumes administration of ordinance.
- 1997** Community Development Department reorganized related to Measure 47/50, but with the ultimate goal of a one-stop development center --- includes Engineering, Building, Planning, Airport, Wastewater Services, Park Maintenance and Public Works.

- 2005** City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and Planning Departments.
- 2007** Engineering, Building, and Planning Departments complete move to the Community Development Center.
- 2008** The Engineering Department issues and tracks 46 right-of-way permits for Verizon Northwest's FIOS fiber optic network installation throughout the City.
- 2015** A second Project Manager position was added.
- 2017** Administrative Assistant II – Public Affairs position was added.



The Engineering Department received 2,495 locate requests in 2018.

General Fund - Engineering

2019-2020 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 | 50,398 | | |
| General Fund | | | | | |
| Engineering (0.50 FTE) | | | | 22 | 25,199 |
| Planning (0.10 FTE) | | | | 26 | 5,040 |
| Building Fund (0.40 FTE) | | | | 203 | 20,159 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :05 - ENGINEERING Section :N/A Program :N/A | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | | |
| CHARGES FOR SERVICES | | | | | | | |
| 74,465 | 111,973 | 50,000 | 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 |
| 74,465 | 111,973 | 50,000 | TOTAL CHARGES FOR SERVICES | | 50,000 | 50,000 | 50,000 |
| MISCELLANEOUS | | | | | | | |
| 89 | 1,055 | 500 | 6600-96 | Other Income - Engineering | 500 | 500 | 500 |
| 89 | 1,055 | 500 | TOTAL MISCELLANEOUS | | 500 | 500 | 500 |
| 74,554 | 113,028 | 50,500 | TOTAL RESOURCES | | 50,500 | 50,500 | 50,500 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :05 - ENGINEERING Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|------------------|------------------|------------------|
| 243 | 604 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 517,889 | 567,880 | 593,171 | 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 | 614,535 | 614,535 | 614,535 |
| 9,792 | 7,888 | 11,288 | 7000-15 Salaries & Wages - Temporary Extra Help - Engineering - 0.32 FTE | 11,288 | 11,288 | 11,288 |
| 0 | 196 | 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 |
| 800 | 500 | 0 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 0 | 0 | 0 |
| 631 | 651 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 31,376 | 34,377 | 36,686 | 7300-05 Fringe Benefits - FICA - Social Security | 38,049 | 38,049 | 38,049 |
| 7,479 | 8,143 | 8,866 | 7300-06 Fringe Benefits - FICA - Medicare | 9,176 | 9,176 | 9,176 |
| 125,616 | 156,299 | 169,738 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 199,893 | 199,893 | 199,893 |
| 82,649 | 97,595 | 112,706 | 7300-20 Fringe Benefits - Medical Insurance | 143,364 | 143,364 | 143,364 |
| 7,900 | 18,050 | 18,500 | 7300-22 Fringe Benefits - VEBA Plan | 20,500 | 20,500 | 20,500 |
| 713 | 803 | 810 | 7300-25 Fringe Benefits - Life Insurance | 810 | 810 | 810 |
| 2,780 | 3,063 | 3,176 | 7300-30 Fringe Benefits - Long Term Disability | 3,284 | 3,284 | 3,284 |
| 9,169 | 9,661 | 11,605 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 10,800 | 10,800 | 10,800 |
| 195 | 197 | 256 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 221 | 221 | 221 |
| 803,711 | 912,387 | 973,782 | TOTAL PERSONNEL SERVICES | 1,058,900 | 1,058,900 | 1,058,900 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|--------|---|--------|--------|--------|
| 556 | 658 | 900 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 1,100 | 1,100 | 1,100 |
| 7,409 | 7,716 | 13,500 | 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 |
| 1,435 | 2,311 | 2,400 | 7590 Fuel - Vehicle & Equipment | 3,600 | 3,600 | 3,600 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :05 - ENGINEERING Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--|----------------------------|----------------------------|---------------------------|
| 3,477 | 3,779 | 4,000 | 7600 | Electric & Natural Gas | | 4,150 | 4,150 | 4,150 |
| | | | | | Department's share of Community Development Center's electricity expense, ~38%. | | | |
| 4,600 | 5,800 | 6,900 | 7610-05 | Insurance - Liability | | 7,400 | 7,400 | 7,400 |
| 1,900 | 1,700 | 1,500 | 7610-10 | Insurance - Property | | 1,700 | 1,700 | 1,700 |
| 5,563 | 7,126 | 6,200 | 7620 | Telecommunications | | 8,000 | 8,000 | 8,000 |
| 2,895 | 3,096 | 3,450 | 7650 | Janitorial | | 4,550 | 4,550 | 4,550 |
| | | | | | Department's share of Community Development Center janitorial service and supply costs, ~38%. | | | |
| 5,945 | 7,011 | 10,000 | 7660 | Materials & Supplies | | 10,000 | 10,000 | 10,000 |
| | | | | | Uniforms, safety equipment, office, engineering, and surveying materials and supplies. | | | |
| 612 | 2,380 | 1,600 | 7720 | Repairs & Maintenance | | 2,000 | 2,000 | 2,000 |
| | | | | | Vehicle and equipment repairs and maintenance. | | | |
| 3,504 | 876 | 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%. | | | |
| 1,053 | 1,560 | 4,200 | 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%. | | | |
| 1,266 | 5,764 | 11,090 | 7750 | Professional Services | | 6,500 | 6,500 | 6,500 |
| | | | | <u>Description</u> | | | | |
| | | | | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Section 125 administration fee | 1 | 100 | 100 | |
| | | | | Audit fee allocation | 1 | 1,400 | 1,400 | |
| | | | | Miscellaneous professional service | 1 | 5,000 | 5,000 | |
| 926 | 1,030 | 1,150 | 7790 | Maintenance & Rental Contracts | | 1,200 | 1,200 | 1,200 |
| | | | | | Large format copier maintenance contract | | | |
| 2,907 | 3,345 | 3,600 | 7790-20 | Maintenance & Rental Contracts - Community Development Center | | 3,800 | 3,800 | 3,800 |
| | | | | | 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 |
| 6,561 | 7,112 | 10,485 | 7840 | M & S Computer Charges | | 11,932 | 11,932 | 11,932 |
| | | | | | I.S. Fund materials & supplies costs shared city-wide | | | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :05 - ENGINEERING Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 13,224 | 15,674 | 14,650 | 7840-10 | M & S Computer Charges - Engineering | | 13,100 | 13,100 | 13,100 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Desktop replacements | 2 | 1,500 | 3,000 | |
| | | | | Plotter maintenance | 1 | 1,200 | 1,200 | |
| | | | | Hansen sewer database 25%-shared with Street, Park Maint, WWS | 1 | 3,400 | 3,400 | |
| | | | | ESRI Arcview 17% shared with Bldg, Plan, Eng, Street, WWS | 1 | 2,100 | 2,100 | |
| | | | | AutoCAD maintenance-66% shared with Planning | 1 | 2,400 | 2,400 | |
| | | | | Adobe Creative Cloud Maintenance | 1 | 1,000 | 1,000 | |
| 63,833 | 76,939 | 99,425 | | <u>TOTAL MATERIALS AND SERVICES</u> | | 100,532 | 100,532 | 100,532 |
| | | | | <u>CAPITAL OUTLAY</u> | | | | |
| 1,663 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 1,327 | 1,327 | 1,327 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone System Replacement Phase II | 1 | 1,327 | 1,327 | |
| 0 | 0 | 13,000 | 8750-10 | Capital Outlay Computer Charges - Engineering | | 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, WWS) | 1 | 5,000 | 5,000 | |
| 0 | 0 | 5,000 | 8850 | Vehicles | | 13,000 | 13,000 | 13,000 |
| | | | | Purchase surplus 2009 Ford Escape from McMinnville Water & Light to replace 1999 Ford Explorer | | | | |
| 1,663 | 0 | 18,000 | | <u>TOTAL CAPITAL OUTLAY</u> | | 19,327 | 19,327 | 19,327 |
| 869,207 | 989,326 | 1,091,207 | | <u>TOTAL REQUIREMENTS</u> | | 1,178,759 | 1,178,759 | 1,178,759 |



PLANNING DEPARTMENT





Budget Highlights

The mission of the City of McMinnville is to deliver high-quality services in collaboration with partners for a prosperous, safe and livable community. The Planning Department achieves this by providing excellent customer service, public engagement, and proactive planning programs. This mission drives the department's work and service to the community. It is achieved through implementing the City of McMinnville's Comprehensive Plan and its subset of plans, codes and strategies that provide a visionary and comprehensive approach to community building, livability, commerce and public health. The 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 Fund supports two programs – ***Planning, and Code Compliance and Community Relations.***

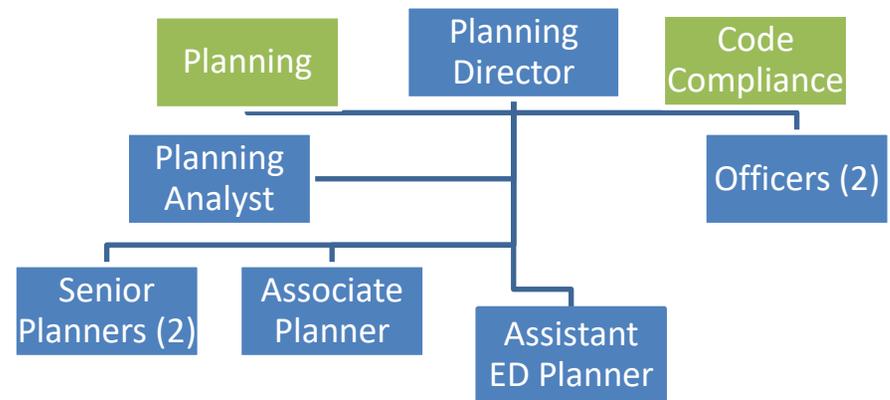
Planning Program: The Planning program provides four primary services: current planning, long-range planning, citizen involvement, and economic development. With 4.5 FTEs, the Planning Department in 2018 issued 169 land-use decisions and staffed six volunteer committees - the Affordable Housing Task 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 program also initiates and facilitates community dialogues about how the community would like to see McMinnville grow now and in the future. These efforts include supporting specially appointed Citizen Advisory Committees and Technical Advisory Committees that help lead the community through the dialogue.

In 2018, the Planning Program initiated seven significant long-range planning projects with 145 volunteers on citizen advisory committees:

- MAC Town 2032 Economic Development Strategic Plan
- McMinnville's Historic Preservation Plan
- Three Mile Lane Area Plan
- Great Neighborhood Principles
- Housing Buildable Lands Inventory, Needs Analysis and Strategy
- City Center Housing Strategy
- Economic Buildable Lands Inventory and Needs Analysis

Code Compliance and Community Relations: In 2018, the Code Enforcement transitioned to the Planning Department and was retitled to Code Compliance and Community Relations. With a goal of voluntary code compliance and neighborhood revitalization, two code compliance officers were hired. The McMinnville Municipal Code as it pertains to nuisances and the process for notification and abatement was updated.



Organizational structure for the Planning/Code Compliance Program

2018 ACCOMPLISHMENTS: Planning



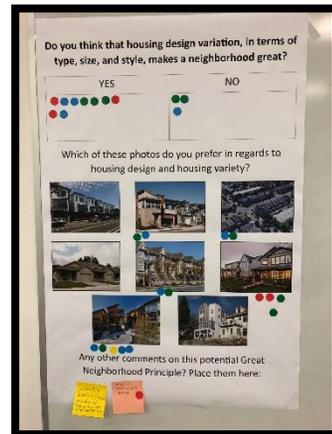
LAND-USE DECISIONS

169

Land-Use Decisions Issued



| ENGAGED CITIZEN INVOLVEMENT | |
|--|---|
| VOLUNTEER COMMITTEES | |
| <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 | <p>6 Standing Committees</p> <p>50 Volunteers Meeting Monthly</p> <p>83 Public Meetings</p> <p>1100 Volunteer Hours</p> |



Citizen Involvement – Housing for Homeless Strategic Doing

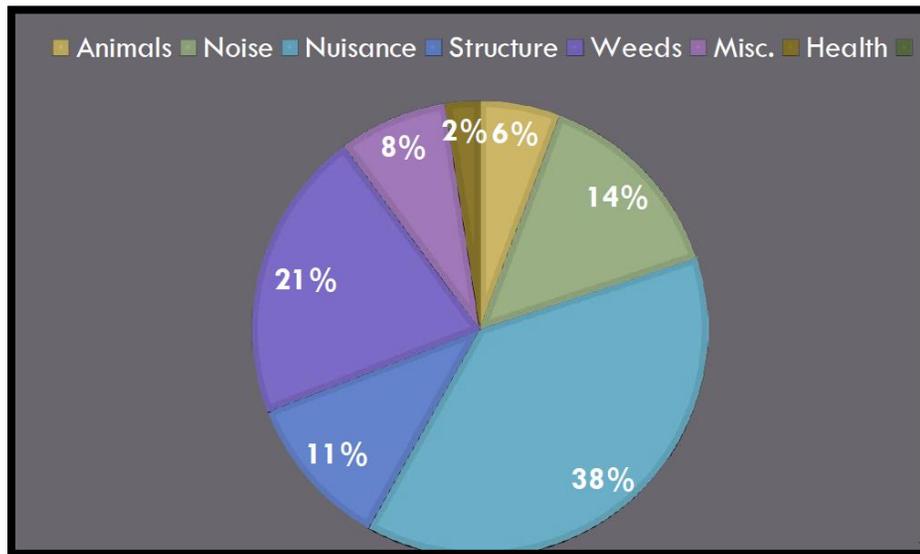
| SECURED OUTSIDE RESOURCES FOR PLANNING WORK: | | | |
|--|--|--|--|
| GRANTS | | | PARTNERSHIPS |
| TGM Grant - \$170,000 for Three Mile Lane | DLCD TA Grant - \$30,000 for Buildable Lands Inventory, Housing Needs Analysis and Housing Strategy | CLG Grant - \$12,000 for Historic Preservation Plan |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

2018 ACCOMPLISHMENTS: Code Compliance

In six months, the Code Compliance and Community Relations program set up a web presence to provide an online code complaint form, frequently asked questions and resource pages, as well as amending the McMinnville Municipal Code to simplify the notification and abatement process for bringing nuisance cases in to compliance. The program was removed from the court system and placed into an

General Fund – Planning

administrative enforcement program allowing for more efficiency and expediency. The code compliance officers worked on 158 cases achieving voluntary compliance on 90% of the cases. The officers also set up a proactive community compliance program to start working on neighborhood revitalization efforts and made themselves available to attend neighborhood association meetings. In 2019, the officers hope to organize several city-wide clean up events.



Types of Code Compliance Cases



Chief Scales Swearing-In Code Compliance Officers Claudia Martinez and Nic Miles

The Planning Department’s 2019-20 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 growth planning, infrastructure facility planning, and locational analysis.
- 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.



Before



After

General Fund – Planning

- 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: Implement 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 six 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 Planning Commission

Economic Development

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

General Fund – Planning

Code Enforcement

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

Future Challenges and Opportunities

- Catching up on delinquent long-range planning activities will continue to be an issue for the City of McMinnville. With constrained resources, the Planning Department will need to continue to be creative and innovative about updating state and federally mandated plans, and undertake the critical strategic planning necessary for McMinnville to continue to grow in the manner that the community would like to see.
- Need to develop an internal electronic filing database for both internal and external efficiencies as current filing systems rely on paper copies that are disparate, not easy to access with limited indexing.
- Update the McMinnville Comprehensive Plan and Zoning Ordinance to reflect the values of the community and to ensure that future growth is enhancing what is unique about McMinnville. Many foundational documents have not been updated significantly since the 1980s and 1990s, (comprehensive plan, zoning ordinance and strategic plans) are severely outdated.
- With the approach of the City's Sesquicentennial (150th Birthday) in 2032, the City is in a perfect position to undertake a Comprehensive Plan and Community Visioning process in preparation for MAC's 150.
- Innovative ideas and programs should be supported and accessed by providing adequate training and support for planning staff and volunteers on the department's various committees – Historic Landmark Committee, Landscape Review Committee,

McMinnville Urban Renewal Advisory Committee, McMinnville Urban Area Management Commission, and Planning Commission.

- Provide on-going training to staff and elected and appointed officials regarding land use.
- Develop a regional and state agency network of planning resources.
- 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 was developed in 2018-19 and staff the newly formed Economic Vitality Leadership Council,



Tom Schauer, Senior Planner, and Sarah Sullivan, Planning Analyst

General Fund – Planning

2019 – 2020 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 125,005 | 371,000 | 242,500 | (128,500) |
| Personnel Services | 436,712 | 908,004 | 948,870 | 40,866 |
| Materials & Services | 254,977 | 564,003 | 455,389 | (108,614) |
| Capital Outlay | - | 30,000 | 1,528 | (28,472) |
| Total Expenditures | 691,689 | 1,502,007 | 1,405,787 | (96,220) |
| Net Expenditures | (566,684) | (1,131,007) | (1,163,287) | 32,280 |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|----------------------------|------------------------------|----------|-------------------------------|
| FTE Adopted Budget | 8.10 | | |
| Senior Planner | | 1.00 | |
| Associate Planner | | (1.00) | |
| Code Compliance Officer II | | (1.00) | |
| Code Compliance Officer I | | 1.00 | |
| FTE Proposed Budget | | - | 8.10 |



Chuck Darnell, Senior Planner, presenting to Planning Commission

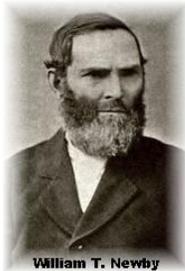
| Work Product | 2017-19 | 2019-21 | 2021-23 |
|--------------------------------------|--|--|---|
| Long-Range Plans | <ul style="list-style-type: none"> Three Mile Lane Great Neighborhood Principles Annexation BLI – Housing Historic Preservation Plan Housing Needs Analysis / Strategy Economic Development 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

General Fund – Planning Dept

Historical Highlights

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

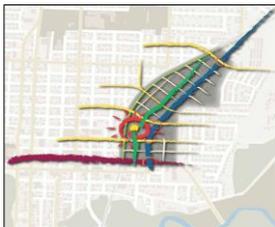
Historical Highlights

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

2019-2020 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 | 50,398 | | |
| General Fund | | | | | |
| Engineering (0.50 FTE) | | | | 22 | 25,199 |
| Planning (0.10 FTE) | | | | 26 | 5,040 |
| Building Fund (0.40 FTE) | | | | 203 | 20,159 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :07 - PLANNING Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>LICENSES AND PERMITS</u> | | | | | | |
| 0 | 0 | 128,500 | 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 |
| 37,326 | 28,711 | 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). | 40,000 | 40,000 | 40,000 |
| 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 |
| 16,908 | 3,644 | 4,000 | 4250-25 Planning Fees - Building Permit Review Fees Fees to cover Planning Department costs associated with the review of building permit applications. | 5,000 | 5,000 | 5,000 |
| 0 | 0 | 0 | 4250-30 Planning Fees - Election Fees - Annexations | 0 | 0 | 0 |
| 54,234 | 32,355 | 157,500 | <u>TOTAL LICENSES AND PERMITS</u> | 173,500 | 173,500 | 173,500 |
| <u>INTERGOVERNMENTAL</u> | | | | | | |
| 0 | 10,498 | 6,000 | 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 Reconnaissance Level Survey in the SODAN neighborhood, and develop a web resource library for the historic preservation program. | 11,500 | 11,500 | 11,500 |
| 0 | 0 | 170,000 | 4775-15 ODOT State Grants - Transportation & Growth Mgt(TGM) | 0 | 0 | 0 |
| 0 | 0 | 30,000 | 4778 OR Dept of Land Conservation & Dev (DLCD) | 50,000 | 50,000 | 50,000 |
| 0 | 10,498 | 206,000 | <u>TOTAL INTERGOVERNMENTAL</u> | 61,500 | 61,500 | 61,500 |
| <u>FINES AND FORFEITURES</u> | | | | | | |
| 0 | 0 | 7,500 | 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 | 7,500 | <u>TOTAL FINES AND FORFEITURES</u> | 7,500 | 7,500 | 7,500 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 0 | 73,650 | 0 | 6360 Grants | 0 | 0 | 0 |
| 25 | 8,502 | 0 | 6600-99 Other Income - Planning | 0 | 0 | 0 |
| 25 | 82,152 | 0 | <u>TOTAL MISCELLANEOUS</u> | 0 | 0 | 0 |
| 54,259 | 125,005 | 371,000 | <u>TOTAL RESOURCES</u> | 242,500 | 242,500 | 242,500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :07 - PLANNING Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | | |
|----------------|----------------|----------------|---------------------------------|--|----------------|----------------|----------------|
| 3,437 | -73 | 0 | 7000 | Salaries & Wages | 0 | 0 | 0 |
| 262,061 | 283,416 | 536,312 | 7000-05 | Salaries & Wages - Regular Full Time Planning Director - 1.00 FTE Senior Planner - 2.00 FTE Associate Planner - 1.00 FTE Planning Analyst - 1.00 FTE Assistant Planner - 1.00 FTE Code Compliance Officer I - 2.00 FTE Permit Technician - Combined Depts - 0.10 FTE | 569,112 | 569,112 | 569,112 |
| 1,126 | 985 | 0 | 7000-20 | Salaries & Wages - Overtime | 5,000 | 5,000 | 5,000 |
| 11,082 | 0 | 0 | 7000-32 | Salaries & Wages - Moving Allowance | 0 | 0 | 0 |
| 1,705 | -515 | 0 | 7300 | Fringe Benefits | 0 | 0 | 0 |
| 16,307 | 17,013 | 33,251 | 7300-05 | Fringe Benefits - FICA - Social Security | 35,595 | 35,595 | 35,595 |
| 3,814 | 3,979 | 7,777 | 7300-06 | Fringe Benefits - FICA - Medicare | 8,325 | 8,325 | 8,325 |
| 56,216 | 73,796 | 154,602 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 173,605 | 173,605 | 173,605 |
| 46,311 | 42,689 | 138,638 | 7300-20 | Fringe Benefits - Medical Insurance | 123,816 | 123,816 | 123,816 |
| 5,808 | 8,950 | 22,300 | 7300-22 | Fringe Benefits - VEBA Plan | 18,300 | 18,300 | 18,300 |
| 385 | 358 | 874 | 7300-25 | Fringe Benefits - Life Insurance | 874 | 874 | 874 |
| 1,520 | 1,486 | 2,944 | 7300-30 | Fringe Benefits - Long Term Disability | 3,124 | 3,124 | 3,124 |
| 4,672 | 4,548 | 11,071 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 10,816 | 10,816 | 10,816 |
| 95 | 82 | 235 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 303 | 303 | 303 |
| 414,540 | 436,712 | 908,004 | TOTAL PERSONNEL SERVICES | | 948,870 | 948,870 | 948,870 |

MATERIALS AND SERVICES

| | | | | | | | |
|-------|-------|--------|-------------|--|--------|--------|--------|
| 0 | 0 | 0 | 7500 | Credit Card Fees | 1,200 | 1,200 | 1,200 |
| 4,490 | 4,793 | 6,000 | 7520 | Public Notices & Printing Legal notices for public hearings, public open houses, printing brochures, forms and surveys. | 8,000 | 8,000 | 8,000 |
| 460 | 355 | 600 | 7540 | Employee Events Costs shared city-wide for employee training, materials, and events. | 1,200 | 1,200 | 1,200 |
| 4,698 | 7,391 | 15,000 | 7550 | Travel & Education Memberships in professional organizations (APA, ORAPA, ULI, ICMA, OCEA); staff training, Planning Commission training | 20,000 | 20,000 | 20,000 |
| 113 | 148 | 1,000 | 7590 | Fuel - Vehicle & Equipment | 2,400 | 2,400 | 2,400 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :07 - PLANNING Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|---|----------------------------|----------------------------|---------------------------|
| 3,386 | 3,680 | 3,900 | 7600 | Electric & Natural Gas | | 4,000 | 4,000 | 4,000 |
| | | | | | Department's share of Community Development Center electricity expense, ~37% | | | |
| 2,100 | 2,700 | 2,900 | 7610-05 | Insurance - Liability | | 7,500 | 7,500 | 7,500 |
| 1,300 | 1,300 | 1,100 | 7610-10 | Insurance - Property | | 1,800 | 1,800 | 1,800 |
| 3,698 | 4,692 | 6,000 | 7620 | Telecommunications | | 8,000 | 8,000 | 8,000 |
| 2,819 | 3,015 | 3,350 | 7650 | Janitorial | | 4,450 | 4,450 | 4,450 |
| | | | | | Department's share of Community Development Center janitorial service and supply costs, ~37% | | | |
| 5,343 | 4,590 | 33,500 | 7660 | Materials & Supplies | | 26,000 | 26,000 | 26,000 |
| | | | | | Office supplies and work station support. | | | |
| | | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Business Licensing | 1 | 7,500 | 7,500 | |
| | | | | Planning | 1 | 7,500 | 7,500 | |
| | | | | Code Enforcement | 1 | 7,500 | 7,500 | |
| | | | | CLG Grant Match | 1 | 3,500 | 3,500 | |
| 0 | 73,737 | 0 | 7710 | Materials & Supplies - Grants | | 3,500 | 3,500 | 3,500 |
| 0 | 944 | 0 | 7720 | Repairs & Maintenance | | 0 | 0 | 0 |
| 3,100 | 853 | 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% | | | |
| 1,025 | 1,519 | 4,100 | 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% | | | |
| 13,688 | 109,987 | 250,790 | 7750 | Professional Services | | 271,900 | 271,900 | 294,400 |
| | | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Section 125 administration fee | 1 | 100 | 100 | |
| | | | | Audit fee allocation | 1 | 1,800 | 1,800 | |
| | | | | Certified Local Gov Grant Match - Historical Preservation | 1 | 11,500 | 11,500 | |
| | | | | Urban Renewal Area/Urban Growth Boundary Locational Analysis | 1 | 100,000 | 100,000 | |
| | | | | City Center Housing Strategy | 1 | 15,000 | 15,000 | |
| | | | | Economic Opportunities Analysis Update | 1 | 40,000 | 40,000 | |
| | | | | Consultant Services | 1 | 15,000 | 15,000 | |
| | | | | Natural Resources Study | 1 | 25,000 | 25,000 | |
| | | | | Code Enforcement Abatement | 1 | 22,000 | 22,000 | |
| | | | | Transcriptionist | 1 | 9,000 | 9,000 | |
| | | | | Legal Services | 1 | 7,500 | 7,500 | |
| | | | | Economic Development - Business Licensing Project | 1 | 25,000 | 25,000 | |
| | | | | Urban Growth Boundary legal expenses | 1 | 22,500 | 22,500 | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :07 - PLANNING Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 20,909 | 206,000 | 7750-04 | Professional Services - Grants | | 61,500 | 61,500 | 61,500 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Certified Local Government Grant - Historic Preservation | 1 | 11,500 | 11,500 | |
| | | | | Dept of Land Conservation Dev Technical Assistance Grant | 1 | 50,000 | 50,000 | |
| 0 | 0 | 0 | 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. | | | | |
| 4,154 | 5,101 | 5,800 | 7790-20 | Maintenance & Rental Contracts - Community Development Center | | 8,000 | 8,000 | 8,000 |
| | | | | 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 |
| 4,394 | 3,982 | 9,163 | 7840 | M & S Computer Charges | | 13,739 | 13,739 | 13,739 |
| | | | | I.S. Fund materials & supplies costs shared city-wide | | | | |
| 13,171 | 5,282 | 11,100 | 7840-15 | M & S Computer Charges - Planning | | 4,400 | 4,400 | 4,400 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Monitor replacements | 1 | 1,000 | 1,000 | |
| | | | | Camera System | 1 | 3,000 | 3,000 | |
| | | | | Adobe Premier maintenance | 1 | 400 | 400 | |
| 67,937 | 254,977 | 564,003 | TOTAL MATERIALS AND SERVICES | | | 455,389 | 455,389 | 477,889 |
| CAPITAL OUTLAY | | | | | | | | |
| 1,114 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 1,528 | 1,528 | 1,528 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone system replacement Phase II | 1 | 1,528 | 1,528 | |
| 0 | 0 | 30,000 | 8750-15 | Capital Outlay Computer Charges - Planning | | 0 | 0 | 0 |
| 1,114 | 0 | 30,000 | TOTAL CAPITAL OUTLAY | | | 1,528 | 1,528 | 1,528 |
| 483,591 | 691,689 | 1,502,007 | TOTAL REQUIREMENTS | | | 1,405,787 | 1,405,787 | 1,428,287 |



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 2019-20 proposed budget reflects our best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. This year's budget reflects no new additional personnel or added hours in part time paid staff. Our organization continues to fill vacancies through aggressive and thoughtful hiring practices.



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 2019 the Police Department was reaccredited through the OAA, and we will look to renew our state accreditation in 2022. As such, we will continue to follow OAA standards as we prepare for reaccreditation.

2019-2020 Budgeted Organizational Structure

- | | |
|----------------------------|-----------------------------------|
| 1 Chief of Police | 1 Support Services Manager |
| 2 Captain | 3 Records Specialists |
| 1 Administrative Sergeant | 1 Evidence and Property Tech |
| 4 Patrol Sergeants | 1 Office Specialist (PT Evidence) |
| 4 Corporals | 1 Parking Enforcement Officer |
| 21 Police Officers | 1 Clerical Assistant (P/T) |
| 1 Detective Sergeant | 1 Facilities Maintenance (P/T) |
| 6 Detectives | |
| 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 what I would characterize as both a challenging and progressive time in policing across our nation. The heightened media scrutiny of our profession makes policing more complex than in years past. However with all the complexities and challenges our staff face, MPD welcomes the hyper scrutiny and looks forward to being our best every day. We are empowered with great authority and responsibility in our community, and we stand ready to serve.

Over the last two and a half years we have been fortunate to add 6 sworn positions to our police department, increase our capacity in our detective section, School Resource section, as well as our Evidence section. 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, we are hiring employees who fit our organizations trajectory, and are moving forward 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 and volunteers. They are intelligent, thoughtful, and dedicated to providing the best service possible to our citizens. Our staff is among the best and brightest in the State of Oregon, 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.

As our organization grows older, MPD needs to ensure we are building a bench of future leaders. We have proposed the rank of corporal to our organizational structure to provide formalized leadership opportunities, as well as provide for increased direct supervision of officers as our work and calls for service become more scrutinized and complex. It is imperative that MPD is not caught in a leadership void as our current employees in formal leadership positions inch closer to retirement.

As we staff up and get officers trained we expect to deploy traffic enforcement officers to all four 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.

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.

Mac-Town 2032 Strategic Plan Police Department Focus

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for the next decade or so. The MPD will support this strategic plan by ensuring decisions we make are made with the strategic plan in mind. For fiscal year 2019-20 the MPD will support plan in the following manner.

City Government Capacity

- Develop and foster local and regional partnerships
 - The police department works with local partners to bring expanded services to our city. These partners included local, state, and federal public safety organizations, such as Oregon State Police, Federal Bureau of Investigation, and Department of Human Services. We will continue to foster these relationships, as well as our inter county partnerships

with YCSO, Newberg Dundee PD, Carlton PD and Yamhill PD

- Invest in the City's Workforce
 - Police staff regularly attend in-service training, training conferences, and other training opportunities to grow their technical skills and reaffirm their core competencies. Each employee is encouraged to seek training opportunities to enrich themselves and bring added value back to the department.
 - As mentioned previously we will be investing in formal leadership roles for MPD employees through the rank police corporal. In addition, we will be bringing in training which focuses on employee wellness. We have identified financial wellness and emotional wellness as essential components of having successful employees, and will be bringing in subject matter experts to help us provide this training.

Community Safety & Resiliency

- Build a community culture of safety (consider best practices)
 - Our organization is built upon safety as our number one priority. We continually train, plan, and debrief incidents to ensure we are completing our jobs with safety in the forefront of our minds.
- Provide exceptional police services
 - Our organization is accredited by an independent body known as the Oregon Accreditation Alliance (OAA). In the spring of 2019 we were once again reaccredited by the OAA as proof we are maintaining the highest standards and have shown proof that we are adhering to the OAA's best practice models. We will continue to follow this best practices.

- Lead and Plan for Emergency Preparedness
 - We will continue to train and engage with our local partners in planning for emergency preparedness. We have historically worked with the MSD on active shooter exercises to prepare our employees, and educated MSD staff on how to respond in the event we encountered these types of incidents. In addition, we will look for opportunities to train with the MFD and other city entities to enhance our response to disasters both natural and manmade.

Engagement and Inclusion

- Actively protect people from Discrimination & Harassment
 - MPD will actively seek out and hold those persons responsible who commit biased based crimes.
 - As a part of Oregon's statewide STOP Program, in July of 2019 MPD will begin reporting to the State of Oregon all officer self-initiated contacts with citizens to ensure that biased based policing is not taking place. This program was implemented by the Oregon State Legislature to ensure policing contacts are taking place for valid reasons and without discrimination or harassment.
- Celebrate diversity of McMinnville
 - MPD engages with the Hispanic community through Spanish speaking staff, and having forms in Spanish. Our ongoing work with Unidos' ALERT team is a model program for law enforcement which seeks to ensure our PD is engaging with the Latino population in a meaningful and purposeful manner. We will continue to seek out opportunities to expand our outreach programs, and engage with the Latino population.

General Fund – Police

2019 – 2020 Proposed Budget --- Budget Summary

- Grow City’s employees and Boards and Commissions to reflect our community.
 - MPD will continue to look to bring in a diverse workforce which reflects our City’s demographic make-up. We will seek opportunities for our staff to take part in boards or committees which will open up opportunities to forge new relationships with our diverse city and its citizens.

Economic Prosperity

- **Maintain and enhance our high quality of life**
 - Although one would not think of police department as having a role in economic prosperity, we find ourselves on the frontline of ensuring we maintain our city’s high quality of life. MPD will continuously strive to meet the expectations of our citizens and business community by ensuring it is safe and livable. Our crime rate is a direct reflection on the livability of our city, and MPD will ensure that we are proactive and attentive to the needs of our city and citizens so that we may all prosper.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 172,339 | 219,858 | 244,618 | 24,760 |
| Personnel Services | 6,792,289 | 7,396,024 | 7,837,262 | 441,238 |
| Materials & Services | 859,445 | 1,004,538 | 1,059,416 | 54,878 |
| Capital Outlay | 123,157 | 34,020 | 45,263 | 11,243 |
| Debt Service | 30,712 | 71,884 | 65,076 | (6,808) |
| Total Expenditures | 7,805,603 | 8,506,466 | 9,007,017 | 500,551 |
| Net Expenditures | (7,633,264) | (8,286,608) | (8,762,399) | 475,791 |

Full-Time Equivalent (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|------------------------------|------------------------------|-------------|-------------------------------|
| FTE Adopted Budget | 52.37 | | |
| Police Corporal - Patrol | | 4.00 | |
| Police Officer - Patrol | | (3.66) | |
| Extra Help - Investigations | | 0.04 | |
| Rec Leadership - Park Ranger | | (0.26) | |
| FTE Proposed Budget | | 0.12 | 52.49 |



General Fund – Police

Historical Highlights

2010 Middle School Resource Officer position eliminated and reassigned to detectives to investigate property crimes.

2011 Tactical support team created through grants and donations.



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

2013 Department receives Accreditation Award from the Oregon Accreditation Alliance.

2014 Department Strategic Plan adopted

2014 Police Chief Ron Noble retires in June of 2014 after serving as Chief of 8 years.

2015 Matt Scales appointed McMinnville's Police Chief

2015 Police Department continues to expand the Park Ranger program with the assistance of the MDA and Parks and Recreation Dept.

2015 Police Department reorganizes supervision. Does not promote a sergeant position, and to add capacity to the patrol section.

2016 Detective Section caseload continues to see a significant increase, detectives add additional detective to unit.

2016 City Council authorizes the hiring of 3 additional police officers to enhance police services.

2016 Department continues Latino community outreach through the aLERT program.

2016 Department receives Reaccreditation Award from Oregon Accreditation Alliance

2017 City Council authorizes the Police Department to hire 1 additional Police Officer, and 1 Code Enforcement position.

2017 Police Department moves to purchasing Ford Explorer SUV's to provide more room for the officers and their equipment



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

2018

City Council authorizes the hiring of 2 additional police officers to enhance police services.

MPD takes over the Park Ranger program from the Parks and Recreation Department.

MPD responds to citizen complaints about behavioral issues in City Parking lots and the Parking Structure. A code of conduct ordinance is adopted by City Council



**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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| LICENSES AND PERMITS | | | | | | |
| 50 | 33,167 | 20,000 | 4490 Licenses & Permits - Misc Permit fee for second hand merchants and pawnbrokers. K9 licensing fee received quarterly from Yamhill County. | 40,000 | 40,000 | 40,000 |
| 50 | 33,167 | 20,000 | TOTAL LICENSES AND PERMITS | 40,000 | 40,000 | 40,000 |
| INTERGOVERNMENTAL | | | | | | |
| 6,579 | 2,683 | 3,750 | 4560 BVP Grant Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases. | 3,925 | 3,925 | 3,925 |
| 1,589 | 4,571 | 10,000 | 4600 Traffic Safety Grant-DUII | 5,000 | 5,000 | 5,000 |
| 0 | 0 | 5,000 | 4605 Traffic Safety Grant-Speed | 3,000 | 3,000 | 3,000 |
| 0 | 0 | 0 | 4609 Distracted Driving Enforcement Grant | 2,000 | 2,000 | 2,000 |
| 4,464 | 1,922 | 0 | 4610 Traffic Safety Grant-Safety Belt | 3,000 | 3,000 | 3,000 |
| 12,632 | 9,177 | 18,750 | TOTAL INTERGOVERNMENTAL | 16,925 | 16,925 | 16,925 |
| CHARGES FOR SERVICES | | | | | | |
| 7,762 | 6,809 | 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 | 8,000 | 8,000 | 8,000 |
| 0 | 0 | 0 | 5350 Registration Fees Fees received for department hosted trainings | 1,200 | 1,200 | 1,200 |
| 28,412 | 28,981 | 29,708 | 5400-30 Property Rentals - YCOM Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation. | 30,151 | 30,151 | 30,151 |
| 36,174 | 35,790 | 35,708 | TOTAL CHARGES FOR SERVICES | 39,351 | 39,351 | 39,351 |
| MISCELLANEOUS | | | | | | |
| 3,500 | 3,750 | 3,500 | 6400 Donations - Police | 3,500 | 3,500 | 3,500 |
| 14,639 | 1,457 | 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 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 600 | 6600-25 Other Income - PD Reserves Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40. | 500 | 500 | 500 |
| 0 | 0 | 6,000 | 6600-26 Other Income - Park Rangers McMinnville Downtown Association support to help fund Downtown Park Ranger Program. | 6,000 | 6,000 | 6,000 |
| 32,353 | 30,269 | 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. | 25,000 | 25,000 | 25,000 |
| 50,492 | 35,476 | 30,100 | TOTAL MISCELLANEOUS | 35,000 | 35,000 | 35,000 |
| 99,348 | 113,609 | 104,558 | TOTAL RESOURCES | 131,276 | 131,276 | 131,276 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| -1,734 | 10,799 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 188,829 | 201,601 | 209,021 | 7000-05 Salaries & Wages - Regular Full Time Police Chief - 1.00 FTE Support Services Manager - 1.00 FTE | 214,162 | 214,162 | 214,162 |
| 15,499 | 20,937 | 21,075 | 7000-10 Salaries & Wages - Regular Part Time Office Specialist I - 0.60 FTE | 22,322 | 22,322 | 22,322 |
| 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 |
| 1,200 | 1,200 | 1,200 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 0 | 0 | 0 |
| 1,719 | 59 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 12,601 | 13,710 | 13,954 | 7300-05 Fringe Benefits - FICA - Social Security | 14,348 | 14,348 | 14,348 |
| 2,959 | 3,206 | 3,415 | 7300-06 Fringe Benefits - FICA - Medicare | 3,490 | 3,490 | 3,490 |
| 50,079 | 63,601 | 66,643 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 78,594 | 78,594 | 78,594 |
| 21,024 | 23,718 | 25,544 | 7300-20 Fringe Benefits - Medical Insurance | 48,440 | 48,440 | 48,440 |
| 1,500 | 4,000 | 4,000 | 7300-22 Fringe Benefits - VEBA Plan | 7,000 | 7,000 | 7,000 |
| 297 | 324 | 324 | 7300-25 Fringe Benefits - Life Insurance | 324 | 324 | 324 |
| 1,103 | 1,210 | 1,240 | 7300-30 Fringe Benefits - Long Term Disability | 1,278 | 1,278 | 1,278 |
| 4,789 | 5,196 | 6,541 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 5,867 | 5,867 | 5,867 |
| 69 | 68 | 76 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 65 | 65 | 65 |
| 0 | 1 | 50 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 50 | 50 | 50 |
| 304,133 | 353,829 | 357,283 | TOTAL PERSONNEL SERVICES | 400,140 | 400,140 | 400,140 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|-------|-------|-------|
| 0 | 0 | 0 | 7500 Credit Card Fees | 0 | 0 | 0 |
| 1,090 | 252 | 1,000 | 7520 Public Notices & Printing Advertising for employment positions, community events, and newspaper subscriptions. | 1,000 | 1,000 | 1,000 |
| 896 | 1,462 | 2,225 | 7530 Training | 2,225 | 2,225 | 2,225 |
| 1,827 | 4,219 | 4,100 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 5,700 | 5,700 | 5,700 |
| 7,902 | 6,432 | 6,950 | 7550 Travel & Education Memberships and training for Chief, Support Services Manager and Office Assistant | 6,350 | 6,350 | 6,350 |
| 3,422 | 2,854 | 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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 499 | 635 | 600 | 7590 | Fuel - Vehicle & Equipment | | 750 | 750 | 750 |
| 86,400 | 109,000 | 119,000 | 7610-05 | Insurance - Liability | | 124,900 | 124,900 | 124,900 |
| 14,800 | 15,800 | 13,000 | 7610-10 | Insurance - Property | | 12,900 | 12,900 | 12,900 |
| 8,012 | 9,044 | 11,784 | 7620 | Telecommunications | | 12,072 | 12,072 | 12,072 |
| | | | | <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 | 1,164 | 1,164 | |
| | | | | Frontier - lines for fire panel alarms | 1 | 1,164 | 1,164 | |
| | | | | MiFi wireless service | 1 | 984 | 984 | |
| | | | | Cell phones - Chief, records and volunteers | 1 | 1,560 | 1,560 | |
| 786 | 1,363 | 1,500 | 7630-05 | Uniforms - Employee | | 1,800 | 1,800 | 1,800 |
| | | | | Uniforms for Chief / Support Services Manager/Office Specialist / Volunteers | | | | |
| 10,871 | 12,510 | 15,000 | 7660 | Materials & Supplies | | 15,000 | 15,000 | 15,000 |
| 0 | 0 | 0 | 7660-25 | Materials & Supplies - Grants | | 0 | 0 | 0 |
| 3,500 | 3,750 | 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 |
| 175 | 4 | 350 | 7720-14 | Repairs & Maintenance - Vehicles | | 450 | 450 | 450 |
| 22,677 | 25,722 | 49,037 | 7750 | Professional Services | | 42,150 | 42,150 | 42,150 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Kenneling fee to Homeward Bound Pets (3 kennels per day) | 1 | 26,400 | 26,400 | |
| | | | | Section 125 administration fee | 1 | 50 | 50 | |
| | | | | Audit fee allocation | 1 | 10,700 | 10,700 | |
| | | | | Flash alert - language line service - misc | 1 | 1,000 | 1,000 | |
| | | | | Pre-employment services for 2 new officers | 2 | 800 | 1,600 | |
| | | | | Pre-employment services for 3 new reserve officers | 3 | 800 | 2,400 | |
| 0 | 0 | 0 | 7750-04 | Professional Services - Grants | | 0 | 0 | 0 |
| 0 | 0 | 0 | 7750-10 | Professional Services - Training | | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 41,630 | 40,524 | 39,830 | 7790 | Maintenance & Rental Contracts | | 39,067 | 39,067 | 39,067 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Air cards for patrol vehicles | 1 | 10,572 | 10,572 | |
| | | | | Photo copier lease and per photo copy charge | 1 | 7,100 | 7,100 | |
| | | | | Maintenance - PowerDMS policy management | 1 | 2,700 | 2,700 | |
| | | | | Maintenance - PowerDMS accreditation module | 1 | 900 | 900 | |
| | | | | Maintenance - Lexipol policy | 1 | 4,300 | 4,300 | |
| | | | | Maintenance - scheduling software | 1 | 4,465 | 4,465 | |
| | | | | Maintenance - parking citation module | 1 | 3,480 | 3,480 | |
| | | | | Other maintenance contracts | 1 | 5,550 | 5,550 | |
| 300 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 13,173 | 5,951 | 7,500 | 7820 | M & S Equipment - Grants | | 7,850 | 7,850 | 7,850 |
| 217,958 | 239,522 | 278,376 | | TOTAL MATERIALS AND SERVICES | | 278,714 | 278,714 | 278,714 |
| | | | | CAPITAL OUTLAY | | | | |
| 0 | 0 | 0 | 8720 | Equipment - Grants | | 0 | 0 | 0 |
| 0 | 0 | 0 | | TOTAL CAPITAL OUTLAY | | 0 | 0 | 0 |
| 522,091 | 593,351 | 635,659 | | TOTAL REQUIREMENTS | | 678,854 | 678,854 | 678,854 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :580 - RECORDS | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| PERSONNEL SERVICES | | | | | | | | |
| 135,860 | 150,283 | 160,239 | 7000-05 | Salaries & Wages - Regular Full Time | | 168,910 | 168,910 | 168,910 |
| | | | | Police Records Specialist - 3.00 FTE | | | | |
| 0 | 665 | 999 | 7000-20 | Salaries & Wages - Overtime | | 1,213 | 1,213 | 1,213 |
| 8,073 | 9,003 | 9,997 | 7300-05 | Fringe Benefits - FICA - Social Security | | 10,547 | 10,547 | 10,547 |
| 1,888 | 2,106 | 2,337 | 7300-06 | Fringe Benefits - FICA - Medicare | | 2,467 | 2,467 | 2,467 |
| 18,620 | 34,171 | 37,299 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | | 45,884 | 45,884 | 45,884 |
| 58,572 | 57,377 | 50,826 | 7300-20 | Fringe Benefits - Medical Insurance | | 52,740 | 52,740 | 52,740 |
| 0 | 525 | 1,050 | 7300-22 | Fringe Benefits - VEBA Plan | | 1,200 | 1,200 | 1,200 |
| 333 | 324 | 324 | 7300-25 | Fringe Benefits - Life Insurance | | 324 | 324 | 324 |
| 761 | 776 | 816 | 7300-30 | Fringe Benefits - Long Term Disability | | 864 | 864 | 864 |
| 442 | 486 | 656 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | | 283 | 283 | 283 |
| 83 | 76 | 87 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | | 75 | 75 | 75 |
| 224,632 | 255,791 | 264,630 | TOTAL PERSONNEL SERVICES | | | 284,507 | 284,507 | 284,507 |
| MATERIALS AND SERVICES | | | | | | | | |
| 1,077 | 467 | 1,500 | 7550 | Travel & Education | | 1,500 | 1,500 | 1,500 |
| 175 | 780 | 900 | 7630-05 | Uniforms - Employee | | 1,050 | 1,050 | 1,050 |
| 4,758 | 4,354 | 4,500 | 7660 | Materials & Supplies | | 4,900 | 4,900 | 4,900 |
| 128 | 113 | 90 | 7750 | Professional Services | | 100 | 100 | 100 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Section 125 administration fee | 1 | 100 | 100 | |
| 0 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 7,394 | 0 | 8,135 | 8040 | Regional Automated Info Network | | 6,675 | 6,675 | 6,675 |
| 13,532 | 5,714 | 15,125 | TOTAL MATERIALS AND SERVICES | | | 14,225 | 14,225 | 14,225 |
| 238,164 | 261,505 | 279,755 | TOTAL REQUIREMENTS | | | 298,732 | 298,732 | 298,732 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :589 - IS - TECHNOLOGY | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|---------------------------|--|---|--|----------------------------|----------------------------|---------------------------|--------------------|--------------|-----------------|--------------|--|--|--|--|--|---|---|--------|--------|--|--|--|--|--|---------------------|---|-------|-------|--|--|--|--|--|------------------------|---|-----|-----|--|--|--|--|--|-----------------------------|---|-------|-------|--|--|--|--|--|---------------------------------|---|-------|-------|--|--|--|--|--|------------------------|---|-------|-------|--|--|--|--|--|-------------------------|---|-------|-------|--|--|--|--|--|---|---|-------|-------|--|--|--|--|--|--------------------------------|---|-----|-----|--|--|--|--|--|--------------------------|---|-------|-------|--|--|--|--|--|----------------------|---|-------|--------|--|--|--|--|--|--------------|---|-------|-------|--|--|--|--|--|----------------------------|---|-------|-------|--|--|--|--|--|------------------|---|-------|-------|--|--|--|--|--|----------------------|---|-------|-------|--|--|--|--|--|---------------------------|---|-----|-----|--|--|--|--|--|-------|---|-----|-----|--|--|--|--|--|-------------------------------|---|--------|--------|--|--|--|--|--|
| REQUIREMENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49,226 | 46,195 | 61,865 | 7840 | M & S Computer Charges | | 75,181 | 75,181 | 75,181 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I.S. Fund materials & supplies costs shared city-wide | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 69,764 | 71,709 | 73,700 | 7840-20 | M & S Computer Charges - Police | | 86,600 | 86,600 | 86,600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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>E-ticketing maintenance -67% shared with Muni Court</td> <td style="text-align: center;">1</td> <td style="text-align: right;">8,600</td> <td style="text-align: right;">8,600</td> <td colspan="5"></td> </tr> <tr> <td>WebLEDS maintenance</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,200</td> <td style="text-align: right;">1,200</td> <td colspan="5"></td> </tr> <tr> <td>Tritech remote support</td> <td style="text-align: center;">1</td> <td style="text-align: right;">400</td> <td style="text-align: right;">400</td> <td colspan="5"></td> </tr> <tr> <td>Tritech e-ticketing support</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,300</td> <td style="text-align: right;">1,300</td> <td colspan="5"></td> </tr> <tr> <td>Ttritech message switch support</td> <td style="text-align: center;">1</td> <td style="text-align: right;">3,100</td> <td style="text-align: right;">3,100</td> <td colspan="5"></td> </tr> <tr> <td>Tritech mobile support</td> <td style="text-align: center;">1</td> <td style="text-align: right;">7,500</td> <td style="text-align: right;">7,500</td> <td colspan="5"></td> </tr> <tr> <td>Tritech RMS maintenance</td> <td style="text-align: center;">1</td> <td style="text-align: right;">9,400</td> <td style="text-align: right;">9,400</td> <td colspan="5"></td> </tr> <tr> <td>Netmotion maintenance-50% shared with Fire, Amb</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,500</td> <td style="text-align: right;">2,500</td> <td colspan="5"></td> </tr> <tr> <td>E-ticketing annual hosting fee</td> <td style="text-align: center;">1</td> <td style="text-align: right;">800</td> <td style="text-align: right;">800</td> <td colspan="5"></td> </tr> <tr> <td>Evidence OnQ maintenance</td> <td style="text-align: center;">1</td> <td style="text-align: right;">9,000</td> <td style="text-align: right;">9,000</td> <td colspan="5"></td> </tr> <tr> <td>Desktop replacements</td> <td style="text-align: center;">9</td> <td style="text-align: right;">1,500</td> <td style="text-align: right;">13,500</td> <td colspan="5"></td> </tr> <tr> <td>New desktops</td> <td style="text-align: center;">4</td> <td style="text-align: right;">1,800</td> <td style="text-align: right;">7,200</td> <td colspan="5"></td> </tr> <tr> <td>Docking station / Monitors</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,200</td> <td style="text-align: right;">1,200</td> <td colspan="5"></td> </tr> <tr> <td>Squad Bay Screen</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,300</td> <td style="text-align: right;">1,300</td> <td colspan="5"></td> </tr> <tr> <td>Evidence OnQ Upgrade</td> <td style="text-align: center;">1</td> <td style="text-align: right;">9,000</td> <td style="text-align: right;">9,000</td> <td colspan="5"></td> </tr> <tr> <td>Bobcat warranty extension</td> <td style="text-align: center;">1</td> <td style="text-align: right;">400</td> <td style="text-align: right;">400</td> <td colspan="5"></td> </tr> <tr> <td>Roxio</td> <td style="text-align: center;">1</td> <td style="text-align: right;">200</td> <td style="text-align: right;">200</td> <td colspan="5"></td> </tr> <tr> <td>Data 911 hardware maintenance</td> <td style="text-align: center;">1</td> <td style="text-align: right;">10,000</td> <td style="text-align: right;">10,000</td> <td colspan="5"></td> </tr> </tbody> </table> | | | | | | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | E-ticketing maintenance -67% shared with Muni Court | 1 | 8,600 | 8,600 | | | | | | WebLEDS maintenance | 1 | 1,200 | 1,200 | | | | | | Tritech remote support | 1 | 400 | 400 | | | | | | Tritech e-ticketing support | 1 | 1,300 | 1,300 | | | | | | Ttritech message switch support | 1 | 3,100 | 3,100 | | | | | | Tritech mobile support | 1 | 7,500 | 7,500 | | | | | | Tritech RMS maintenance | 1 | 9,400 | 9,400 | | | | | | Netmotion maintenance-50% shared with Fire, Amb | 1 | 2,500 | 2,500 | | | | | | E-ticketing annual hosting fee | 1 | 800 | 800 | | | | | | Evidence OnQ maintenance | 1 | 9,000 | 9,000 | | | | | | Desktop replacements | 9 | 1,500 | 13,500 | | | | | | New desktops | 4 | 1,800 | 7,200 | | | | | | Docking station / Monitors | 1 | 1,200 | 1,200 | | | | | | Squad Bay Screen | 1 | 1,300 | 1,300 | | | | | | Evidence OnQ Upgrade | 1 | 9,000 | 9,000 | | | | | | Bobcat warranty extension | 1 | 400 | 400 | | | | | | Roxio | 1 | 200 | 200 | | | | | | Data 911 hardware maintenance | 1 | 10,000 | 10,000 | | | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E-ticketing maintenance -67% shared with Muni Court | 1 | 8,600 | 8,600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WebLEDS maintenance | 1 | 1,200 | 1,200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tritech remote support | 1 | 400 | 400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tritech e-ticketing support | 1 | 1,300 | 1,300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ttritech message switch support | 1 | 3,100 | 3,100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tritech mobile support | 1 | 7,500 | 7,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tritech RMS maintenance | 1 | 9,400 | 9,400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Netmotion maintenance-50% shared with Fire, Amb | 1 | 2,500 | 2,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E-ticketing annual hosting fee | 1 | 800 | 800 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evidence OnQ maintenance | 1 | 9,000 | 9,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Desktop replacements | 9 | 1,500 | 13,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New desktops | 4 | 1,800 | 7,200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Docking station / Monitors | 1 | 1,200 | 1,200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Squad Bay Screen | 1 | 1,300 | 1,300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evidence OnQ Upgrade | 1 | 9,000 | 9,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bobcat warranty extension | 1 | 400 | 400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Roxio | 1 | 200 | 200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Data 911 hardware maintenance | 1 | 10,000 | 10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 118,990 | 117,903 | 135,565 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 161,781 | 161,781 | 161,781 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12,477 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 8,363 | 8,363 | 8,363 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I.S. Fund capital outlay costs shared city-wide | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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>Phone System Upgrade Phase II</td> <td style="text-align: center;">1</td> <td style="text-align: right;">8,363</td> <td style="text-align: right;">8,363</td> <td colspan="5"></td> </tr> </tbody> </table> | | | | | | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | Phone System Upgrade Phase II | 1 | 8,363 | 8,363 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone System Upgrade Phase II | 1 | 8,363 | 8,363 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22,102 | 48,378 | 34,020 | 8750-20 | Capital Outlay Computer Charges - Police | | 36,900 | 36,900 | 36,900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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>Replacement MDTs</td> <td style="text-align: center;">3</td> <td style="text-align: right;">12,300</td> <td style="text-align: right;">36,900</td> <td colspan="5"></td> </tr> </tbody> </table> | | | | | | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | Replacement MDTs | 3 | 12,300 | 36,900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Replacement MDTs | 3 | 12,300 | 36,900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 34,579 | 48,378 | 34,020 | <u>TOTAL CAPITAL OUTLAY</u> | | | 45,263 | 45,263 | 45,263 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 153,568 | 166,281 | 169,585 | <u>TOTAL REQUIREMENTS</u> | | | 207,044 | 207,044 | 207,044 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :592 - COMMUNITY EDUCATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 0 | 0 | 750 | Public Notices & Printing | 600 | 600 | 600 |
| 3,678 | 4,625 | 5,500 | Materials & Supplies | 5,500 | 5,500 | 5,500 |
| 3,678 | 4,625 | 6,250 | <u>TOTAL MATERIALS AND SERVICES</u> | 6,100 | 6,100 | 6,100 |
| 3,678 | 4,625 | 6,250 | <u>TOTAL REQUIREMENTS</u> | 6,100 | 6,100 | 6,100 |



**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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 108,290 | 113,486 | 116,348 | 7000-05 Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE | 119,216 | 119,216 | 119,216 |
| 0 | 0 | 2,880 | 7000-30 Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance. | 2,880 | 2,880 | 2,880 |
| 6,400 | 6,815 | 7,392 | 7300-05 Fringe Benefits - FICA - Social Security | 7,570 | 7,570 | 7,570 |
| 1,497 | 1,594 | 1,729 | 7300-06 Fringe Benefits - FICA - Medicare | 1,770 | 1,770 | 1,770 |
| 28,842 | 35,874 | 38,130 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 44,797 | 44,797 | 44,797 |
| 16,316 | 15,376 | 16,430 | 7300-20 Fringe Benefits - Medical Insurance | 20,634 | 20,634 | 20,634 |
| 1,500 | 3,000 | 3,000 | 7300-22 Fringe Benefits - VEBA Plan | 3,000 | 3,000 | 3,000 |
| 108 | 108 | 108 | 7300-25 Fringe Benefits - Life Insurance | 108 | 108 | 108 |
| 568 | 610 | 630 | 7300-30 Fringe Benefits - Long Term Disability | 646 | 646 | 646 |
| 4,061 | 4,333 | 5,329 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 4,945 | 4,945 | 4,945 |
| 28 | 25 | 29 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 25 | 25 | 25 |
| 167,609 | 181,220 | 192,005 | TOTAL PERSONNEL SERVICES | 205,591 | 205,591 | 205,591 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|---|--------------|-----------------|--------------|
| 0 | 52 | 1,000 | 7530 Training | 1,000 | 1,000 | 1,000 |
| 1,637 | 1,482 | 2,000 | 7550 Travel & Education Membership and training | 2,000 | 2,000 | 2,000 |
| 144 | 740 | 1,200 | 7590 Fuel - Vehicle & Equipment | 0 | 0 | 0 |
| 20,964 | 19,197 | 25,130 | 7620 Telecommunications Includes telecommunications for entire Field Operations Division. | 29,540 | 29,540 | 29,540 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Telecom landlines | 16 | 750 | 12,000 |
| | | | Telecom - voicemail boxes | 22 | 55 | 1,210 |
| | | | Cell phones for field ops | 1 | 15,180 | 15,180 |
| | | | Blackbox services - programming and moving phones | 1 | 500 | 500 |
| | | | Repair-replace damaged cell phones | 1 | 650 | 650 |
| 512 | 532 | 900 | 7630-05 Uniforms - Employee | 900 | 900 | 900 |
| 794 | 601 | 1,000 | 7660 Materials & Supplies | 1,000 | 1,000 | 1,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 41 | 16,519 | 1,045 | 7750 | Professional Services | | 50 | 50 | 50 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | | <u>Total</u> |
| | | | | Section 125 administration fee | 1 | 50 | | 50 |
| 0 | 0 | 200 | 7800 | M & S Equipment | | 200 | 200 | 200 |
| 24,092 | 39,122 | 32,475 | | <u>TOTAL MATERIALS AND SERVICES</u> | | 34,690 | 34,690 | 34,690 |
| | | | | <u>CAPITAL OUTLAY</u> | | | | |
| 0 | 0 | 0 | 8710 | Equipment | | 0 | 0 | 0 |
| 0 | 825 | 0 | 8850 | Vehicles | | 0 | 0 | 0 |
| 0 | 825 | 0 | | <u>TOTAL CAPITAL OUTLAY</u> | | 0 | 0 | 0 |
| 191,701 | 221,167 | 224,480 | | <u>TOTAL REQUIREMENTS</u> | | 240,281 | 240,281 | 240,281 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|------------------|------------------|------------------|--|------------------|------------------|------------------|
| 2,136,270 | 2,283,242 | 2,306,840 | 7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Patrol - 4.00 FTE Police Corporal - Patrol - 4.00 FTE Police Officer - Patrol - 21.00 FTE | 2,388,405 | 2,388,405 | 2,388,405 |
| 376,390 | 370,110 | 374,995 | 7000-20 Salaries & Wages - Overtime | 373,466 | 373,466 | 373,466 |
| 154,283 | 162,578 | 168,354 | 7300-05 Fringe Benefits - FICA - Social Security | 171,231 | 171,231 | 171,231 |
| 36,391 | 38,370 | 40,077 | 7300-06 Fringe Benefits - FICA - Medicare | 40,048 | 40,048 | 40,048 |
| 586,574 | 724,786 | 800,098 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 949,383 | 949,383 | 949,383 |
| 575,589 | 569,135 | 480,809 | 7300-20 Fringe Benefits - Medical Insurance | 500,818 | 500,818 | 500,818 |
| 0 | 4,950 | 9,650 | 7300-22 Fringe Benefits - VEBA Plan | 9,600 | 9,600 | 9,600 |
| 2,903 | 3,077 | 3,096 | 7300-25 Fringe Benefits - Life Insurance | 3,078 | 3,078 | 3,078 |
| 10,733 | 11,356 | 11,798 | 7300-30 Fringe Benefits - Long Term Disability | 12,114 | 12,114 | 12,114 |
| 89,829 | 95,463 | 121,983 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 111,143 | 111,143 | 111,143 |
| 863 | 842 | 881 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 748 | 748 | 748 |
| 702 | 1,709 | 9,999 | 7300-40 Fringe Benefits - Unemployment | 15,000 | 15,000 | 15,000 |
| 3,970,526 | 4,265,617 | 4,328,580 | TOTAL PERSONNEL SERVICES | 4,575,034 | 4,575,034 | 4,575,034 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|---|--------------|-----------------|--------------|
| 9,865 | 7,283 | 10,900 | 7550 Travel & Education | 9,900 | 9,900 | 9,900 |
| | | | <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 |
| | | | Leadership training for Corporals | 1 | 2,000 | 2,000 |
| | | | Instructor Development course Trauma First Aid | 1 | 900 | 900 |
| 0 | 0 | 0 | 7550-25 Travel & Education - Tactical Support | 0 | 0 | 0 |
| 40,596 | 53,575 | 46,500 | 7590 Fuel - Vehicle & Equipment | 60,000 | 60,000 | 60,000 |
| 26,030 | 20,259 | 22,000 | 7630-05 Uniforms - Employee Equipment for new hires, rain jacket and pants replacements, uniform updates for patrol | 27,000 | 27,000 | 27,000 |
| 0 | 0 | 0 | 7630-25 Uniforms - Tactical Support | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL | | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|---|---|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 10,671 | 10,040 | 8,875 | 7660 | Materials & Supplies | | | 10,875 | 10,875 | 10,875 |
| | | | | <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 | 2,500 | 2,500 | | |
| 0 | 0 | 0 | 7660-23 | Materials & Supplies - Tactical Support | | | 0 | 0 | 0 |
| 1,619 | 461 | 2,600 | 7720 | Repairs & Maintenance | | | 1,000 | 1,000 | 1,000 |
| 54,271 | 47,193 | 47,550 | 7720-14 | Repairs & Maintenance - Vehicles | | | 47,500 | 47,500 | 47,500 |
| 0 | 0 | 1,000 | 7720-20 | Repairs & Maintenance - Vehicle Electronics | | | 1,000 | 1,000 | 1,000 |
| | | | | Video's, DVD's, mobile radios | | | | | |
| 504 | 281 | 48,141 | 7750 | Professional Services | | | 1,160 | 1,160 | 1,160 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Section 125 administration fee | 1 | 1,160 | 1,160 | | |
| 6,323 | 17,250 | 27,398 | 7800 | M & S Equipment | | | 20,035 | 20,035 | 20,035 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Dash mounted radars to replace old technology | 3 | 2,695 | 8,085 | | |
| | | | | Stalker traffic data collector | 1 | 1,950 | 1,950 | | |
| | | | | Added/adjusted patrol bays to accomodate officer growth | 1 | 10,000 | 10,000 | | |
| 0 | 0 | 0 | 7800-25 | M & S Equipment - Tactical Support | | | 0 | 0 | 0 |
| 149,880 | 156,342 | 214,964 | TOTAL MATERIALS AND SERVICES | | | | 178,470 | 178,470 | 178,470 |
| CAPITAL OUTLAY | | | | | | | | | |
| 82,373 | 0 | 0 | 8850 | Vehicles | | | 0 | 0 | 0 |
| 82,373 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | | 0 | 0 | 0 |
| DEBT SERVICE | | | | | | | | | |
| 0 | 30,712 | 60,342 | 9410-05 | Vehicle Lease/Purchase - Principal | | | 52,282 | 52,282 | 52,282 |
| | | | | Lease principal payments on patrol vehicles for leases executed in 2017-18 and 2018-19. | | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Vehicle lease executed in 2017-18 | 1 | 23,918 | 23,918 | | |
| | | | | Vehicle lease executed in 2018-19 | 1 | 28,364 | 28,364 | | |
| 0 | 0 | 11,542 | 9410-10 | Vehicle Lease/Purchase - Interest | | | 12,794 | 12,794 | 12,794 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Vehicle lease executed in 2017-18 | 1 | 6,794 | 6,794 | | |
| | | | | Vehicle lease executed in 2018-19 | 1 | 6,000 | 6,000 | | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0 | 30,712 | 71,884 | TOTAL DEBT SERVICE | 65,076 | 65,076 | 65,076 |
| 4,202,779 | 4,452,672 | 4,615,428 | TOTAL REQUIREMENTS | 4,818,580 | 4,818,580 | 4,818,580 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFIC | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 0 | 0 | 0 | 7550 Travel & Education | 0 | 0 | 0 |
| 198 | 172 | 0 | 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 |
| 797 | 0 | 0 | 7720-14 Repairs & Maintenance - Vehicles | 0 | 0 | 0 |
| 0 | 0 | 0 | 7800 M & S Equipment | 0 | 0 | 0 |
| 995 | 172 | 0 | <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 |
| 995 | 172 | 0 | <u>TOTAL REQUIREMENTS</u> | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :562 - RESERVES | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| PERSONNEL SERVICES | | | | | | | | |
| 885 | 1,015 | 1,000 | 7000-15 | Salaries & Wages - Temporary | | 1,200 | 1,200 | 1,200 |
| | | | | Extra Help - Police Reserves - 0.02 FTE | | | | |
| 55 | 63 | 62 | 7300-05 | Fringe Benefits - FICA - Social Security | | 74 | 74 | 74 |
| 13 | 15 | 15 | 7300-06 | Fringe Benefits - FICA - Medicare | | 17 | 17 | 17 |
| 174 | 108 | 0 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | | 0 | 0 | 0 |
| 40 | 41 | 45 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | | 49 | 49 | 49 |
| 1 | 1 | 1 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | | 1 | 1 | 1 |
| 0 | 0 | 99 | 7300-40 | Fringe Benefits - Unemployment | | 100 | 100 | 100 |
| 450 | 324 | 700 | 7400-05 | Fringe Benefits - Volunteers - Life Insurance | | 500 | 500 | 500 |
| 919 | 1,030 | 1,100 | 7400-10 | Fringe Benefits - Volunteers - Workers' Compensation Insurance | | 1,100 | 1,100 | 1,100 |
| 2,536 | 2,596 | 3,022 | TOTAL PERSONNEL SERVICES | | | 3,041 | 3,041 | 3,041 |
| MATERIALS AND SERVICES | | | | | | | | |
| 900 | 0 | 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 | |
| 2,049 | 1,485 | 5,590 | 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 | |
| 5 | 17 | 200 | 7660 | Materials & Supplies | | 200 | 200 | 200 |
| 2,954 | 1,502 | 7,470 | TOTAL MATERIALS AND SERVICES | | | 7,470 | 7,470 | 7,470 |
| 5,491 | 4,098 | 10,492 | TOTAL REQUIREMENTS | | | 10,511 | 10,511 | 10,511 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| MISCELLANEOUS | | | | | | |
| 2,015 | 0 | 0 | 6400 Donations - Police | 3,542 | 3,542 | 3,542 |
| 2,015 | 0 | 0 | TOTAL MISCELLANEOUS | 3,542 | 3,542 | 3,542 |
| 2,015 | 0 | 0 | TOTAL RESOURCES | 3,542 | 3,542 | 3,542 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| MATERIALS AND SERVICES | | | | | | | | |
| 1,532 | 6,630 | 3,780 | 7550 | Travel & Education | | 6,780 | 6,780 | 6,780 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | OR police canine association fall conference | 1 | 1,800 | 1,800 | | |
| | | | OR police canine association yearly dues | 1 | 80 | 80 | | |
| | | | OR police canine association spring conference | 1 | 1,800 | 1,800 | | |
| | | | Other training (seminars, advanced training) | 1 | 500 | 500 | | |
| | | | CA narcotic canine association conference | 2 | 1,300 | 2,600 | | |
| 3,539 | 6,188 | 8,925 | 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 | | |
| | | | Licenses | 1 | 125 | 125 | | |
| 2,015 | 0 | 0 | 7680 | Materials & Supplies - Donations | | 3,542 | 3,542 | 3,542 |
| 0 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 0 | 7800-26 | M & S Equipment - Canine | | 0 | 0 | 0 |
| 7,086 | 12,818 | 12,705 | TOTAL MATERIALS AND SERVICES | | | 19,247 | 19,247 | 19,247 |
| CAPITAL OUTLAY | | | | | | | | |
| 0 | 0 | 0 | 8710-15 | Equipment - Canine | | 0 | 0 | 0 |
| 0 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 0 | 0 | 0 |
| 7,086 | 12,818 | 12,705 | TOTAL REQUIREMENTS | | | 19,247 | 19,247 | 19,247 |



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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 157,916 | 115,237 | 205,850 | 7000-05 Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE Police Sergeant - Administration - 1.00 FTE | 223,910 | 223,910 | 223,910 |
| 0 | 0 | 39,460 | 7000-15 Salaries & Wages - Temporary Extra Help - Park Ranger - 1.44 FTE | 39,460 | 39,460 | 39,460 |
| 1,134 | 28 | 0 | 7000-20 Salaries & Wages - Overtime | 485 | 485 | 485 |
| 0 | 0 | 2,880 | 7000-30 Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance. | 2,880 | 2,880 | 2,880 |
| 9,545 | 6,906 | 15,388 | 7300-05 Fringe Benefits - FICA - Social Security | 16,538 | 16,538 | 16,538 |
| 2,232 | 1,615 | 3,598 | 7300-06 Fringe Benefits - FICA - Medicare | 3,867 | 3,867 | 3,867 |
| 42,451 | 36,429 | 71,189 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 88,685 | 88,685 | 88,685 |
| 19,821 | 22,840 | 35,896 | 7300-20 Fringe Benefits - Medical Insurance | 38,214 | 38,214 | 38,214 |
| 1,500 | 3,375 | 3,450 | 7300-22 Fringe Benefits - VEBA Plan | 3,450 | 3,450 | 3,450 |
| 108 | 108 | 216 | 7300-25 Fringe Benefits - Life Insurance | 216 | 216 | 216 |
| 558 | 599 | 1,098 | 7300-30 Fringe Benefits - Long Term Disability | 1,126 | 1,126 | 1,126 |
| 4,355 | 4,320 | 11,371 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 11,067 | 11,067 | 11,067 |
| 24 | 24 | 107 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 86 | 86 | 86 |
| 0 | 0 | 0 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 0 | 0 | 0 |
| 239,644 | 191,481 | 390,503 | TOTAL PERSONNEL SERVICES | 429,984 | 429,984 | 429,984 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|--------------|-----------------|--------------|
| 2,135 | 1,727 | 2,250 | 7550 Travel & Education | 4,000 | 4,000 | 4,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Memberships | 2 | 600 | 1,200 |
| | | | Trainings | 2 | 1,400 | 2,800 |
| 419 | 540 | 600 | 7590 Fuel - Vehicle & Equipment | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 19,682 | 16,748 | 20,933 | 7620 | Telecommunications | | 21,526 | 21,526 | 21,526 |
| | | | 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 | 2 | 65 | 130 | |
| | | | | Cell phones - 15 | 12 | 763 | 9,156 | |
| | | | | Evidence facility landline | 12 | 41 | 492 | |
| | | | | MiFi for surface tablets | 12 | 160 | 1,920 | |
| | | | | Blackbox services | 1 | 600 | 600 | |
| | | | | Cell phones - 2 park rangers | 2 | 264 | 528 | |
| 592 | 450 | 600 | 7630-05 | Uniforms - Employee | | | 4,000 | 4,000 |
| | | | Uniforms for Captain, Admin Sergeant and Park Rangers | | | | | |
| 540 | 1,330 | 3,500 | 7660 | Materials & Supplies | | | 500 | 500 |
| 118 | 112 | 500 | 7720-14 | Repairs & Maintenance - Vehicles | | | 0 | 0 |
| 465 | 637 | 3,000 | 7720-16 | Repairs & Maintenance - Radio & Pagers | | | 3,000 | 3,000 |
| 24,270 | 22,429 | 27,050 | 7750 | Professional Services | | | 32,050 | 32,050 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Section 125 administration fee | 1 | 50 | 50 | |
| | | | | Transcription service | 1 | 17,000 | 17,000 | |
| | | | | Computer forensics | 1 | 15,000 | 15,000 | |
| 550 | 0 | 650 | 7800 | M & S Equipment | | | 0 | 0 |
| 18,315 | 3,603 | 8,750 | 7800-06 | M & S Equipment - Weapons | | | 6,650 | 6,650 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Sig Sauer 516 Patrol Rifles with tac lights, 2 mags and sling | 3 | 1,750 | 5,250 | |
| | | | | Glock handguns with lights | 2 | 700 | 1,400 | |
| 67,086 | 47,577 | 67,833 | TOTAL MATERIALS AND SERVICES | | | 71,726 | 71,726 | 71,726 |
| CAPITAL OUTLAY | | | | | | | | |
| 7,811 | 19,690 | 0 | 8850 | Vehicles | | | 0 | 0 |
| 7,811 | 19,690 | 0 | TOTAL CAPITAL OUTLAY | | | 0 | 0 | 0 |
| 314,542 | 258,747 | 458,336 | TOTAL REQUIREMENTS | | | 501,710 | 501,710 | 501,710 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | | |
|---------------|---------------|---------------|---------------------------------|---|---------------|---------------|---------------|
| 40,431 | 46,637 | 44,808 | 7000-10 | Salaries & Wages - Regular Part Time Facilities Maintenance Technician - PD & Civic Hall - 0.80 FTE | 45,936 | 45,936 | 45,936 |
| 12 | 169 | 238 | 7000-20 | Salaries & Wages - Overtime | 243 | 243 | 243 |
| 2,508 | 2,902 | 2,790 | 7300-05 | Fringe Benefits - FICA - Social Security | 2,863 | 2,863 | 2,863 |
| 586 | 679 | 653 | 7300-06 | Fringe Benefits - FICA - Medicare | 670 | 670 | 670 |
| 7,848 | 10,580 | 10,371 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 12,414 | 12,414 | 12,414 |
| 70 | 70 | 70 | 7300-25 | Fringe Benefits - Life Insurance | 48 | 48 | 48 |
| 227 | 236 | 238 | 7300-30 | Fringe Benefits - Long Term Disability | 246 | 246 | 246 |
| 1,585 | 1,828 | 1,826 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 1,710 | 1,710 | 1,710 |
| 24 | 25 | 23 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 20 | 20 | 20 |
| 53,293 | 63,126 | 61,017 | TOTAL PERSONNEL SERVICES | | 64,150 | 64,150 | 64,150 |

MATERIALS AND SERVICES

| | | | | | | | |
|----------------|----------------|----------------|-------------------------------------|---|----------------|-----------------|----------------|
| 41,843 | 41,372 | 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 |
| 1,900 | 2,400 | 2,500 | 7610-05 | Insurance - Liability | 2,600 | 2,600 | 2,600 |
| 11,800 | 10,400 | 8,800 | 7610-10 | Insurance - Property | 9,500 | 9,500 | 9,500 |
| 130 | 0 | 100 | 7630-05 | Uniforms - Employee | 100 | 100 | 100 |
| 24,266 | 24,925 | 31,785 | 7650-10 | Janitorial - Services | 31,785 | 31,785 | 31,785 |
| 1,246 | 1,907 | 3,000 | 7650-15 | Janitorial - Supplies | 3,000 | 3,000 | 3,000 |
| 48,625 | 50,494 | 51,500 | 7720-10 | Repairs & Maintenance - Building Maintenance | 66,183 | 66,183 | 66,183 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Carpet cleaning | 1 | 4,000 | 4,000 |
| | | | | Projects and maintenance | 1 | 20,000 | 20,000 |
| | | | | Materials, operation, stock | 1 | 4,750 | 4,750 |
| | | | | Maintenance contracts | 1 | 37,433 | 37,433 |
| 129,811 | 131,498 | 145,685 | TOTAL MATERIALS AND SERVICES | | 161,168 | 161,168 | 161,168 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 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 |
| 183,103 | 194,625 | 206,702 | <u>TOTAL REQUIREMENTS</u> | 225,318 | 225,318 | 225,318 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------------|----------------|---------------------------|---|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | | |
| <u>FINES AND FORFEITURES</u> | | | | | | | |
| 553 | -4,019 | 1,500 | 6115 | Code Enforcement | 0 | 0 | 0 |
| 553 | -4,019 | 1,500 | | <u>TOTAL FINES AND FORFEITURES</u> | 0 | 0 | 0 |
| 553 | -4,019 | 1,500 | | <i>TOTAL RESOURCES</i> | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 109,849 | 104,546 | 60,976 | 7000-05 Salaries & Wages - Regular Full Time Parking Enforcement Specialist - 1.00 FTE | 62,084 | 62,084 | 62,084 |
| 410 | 521 | 1,522 | 7000-20 Salaries & Wages - Overtime | 485 | 485 | 485 |
| 6,658 | 6,345 | 3,875 | 7300-05 Fringe Benefits - FICA - Social Security | 3,879 | 3,879 | 3,879 |
| 1,557 | 1,484 | 907 | 7300-06 Fringe Benefits - FICA - Medicare | 907 | 907 | 907 |
| 21,375 | 23,754 | 14,590 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 16,875 | 16,875 | 16,875 |
| 39,342 | 37,457 | 16,942 | 7300-20 Fringe Benefits - Medical Insurance | 17,580 | 17,580 | 17,580 |
| 0 | 225 | 450 | 7300-22 Fringe Benefits - VEBA Plan | 450 | 450 | 450 |
| 205 | 179 | 108 | 7300-25 Fringe Benefits - Life Insurance | 108 | 108 | 108 |
| 584 | 527 | 324 | 7300-30 Fringe Benefits - Long Term Disability | 330 | 330 | 330 |
| 4,162 | 4,035 | 2,794 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2,534 | 2,534 | 2,534 |
| 51 | 43 | 29 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 25 | 25 | 25 |
| 1,042 | 1,531 | 1,400 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 1,401 | 1,401 | 1,401 |
| 185,235 | 180,646 | 103,917 | TOTAL PERSONNEL SERVICES | 106,658 | 106,658 | 106,658 |

MATERIALS AND SERVICES

| | | | | | | |
|---------------|--------------|---------------|---|---------------|-----------------|---------------|
| 1,672 | 1,787 | 1,450 | 7550 Travel & Education Memberships and training | 1,550 | 1,550 | 1,550 |
| 2,219 | 2,094 | 2,000 | 7590 Fuel - Vehicle & Equipment Fuel for parking enforcement vehicles | 2,000 | 2,000 | 2,000 |
| 3,443 | 711 | 1,500 | 7630-05 Uniforms - Employee Uniforms for parking enforcement staff | 750 | 750 | 750 |
| 729 | 1,115 | 2,000 | 7660 Materials & Supplies | 2,000 | 2,000 | 2,000 |
| 5,604 | 993 | 4,000 | 7720-14 Repairs & Maintenance - Vehicles | 1,000 | 1,000 | 1,000 |
| 4 | 23 | 45 | 7750 Professional Services | 6,550 | 6,550 | 6,550 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Section 125 administration fee | 1 | 50 | 50 |
| | | | Recreational vehicle and abandoned vehicle tows | 1 | 6,500 | 6,500 |
| 290 | 0 | 0 | 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 |
| 13,960 | 6,723 | 10,995 | TOTAL MATERIALS AND SERVICES | 13,850 | 13,850 | 13,850 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 0 | 54,264 | 0 | 8850 Vehicles | 0 | 0 | 0 |
| 0 | 54,264 | 0 | <u>TOTAL CAPITAL OUTLAY</u> | 0 | 0 | 0 |
| 199,195 | 241,633 | 114,912 | <u>TOTAL REQUIREMENTS</u> | 120,508 | 120,508 | 120,508 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|------------------|------------------|--|------------------|------------------|------------------|
| 513,666 | 534,487 | 614,248 | 7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Investigations - 1.00 FTE Police Officer - Investigations - 6.00 FTE | 632,590 | 632,590 | 632,590 |
| 10,298 | 8,778 | 6,500 | 7000-15 Salaries & Wages - Temporary Extra Help - Investigations - 0.15 FTE | 10,000 | 10,000 | 10,000 |
| 101,256 | 98,493 | 79,024 | 7000-20 Salaries & Wages - Overtime | 96,002 | 96,002 | 96,002 |
| 3,263 | 2,813 | 3,150 | 7000-35 Salaries & Wages - Clothing Allowance Detectives' \$450 annual clothing allowance. | 3,150 | 3,150 | 3,150 |
| 37,835 | 39,101 | 43,579 | 7300-05 Fringe Benefits - FICA - Social Security | 45,987 | 45,987 | 45,987 |
| 9,004 | 9,237 | 10,191 | 7300-06 Fringe Benefits - FICA - Medicare | 10,755 | 10,755 | 10,755 |
| 146,353 | 179,437 | 204,950 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 245,680 | 245,680 | 245,680 |
| 136,016 | 143,686 | 118,594 | 7300-20 Fringe Benefits - Medical Insurance | 123,060 | 123,060 | 123,060 |
| 0 | 1,500 | 3,000 | 7300-22 Fringe Benefits - VEBA Plan | 3,000 | 3,000 | 3,000 |
| 639 | 675 | 756 | 7300-25 Fringe Benefits - Life Insurance | 756 | 756 | 756 |
| 2,340 | 2,514 | 2,866 | 7300-30 Fringe Benefits - Long Term Disability | 2,956 | 2,956 | 2,956 |
| 21,583 | 22,942 | 31,281 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 29,913 | 29,913 | 29,913 |
| 193 | 187 | 206 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 179 | 179 | 179 |
| 0 | 0 | 0 | 7300-40 Fringe Benefits - Unemployment | 0 | 0 | 0 |
| 982,447 | 1,043,850 | 1,118,345 | TOTAL PERSONNEL SERVICES | 1,204,028 | 1,204,028 | 1,204,028 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|--------|--|--------------|-----------------|--------------|
| 5,088 | 8,817 | 10,850 | 7550 Travel & Education | 14,010 | 14,010 | 14,010 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Child abuse summit | 7 | 530 | 3,710 |
| | | | Homicide conference | 5 | 600 | 3,000 |
| | | | Specialist interview course | 2 | 700 | 1,400 |
| | | | OR child forensic interview training / computer training | 1 | 2,500 | 2,500 |
| | | | Supervisor training | 1 | 500 | 500 |
| | | | Other training | 1 | 1,250 | 1,250 |
| | | | Oregon executive development institute | 1 | 1,650 | 1,650 |
| 7,278 | 7,455 | 5,000 | 7590 Fuel - Vehicle & Equipment | 5,000 | 5,000 | 5,000 |
| 1,926 | 469 | 1,500 | 7630-05 Uniforms - Employee | 1,000 | 1,000 | 1,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS | | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------|------------------|---------------------------|---|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 2,066 | 3,101 | 3,000 | 7660 | Materials & Supplies | | | 4,000 | 4,000 | 4,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Cameras, batteries, CD's, DVD's, other supplies | 1 | 2,000 | 2,000 | | |
| | | | | Investigative funds (evidence processing, informants, etc) | 1 | 2,000 | 2,000 | | |
| 5,737 | 7,888 | 3,000 | 7720-14 | Repairs & Maintenance - Vehicles | | | 6,000 | 6,000 | 6,000 |
| 326 | 6,384 | 1,080 | 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 | | |
| 3,923 | 857 | 1,650 | 7800 | M & S Equipment | | | 1,100 | 1,100 | 1,100 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Weathertech floor liners | 1 | 800 | 800 | | |
| | | | | Audio recorders | 2 | 150 | 300 | | |
| 26,344 | 34,970 | 26,080 | TOTAL MATERIALS AND SERVICES | | | | 32,190 | 32,190 | 32,190 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | | |
| 7,973 | 0 | 0 | 8850 | Vehicles | | | 0 | 0 | 0 |
| 7,973 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | | 0 | 0 | 0 |
| 1,016,763 | 1,078,820 | 1,144,425 | TOTAL REQUIREMENTS | | | | 1,236,218 | 1,236,218 | 1,236,218 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 10,689 | 0 | 77,904 | 7000-05 Salaries & Wages - Regular Full Time Police Officer - Narcotics - 1.00 FTE | 83,667 | 83,667 | 83,667 |
| 1,878 | 0 | 9,991 | 7000-20 Salaries & Wages - Overtime | 6,989 | 6,989 | 6,989 |
| 0 | 0 | 450 | 7000-35 Salaries & Wages - Clothing Allowance Detective's \$450 annual clothing allowance. | 450 | 450 | 450 |
| 769 | 0 | 5,474 | 7300-05 Fringe Benefits - FICA - Social Security | 5,648 | 5,648 | 5,648 |
| 180 | 0 | 1,280 | 7300-06 Fringe Benefits - FICA - Medicare | 1,321 | 1,321 | 1,321 |
| 3,032 | 0 | 28,238 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 29,049 | 29,049 | 29,049 |
| 3,006 | 0 | 16,942 | 7300-20 Fringe Benefits - Medical Insurance | 17,580 | 17,580 | 17,580 |
| 0 | 0 | 450 | 7300-22 Fringe Benefits - VEBA Plan | 150 | 150 | 150 |
| 14 | 0 | 108 | 7300-25 Fringe Benefits - Life Insurance | 108 | 108 | 108 |
| 48 | 0 | 406 | 7300-30 Fringe Benefits - Long Term Disability | 416 | 416 | 416 |
| 528 | 0 | 3,929 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 3,671 | 3,671 | 3,671 |
| 4 | 0 | 29 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 25 | 25 | 25 |
| 20,148 | 0 | 145,201 | TOTAL PERSONNEL SERVICES | 149,074 | 149,074 | 149,074 |
| MATERIALS AND SERVICES | | | | | | |
| 41 | 0 | 1,000 | 7550 Travel & Education | 1,000 | 1,000 | 1,000 |
| 561 | 543 | 1,500 | 7590 Fuel - Vehicle & Equipment | 1,500 | 1,500 | 1,500 |
| 263 | 0 | 800 | 7620 Telecommunications | 800 | 800 | 800 |
| 0 | 0 | 200 | 7630-05 Uniforms - Employee | 200 | 200 | 200 |
| 5,000 | 5,000 | 5,000 | 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 |
| 5,865 | 5,543 | 9,850 | TOTAL MATERIALS AND SERVICES | 9,850 | 9,850 | 9,850 |
| 26,013 | 5,543 | 155,051 | TOTAL REQUIREMENTS | 158,924 | 158,924 | 158,924 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 50,645 | 53,948 | 105,000 | 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. | 52,000 | 52,000 | 52,000 |
| 0 | 0 | 0 | 5020-10 McMinnville School Dist #40 - SRO - Middle 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. | 50,000 | 50,000 | 50,000 |
| 50,645 | 53,948 | 105,000 | <u>TOTAL INTERGOVERNMENTAL</u> | 102,000 | 102,000 | 102,000 |
| 50,645 | 53,948 | 105,000 | TOTAL RESOURCES | 102,000 | 102,000 | 102,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| PERSONNEL SERVICES | | | | | | | | |
| 80,433 | 84,684 | 172,142 | 7000-05 | Salaries & Wages - Regular Full Time | | 162,777 | 162,777 | 162,777 |
| | | | | Police Officer - School Resource Officer - 2.00 FTE | | | | |
| 5,743 | 6,995 | 7,993 | 7000-20 | Salaries & Wages - Overtime | | 7,911 | 7,911 | 7,911 |
| 5,264 | 5,606 | 11,166 | 7300-05 | Fringe Benefits - FICA - Social Security | | 10,582 | 10,582 | 10,582 |
| 1,231 | 1,311 | 2,611 | 7300-06 | Fringe Benefits - FICA - Medicare | | 2,476 | 2,476 | 2,476 |
| 20,273 | 25,136 | 53,089 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | | 58,259 | 58,259 | 58,259 |
| 24,106 | 24,056 | 33,884 | 7300-20 | Fringe Benefits - Medical Insurance | | 35,160 | 35,160 | 35,160 |
| 0 | 225 | 900 | 7300-22 | Fringe Benefits - VEBA Plan | | 900 | 900 | 900 |
| 108 | 108 | 216 | 7300-25 | Fringe Benefits - Life Insurance | | 216 | 216 | 216 |
| 389 | 396 | 832 | 7300-30 | Fringe Benefits - Long Term Disability | | 822 | 822 | 822 |
| 3,184 | 3,315 | 8,051 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | | 6,912 | 6,912 | 6,912 |
| 29 | 27 | 60 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | | 50 | 50 | 50 |
| 140,760 | 151,860 | 290,944 | TOTAL PERSONNEL SERVICES | | | 286,065 | 286,065 | 286,065 |
| MATERIALS AND SERVICES | | | | | | | | |
| 651 | 1,467 | 2,200 | 7550 | Travel & Education | | 4,100 | 4,100 | 4,100 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Oregon school resource officer conference | 1 | 800 | 800 | |
| | | | | Basic school resource officer course | 2 | 600 | 1,200 | |
| | | | | Child abuse summit | 2 | 600 | 1,200 | |
| | | | | Oregon child forensic interview training (OCFIT) | 2 | 200 | 400 | |
| | | | | Other training | 1 | 500 | 500 | |
| 0 | 599 | 50 | 7660 | Materials & Supplies | | 1,800 | 1,800 | 1,800 |
| | | | | Miscellaneous youth services program materials and supplies. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Go bags for school resource officer gun safes | 6 | 300 | 1,800 | |
| 0 | 0 | 0 | 7800 | M & S Equipment | | 1,400 | 1,400 | 1,400 |
| | | | | Gun safes for each of the middle schools | | | | |
| 651 | 2,066 | 2,250 | TOTAL MATERIALS AND SERVICES | | | 7,300 | 7,300 | 7,300 |
| 141,410 | 153,926 | 293,194 | TOTAL REQUIREMENTS | | | 293,365 | 293,365 | 293,365 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 7,300 | 8,800 | 8,800 | 5380-02 Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility. | 7,800 | 7,800 | 7,800 |
| 7,300 | 8,800 | 8,800 | TOTAL CHARGES FOR SERVICES | 7,800 | 7,800 | 7,800 |
| 7,300 | 8,800 | 8,800 | TOTAL RESOURCES | 7,800 | 7,800 | 7,800 |

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :046 - INVESTIGATIONS AND SUPPORT
 Program :577 - IN-SERVICE

2020 PROPOSED BUDGET 2020 APPROVED BUDGET 2020 ADOPTED BUDGET

REQUIREMENTS

PERSONNEL SERVICES

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------|-------------|---------------------|---------------------------------|---|----------------------|----------------------|---------------------|
| 0 | 0 | 0 | 7000-15 | Salaries & Wages - Temporary | 0 | 0 | 0 |
| 0 | 0 | 0 | 7300-05 | Fringe Benefits - FICA - Social Security | 0 | 0 | 0 |
| 0 | 0 | 0 | 7300-06 | Fringe Benefits - FICA - Medicare | 0 | 0 | 0 |
| 0 | 0 | 0 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 0 | 0 | 0 |
| 0 | 0 | 0 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 0 | 0 | 0 |
| 0 | 0 | 0 | TOTAL PERSONNEL SERVICES | | 0 | 0 | 0 |

MATERIALS AND SERVICES

| | | | | | | | |
|-------|-------|-------|---------|---|--------------|-----------------|--------------|
| 75 | 45 | 0 | 7550 | Travel & Education Hazardous materials, first aid and other training materials | 0 | 0 | 0 |
| 2,513 | 1,785 | 1,600 | 7550-05 | Travel & Education - Defensive Tactics | 3,100 | 3,100 | 3,100 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Ultimate Training Munitions (UTM) training course | 1 | 500 | 500 |
| | | | | Instructor development course | 1 | 500 | 500 |
| | | | | Taser recertification course | 2 | 550 | 1,100 |
| | | | | Defensive tactics instructors course | 1 | 1,000 | 1,000 |
| 597 | 0 | 1,500 | 7550-10 | Travel & Education - Driving Training | 1,500 | 1,500 | 1,500 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Training costs (lunches) | 1 | 500 | 500 |
| | | | | Instructor development courses | 1 | 1,000 | 1,000 |
| 1,502 | 1,838 | 3,000 | 7550-20 | Travel & Education - Firearms Training | 4,000 | 4,000 | 4,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Firearms instructors course - new instructors | 2 | 1,000 | 2,000 |
| | | | | Firearms instructors course - current instructors | 1 | 2,000 | 2,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE | | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 29,259 | 29,313 | 31,680 | 7660 | Materials & Supplies | | | 31,000 | 31,000 | 31,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Training munitions and miscellaneous safety equipment | 1 | 2,000 | 2,000 | | |
| | | | | Sig Sauer 320 conversion kits for ultimate training munitions | 2 | 575 | 1,150 | | |
| | | | | Taser - repair work | 1 | 500 | 500 | | |
| | | | | Taser - miscellaneous supplies | 1 | 500 | 500 | | |
| | | | | Firearms ammunition - 223 training rounds | 1 | 1,480 | 1,480 | | |
| | | | | Firearms ammunition - 9mm training rounds | 1 | 15,200 | 15,200 | | |
| | | | | Firearms ammunition - 12 guage shotgun rounds | 1 | 1,025 | 1,025 | | |
| | | | | Firearms ammunition - replacement duty ammunition | 1 | 3,042 | 3,042 | | |
| | | | | Firearms ammunition - instructor ammunition | 1 | 2,500 | 2,500 | | |
| | | | | Firearms supplies and maintenance | 1 | 3,603 | 3,603 | | |
| 7,095 | 8,159 | 7,435 | 7720-18 | Repairs & Maintenance - Training Facility | | | 7,435 | 7,435 | 7,435 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Road maintenance | 1 | 2,800 | 2,800 | | |
| | | | | Tractor maintenance | 1 | 580 | 580 | | |
| | | | | Range construction | 1 | 1,575 | 1,575 | | |
| | | | | Supplies | 1 | 2,100 | 2,100 | | |
| | | | | Portable restroom rental | 1 | 380 | 380 | | |
| 5,686 | 4,188 | 5,800 | 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 | | |
| 46,727 | 45,328 | 51,015 | | TOTAL MATERIALS AND SERVICES | | | 52,835 | 52,835 | 52,835 |
| 46,727 | 45,328 | 51,015 | | TOTAL REQUIREMENTS | | | 52,835 | 52,835 | 52,835 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|---------------|----------------|----------------|---|----------------|----------------|----------------|
| 57,013 | 58,799 | 60,036 | 7000-05 Salaries & Wages - Regular Full Time Police Evidence and Property Technician - 1.00 FTE | 61,496 | 61,496 | 61,496 |
| 0 | 0 | 16,053 | 7000-10 Salaries & Wages - Regular Part Time Office Specialist I - 0.48 FTE | 17,106 | 17,106 | 17,106 |
| 880 | 653 | 999 | 7000-20 Salaries & Wages - Overtime | 1,990 | 1,990 | 1,990 |
| 3,511 | 3,608 | 4,794 | 7300-05 Fringe Benefits - FICA - Social Security | 4,997 | 4,997 | 4,997 |
| 821 | 844 | 1,122 | 7300-06 Fringe Benefits - FICA - Medicare | 1,169 | 1,169 | 1,169 |
| 11,186 | 13,460 | 19,378 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 23,544 | 23,544 | 23,544 |
| 24,106 | 24,056 | 16,942 | 7300-20 Fringe Benefits - Medical Insurance | 17,580 | 17,580 | 17,580 |
| 0 | 225 | 450 | 7300-22 Fringe Benefits - VEBA Plan | 450 | 450 | 450 |
| 108 | 108 | 108 | 7300-25 Fringe Benefits - Life Insurance | 108 | 108 | 108 |
| 309 | 315 | 324 | 7300-30 Fringe Benefits - Long Term Disability | 330 | 330 | 330 |
| 177 | 181 | 328 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 183 | 183 | 183 |
| 28 | 25 | 43 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 37 | 37 | 37 |
| 98,139 | 102,274 | 120,577 | TOTAL PERSONNEL SERVICES | 128,990 | 128,990 | 128,990 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|--------------|-----------------|--------------|
| 69 | 225 | 400 | 7550 Travel & Education | 900 | 900 | 900 |
| 369 | 366 | 400 | 7590 Fuel - Vehicle & Equipment | 400 | 400 | 400 |
| 631 | 381 | 300 | 7630-05 Uniforms - Employee Uniforms for Evidence Technician and Office Specialist assigned to evidence. | 1,100 | 1,100 | 1,100 |
| 4,478 | 5,454 | 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, postage labels and packaging | 1 | 4,000 | 4,000 |
| 58 | 43 | 350 | 7720-14 Repairs & Maintenance - Vehicles | 350 | 350 | 350 |
| 0 | 0 | 250 | 7790 Maintenance & Rental Contracts Evidence storage building alarm contract | 250 | 250 | 250 |
| 0 | 0 | 0 | 7800 M & S Equipment | 600 | 600 | 600 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | New evidence camera, lenses and associated equipment | 1 | 600 | 600 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 5,604 | 6,469 | 5,700 | TOTAL MATERIALS AND SERVICES | 7,600 | 7,600 | 7,600 |
| 103,744 | 108,743 | 126,277 | TOTAL REQUIREMENTS | 136,590 | 136,590 | 136,590 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | | Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|-------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | | |
| 1,550 | 1,550 | 2,000 | 7550 | Travel & Education | 2,000 | 2,000 | 2,000 |
| 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 | | TOTAL REQUIREMENTS | 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

2019 – 2020 Proposed Budget --- Budget Summary

The operations of the McMinnville Municipal Court directly support the City’s mission of delivering high quality service for a prosperous, safe and livable community. We strive to embrace the City’s values in all that we do as responsible stewards of public assets and resources. We take pride in being compassionate and welcoming to all that interact with the court, as we proactively work to reduce barriers to access and participation in the court’s programs and services.

The work of the court also supports many of the City’s strategic priorities, as we endeavor to not only to contribute the community’s overall feeling of safety in McMinnville, but also support the public’s overall confidence in the City’s government.



Strengthening the City’s ability to prioritize and deliver municipal services with discipline and focus

The Court works closely with several local and regional partners to enhance our capacity to provide quality services that achieve the court’s goals. Active partners include: the local defense bar; Yamhill County District Attorney’s Office, Community Corrections, Jail, Mental Health Department and Veteran’s Services; Oregon DMV; Legacy Emmanuel Hospital’s High Risk Driver Course; U of O BUSTED Class; Theft Talk and U-Turn 180 Class providers; Provoking Hope; Henderson House, and YOOP (Willamette Workforce Partnership).

The court is undertaking an update of its electronic management systems to improve our operational efficiencies. The initial phase of the project will be completed by the start of the fiscal year, which will allow us to make additional improvements to our cash receipting systems as well as to facilitate the collection of payments online for the convenience of court participants.



Proactively plan for and responsively maintain a safe and resilient community

The work of the court provides a level of enforcement and accountability for lower level criminal offenses and violations that can have a very direct and negative impact on the quality of life in our community. We strive to not only hold people accountable for anti-social behaviors, but to also provide alternative treatment opportunities to help participants get back on the right track.



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

The Court works proactively with participants to identify and remove barriers to participation in the court’s programs, including access to court appointed defense attorneys at reduced or no cost, and access to free language translation services for all documents and court proceedings. The court also provides assistance to crime victims to ensure their access to justice, and freedom from discrimination or harassment.

2018 Statistics

| |
|--|
| ❖ 705 Misdemeanor and 2297 traffic citations referred to court. |
| ❖ Court-appointed defense attorneys were assigned 116 times to represent indigent defendants in 184 cases. |
| ❖ 54 people participated in deferred sentences (alternative treatment). |
| ❖ 34 DUII convictions and 45 DUII diversions were ordered. |
| ❖ 85 defendants were ordered to pay restitution to crime victims. |
| ❖ 377 citizens were able to obtain their driver’s license through the court’s alternative reinstatement program. |
| ❖ 8 juveniles assigned to the alternative under-age substance abuse class. |
| ❖ 410 people participated in the online driving refresher course. |
| ❖ 333 people used the court’s “Fix It” Ticket programs. |

General Fund – Municipal Court

2019 – 2020 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2017-18 | 2018-19 | 2019-20 | Budget Variance |
|---------------------------|----------------|-------------------|--------------------|--------------------|
| | Actual | Amended Budget | Proposed Budget | |
| Revenue | 611,686 | 530,950 | 575,400 | 44,450 |
| Personnel Services | 420,684 | 447,057 | 507,202 | 60,145 |
| Materials & Services | 68,227 | 92,598 | 93,471 | 873 |
| Capital Outlay | - | - | 1,079 | 1,079 |
| Total Expenditures | 488,911 | 539,655 | 601,752 | 62,097 |
| Net Expenditures | 122,775 | (8,705) | (26,352) | 17,647 |

Full-Time Equivalents (FTE)

| | 2018-19 | | 2019-20 |
|----------------------------|-------------|-------------|-------------|
| | Adopted | Change | Proposed |
| | Budget | | Budget |
| FTE Adopted Budget | 4.52 | | |
| City Attorney | | 0.05 | |
| Deputy City Attorney | | 0.10 | |
| FTE Proposed Budget | | 0.15 | 4.67 |



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

2019-2020 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | | | <u>Detailed Summary</u> | |
|---|------------------|--------------|---------------|-------------------------|---------------|
| <u>Fund</u> | <u>Number of</u> | | <u>Total</u> | <u>Page</u> | <u>Amount</u> |
| <u>Department</u> | <u>Employees</u> | <u>Range</u> | <u>Salary</u> | | |
| <u>City Attorney</u> | 1 | 365 | 139,580 | | |
| General Fund | | | | | |
| Administration | | | | | |
| Legal (0.80 FTE) | | | | 11 | 111,664 |
| Human Resources (0.05 FTE) | | | | 15 | 6,979 |
| Municipal Court | | | | | |
| Court (0.15 FTE) | | | | 65 | 20,937 |
| <u>Deputy City Attorney</u> | 1 | 350 | 96,795 | | |
| General Fund | | | | | |
| Administration | | | | | |
| Legal (0.40 FTE) | | | | 11 | 38,718 |
| Municipal Court | | | | | |
| Court (0.60 FTE) | | | | 65 | 58,077 |
| <u>Administrative Specialist II / Court Clerk II</u> | 1 | 324 | 50,750 | | |
| General Fund | | | | | |
| Administration | | | | | |
| Legal (0.50 FTE) | | | | 11 | 25,375 |
| Municipal Court | | | | | |
| Court (0.30 FTE) | | | | 65 | 15,225 |
| Parking Tickets (0.20 FTE) | | | | 69 | 10,150 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| FINES AND FORFEITURES | | | | | | |
| 500,666 | 577,291 | 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. | 550,000 | 550,000 | 550,000 |
| 1,494 | 835 | 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. | 400 | 400 | 400 |
| 5,842 | 5,410 | 4,500 | 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 |
| 508,002 | 583,536 | 505,000 | TOTAL FINES AND FORFEITURES | 554,900 | 554,900 | 554,900 |
| MISCELLANEOUS | | | | | | |
| 965 | 706 | 950 | 6600-93 Other Income - Municipal Court | 500 | 500 | 500 |
| 965 | 706 | 950 | TOTAL MISCELLANEOUS | 500 | 500 | 500 |
| 508,967 | 584,242 | 505,950 | TOTAL RESOURCES | 555,400 | 555,400 | 555,400 |

Budget Document Report

01 - GENERAL FUND

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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | |
|---------------------------|----------------|---------------------------|---------------------------------|--|----------------------------|---------------------------|----------------|
| REQUIREMENTS | | | | | | | |
| PERSONNEL SERVICES | | | | | | | |
| 386 | 367 | 0 | 7000 | Salaries & Wages | 0 | 0 | 0 |
| 161,968 | 218,313 | 233,707 | 7000-05 | Salaries & Wages - Regular Full Time City Attorney - 0.15 FTE Deputy City Attorney - 0.60 FTE Senior Court Clerk - 2.00 FTE Court Clerk II - 1.30 FTE | 258,849 | 258,849 | 258,849 |
| 77,236 | 46,051 | 42,679 | 7000-10 | Salaries & Wages - Regular Part Time Judge - 0.20 FTE Municipal Court - Interpreter - 0.05 FTE | 49,910 | 49,910 | 49,910 |
| 7,526 | 8,608 | 8,800 | 7000-15 | Salaries & Wages - Temporary Extra Help - Municipal Court Security - 0.17 FTE | 8,800 | 8,800 | 8,800 |
| 18 | 48 | 200 | 7000-20 | Salaries & Wages - Overtime | 182 | 182 | 182 |
| 0 | 550 | 600 | 7000-37 | Salaries & Wages - Medical Opt Out Incentive | 720 | 720 | 720 |
| 283 | 202 | 0 | 7300 | Fringe Benefits | 0 | 0 | 0 |
| 14,642 | 16,282 | 17,684 | 7300-05 | Fringe Benefits - FICA - Social Security | 19,682 | 19,682 | 19,682 |
| 3,425 | 3,808 | 4,148 | 7300-06 | Fringe Benefits - FICA - Medicare | 4,619 | 4,619 | 4,619 |
| 36,189 | 57,645 | 62,993 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 81,041 | 81,041 | 81,041 |
| 50,207 | 45,161 | 51,244 | 7300-20 | Fringe Benefits - Medical Insurance | 56,842 | 56,842 | 56,842 |
| 4,830 | 8,600 | 8,600 | 7300-22 | Fringe Benefits - VEBA Plan | 8,750 | 8,750 | 8,750 |
| 369 | 417 | 420 | 7300-25 | Fringe Benefits - Life Insurance | 436 | 436 | 436 |
| 914 | 1,201 | 1,268 | 7300-30 | Fringe Benefits - Long Term Disability | 1,412 | 1,412 | 1,412 |
| 364 | 404 | 484 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 440 | 440 | 440 |
| 113 | 111 | 126 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 112 | 112 | 112 |
| 358,468 | 407,767 | 432,953 | TOTAL PERSONNEL SERVICES | | 491,795 | 491,795 | 491,795 |

MATERIALS AND SERVICES

| | | | | | | | |
|-------|--------|-------|-------------|--|-------|-------|-------|
| 8,865 | 10,086 | 9,000 | 7500 | Credit Card Fees Credit card fees for Municipal Court collections. | 9,500 | 9,500 | 9,500 |
| 3,062 | 1,660 | 5,000 | 7520 | Public Notices & Printing | 5,000 | 5,000 | 5,000 |
| 138 | 380 | 400 | 7540 | Employee Events Costs shared city-wide for employee training, materials, and events. | 500 | 500 | 500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 3,769 | 2,480 | 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. | | | | |
| 2,000 | 2,900 | 3,200 | 7610-05 | Insurance - Liability | | 3,300 | 3,300 | 3,300 |
| 5,822 | 5,739 | 6,500 | 7620 | Telecommunications | | 6,500 | 6,500 | 6,500 |
| 2,107 | 746 | 1,700 | 7630 | Uniforms | | 1,700 | 1,700 | 1,700 |
| 4,051 | 7,354 | 7,500 | 7660-05 | Materials & Supplies - Office Supplies | | 7,500 | 7,500 | 7,500 |
| 2,829 | 3,353 | 5,000 | 7660-15 | Materials & Supplies - Postage | | 5,000 | 5,000 | 5,000 |
| 1,048 | 828 | 655 | 7750 | Professional Services | | 860 | 860 | 860 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Section 125 administration fee | 1 | 160 | 160 | |
| | | | | Audit fee allocation | 1 | 700 | 700 | |
| 500 | 1,781 | 1,000 | 7750-12 | Professional Services - Contract Judge | | 1,000 | 1,000 | 1,000 |
| | | | | Back-up Judge if necessary to cover Judge's absences. | | | | |
| 27,068 | 13,191 | 20,000 | 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. | | | | |
| 0 | 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. | | | | |
| 1,494 | 835 | 500 | 7750-22 | Professional Services - Peer Court Assessment | | 400 | 400 | 400 |
| | | | | Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program. | | | | |
| 1,195 | 1,252 | 3,600 | 7800 | M & S Equipment | | 3,600 | 3,600 | 3,600 |
| 6,612 | 6,372 | 8,533 | 7840 | M & S Computer Charges | | 9,701 | 9,701 | 9,701 |
| | | | | I.S. Fund materials & supplies costs shared city-wide | | | | |
| 6,531 | 8,165 | 12,400 | 7840-25 | M & S Computer Charges - Municipal Court | | 11,300 | 11,300 | 11,300 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Replacement workstations | 2 | 1,500 | 3,000 | |
| | | | | E-ticketing maintenance-33% shared with Police | 1 | 4,300 | 4,300 | |
| | | | | Caselle maintenance | 1 | 3,500 | 3,500 | |
| | | | | E-ticketing import | 1 | 500 | 500 | |
| 905 | 1,046 | 2,000 | 8050 | Trial Expense | | 2,000 | 2,000 | 2,000 |
| | | | | Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials. | | | | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|---|----------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 78,057 | 68,227 | 92,588 | TOTAL MATERIALS AND SERVICES | | | 93,461 | 93,461 | 93,461 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 1,676 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 1,079 | 1,079 | 1,079 |
| I.S. Fund capital outlay costs shared city-wide | | | | | | | | |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Phone System Replacement Phase II | 1 | 1,079 | 1,079 | | |
| 1,676 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 1,079 | 1,079 | 1,079 |
| 438,201 | 475,994 | 525,541 | TOTAL REQUIREMENTS | | | 586,335 | 586,335 | 586,335 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| FINES AND FORFEITURES | | | | | | |
| 25,037 | 27,445 | 25,000 | 6130 Parking Tickets Downtown Parking Patrol and Police Officer parking citations revenue. | 20,000 | 20,000 | 20,000 |
| 25,037 | 27,445 | 25,000 | TOTAL FINES AND FORFEITURES | 20,000 | 20,000 | 20,000 |
| 25,037 | 27,445 | 25,000 | TOTAL RESOURCES | 20,000 | 20,000 | 20,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| PERSONNEL SERVICES | | | | | | | | |
| 3,344 | 8,840 | 9,547 | 7000-05 | Salaries & Wages - Regular Full Time | | 10,150 | 10,150 | 10,150 |
| | | | | Court Clerk II - 0.20 FTE | | | | |
| 3,901 | 0 | 0 | 7000-10 | Salaries & Wages - Regular Part Time | | 0 | 0 | 0 |
| 0 | 0 | 0 | 7000-20 | Salaries & Wages - Overtime | | 18 | 18 | 18 |
| 420 | 485 | 592 | 7300-05 | Fringe Benefits - FICA - Social Security | | 631 | 631 | 631 |
| 98 | 113 | 138 | 7300-06 | Fringe Benefits - FICA - Medicare | | 147 | 147 | 147 |
| 1,403 | 2,000 | 2,196 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | | 2,731 | 2,731 | 2,731 |
| 1,168 | 1,174 | 1,318 | 7300-20 | Fringe Benefits - Medical Insurance | | 1,436 | 1,436 | 1,436 |
| 120 | 200 | 200 | 7300-22 | Fringe Benefits - VEBA Plan | | 200 | 200 | 200 |
| 22 | 22 | 22 | 7300-25 | Fringe Benefits - Life Insurance | | 22 | 22 | 22 |
| 40 | 49 | 52 | 7300-30 | Fringe Benefits - Long Term Disability | | 56 | 56 | 56 |
| 24 | 29 | 33 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | | 11 | 11 | 11 |
| 6 | 5 | 6 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | | 5 | 5 | 5 |
| 10,546 | 12,917 | 14,104 | TOTAL PERSONNEL SERVICES | | | 15,407 | 15,407 | 15,407 |
| MATERIALS AND SERVICES | | | | | | | | |
| 1 | 0 | 10 | 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 | |
| 1 | 0 | 10 | TOTAL MATERIALS AND SERVICES | | | 10 | 10 | 10 |
| 10,547 | 12,917 | 14,114 | TOTAL REQUIREMENTS | | | 15,417 | 15,417 | 15,417 |



FIRE DEPARTMENT



Organization Set – Sections

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

Organization Set #

01-15-070
01-15-073



Budget Highlights

- Consolidation and Partnerships continue to be the theme with regards to the Fire Department. The recently adopted Strategic Plan for the City has identified “strengthening the City’s ability to prioritize and deliver municipal services with discipline and focus” under City Government Capacity.
- This year we are moving into an (IGA) intergovernmental agreement with Amity Fire District that will allow the two departments to fund a new Training Officer while the City provides for Administration and Training for the Amity Fire District. This IGA directly applies to the objective of developing and fostering local and regional partnerships.
- The department completed a seismic survey to determine the risk to the Fire Department and a cost associated with an upgrade to address the deficiencies. The analysis indicated that it would take \$4.7 million dollars to bring the department up to code. It also identified that the brick façade and the bell tower would more than likely collapse in addition to structural damage making the facility unusable. This seismic cost combined with the facilities assessment figure of \$3.2 million over 30 years combine to create an almost \$8 million project for the fire station just to keep the existing facility at status quo. Given the need for additional substations we will need to work on a station needs assessment for the Fire Department as part of a larger facility discussion.
- The City of Lafayette has successfully passed their bond for a new Fire Station. An IGA has been drafted to partner with Lafayette providing for co-staffing a station in Lafayette with McMinnville firefighters. This partnership would reduce 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 and creating a new District. These conversations are key to moving to a consolidated

service for the county. Creating a larger district would potentially provide an opportunity for a sustainable funding source for emergency services. Funding is allocated this year for a feasibility study for the formation of a larger district.

- This year we have budgeted for the return of Fire Prevention education to the McMinnville School District. This is in direct response to the need for Youth Outreach and education required to build a community culture of safety.
- We will be working with County Emergency Management on a grant funded Hazard Mitigation Plan for the City as part of our efforts that will contribute to a safe and resilient community.
- High turnover continues to be a challenge for our organization. The materials and service costs have been increased to accommodate for new hire employees and the purchase of their safety equipment and uniforms.

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

2019 – 2020 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 | 2016 | 2017 | 2018 | Percentage of Calls |
|--------------|-----------------------|-------------|-------------|-------------|---------------------|
| FIRE | Structural | 80 | 82 | 51 | |
| | Brush/ Wildland | 18 | 18 | 55 | |
| | Vehicle | 21 | 25 | 13 | |
| | Other | 747 | 854 | 926 | |
| | Fire Sub-Total | 866 | 979 | 1045 | 13.5% |
| EMS | All EMS Calls | 6838 | 7059 | 6694 | 86.5 % |
| Total | | 7704 | 8038 | 7739 | 100% |

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 644,690 | 1,064,251 | 931,052 | (133,199) |
| Personnel Services | 2,474,450 | 2,770,942 | 3,062,459 | 291,517 |
| Materials & Services | 559,787 | 760,832 | 728,632 | (32,200) |
| Capital Outlay | - | 155,500 | 133,103 | (22,397) |
| Debt Service | 115,291 | 115,292 | 115,293 | 1 |
| Total Expenditures | 3,149,529 | 3,802,566 | 4,039,487 | 236,921 |
| Net Expenditures | (2,504,839) | (2,738,315) | (3,108,435) | 370,120 |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|-------------------------------|------------------------------|-------------|-------------------------------|
| FTE Adopted Budget | 16.88 | | |
| Operations Chief | | | 0.35 |
| Training Division Chief | | | 0.50 |
| Firefighter / Paramedic - PT+ | | | 0.28 |
| Firefighter / EMT - PT+ | | | (0.28) |
| Support Services Technician | | | 0.50 |
| Extra Help - Fire | | | 0.22 |
| Extra Help - Clerical | | | (0.07) |
| FTE Proposed Budget | | 1.50 | 18.38 |



General Fund – Fire

Historical Highlights

- | | | |
|--|--|--|
| <p>1874 A group of McMinnville businessmen start the McMinnville Fire Department, known at that time as the Star Hose Company #1.</p> <p>1916 McMinnville Fire Department hires first paid Fire Chief.</p> <p>1916 McMinnville purchases their first motorized fire engine, a 1916 Laverne.</p> <p>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.</p> <p>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.</p> | <p>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.</p> <p>1967 McMinnville Fire Department hires first paid Fire Marshall.</p> <p>1974 McMinnville Fire Department celebrates 100-year anniversary. The completely restored 1924 American LaFrance Fire engine makes re-debut in April at the celebration.</p> <p>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.</p> <p>1988 The new fire station opens at 1st& Baker in April.</p> <p>1994 McMinnville Fire Department Length of Service Awards Program (LOSAP) implemented to reward volunteer fire fighters for their service.</p> | <p>1994 City adds fire inspector position.</p> <p>1996 Fire Department Cost of Service Study completed and designates fire portion of operations at 35% and ambulance at 65% of operations.</p> <p>1996 New College Intern Program implemented taking the place of Sleeper Program.</p> <p>2000 Fire Training Tower constructed on City land next to the Water Reclamation Facility.</p> <p>2003 Fire and Police Departments begin implementing new 450 MHz voice radio system, financed with a \$1,300,000 full faith and credit obligation.</p> <p>2004 New fire engine purchased from H & W Emergency Equipment in Hillsboro. Purchase replaced Engine 13, a 1967 Ford.</p> |
|--|--|--|

General Fund – Fire

Historical Highlights

- | | | | | | |
|-------------|--|-------------|---|-------------|---|
| 2005 | New strategic plan was developed with the help from BOLA Consultants. The 2005 – 2007 plans were approved by the City Council. | 2010 | Budget challenges and lack of sleeping quarters force the elimination of the student program at the Fire Department. | 2017 | Prevention Division is realigned to improve code enforcement and inspection services to the Citizens. Emergency Management responsibilities move to a Battalion Chief. |
| 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. | 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. | 2018 | Focus will be on station repairs to address firefighter safety including station alerting and sleep deprivation issues. |
| 2009 | City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS responses. | 2012 | Budget challenges force the elimination of the Fire Marshal position. | 2019 | Department Hires Support Services Technician to improve consolidate purchasing, contract management, and administrative responsibilities reducing work load on shift personnel. |
| 2009 | Established 20% response requirements for volunteers. Result is improved response time for fire response vehicles to major incidents. | 2014 | Council authorizes purchase of fire apparatus, including a new aerial truck, engine, and water tender. | 2019 | Entered into a contract for Administrative and Training service with the Amity Fire District. Contract improves both organizations by consolidating and partnering. |
| 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 | 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. | | |

General Fund - Fire

2019-2020 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | | | <u>Detailed Summary</u> | |
|--|--------------------------------------|--------------|-------------------------------|-------------------------|---------------|
| <u>Fund</u> <u>Department</u> | <u>Number of</u> <u>Employees</u> | <u>Range</u> | <u>Total</u> <u>Salary</u> | <u>Page</u> | <u>Amount</u> |
| <u>Fire Chief</u> | 1 | 364 | 137,062 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.75 FTE) | | | | 72 | 102,796 |
| Ambulance Fund (0.25 FTE) | | | | 230 | 34,266 |
| <u>Operations Chief</u> | 1 | 358 | 92,004 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.35 FTE) | | | | 72 | 32,201 |
| Ambulance Fund (0.65 FTE) | | | | 230 | 59,803 |
| <u>Training Division Chief</u> | 1 | 352 | 101,278 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.50 FTE) | | | | 72 | 50,639 |
| Ambulance Fund (0.50 FTE) | | | | 230 | 50,639 |
| <u>Fire Battalion Chief</u> | 3 | 245 | 332,486 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (1.05 FTE) | | | | 72 | 116,370 |
| Ambulance Fund (1.95 FTE) | | | | 230 | 216,116 |
| <u>Fire Lieutenant</u> | 3 | 235 | 287,284 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (1.05 FTE) | | | | 72 | 100,549 |
| Ambulance Fund (1.95 FTE) | | | | 230 | 186,735 |

| <u>Position Description</u> | | | | <u>Detailed Summary</u> | |
|--|-------------------------------------|--------------|-------------------------------|-------------------------|---------------|
| <u>Fund</u> <u>Department</u> | <u>Number of</u> <u>Employee</u> | <u>Range</u> | <u>Total</u> <u>Salary</u> | <u>Page</u> | <u>Amount</u> |
| <u>Fire Engineer</u> | 3 | 230 | 277,299 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (1.05 FTE) | | | | 72 | 97,055 |
| Ambulance Fund (1.95 FTE) | | | | 230 | 180,244 |
| <u>Firefighter</u> | 25 | 220 | 1,969,235 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (8.75 FTE) | | | | 72 | 689,232 |
| Ambulance Fund (16.25 FTE) | | | | 230 | 1,280,003 |
| <u>Firefighter / Paramedic</u> | 2 | 220 | 112,591 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.56 FTE) | | | | 72 | 39,407 |
| Ambulance Fund (1.04 FTE) | | | | 230 | 73,184 |
| <u>Office Manager</u> | 1 | 332 | 62,695 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.75 FTE) | | | | 72 | 47,021 |
| Ambulance Fund (0.25 FTE) | | | | 230 | 15,674 |
| <u>Administrative Specialist II</u> | 1 | 324 | 50,547 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.25 FTE) | | | | 72 | 12,637 |
| Ambulance Fund (0.75 FTE) | | | | 230 | 37,910 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| LICENSES AND PERMITS | | | | | | |
| 0 | 0 | 77,000 | 4213-15 Specialty Business License - Care Homes Proposed 2019-2020 Budget includes revenue from specialty business licensing of adult care homes | 100,000 | 200,000 | 200,000 |
| 4,520 | 7,850 | 4,500 | 4490 Licenses & Permits - Misc Permit/License/non-violation fees request for public records per Fire Department fee schedule | 6,000 | 6,000 | 6,000 |
| 4,520 | 7,850 | 81,500 | TOTAL LICENSES AND PERMITS | 106,000 | 206,000 | 206,000 |
| INTERGOVERNMENTAL | | | | | | |
| 16,759 | 0 | 0 | 4545-10 Federal FEMA Grant - CERT Enhancement Project | 0 | 0 | 0 |
| 0 | 0 | 322,705 | 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. | 171,144 | 171,144 | 171,144 |
| 0 | 123,598 | 115,562 | 4840-05 OR Conflagration Reimbursement - Personnel Personnel Reimbursement due to conflagration deployment this last year. | 5,000 | 5,000 | 5,000 |
| 0 | 113,109 | 78,483 | 4840-10 OR Conflagration Reimbursement - Equipment Reimbursement for vehicles deployed to conflagrations this last year. | 5,000 | 5,000 | 5,000 |
| 137,568 | 0 | 0 | 5030 McMinnville Rural Fire District McMinnville Rural Fire Protection District contributing 50% towards the purchase of a new Brush Rig | 65,000 | 65,000 | 65,000 |
| 347,316 | 364,681 | 375,619 | 5030-05 McMinnville Rural Fire District - Contract Fire Protection McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2019-2020 proposed budget assumes 3% increase in contract. | 386,886 | 386,886 | 386,886 |
| 0 | 0 | 0 | 5035-05 Amity Fire District - Paramedic Ambulance | 0 | 0 | 0 |
| 0 | 0 | 0 | 5035-10 Amity Fire District - Admin/Training Svcs Contract Combined Administrative /Training Agreement with Ambulance agreement | 91,000 | 91,000 | 91,000 |
| 501,643 | 601,388 | 892,369 | TOTAL INTERGOVERNMENTAL | 724,030 | 724,030 | 724,030 |
| CHARGES FOR SERVICES | | | | | | |
| 2,339 | 2,852 | 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 | 27,000 | 5400 Property Rentals Verizon lease of cell tower on Fire Department property | 27,000 | 27,000 | 27,000 |
| 0 | 0 | 35,000 | 5705 Care Home Charges | 0 | 0 | 0 |
| 2,339 | 2,852 | 64,000 | TOTAL CHARGES FOR SERVICES | 29,000 | 29,000 | 29,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <u>FINES AND FORFEITURES</u> | | | | | | |
| 1,800 | 450 | 300 | 6115 Code Enforcement Code enforcement fees per Fire Department fee schedule. | 1,000 | 1,000 | 1,000 |
| 1,800 | 450 | 300 | <u>TOTAL FINES AND FORFEITURES</u> | 1,000 | 1,000 | 1,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 18,472 | 19,696 | 18,680 | 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. | 17,370 | 17,370 | 17,370 |
| 2,426 | 10,765 | 1,000 | 6410 Donations - Fire Donations received to help support the Fire Department. | 1,000 | 1,000 | 1,000 |
| 10,945 | 1,303 | 33,750 | 6600 Other Income | 45,000 | 45,000 | 45,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Placeholder for contract with Carlton - split 50/50 with Amb | 1 | 12,500 | 12,500 |
| | | | Placeholder for contract with Lafayette - split 50/50 with Amb | 1 | 12,500 | 12,500 |
| | | | Placeholder for contribution for District consultant | 1 | 20,000 | 20,000 |
| 1,998 | 538 | 0 | 6600-05 Other Income - Workers' Comp Reimbursement | 0 | 0 | 0 |
| 8,054 | -152 | 7,652 | 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 |
| 41,895 | 32,150 | 61,082 | <u>TOTAL MISCELLANEOUS</u> | 71,022 | 71,022 | 71,022 |
| 552,196 | 644,690 | 1,099,251 | <u>TOTAL RESOURCES</u> | 931,052 | 1,031,052 | 1,031,052 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|---------|-----------|-----------|--|-----------|-----------|-----------|
| 1,313 | 3,368 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 981,159 | 1,018,755 | 1,152,159 | 7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.75 FTE Operations Chief - 0.35 FTE Training Division Chief - 0.50 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 Technician - 1.00 FTE Administrative Specialist II - 0.25 FTE | 1,304,699 | 1,304,699 | 1,304,699 |
| 35,221 | 41,733 | 33,152 | 7000-10 Salaries & Wages - Regular Part Time Firefighter / Paramedic - 0.56 FTE | 35,240 | 35,240 | 35,240 |
| 0 | 7,536 | 5,000 | 7000-15 Salaries & Wages - Temporary Extra Help - Fire - 0.32 FTE | 10,000 | 10,000 | 10,000 |
| 24,175 | 27,685 | 35,000 | 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. | 45,000 | 45,000 | 45,000 |
| 133,864 | 217,734 | 242,682 | 7000-20 Salaries & Wages - Overtime | 161,202 | 161,202 | 161,202 |
| 0 | 343 | 300 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 0 | 0 | 0 |
| 1,233 | 835 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 70,581 | 78,772 | 89,019 | 7300-05 Fringe Benefits - FICA - Social Security | 96,294 | 96,294 | 96,294 |
| 16,610 | 18,624 | 19,710 | 7300-06 Fringe Benefits - FICA - Medicare | 22,565 | 22,565 | 22,565 |
| 269,330 | 341,822 | 399,442 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 502,689 | 502,689 | 502,689 |
| 172,287 | 178,828 | 213,143 | 7300-20 Fringe Benefits - Medical Insurance | 275,628 | 275,628 | 275,628 |
| 41,244 | 43,894 | 48,825 | 7300-22 Fringe Benefits - VEBA Plan | 56,250 | 56,250 | 56,250 |
| 1,613 | 1,454 | 1,582 | 7300-25 Fringe Benefits - Life Insurance | 1,754 | 1,754 | 1,754 |
| 5,102 | 5,352 | 6,046 | 7300-30 Fringe Benefits - Long Term Disability | 6,816 | 6,816 | 6,816 |
| 36,790 | 39,436 | 52,495 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 53,495 | 53,495 | 53,495 |
| 515 | 525 | 563 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 527 | 527 | 527 |
| 2,794 | 214 | 1,002 | 7300-40 Fringe Benefits - Unemployment | 999 | 999 | 999 |
| 1,865 | 2,269 | 2,500 | 7400-05 Fringe Benefits - Volunteers - Life Insurance | 3,000 | 3,000 | 3,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------|------------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|
| 13,085 | 14,171 | 14,000 | 7400-10 | Fringe Benefits - Volunteers - Workers' Compensation Insurance | 13,999 | 13,999 | 13,999 |
| 19,200 | 86,451 | 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 |
| 6,101 | 7,284 | 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. | 8,000 | 8,000 | 8,000 |
| 7,475 | 7,475 | 8,000 | 7400-25 | Fringe Benefits - Volunteers - Volunteer Accident Insurance | 7,500 | 7,500 | 7,500 |
| 1,841,556 | 2,144,559 | 2,422,120 | TOTAL PERSONNEL SERVICES | | 2,695,657 | 2,695,657 | 2,695,657 |

MATERIALS AND SERVICES

| | | | | | | | |
|--------|--------|--------|----------------|---|--------------|-----------------|--------------|
| 0 | 0 | 500 | 7530 | Training | 500 | 500 | 500 |
| 756 | 1,320 | 1,200 | 7540 | Employee Events Costs shared city-wide for employee training, materials, and events. | 1,700 | 1,700 | 1,700 |
| 16,243 | 19,502 | 27,000 | 7550 | Travel & Education Cost increases due to new hire training requirements | 36,000 | 36,000 | 36,000 |
| | | | | <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 | 4 | 1,000 | 4,000 |
| | | | | Incident Management Classes | 6 | 1,000 | 6,000 |
| | | | | National Fire Academy | 3 | 500 | 1,500 |
| | | | | Recruit Training | 3 | 1,000 | 3,000 |
| | | | | Supervisors Training | 6 | 1,000 | 6,000 |
| | | | | Records Management Training | 2 | 2,500 | 5,000 |
| 17,885 | 28,665 | 25,000 | 7590 | Fuel - Vehicle & Equipment | 30,000 | 30,000 | 30,000 |
| 17,592 | 16,885 | 19,000 | 7600 | Electric & Natural Gas | 16,000 | 16,000 | 16,000 |
| 17,400 | 21,500 | 22,200 | 7610-05 | Insurance - Liability | 23,000 | 23,000 | 23,000 |
| 30,000 | 30,400 | 28,300 | 7610-10 | Insurance - Property | 27,300 | 27,300 | 27,300 |
| 21,829 | 22,738 | 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 |
| 8,910 | 9,404 | 15,000 | 7630-05 | Uniforms - Employee Career, part-time, and volunteer fire uniforms increase due to number of new employees and volunteers. | 14,000 | 14,000 | 14,000 |
| 24,533 | 40,134 | 57,000 | 7630-15 | Uniforms - Protective Clothing 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. | 50,000 | 50,000 | 50,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|
| 5,766 | 6,715 | 7,500 | 7650 | Janitorial Three days per week janitorial services and supplies - 25% shared with Ambulance Fund. | 8,554 | 8,554 | 8,554 |
| 16,102 | 21,420 | 22,000 | 7660 | Materials & Supplies Supplies for fire operations, fire prevention, administration. | 25,000 | 25,000 | 25,000 |
| 2,426 | 10,765 | 1,000 | 7680 | Materials & Supplies - Donations | 1,000 | 1,000 | 1,000 |
| 1,848 | 2,463 | 3,000 | 7700 | Hazardous Materials | 3,000 | 3,000 | 3,000 |
| 0 | 0 | 0 | 7710 | Materials & Supplies - Grants | 0 | 0 | 0 |
| 5,291 | 5,310 | 6,000 | 7720 | Repairs & Maintenance | 6,000 | 6,000 | 6,000 |
| 7,203 | 10,683 | 7,000 | 7720-06 | Repairs & Maintenance - Equipment | 7,000 | 7,000 | 7,000 |
| 22,744 | 26,524 | 35,000 | 7720-08 | Repairs & Maintenance - Building Repairs | 41,250 | 41,250 | 41,250 |
| 72,788 | 71,383 | 133,483 | 7720-14 | Repairs & Maintenance - Vehicles Account used for Fleet maintenance both PM and unscheduled maintenance. | 55,000 | 55,000 | 55,000 |
| 3,572 | 7,019 | 5,000 | 7720-16 | Repairs & Maintenance - Radio & Pagers Increase represents amount needed to reprogram 3 of our 800mhz radios to be digital. | 15,000 | 15,000 | 15,000 |
| 8,518 | 8,162 | 10,000 | 7720-22 | Repairs & Maintenance - Breathing Apparatus Repairs and Maintenance of SCBA's | 7,500 | 7,500 | 7,500 |
| 40,452 | 39,363 | 115,105 | 7750 | Professional Services Includes \$45,000 for Districting Consultant. | 107,450 | 107,450 | 107,450 |

| Description | Units | Amt/Unit | Total |
|---------------------------------|-------|----------|--------|
| Labor negotiations arbitrator | 1 | 750 | 750 |
| NFPA Physicals | 65 | 700 | 45,500 |
| Section 125 administration fee | 1 | 260 | 260 |
| Audit Fee Allocation | 1 | 4,200 | 4,200 |
| New Employee Physicals Tualatin | 6 | 750 | 4,500 |
| New Hire Psychology Exams | 6 | 450 | 2,700 |
| Background Checks | 1 | 1,500 | 1,500 |
| National Testing Network | 1 | 175 | 175 |
| Chaplain Program 35%/65% | 1 | 840 | 840 |
| Peer Support Contract 35%/65% | 1 | 1,050 | 1,050 |
| MSDS Online 75%/25% | 1 | 975 | 975 |
| Districting Consultant | 1 | 45,000 | 45,000 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 4,768 | 2,226 | 5,000 | 7790 | Maintenance & Rental Contracts | | 28,393 | 28,393 | 28,393 |
| | | | | Annual facility and vehicle maintenance contracts this increase is a reorganization of budget allocation from other line items. Other line items have been reduced to accommodate these increases. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | MTS Storage 75% / 25% | 1 | 6,543 | 6,543 | |
| | | | | HVAC Maintenance 75% / 25% | 1 | 6,750 | 6,750 | |
| | | | | Extinguisher Maintenance | 1 | 400 | 400 | |
| | | | | Fire sprinkler system 75% / 25% | 1 | 1,350 | 1,350 | |
| | | | | Fire Alarm System | 1 | 750 | 750 | |
| | | | | NFPA Vehicle Inspections | 6 | 1,300 | 7,800 | |
| | | | | Breathing apparatus annual bench testing | 1 | 2,500 | 2,500 | |
| | | | | Copier Contract | 1 | 2,300 | 2,300 | |
| 2,096 | 10,666 | 15,000 | 7800 | M & S Equipment | | 7,500 | 7,500 | 7,500 |
| 2,541 | 8,654 | 15,000 | 7800-09 | M & S Equipment - Radios | | 5,000 | 5,000 | 5,000 |
| 3,237 | 2,109 | 10,000 | 7800-30 | M & S Equipment - Breathing Apparatus | | 10,000 | 10,000 | 10,000 |
| | | | | 50 SCBA units and 90 masks are 9 years old and starting to require more parts and maintenance. | | | | |
| 16,421 | 0 | 0 | 7820 | M & S Equipment - Grants | | 0 | 0 | 0 |
| 16,898 | 19,115 | 22,399 | 7840 | M & S Computer Charges | | 27,890 | 27,890 | 27,890 |
| | | | | I.S. Fund materials & supplies costs shared city-wide | | | | |
| 27,409 | 21,044 | 28,900 | 7840-30 | M & S Computer Charges - Fire | | 48,700 | 48,700 | 48,700 |
| | | | | <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 | 6,000 | 6,000 | |
| | | | | Netmotion MDT maintenance-25% shared with Amb, Police | 1 | 1,200 | 1,200 | |
| | | | | Tritech maint-65%, shared with Amb | 1 | 5,400 | 5,400 | |
| | | | | Fire Inspection software maintenance | 1 | 2,500 | 2,500 | |
| | | | | Target Vehicle maintenance-50% shared with Amb | 1 | 3,000 | 3,000 | |
| | | | | Replacement workstations | 2 | 1,500 | 3,000 | |
| | | | | Surface tablets | 2 | 2,800 | 5,600 | |
| | | | | Surface Docking Stations | 2 | 150 | 300 | |
| | | | | Monitor replacements | 2 | 400 | 800 | |
| | | | | R12 Warranty extensions | 2 | 350 | 700 | |
| | | | | Mobile licenses | 4 | 1,300 | 5,200 | |
| | | | | Amith Surface, docks, screens, license | 1 | 6,000 | 6,000 | |
| | | | | R12 replacements | 3 | 3,000 | 9,000 | |
| 60,686 | 60,959 | 61,000 | 8090 | Hydrant Rental & Maintenance | | 61,000 | 61,000 | 61,000 |
| | | | | Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light. | | | | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------|------------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 14,182 | 15,519 | 15,000 | 8110 | Hoses, Nozzles, & Adapters | | 15,000 | 15,000 | 15,000 |
| | | | | Fire hose, nozzles, and adapters with values under \$5,000. | | | | |
| 4,863 | 4,370 | 7,500 | 8120 | Hose & Ladder Testing | | 6,000 | 6,000 | 6,000 |
| | | | | 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. | | | | |
| 494,961 | 545,017 | 743,087 | TOTAL MATERIALS AND SERVICES | | | 707,737 | 707,737 | 707,737 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 0 | 0 | 0 | 8710 | Equipment | | 0 | 0 | 0 |
| 4,283 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 3,103 | 3,103 | 3,103 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone System Replacement Phase II | 1 | 3,103 | 3,103 | |
| 0 | 0 | 112,500 | 8800 | Building Improvements | | 0 | 0 | 103,125 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Mold remediation | 1 | 75,000 | 75,000 | |
| | | | | Station alerting system wiring | 1 | 28,125 | 28,125 | |
| 137,568 | 0 | 43,000 | 8850 | Vehicles | | 130,000 | 130,000 | 130,000 |
| | | | | Cost of new brush rig. McMinnville Rural Fire District contributing 50% of cost. | | | | |
| 141,851 | 0 | 155,500 | TOTAL CAPITAL OUTLAY | | | 133,103 | 133,103 | 236,228 |
| <u>DEBT SERVICE</u> | | | | | | | | |
| 77,888 | 80,321 | 82,831 | 9442-05 | 2014 Fire Vehicle Financing - Principal | | 85,419 | 85,419 | 85,419 |
| | | | | Principal payment for loan authorized in 2014-15. Loan proceeds used to purchase new ladder truck, engine and used water tender | | | | |
| 37,403 | 34,970 | 32,461 | 9442-10 | 2014 Fire Vehicle Financing - Interest | | 29,874 | 29,874 | 29,874 |
| | | | | Interest payment for loan | | | | |
| 115,291 | 115,291 | 115,292 | TOTAL DEBT SERVICE | | | 115,293 | 115,293 | 115,293 |
| 2,593,660 | 2,804,867 | 3,435,999 | TOTAL REQUIREMENTS | | | 3,651,790 | 3,651,790 | 3,754,915 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 156,367 | 184,341 | 196,945 | 7000-05 Salaries & Wages - Regular Full Time Fire Marshal - 1.00 FTE Deputy Fire Marshal -1.00 FTE | 206,179 | 206,179 | 206,179 |
| 15,728 | 0 | 0 | 7000-10 Salaries & Wages - Regular Part Time | 0 | 0 | 0 |
| 3,115 | 0 | 0 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 1,150 | 1,195 | 1,500 | 7000-17 Salaries & Wages - Volunteer Reimbursement | 1,500 | 1,500 | 1,500 |
| 2,594 | 7,269 | 7,501 | 7000-20 Salaries & Wages - Overtime | 9,998 | 9,998 | 9,998 |
| 11,104 | 11,514 | 12,770 | 7300-05 Fringe Benefits - FICA - Social Security | 13,497 | 13,497 | 13,497 |
| 2,597 | 2,693 | 2,987 | 7300-06 Fringe Benefits - FICA - Medicare | 3,157 | 3,157 | 3,157 |
| 42,338 | 57,268 | 61,965 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 74,720 | 74,720 | 74,720 |
| 28,513 | 34,292 | 37,642 | 7300-20 Fringe Benefits - Medical Insurance | 40,438 | 40,438 | 40,438 |
| 3,000 | 7,500 | 7,500 | 7300-22 Fringe Benefits - VEBA Plan | 7,500 | 7,500 | 7,500 |
| 207 | 216 | 216 | 7300-25 Fringe Benefits - Life Insurance | 216 | 216 | 216 |
| 827 | 1,026 | 1,062 | 7300-30 Fringe Benefits - Long Term Disability | 1,112 | 1,112 | 1,112 |
| 6,630 | 7,097 | 8,525 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 8,215 | 8,215 | 8,215 |
| 59 | 52 | 87 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 50 | 50 | 50 |
| 0 | 15,344 | 10,002 | 7300-40 Fringe Benefits - Unemployment | 100 | 100 | 100 |
| 2,388 | 85 | 120 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 120 | 120 | 120 |
| 276,617 | 329,892 | 348,822 | TOTAL PERSONNEL SERVICES | 366,802 | 366,802 | 366,802 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|-------|-------|-------|
| 81 | 180 | 200 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 300 | 300 | 300 |
| 4,250 | 7,065 | 7,000 | 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 |
| 1,276 | 0 | 0 | 7550-15 Travel & Education - Emergency Management | 0 | 0 | 0 |
| 1,431 | 0 | 0 | 7660-40 Materials & Supplies - Emergency Management | 0 | 0 | 0 |
| 0 | 0 | 0 | 7680 Materials & Supplies - Donations | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 41 | 45 | 1,545 | 7750 | Professional Services | | 1,595 | 1,595 | 1,595 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | NFPA Subscription Service | 1 | 1,545 | 1,545 | |
| | | | | Section 125 administration fee | 1 | 50 | 50 | |
| 11,472 | 7,479 | 9,000 | 8080 | Fire Prevention Education | | 12,000 | 12,000 | 12,000 |
| | | | | This increase is due to a return to the School program identified in the strategic plan. Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures. | | | | |
| 18,551 | 14,770 | 17,745 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 20,895 | 20,895 | 20,895 |
| 295,168 | 344,661 | 366,567 | TOTAL REQUIREMENTS | | | 387,697 | 387,697 | 387,697 |



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

2019 – 2020 Proposed Budget --- Budget Summary

Budget Highlights

Parks and Recreation Administration provides management, oversight and leadership for all of McMinnville's Parks and Rec programs in the following organization budget sets:

- 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.

- Construction of the Jay Pearson Neighborhood Park has begun (see the Park Development Fund for details) and should be completed by fall of 2019.
- Phase I of the Recreation Building Master Plan and Feasibility Study began in 2018-19 and will continue in 2019-20. The phase II work funded in 2019-20 will be more specific space planning and cost estimates based on the outcome from phase I.
- A fee analysis funded in 2018-19 will be implemented in 2019-2020. The fee study will likely impact revenues over the next year, the policy discussions will happen summer or fall of 2019.

Mac-Town 2032 Parks & Recreation

The adoption of the City's Strategic Plan, Mac-Town 2032 provides an opportunity for all 6 programs within the department to prioritize, focus and implement the vision, mission, values, strategic priorities, goals, objectives and priority actions.

City Government Capacity

Core Service Focus – Parks and Recreation is having several discussions to help define our core services including a strategic dialogue with council related to the findings in the KOB program assessment. Additionally, the recreation facilities master plan will have a public outreach component that will assess recreation service needs from the community, which will allow us to chart a path for the next several years from a programming and space planning perspective. The space planning component will begin the dialogue about prioritizing services and right sizing resources.

Civic Leadership

Although the priority actions in this goal are not yet department specific, the Parks and Recreation programs provides structure and instruction for our youth, families and all patrons to work in teams, learn new skills, develop social supports and networks and contribute to our community. More specific, targeted leadership opportunities may be targeted in future years and incorporated into ongoing parks and recreation programs.

Community Safety & Resiliency

Over the last 2 years, the Parks and Recreation Department has increased focus on keeping our patrons and staff safe in our facilities and programs by building a culture of safety. This has been done through developing safety protocols, codes of conduct, small physical improvements at each facility, implementing the principles of CPTED (Crime Prevention Through Environmental Design) at Lower City Park, staffing strategies and new training opportunities. The safety of our participants is in the forefront of our manager's daily operations and we will continue to build knowledge, skills and abilities through the implementation of the strategic plan.

General Fund – Parks & Recreation

-Administration

2019 – 2020 Proposed Budget --- Budget Summary

Economic Prosperity

Parks and Recreation programs and amenities play a critical part of the local economy and Parks and Rec leadership will be a part of the team that discusses building lands and future park needs. In addition, assessing the recreation needs of our community through the recreation building assessment and next steps will require communication and engagement of our business leaders and partners.

Engagement & Inclusion

Parks and Recreation programs historically have had inclusion and participation as a core component of all programs and there is still work to be done to remove barriers in McMinnville's programs.

- The Jay Pearson Neighborhood Park is McMinnville's first inclusive and barrier free park and is the future of all parks.
- Increasing our Spanish language information and services through recent hires has been very valuable.
- The KOB Assessment shows the reality that our program(s) serve many in this community, and yet some are still left behind. This was perhaps the first opportunity for us to connect with this concept in this direct way and provides us a foundation and model to have these conversations in other areas.
- Physical barriers exist in our building and thinking about the future of our programs and buildings and removing real and perceived barriers will be necessary for us to serve our whole community.
- Additional training opportunities through the National Recreation and Parks Association (NRPA) and the Oregon Recreation Parks Association (ORPA) exist and managers are looking for opportunity to send staff from all programs to these critical trainings.

Growth & Development Character

Parks and open space play a critical component in development and the fabric of our community. The Parks and Recreation Director participates in the Technical Advisory Committee for several of these efforts and will continue to be an ambassador for our existing and future natural and open space system.

Housing Opportunities

The Parks and Recreation Department, in alignment with City goals, has contracted to be a host for a temporary/homeless camper at the Community Center. Not only is this the initial site in McMinnville for this type of transitional housing, but it is designed to serve a family and encompass users (or potential users) of parks and recreation programs in alignment with being a department that enriches lives and builds community.

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:

General Fund – Parks & Recreation -Administration

2019 – 2020 Proposed Budget --- Budget Summary

In process or completed:

- ✓ Kids on the Block Sustainability Assessment (Funded in 2017-2018 by KOB, Inc.)
- ✓ Recreation Building Master Plan (Funded in 2018-2019 budget)
- ✓ Fee Study (Funded in 2018-2019)

Future Elements

- Parks and Open Space Master Plan
- Inclusion and Equity Plan
- Parks and Recreation Strategic Plan
- Communication Plan

- The 2000 voter approved \$9.1 million parks bond measure is slated to be spent after the construction of the Jay Pearson 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 2001 bonds are scheduled to be paid off in 2021.

- McMinnville Parks and Recreation Department has a desire and need, now supported by Mac-Town 2032, to increase expertise, knowledge and offerings around inclusive and adaptive recreation services. With an eye towards creating tools and resources to best welcome & serve all community members, cross departmental staff are attending training together, we are accessing free services as well as connecting with the School District and other providers as models.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 18,035 | 7,500 | 7,500 | - |
| Personnel Services | 199,635 | 161,709 | 170,633 | 8,924 |
| Materials & Services | 48,700 | 164,367 | 160,013 | (4,354) |
| Capital Outlay | - | - | 135 | 135 |
| Total Expenditures | 248,335 | 326,076 | 330,781 | 4,705 |
| Net Expenditures | (230,300) | (318,576) | (323,281) | 4,705 |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget | 1.00 | | |
| No change | | - | |
| FTE Proposed Budget | | | 1.00 |



General Fund – Parks & Recreation – Administration

Historical Highlights

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

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| MISCELLANEOUS | | | | | | |
| 4,176 | 2,155 | 1,500 | 6420 Donations - Parks & Recreation Donations received from various community organizations and businesses to support Parks and Recreation. | 1,500 | 1,500 | 1,500 |
| 9,137 | 9,880 | 6,000 | 6600 Other Income Miscellaneous Income including ad sales, metal detecting permits, concessions, etc. | 6,000 | 6,000 | 6,000 |
| 0 | 6,000 | 0 | 6600-26 Other Income - Park Rangers Moved to Police Department in 18/19 | 0 | 0 | 0 |
| 13,313 | 18,035 | 7,500 | <u>TOTAL MISCELLANEOUS</u> | 7,500 | 7,500 | 7,500 |
| 13,313 | 18,035 | 7,500 | <i>TOTAL RESOURCES</i> | 7,500 | 7,500 | 7,500 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| -290 | -1,873 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 111,625 | 103,385 | 111,764 | 7000-05 Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE | 114,562 | 114,562 | 114,562 |
| 46,860 | 45,387 | 0 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 304 | 389 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 0 | 1,200 | 1,200 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 1,200 | 1,200 | 1,200 |
| -839 | 233 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 9,624 | 9,320 | 7,004 | 7300-05 Fringe Benefits - FICA - Social Security | 7,177 | 7,177 | 7,177 |
| 2,251 | 2,180 | 1,638 | 7300-06 Fringe Benefits - FICA - Medicare | 1,679 | 1,679 | 1,679 |
| 30,406 | 34,195 | 36,126 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 42,474 | 42,474 | 42,474 |
| 13,605 | 0 | 0 | 7300-20 Fringe Benefits - Medical Insurance | 0 | 0 | 0 |
| 1,500 | 0 | 0 | 7300-22 Fringe Benefits - VEBA Plan | 0 | 0 | 0 |
| 108 | 99 | 108 | 7300-25 Fringe Benefits - Life Insurance | 108 | 108 | 108 |
| 559 | 593 | 614 | 7300-30 Fringe Benefits - Long Term Disability | 630 | 630 | 630 |
| 3,571 | 3,854 | 2,325 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2,177 | 2,177 | 2,177 |
| 75 | 73 | 29 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 25 | 25 | 25 |
| 414 | 601 | 901 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 601 | 601 | 601 |
| 219,773 | 199,635 | 161,709 | TOTAL PERSONNEL SERVICES | 170,633 | 170,633 | 170,633 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|---|--------|--------|--------|
| 29,110 | 4,586 | 0 | 7520 Public Notices & Printing Moved to 7520-15, Public Notice & Printing - Brochure | 0 | 0 | 0 |
| 0 | 14,503 | 30,000 | 7520-15 Public Notices & Printing - Brochure Production and publication of four Parks and Recreation Program brochures. | 33,000 | 33,000 | 33,000 |
| 373 | 88 | 400 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 400 | 400 | 400 |
| 4,679 | 2,240 | 7,000 | 7550 Travel & Education Professional development conferences and workshop fees including membership fees for State and National Park and Recreation Association for Director. | 8,000 | 8,000 | 8,000 |
| 900 | 1,100 | 1,200 | 7610-05 Insurance - Liability | 800 | 800 | 800 |
| 200 | 200 | 200 | 7610-10 Insurance - Property | 0 | 0 | 0 |
| 1,558 | 638 | 0 | 7620 Telecommunications | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|--|--|--|----------------------------|----------------------------|---------------------------|
| 2,186 | 1,237 | 0 | 7660 | Materials & Supplies | | 1,000 | 1,000 | 1,000 |
| | | | | | Park Ranger supplies, moved with the staffing resources to the Police budget. | | | |
| 112 | 0 | 0 | 7680 | Materials & Supplies - Donations | | 0 | 0 | 0 |
| 1,075 | 6,275 | 110,300 | 7750 | Professional Services | | 100,400 | 100,400 | 134,900 |
| | | | | | This includes funding for a phase II recreational facilities planning project that will build on the work funded in 2018-19. | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 400 | 400 | |
| | | | | Building master plan | 1 | 134,500 | 134,500 | |
| 1,469 | 1,593 | 1,067 | 7840 | M & S Computer Charges | | 1,213 | 1,213 | 1,213 |
| | | | | | I.S. Fund materials & supplies costs shared city-wide | | | |
| 1,200 | 3,192 | 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 | |
| 12,092 | 13,049 | 13,000 | 8140 | Summer Concerts | | 14,000 | 14,000 | 14,000 |
| | | | | | The overall summer concert budget proposed for 2019 - 2020 is \$14,000 providing for 5 concerts in July and August. Revenue (donations) is anticipated at \$1,500. | | | |
| 54,954 | 48,700 | 164,367 | TOTAL MATERIALS AND SERVICES | | | 160,013 | 160,013 | 194,513 |
| CAPITAL OUTLAY | | | | | | | | |
| 372 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 135 | 135 | 135 |
| | | | | | I.S. Fund capital outlay costs shared city-wide | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone System Replacement Phase II | 1 | 135 | 135 | |
| 372 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 135 | 135 | 135 |
| 275,100 | 248,335 | 326,076 | TOTAL REQUIREMENTS | | | 330,781 | 330,781 | 365,281 |



**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

2019 – 2020 Proposed Budget --- Budget Summary

Budget Highlights

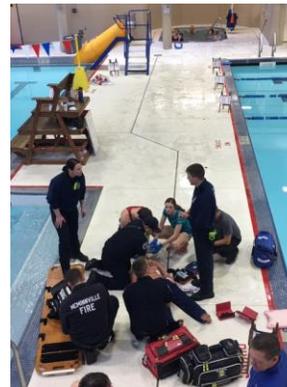
- In 2019-20, the Aquatic Center (AC) will serve the public with over 80 operational hours per week (Monday through Saturday) including 29 hours of Lap Swim, 10+hours of Public Swim (17 hours in the summer), 9 hours of Family Swim, 23 weekly Fitness Classes & 44+ Swimming Lessons per week. Annual attendance is approximately 125,000+ visits.
- The recently completed Facilities Condition Assessment quantifies the effects of a lack of funding over the years for ongoing building maintenance. The swim lesson program remains robust with substantial increases in registrations and as well as revenue from \$79,600 in fiscal year 2016-17 to \$93,400 in 2017-18. Current registrations and revenue is trending even higher in 2018-19 and should continue in 2019-20.
- Medicare contracts with Silver&Fit, SilverSneakers and Optum have led to approximately 350 senior memberships.
- The AC has multiple community partnerships including a historic 60+ year relationship with the McMinnville Swim Club (MSC). This year over 130 youth athletes, between the ages of 8 to 20+, will train 3-5 days each week. MSC pool memberships, contract and swim meet fees will result in approximately \$35,000 in revenue. The majority of the AC's lifeguards and swim instructors are also MSC participants.
- \$5000 is budgeted for replacement of weight room equipment.

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

- McMinnville Parks and Recreation Department has a desire and need to increase expertise, knowledge and offerings around inclusive and adaptive recreation services. Motivated by this goal the AC will attempt to re-establish a once held relationship with School District #40 and Willamette Education Service District to provide swimming opportunities for disabled youth.
- The Recreation Building Master Plan is slated to address the building conditions and future maintenance or construction decisions.



Aquatic Center lifeguards train several times per year with the McMinnville Fire Department. These “mock” drills teach the lifeguards what to expect in the case of an emergency and allows the Fire Department staff to view lifeguards engaged in water rescues. Several current MFD firefighters/paramedics were once lifeguards at our pool.

General Fund – Parks & Recreation -Aquatic Center

2019 – 2020 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 415,866 | 424,200 | 430,175 | 5,975 |
| Personnel Services | 554,042 | 587,224 | 634,775 | 47,551 |
| Materials & Services | 225,892 | 263,038 | 270,038 | 7,000 |
| Capital Outlay | - | - | 674 | 674 |
| Total Expenditures | 779,934 | 850,262 | 905,487 | 55,225 |
| Net Expenditures | (364,068) | (426,062) | (475,312) | 49,250 |



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.

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|--|------------------------------|-------------|-------------------------------|
| FTE Adopted Budget | 11.53 | | |
| Extra Help - Aquatics I, II, III (Lifeguard) | | (0.06) | |
| Extra Help - Aquatics I, II, III (Office) | | (0.03) | |
| Extra Help - Aquatics I, II, III (Fitness Classes) | | 0.10 | |
| FTE Proposed Budget | | 0.01 | 11.54 |



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.

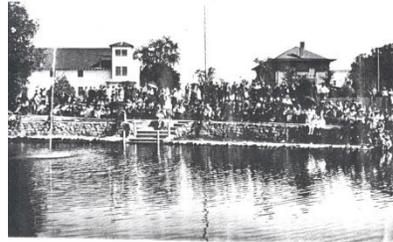
1908 McMinnville's first community Pavilion was constructed on the site of the present day AquaticCenter – it served as the center of community activity until it was demolished in 1922.



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.

General Fund – Parks & Recreation– Aquatic Center

Historical Highlights

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

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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 45,000 | 41,365 | 44,500 | 5360-05 Admissions - Child/Student Aquatic Center daily child/student admission fees. | 42,500 | 42,500 | 42,500 |
| 58,113 | 51,886 | 55,000 | 5360-10 Admissions - Adult/Seniors Aquatic Center daily adult/senior admission fees. | 52,500 | 52,500 | 52,500 |
| 103,091 | 85,126 | 94,500 | 5370-05 Memberships - Family Aquatic Center 12, 6, and 3-month family memberships. | 92,000 | 92,000 | 92,000 |
| 101,580 | 103,329 | 100,000 | 5370-10 Memberships - Individual Aquatic Center 12, 6 and 3-month individual memberships. | 110,000 | 110,000 | 110,000 |
| 11,434 | 9,217 | 12,000 | 5380-05 Facility Rentals - Pool & Facility Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, and other organizations. | 15,000 | 15,000 | 15,000 |
| 10,905 | 13,625 | 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 |
| Budget Note: In addition, the MSC families purchase approximately \$25,000 in family and single memberships. | | | | | | |
| 2,868 | 2,382 | 3,000 | 5380-15 Facility Rentals - Lockers & Equipment | 3,000 | 3,000 | 3,000 |
| 332,990 | 306,930 | 319,000 | TOTAL CHARGES FOR SERVICES | 325,000 | 325,000 | 325,000 |
| MISCELLANEOUS | | | | | | |
| 0 | 0 | 1,500 | 6420 Donations - Parks & Recreation | 0 | 0 | 0 |
| 1,068 | 1,021 | 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 | 500 | 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. | 975 | 975 | 975 |
| 251 | 1,104 | 200 | 6600 Other Income | 200 | 200 | 200 |
| 1,319 | 2,625 | 2,200 | TOTAL MISCELLANEOUS | 1,675 | 1,675 | 1,675 |
| 334,309 | 309,555 | 321,200 | TOTAL RESOURCES | 326,675 | 326,675 | 326,675 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| -666 | 929 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 170,136 | 173,743 | 182,135 | 7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Administrative Specialist II - 1.00 FTE | 189,675 | 189,675 | 189,675 |
| 24,707 | 27,096 | 26,625 | 7000-10 Salaries & Wages - Regular Part Time Recreation Program Coordinator II - 0.60 FTE | 28,296 | 28,296 | 28,296 |
| 133,875 | 138,357 | 151,999 | 7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Lifeguard - 5.62 FTE Extra Help - Aquatics I, II, III - Office - 0.89 FTE | 162,000 | 162,000 | 162,000 |
| 46 | 385 | 200 | 7000-20 Salaries & Wages - Overtime | 250 | 250 | 250 |
| 300 | 0 | 0 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 0 | 0 | 0 |
| 200 | 362 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 19,856 | 20,463 | 22,380 | 7300-05 Fringe Benefits - FICA - Social Security | 23,573 | 23,573 | 23,573 |
| 4,644 | 4,786 | 5,234 | 7300-06 Fringe Benefits - FICA - Medicare | 5,512 | 5,512 | 5,512 |
| 63,147 | 82,589 | 83,924 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 101,806 | 101,806 | 101,806 |
| 41,673 | 45,509 | 51,088 | 7300-20 Fringe Benefits - Medical Insurance | 55,612 | 55,612 | 55,612 |
| 4,000 | 8,000 | 8,000 | 7300-22 Fringe Benefits - VEBA Plan | 8,000 | 8,000 | 8,000 |
| 432 | 432 | 432 | 7300-25 Fringe Benefits - Life Insurance | 432 | 432 | 432 |
| 1,029 | 1,057 | 1,102 | 7300-30 Fringe Benefits - Long Term Disability | 1,142 | 1,142 | 1,142 |
| 13,473 | 14,032 | 14,619 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 14,072 | 14,072 | 14,072 |
| 307 | 275 | 297 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 277 | 277 | 277 |
| 0 | 0 | 99 | 7300-40 Fringe Benefits - Unemployment | 100 | 100 | 100 |
| 2 | 3 | 11 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 9 | 9 | 9 |
| 477,161 | 518,019 | 548,145 | TOTAL PERSONNEL SERVICES | 590,756 | 590,756 | 590,756 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|-------|-------|-------|
| 8,548 | 8,152 | 8,000 | 7500 Credit Card Fees | 8,320 | 8,320 | 8,320 |
| 0 | 2,937 | 0 | 7520-15 Public Notices & Printing - Brochure | 0 | 0 | 0 |
| 0 | 0 | 100 | 7530 Training | 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.

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--|----------------------------|----------------------------|---------------------------|
| 118 | 316 | 300 | 7540 | Employee Events | | 400 | 400 | 400 |
| | | | | | Costs shared city-wide for employee training, materials, and events. | | | |
| 1,400 | 520 | 1,000 | 7550 | Travel & Education | | 1,000 | 1,000 | 1,000 |
| | | | | | Primarily re-certification training for Aquatic Center lifeguards. May also include limited registration fees and other expenses associated with professional development workshop. | | | |
| 84,906 | 77,978 | 84,000 | 7600 | Electric & Natural Gas | | 85,000 | 85,000 | 85,000 |
| 3,100 | 3,900 | 4,100 | 7610-05 | Insurance - Liability | | 4,200 | 4,200 | 4,200 |
| 7,800 | 7,900 | 6,700 | 7610-10 | Insurance - Property | | 7,300 | 7,300 | 7,300 |
| 3,439 | 3,801 | 4,000 | 7620 | Telecommunications | | 4,000 | 4,000 | 4,000 |
| 24,058 | 24,539 | 33,710 | 7650-10 | Janitorial - Services | | 34,680 | 34,680 | 34,680 |
| 4,878 | 3,719 | 5,000 | 7650-15 | Janitorial - Supplies | | 5,250 | 5,250 | 5,250 |
| 1,828 | 1,634 | 1,500 | 7660-05 | Materials & Supplies - Office Supplies | | 1,750 | 1,750 | 1,750 |
| 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). | | | |
| 11,499 | 13,299 | 13,000 | 7690 | Chemicals | | 13,500 | 13,500 | 13,500 |
| | | | | | 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. | | | |
| 31,266 | 42,822 | 61,000 | 7720 | Repairs & Maintenance | | 60,000 | 60,000 | 60,000 |
| | | | | | General day to day repairs and maintenance of the AC building including electrical, plumbing and mechanical systems. | | | |
| 1,463 | 584 | 845 | 7750 | Professional Services | | 1,050 | 1,050 | 1,050 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Section 125 administration fee | 1 | 50 | 50 | |
| | | | | Audit fee allocation | 1 | 1,000 | 1,000 | |
| 13,077 | 13,096 | 15,400 | 7790 | Maintenance & Rental Contracts | | 15,000 | 15,000 | 15,000 |
| 0 | 4,351 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 749 | 0 | 300 | 7800-03 | M & S Equipment - Office | | 500 | 500 | 500 |
| | | | | | Miscellaneous office equipment such as tables, chairs and advertising screens. | | | |
| 0 | 0 | 0 | 7800-36 | M & S Equipment - Weight Room | | 5,000 | 5,000 | 5,000 |
| 0 | 0 | 0 | 7810 | M & S Equipment - Donations | | 975 | 975 | 975 |
| | | | | | Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment. | | | |
| 4,408 | 4,779 | 5,333 | 7840 | M & S Computer Charges | | 6,063 | 6,063 | 6,063 |
| | | | | | I.S. Fund materials & supplies costs shared city-wide | | | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 4,128 | 3,448 | 7,900 | 7840-40 | M & S Computer Charges - Aquatic Center | | 4,900 | 4,900 | 4,900 |
| | | | | <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 | |
| | | | | Front Desk Printer | 1 | 1,200 | 1,200 | |
| | | | | Activenet annual maintenance | 1 | 1,200 | 1,200 | |
| 2,356 | 3,417 | 4,000 | 8130 | Recreation Program Expenses | | 4,200 | 4,200 | 4,200 |
| | | | | Purchase of general recreation program supplies. | | | | |
| 209,020 | 221,192 | 256,688 | | TOTAL MATERIALS AND SERVICES | | 263,688 | 263,688 | 263,688 |
| | | | | CAPITAL OUTLAY | | | | |
| 3,937 | 0 | 0 | 8710 | Equipment | | 0 | 0 | 0 |
| 1,117 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 674 | 674 | 674 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone System Replacement Phase II | 1 | 674 | 674 | |
| 0 | 0 | 0 | 8800 | Building Improvements | | 0 | 0 | 0 |
| 5,055 | 0 | 0 | | TOTAL CAPITAL OUTLAY | | 674 | 674 | 674 |
| 691,236 | 739,211 | 804,833 | | TOTAL REQUIREMENTS | | 855,118 | 855,118 | 855,118 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 79,613 | 93,422 | 90,000 | 5350 Registration Fees Aquatic Center - Swim Lessons | 94,500 | 94,500 | 94,500 |
| 79,613 | 93,422 | 90,000 | TOTAL CHARGES FOR SERVICES | 94,500 | 94,500 | 94,500 |
| 79,613 | 93,422 | 90,000 | TOTAL RESOURCES | 94,500 | 94,500 | 94,500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 18,280 | 21,719 | 23,004 | 7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - 1.00 FTE | 24,005 | 24,005 | 24,005 |
| 1,134 | 1,347 | 1,425 | 7300-05 Fringe Benefits - FICA - Social Security | 1,490 | 1,490 | 1,490 |
| 265 | 315 | 333 | 7300-06 Fringe Benefits - FICA - Medicare | 348 | 348 | 348 |
| 1,173 | 3,551 | 2,588 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 3,224 | 3,224 | 3,224 |
| 0 | 0 | 933 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 887 | 887 | 887 |
| 29 | 29 | 29 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 25 | 25 | 25 |
| 20,880 | 26,960 | 28,312 | TOTAL PERSONNEL SERVICES | 29,979 | 29,979 | 29,979 |
| MATERIALS AND SERVICES | | | | | | |
| 609 | 376 | 850 | 8130 Recreation Program Expenses Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices). | 850 | 850 | 850 |
| 609 | 376 | 850 | TOTAL MATERIALS AND SERVICES | 850 | 850 | 850 |
| 21,490 | 27,335 | 29,162 | TOTAL REQUIREMENTS | 30,829 | 30,829 | 30,829 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 4,835 | 3,911 | 4,000 | 5350 Registration Fees New drop-in "day pass" fees as well as membership fees now include participation in fitness classes. As a result, fitness class fees are now deposited in AC Administration revenue accounts. Annual fitness class revenue is estimated to be ~\$60,000. | 0 | 0 | 0 |
| 4,835 | 3,911 | 4,000 | TOTAL CHARGES FOR SERVICES | 0 | 0 | 0 |
| 4,835 | 3,911 | 4,000 | TOTAL RESOURCES | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 5,842 | 7,540 | 8,490 | 7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - 0.42 FTE | 10,987 | 10,987 | 10,987 |
| 362 | 467 | 527 | 7300-05 Fringe Benefits - FICA - Social Security | 681 | 681 | 681 |
| 85 | 109 | 124 | 7300-06 Fringe Benefits - FICA - Medicare | 160 | 160 | 160 |
| 522 | 936 | 956 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 1,473 | 1,473 | 1,473 |
| 0 | 0 | 344 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 407 | 407 | 407 |
| 9 | 9 | 11 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 11 | 11 | 11 |
| 6,820 | 9,063 | 10,452 | TOTAL PERSONNEL SERVICES | 13,719 | 13,719 | 13,719 |
| MATERIALS AND SERVICES | | | | | | |
| 535 | 686 | 1,500 | 8130 Recreation Program Expenses Fitness program supplies (i.e. exercise belts & hand weights). | 1,500 | 1,500 | 1,500 |
| 535 | 686 | 1,500 | TOTAL MATERIALS AND SERVICES | 1,500 | 1,500 | 1,500 |
| 7,356 | 9,748 | 11,952 | TOTAL REQUIREMENTS | 15,219 | 15,219 | 15,219 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 6,526 | 7,106 | 7,500 | 5410 Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract. | 7,500 | 7,500 | 7,500 |
| 6,526 | 7,106 | 7,500 | TOTAL CHARGES FOR SERVICES | 7,500 | 7,500 | 7,500 |
| 6,526 | 7,106 | 7,500 | TOTAL RESOURCES | 7,500 | 7,500 | 7,500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| MATERIALS AND SERVICES | | | | | | |
| 3,803 | 3,405 | 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 |
| 3,803 | 3,405 | 3,750 | TOTAL MATERIALS AND SERVICES | 3,750 | 3,750 | 3,750 |
| 3,803 | 3,405 | 3,750 | TOTAL REQUIREMENTS | 3,750 | 3,750 | 3,750 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 1,859 | 1,872 | 1,500 | 5350 Registration Fees Aquatic Center - Classes & Programs (Lifeguard Training) | 1,500 | 1,500 | 1,500 |
| 1,859 | 1,872 | 1,500 | TOTAL CHARGES FOR SERVICES | 1,500 | 1,500 | 1,500 |
| 1,859 | 1,872 | 1,500 | TOTAL RESOURCES | 1,500 | 1,500 | 1,500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 0 | 0 | 257 | 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 | 35 | 35 | 35 |
| 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 | 315 | TOTAL PERSONNEL SERVICES | 321 | 321 | 321 |
| MATERIALS AND SERVICES | | | | | | |
| 180 | 234 | 250 | 8130 Recreation Program Expenses Lifeguard Training Class materials. | 250 | 250 | 250 |
| 180 | 234 | 250 | TOTAL MATERIALS AND SERVICES | 250 | 250 | 250 |
| 180 | 234 | 565 | TOTAL REQUIREMENTS | 571 | 571 | 571 |



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

2019 – 2020 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.
- Special interest classes and programs are continuing their upward growth, reflecting new opportunities for children, teens, and adults throughout program offerings. We have expanded our family/community events to include the Alien Abduction Dash, a family dance in the fall, and multiple parent and child events throughout the year. Regular classes include 27 weekly gymnastics classes, multiple adult fitness classes, and a variety of educational classes for adults and children. Specialty camps, including STEM, Outdoor, and Theatre, are hosted every week during the summer to McMinnville residents and the surrounding communities.
- Staff expanded the catering options to four local caterers to offer their services at Community Center events.
- Successfully hired 4 bilingual front desk staff to assist customers and translate documents/flyers for the public. This has led to better communication and understanding among Spanish-speaking customers in regards to registrations, reservations, and other services. (Strategic Plan, Engagement and Inclusion)
- Starting in summer of 2018, we increased front desk staff hours to provide more staff in the evenings and weekends in an effort to shore up some safety/security concerns. This has led to better and faster customer service as well as increased feelings of safety while working. Security gates were added to the facility on two of the entrances including the main staff entrance. Additional improvements scheduled to be completed at the end of 2018-19 include adding more cameras throughout the facility, installing an

intercom system in high-traffic areas, doors sensors, and a panic button. These items will help staff have better oversight on the building as well as increased safety.

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



104 kids (ages 3-5) took part in our Start Smart Sports classes throughout the year. This Parent & Child program teaches the basics of sports (basketball, soccer, and tball) in a fun and safe environment. This program was started in 2016.

Future Challenges and Opportunities

- Our staff continues to balance recreation programming with meeting space requests. 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.

General Fund – Parks & Recreation

- Community Center

2019 – 2020 Proposed Budget --- Budget Summary

The Recreation Facilities Master Plan currently underway, will include community discussions of a potential new, comprehensive and multi-purpose Center. This work builds on the 2019 Facilities Condition Assessment which quantified years of unfunded building maintenance.

- 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 reduced \$2.00 fee for showers. In calendar year 2018, the community center provided over 3,040 of these showers. This program provides a valuable service to our community and as it continues to grow it has an impact on the core services provided at the Community Center. 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.



Throughout the year, the Community Center is the location of thousands of meetings, events, and fundraisers.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 356,402 | 331,700 | 361,280 | 29,580 |
| Personnel Services | 245,618 | 350,529 | 431,575 | 81,046 |
| Materials & Services | 259,972 | 294,915 | 283,146 | (11,769) |
| Capital Outlay | - | - | 270 | 270 |
| Total Expenditures | 505,590 | 645,444 | 714,991 | 69,547 |
| Net Expenditures | (149,188) | (313,744) | (353,711) | 39,967 |

Full-Time Equivalentents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|-------------------------------|------------------------------|-------------|-------------------------------|
| FTE Adopted Budget | 7.30 | | |
| Recreation Specialist | | 1.00 | |
| Administrative Analyst | | (0.50) | |
| Extra Help - Community Center | | 0.13 | |
| Classes & Programs Labor - CC | | 0.42 | |
| FTE Proposed Budget | | 1.05 | 8.35 |



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

Historical Highlights

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

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 35,254 | 40,951 | 40,000 | 5380-20 Facility Rentals - Meeting Rooms Community Center general meeting room rentals. | 40,000 | 40,000 | 40,000 |
| 17,339 | 22,768 | 15,000 | 5380-25 Facility Rentals - Auditorium Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc. | 18,000 | 18,000 | 18,000 |
| 1,512 | 3,624 | 3,000 | 5380-30 Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from contracted vendors. | 3,200 | 3,200 | 3,200 |
| 8,326 | 11,860 | 8,500 | 5380-35 Facility Rentals - Athletic Facilities Community Center athletic membership fees for locker room, track, racquetball, basketball, pickleball, and table tennis. | 10,000 | 10,000 | 10,000 |
| 6,208 | 10,637 | 7,500 | 5380-40 Facility Rentals - Staff Fees Staff fees charged to user groups when the Community Center is rented beyond normal operating hours. | 9,000 | 9,000 | 9,000 |
| 0 | 24 | 200 | 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 |
| 68,639 | 89,864 | 74,200 | TOTAL CHARGES FOR SERVICES | 80,400 | 80,400 | 80,400 |
| MISCELLANEOUS | | | | | | |
| 0 | 0 | 0 | 6420 Donations - Parks & Recreation | 2,000 | 2,000 | 2,000 |
| 703 | 599 | 400 | 6600 Other Income Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc . | 1,500 | 1,500 | 1,500 |
| 1,503 | 0 | 0 | 6600-05 Other Income - Workers' Comp Reimbursement | 0 | 0 | 0 |
| 2,206 | 599 | 400 | TOTAL MISCELLANEOUS | 3,500 | 3,500 | 3,500 |
| 70,845 | 90,463 | 74,600 | TOTAL RESOURCES | 83,900 | 83,900 | 83,900 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| -2,523 | 3,242 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 87,486 | 54,049 | 79,324 | 7000-05 Salaries & Wages - Regular Full Time Community Center Manager - 1.00 FTE Recreation Program Coordinator II - 0.20 FTE Recreation Specialist - 1.00 FTE | 110,092 | 110,092 | 110,092 |
| 29,653 | 34,991 | 58,858 | 7000-15 Salaries & Wages - Temporary Extra Help - Community Center - 2.71 FTE | 63,863 | 63,863 | 63,863 |
| 2,210 | 395 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 0 | -8 | 192 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 0 | 0 | 0 |
| -1,112 | 595 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 7,288 | 5,454 | 8,578 | 7300-05 Fringe Benefits - FICA - Social Security | 10,786 | 10,786 | 10,786 |
| 1,705 | 1,276 | 2,006 | 7300-06 Fringe Benefits - FICA - Medicare | 2,523 | 2,523 | 2,523 |
| 20,428 | 15,320 | 26,031 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 41,860 | 41,860 | 41,860 |
| 8,935 | 7,575 | 16,738 | 7300-20 Fringe Benefits - Medical Insurance | 31,932 | 31,932 | 31,932 |
| 1,000 | 1,550 | 4,000 | 7300-22 Fringe Benefits - VEBA Plan | 4,600 | 4,600 | 4,600 |
| 171 | 118 | 184 | 7300-25 Fringe Benefits - Life Insurance | 238 | 238 | 238 |
| 419 | 301 | 436 | 7300-30 Fringe Benefits - Long Term Disability | 606 | 606 | 606 |
| 1,679 | 1,330 | 1,935 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2,188 | 2,188 | 2,188 |
| 98 | 77 | 125 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 148 | 148 | 148 |
| -8 | 3,796 | 99 | 7300-40 Fringe Benefits - Unemployment | 100 | 100 | 100 |
| 33 | 56 | 59 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 61 | 61 | 61 |
| 157,462 | 130,115 | 198,565 | TOTAL PERSONNEL SERVICES | 268,997 | 268,997 | 268,997 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|--|--------|--------|--------|
| 8,424 | 10,487 | 7,500 | 7500 Credit Card Fees | 10,906 | 10,906 | 10,906 |
| 0 | 2,937 | 0 | 7520-15 Public Notices & Printing - Brochure | 0 | 0 | 0 |
| 65 | 176 | 200 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 300 | 300 | 300 |
| 340 | 0 | 300 | 7550 Travel & Education Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association. | 300 | 300 | 300 |
| 60,940 | 56,786 | 66,000 | 7600 Electric & Natural Gas | 60,000 | 60,000 | 60,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 3,800 | 4,700 | 4,900 | 7610-05 | Insurance - Liability | | 5,000 | 5,000 | 5,000 |
| 18,800 | 18,700 | 15,800 | 7610-10 | Insurance - Property | | 17,100 | 17,100 | 17,100 |
| 5,832 | 4,097 | 6,000 | 7620 | Telecommunications | | 5,000 | 5,000 | 5,000 |
| 38,091 | 39,493 | 51,715 | 7650-10 | Janitorial - Services | | 51,715 | 51,715 | 51,715 |
| 4,018 | 3,898 | 3,200 | 7650-15 | Janitorial - Supplies | | 3,500 | 3,500 | 3,500 |
| 2,130 | 4,554 | 3,000 | 7660 | Materials & Supplies | | 5,000 | 5,000 | 5,000 |
| 0 | 0 | 0 | 7680 | Materials & Supplies - Donations | | 2,000 | 2,000 | 2,000 |
| 29,566 | 37,231 | 56,500 | 7720 | Repairs & Maintenance Routine annual maintenance. | | 40,000 | 40,000 | 45,180 |
| 664 | 438 | 600 | 7750 | Professional Services | | 750 | 750 | 750 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Section 125 administration fee | | 1 | 50 | 50 | |
| | | | Audit fee allocation | | 1 | 700 | 700 | |
| 11,480 | 16,828 | 16,500 | 7790 | Maintenance & Rental Contracts | | 17,000 | 17,000 | 17,000 |
| 2,310 | 2,851 | 3,000 | 7800 | M & S Equipment Misc. equipment replacement | | 5,000 | 5,000 | 5,000 |
| 2,939 | 3,186 | 3,200 | 7840 | M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide | | 2,425 | 2,425 | 2,425 |
| 2,599 | 1,945 | 1,200 | 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 | 200 | 8130-50 | Recreation Program Expenses - Contract Event Security 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. | | 200 | 200 | 200 |
| 191,998 | 208,307 | 239,815 | TOTAL MATERIALS AND SERVICES | | | 227,396 | 227,396 | 232,576 |
| CAPITAL OUTLAY | | | | | | | | |
| 0 | 0 | 0 | 8710 | Equipment | | 0 | 0 | 0 |
| 745 | 0 | 0 | 8750 | Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide | | 270 | 270 | 270 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Phone System Replacement Phase II | | 1 | 270 | 270 | |
| 745 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 270 | 270 | 270 |
| 350,205 | 338,422 | 438,380 | TOTAL REQUIREMENTS | | | 496,663 | 496,663 | 501,843 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 151,836 | 175,132 | 160,000 | 5350 Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth. | 170,000 | 170,000 | 170,000 |
| 480 | 47 | 0 | 5350-12 Registration Fees - Piano Known as Kids in Koncert, the piano program provides lessons for a few low-income children. If determined that family can pay portion of music lesson cost, fee is collected by the Parks & Rec department and passed on to the lesson provider. | 0 | 0 | 0 |
| 152,316 | 175,179 | 160,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 170,000 | 170,000 | 170,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 1,724 | 679 | 1,000 | 6420-27 Donations - Parks & Recreation - Piano The Kids in Koncert piano program receives the majority of its funding from annual Koncert for Kids ticket sales and individual donations made via Yamhill County Cultural Coalition. Donations cover all direct expenses not covered by registration fees. | 2,000 | 2,000 | 2,000 |
| 1,724 | 679 | 1,000 | <u>TOTAL MISCELLANEOUS</u> | 2,000 | 2,000 | 2,000 |
| 154,041 | 175,858 | 161,000 | <u>TOTAL RESOURCES</u> | 172,000 | 172,000 | 172,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 56,580 | 61,910 | 57,000 | 7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 1.72 FTE | 60,828 | 60,828 | 60,828 |
| 3,508 | 3,839 | 3,534 | 7300-05 Fringe Benefits - FICA - Social Security | 3,771 | 3,771 | 3,771 |
| 820 | 898 | 827 | 7300-06 Fringe Benefits - FICA - Medicare | 882 | 882 | 882 |
| 8,548 | 11,299 | 13,115 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 16,321 | 16,321 | 16,321 |
| 2,612 | 2,821 | 2,947 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2,871 | 2,871 | 2,871 |
| 51 | 49 | 38 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 43 | 43 | 43 |
| 72,118 | 80,816 | 77,461 | TOTAL PERSONNEL SERVICES | 84,716 | 84,716 | 84,716 |
| MATERIALS AND SERVICES | | | | | | |
| 21,442 | 33,082 | 35,000 | 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. | 36,000 | 36,000 | 36,000 |
| 1,730 | 662 | 1,000 | 8130-33 Recreation Program Expenses - Piano Piano lesson fees charged by music instructors, piano tuning, Koncert for Kids refreshments & program printing. | 0 | 0 | 0 |
| 23,172 | 33,744 | 36,000 | TOTAL MATERIALS AND SERVICES | 36,000 | 36,000 | 36,000 |
| 95,291 | 114,561 | 113,461 | TOTAL REQUIREMENTS | 120,716 | 120,716 | 120,716 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 7,136 | 7,458 | 7,000 | 5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents. | 7,250 | 7,250 | 7,250 |
| 7,136 | 7,458 | 7,000 | TOTAL CHARGES FOR SERVICES | 7,250 | 7,250 | 7,250 |
| 7,136 | 7,458 | 7,000 | TOTAL RESOURCES | 7,250 | 7,250 | 7,250 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 180 | 582 | 1,000 | 8130 Recreation Program Expenses Materials and supplies needed to support Tiny Tots Indoor Playpark. | 1,000 | 1,000 | 1,000 |
| 180 | 582 | 1,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 1,000 | 1,000 | 1,000 |
| 180 | 582 | 1,000 | <i>TOTAL REQUIREMENTS</i> | 1,000 | 1,000 | 1,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 10,598 | 9,624 | 9,000 | 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 |
| 10,598 | 9,624 | 9,000 | TOTAL CHARGES FOR SERVICES | 9,000 | 9,000 | 9,000 |
| 10,598 | 9,624 | 9,000 | TOTAL RESOURCES | 9,000 | 9,000 | 9,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| MATERIALS AND SERVICES | | | | | | |
| 6,721 | 6,734 | 7,500 | 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 |
| 6,721 | 6,734 | 7,500 | TOTAL MATERIALS AND SERVICES | 7,500 | 7,500 | 7,500 |
| 6,721 | 6,734 | 7,500 | TOTAL REQUIREMENTS | 7,500 | 7,500 | 7,500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 57,400 | 73,000 | 80,000 | 5350 Registration Fees Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children. | 89,130 | 89,130 | 89,130 |
| 57,400 | 73,000 | 80,000 | TOTAL CHARGES FOR SERVICES | 89,130 | 89,130 | 89,130 |
| MISCELLANEOUS | | | | | | |
| 0 | 0 | 100 | 6420-50 Donations - Parks & Recreation - STARS Donations that provide additional STARS Program materials and supplies through expenditure account 7680, Materials & Supplies-Donations. | 0 | 0 | 0 |
| 2,421 | 0 | 0 | 6600-05 Other Income - Workers' Comp Reimbursement | 0 | 0 | 0 |
| 2,421 | 0 | 100 | TOTAL MISCELLANEOUS | 0 | 0 | 0 |
| 59,821 | 73,000 | 80,100 | TOTAL RESOURCES | 89,130 | 89,130 | 89,130 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 0 | 0 | 18,594 | 7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 0.25 FTE | 19,050 | 19,050 | 19,050 |
| 27,985 | 28,322 | 38,588 | 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 | 39,578 | 39,578 | 39,578 |
| 1 | 13 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 1,735 | 1,757 | 3,546 | 7300-05 Fringe Benefits - FICA - Social Security | 3,636 | 3,636 | 3,636 |
| 406 | 411 | 829 | 7300-06 Fringe Benefits - FICA - Medicare | 849 | 849 | 849 |
| 2,607 | 3,091 | 8,620 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 10,423 | 10,423 | 10,423 |
| 0 | 0 | 1,646 | 7300-20 Fringe Benefits - Medical Insurance | 1,794 | 1,794 | 1,794 |
| 0 | 0 | 250 | 7300-22 Fringe Benefits - VEBA Plan | 250 | 250 | 250 |
| 0 | 0 | 28 | 7300-25 Fringe Benefits - Life Insurance | 28 | 28 | 28 |
| 0 | 0 | 102 | 7300-30 Fringe Benefits - Long Term Disability | 104 | 104 | 104 |
| 1,109 | 1,059 | 2,250 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2,107 | 2,107 | 2,107 |
| 45 | 34 | 50 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 43 | 43 | 43 |
| 33,888 | 34,686 | 74,503 | TOTAL PERSONNEL SERVICES | 77,862 | 77,862 | 77,862 |
| 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. | 0 | 0 | 0 |
| 11,295 | 10,605 | 10,500 | 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. | 11,250 | 11,250 | 11,250 |
| 11,295 | 10,605 | 10,600 | TOTAL MATERIALS AND SERVICES | 11,250 | 11,250 | 11,250 |
| 45,183 | 45,291 | 85,103 | TOTAL REQUIREMENTS | 89,112 | 89,112 | 89,112 |



PARKS & RECREATION
Kids on the Block





General Fund – Parks & Recreation

- Kids on the Block

2019 – 2020 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.
- The KOB program went through a comprehensive assessment with OregonASK in 2018. A Parks and Recreation Department Advisory Committee has been convened to make recommendations to the Parks and Recreation Director on the purpose and mission of KOB and additional updates are anticipated, City Council and community conversations will be ongoing as the city and other stakeholders determine the path for after school programming in McMinnville.
- In the past, we have thought of the KOB budget as being highly self-supporting. In 2016-17, 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 has not been offered since 2016. Current reserve funds from previous Mayor's Balls will last approximately 2 years longer. With this upcoming financial problem for the KOB program, the Parks & Recreation Department has completed 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 2019-20 temporary staff budget reflects the Oregon minimum wage increases and implementation of Oregon sick leave benefits for part-time staff. The KOB program employs more than 60 part-time employees as Recreation Leaders and Site Directors. In addition, the KOB program is one of only two 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. No changes are expected for 2019-20 school year.
- In alignment with the 2018 KOB Assessment, fees will be increased to address long term financial sustainability from \$625/year to \$775/year. Additional work is needed to find an equitable and implementable financial assistance program that will supplement fees for those most in need. 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.

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.

General Fund – Parks & Recreation

- Kids on the Block

2019 – 2020 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- The KOB Sustainability Assessment completed this spring brought a plethora of insightful findings, valuable data, and potential recommendations to consider. A technical advisory group is set to meet to determine next steps in time to address the anticipated funding shortfall.
- Kids on the Block is uniquely positioned to support the City's strategic priorities, particularly in relation to Community Safety & Resiliency (Afterschool programs keep kids safe) and City Government Capacity (Afterschool programs save tax dollars).

AFTERSCHOOL PROGRAMS KEEP KIDS SAFE

83%

of parents with a child in an afterschool program say programs can help reduce the likelihood that kids will

- commit a crime
- use drugs
- become a teen parent



AFTERSCHOOL PROGRAMS SAVE TAX DOLLARS



Every \$1 invested in afterschool programs saves \$9 by

- Reducing crime and welfare costs
- Improving kids' performance at school
- Increasing kids' earning potential

Learn more at www.afterschoolalliance.org/AA3PM
Afterschool Alliance. (2014). America After 3PM: Afterschool Programs in Demand. <http://afterschoolalliance.org/AA3PM/>.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 306,140 | 393,351 | 431,688 | 38,337 |
| Personnel Services | 284,302 | 328,793 | 365,993 | 37,200 |
| Materials & Services | 51,937 | 104,558 | 105,425 | 867 |
| Capital Outlay | - | - | 270 | 270 |
| Total Expenditures | 336,240 | 433,351 | 471,688 | 38,337 |
| Net Expenditures | (30,100) | (40,000) | (40,000) | - |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|----------------------------|------------------------------|-------------|-------------------------------|
| FTE Adopted Budget | 8.87 | | |
| Assistant Site Director | | 0.02 | |
| Recreation Leadership | | 0.60 | |
| FTE Proposed Budget | | 0.62 | 9.49 |

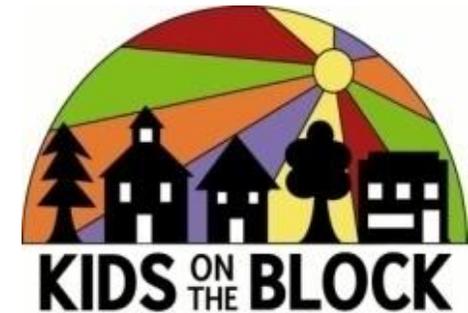


General Fund – Parks & Rec – Kids on the Block

Historical Highlights

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

- 2013** The 2013-2014 fiscal year marks the city's 25th anniversary of operating the KOB program.
- 2017** The Mayor's Ball, a primary source of funding for the KOB program, is discontinued. KOB Inc. has approximately 3 years of reserve funds to continue the program as it currently operates.
- 2018** The Parks & Recreation Department is conducting an in-depth program and financial sustainability assessment of Kids on the Block. Results of the study will inform the FY2020 budget and the future of the program after KOB Inc. reserve funds are exhausted.
- 2019** Findings and recommendations from the financial sustainability assessment were reported to City Council in March. A Parks & Recreation technical advisory group is set to meet to plan next steps.



Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 0 | 0 | 0 | 5020-17 McMinnville School Dist #40 - 21st Century Grant KOB will receive \$40k as a sub grantee from MSD #40's 21st CCLC grant. FY19 is Year 1 of 3. FY20 is Year 2 of 3. | 40,000 | 40,000 | 40,000 |
| 0 | 0 | 0 | TOTAL INTERGOVERNMENTAL | 40,000 | 40,000 | 40,000 |
| CHARGES FOR SERVICES | | | | | | |
| 178,920 | 188,123 | 185,000 | 5350-05 Registration Fees - KOB - Elementary Kids on the Block After-School Program registration fees. | 229,400 | 229,400 | 229,400 |
| 178,920 | 188,123 | 185,000 | TOTAL CHARGES FOR SERVICES | 229,400 | 229,400 | 229,400 |
| MISCELLANEOUS | | | | | | |
| 0 | 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 |
| 91,575 | 98,287 | 139,651 | 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. | 133,588 | 133,588 | 133,588 |
| 13,876 | 15,295 | 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 |
| 2,381 | 4,086 | 44,500 | 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 |
| 394 | 349 | 200 | 6600 Other Income | 200 | 200 | 200 |
| 108,226 | 118,016 | 208,351 | TOTAL MISCELLANEOUS | 162,288 | 162,288 | 162,288 |
| 287,146 | 306,140 | 393,351 | TOTAL RESOURCES | 431,688 | 431,688 | 431,688 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 867 | -1,315 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 69,811 | 71,788 | 55,780 | 7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 0.75 FTE | 57,150 | 57,150 | 57,150 |
| 152,634 | 156,489 | 206,006 | 7000-15 Salaries & Wages - Temporary Extra Help - Management Assistant - 0.48 FTE Site Director II - 1.74 FTE Assistant Site Director - 1.35 FTE Recreation Leadership - 5.17 FTE | 229,820 | 229,820 | 229,820 |
| 0 | 10 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| -103 | -290 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 13,721 | 14,084 | 16,230 | 7300-05 Fringe Benefits - FICA - Social Security | 17,792 | 17,792 | 17,792 |
| 3,209 | 3,294 | 3,797 | 7300-06 Fringe Benefits - FICA - Medicare | 4,162 | 4,162 | 4,162 |
| 26,793 | 29,410 | 36,010 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 46,173 | 46,173 | 46,173 |
| 5,671 | 5,868 | 4,940 | 7300-20 Fringe Benefits - Medical Insurance | 5,380 | 5,380 | 5,380 |
| 500 | 1,000 | 750 | 7300-22 Fringe Benefits - VEBA Plan | 750 | 750 | 750 |
| 108 | 108 | 80 | 7300-25 Fringe Benefits - Life Insurance | 80 | 80 | 80 |
| 382 | 391 | 304 | 7300-30 Fringe Benefits - Long Term Disability | 310 | 310 | 310 |
| 3,243 | 3,150 | 3,586 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 3,587 | 3,587 | 3,587 |
| 236 | 215 | 260 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 238 | 238 | 238 |
| 364 | 96 | 1,000 | 7300-40 Fringe Benefits - Unemployment | 501 | 501 | 501 |
| 15 | 5 | 50 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 50 | 50 | 50 |
| 277,451 | 284,302 | 328,793 | TOTAL PERSONNEL SERVICES | 365,993 | 365,993 | 365,993 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|--------|---|--------|--------|--------|
| 6,186 | 6,394 | 10,000 | 7500 Credit Card Fees | 10,400 | 10,400 | 10,400 |
| 0 | 2,937 | 0 | 7520-15 Public Notices & Printing - Brochure | 0 | 0 | 0 |
| 33 | 88 | 200 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 200 | 200 | 200 |
| 600 | 700 | 800 | 7610-05 Insurance - Liability | 600 | 600 | 600 |
| 756 | 685 | 800 | 7620 Telecommunications | 550 | 550 | 550 |
| 38 | 23 | 25 | 7660-05 Materials & Supplies - Office Supplies | 50 | 50 | 50 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 7680 | Materials & Supplies - Donations | | 0 | 0 | 0 |
| 498 | 315 | 40,400 | 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 | |
| 1,469 | 1,593 | 2,133 | 7840 | M & S Computer Charges | | 2,425 | 2,425 | 2,425 |
| | | | | I.S. Fund materials & supplies costs shared city-wide | | | | |
| 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 | |
| 9,351 | 9,477 | 10,000 | 8130 | Recreation Program Expenses | | 10,000 | 10,000 | 10,000 |
| | | | | 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. | | | | |
| 13,876 | 15,295 | 24,000 | 8130-35 | Recreation Program Expenses - Enrichment Programs | | 24,000 | 24,000 | 24,000 |
| | | | | 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. | | | | |
| 2,281 | 4,186 | 4,500 | 8130-40 | Recreation Program Expenses - Miscellaneous | | 45,000 | 45,000 | 45,000 |
| | | | | Kids on the Block expenses for miscellaneous program and staff meeting supplies. | | | | |
| 8,577 | 9,046 | 10,500 | 8130-45 | Recreation Program Expenses - Workstudy | | 10,500 | 10,500 | 10,500 |
| | | | | Linfield College Work Study Program provides funding support for KOB leadership costs when eligible students work as program staff. | | | | |
| 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. | | | | | | | | |
| 44,866 | 51,937 | 104,558 | TOTAL MATERIALS AND SERVICES | | | 105,425 | 105,425 | 105,425 |
| CAPITAL OUTLAY | | | | | | | | |
| 372 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 270 | 270 | 270 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone System Replacement Phase II | 1 | 270 | 270 | |
| 372 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 270 | 270 | 270 |
| 322,690 | 336,240 | 433,351 | TOTAL REQUIREMENTS | | | 471,688 | 471,688 | 471,688 |



PARKS & RECREATION
Recreational Sports



Organization Set – Programs

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

Organization Set #

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



General Fund – Parks & Recreation

- Recreational Sports

2019 – 2020 Proposed Budget --- Budget Summary

Budget Highlights

- 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.
- Welcoming players of all abilities and skill levels is one of the fundamental goals in the youth sports programs. To facilitate that goal, starting with the fall 2018 soccer season, we have partnered with Creating Opportunities to provide education, support, and resources to our volunteer youth coaches on working with players who have differing abilities and challenges. (Strategic Plan, Engagement & Inclusion)

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- The current challenge is a fungus growing on baseball/softball fields due to compromised drainage. Extra field amendments were added in October 2018 to improve 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

2019 – 2020 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 200,333 | 219,750 | 213,050 | (6,700) |
| Personnel Services | 179,353 | 226,032 | 233,930 | 7,898 |
| Materials & Services | 84,268 | 99,798 | 94,795 | (5,003) |
| Capital Outlay | - | - | 270 | 270 |
| Total Expenditures | 263,621 | 325,830 | 328,995 | 3,165 |
| Net Expenditures | (63,288) | (106,080) | (115,945) | 9,865 |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|-----------------------------------|------------------------------|---------------|-------------------------------|
| FTE Adopted Budget | 4.25 | | |
| Extra Help - Management Assistant | | (0.02) | |
| Program Assistant | | 0.88 | |
| Extra Help - RP Labor | | (0.97) | |
| FTE Proposed Budget | | (0.11) | 4.14 |



Pacific Sports Turf lip removal and reseeding of baseball field #6.



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. We are also working on partnerships with Linfield College Athletics to enhance programs.



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

General Fund – Parks& Recreation – Recreational Sports

Historical Highlights

- 2004** Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball/softball fields.
- 2005** Major skate park renovation at Dancer Park complete. Discovery Meadows, Max Baseball Field inaugural game played June 4th, 2005.
- 2008** Several volunteer groups work to clean-up debris deposited by December 2007 flooding and repair damaged landscape, playground and baseball field facilities.
- 2009** A new 40+ space parking addition in north Dancer Park to help alleviate parking demand with the growth of soccer is completed in time for fall soccer.
- 2013** During opening ceremonies of the 2013 youth baseball/softball season, the original 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.
- 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.
- 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.

2018 Public Works and Pacific Sports Turf completed an improvement project on baseball and softball fields at Joe Dancer Park that eliminated the buildup of infield material that had created lips that caused unpredictable bounces for participants. This project also included leveling and reseeding the infield of Field #6, which will help with player safety and reduced maintenance, and added soil amendments for other infields to help drainage and combat fungal growth caused by poor drainage.

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 3,285 | 1,600 | 4,000 | 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. | 3,000 | 3,000 | 3,000 |
| 3,285 | 1,600 | 4,000 | TOTAL CHARGES FOR SERVICES | 3,000 | 3,000 | 3,000 |
| 3,285 | 1,600 | 4,000 | TOTAL RESOURCES | 3,000 | 3,000 | 3,000 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| -113 | 172 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 73,581 | 75,143 | 77,728 | 7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE | 79,707 | 79,707 | 79,707 |
| 8,438 | 6,950 | 22,975 | 7000-15 Salaries & Wages - Temporary Extra Help - Management Assistant - 0.40 FTE Program Assistant - 0.44 FTE | 22,975 | 22,975 | 22,975 |
| 0 | 0 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| -181 | 2 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 4,903 | 4,888 | 6,243 | 7300-05 Fringe Benefits - FICA - Social Security | 6,366 | 6,366 | 6,366 |
| 1,147 | 1,143 | 1,460 | 7300-06 Fringe Benefits - FICA - Medicare | 1,489 | 1,489 | 1,489 |
| 20,979 | 23,719 | 27,444 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 32,327 | 32,327 | 32,327 |
| 11,792 | 12,202 | 13,706 | 7300-20 Fringe Benefits - Medical Insurance | 14,938 | 14,938 | 14,938 |
| 1,000 | 2,000 | 2,000 | 7300-22 Fringe Benefits - VEBA Plan | 2,000 | 2,000 | 2,000 |
| 108 | 108 | 108 | 7300-25 Fringe Benefits - Life Insurance | 108 | 108 | 108 |
| 382 | 391 | 404 | 7300-30 Fringe Benefits - Long Term Disability | 414 | 414 | 414 |
| 2,942 | 2,923 | 1,260 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 1,171 | 1,171 | 1,171 |
| 37 | 33 | 54 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 46 | 46 | 46 |
| 73 | 111 | 300 | 7300-40 Fringe Benefits - Unemployment | 301 | 301 | 301 |
| 2,785 | 2,757 | 3,399 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 3,400 | 3,400 | 3,400 |
| 127,872 | 132,542 | 157,081 | TOTAL PERSONNEL SERVICES | 165,242 | 165,242 | 165,242 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|-------|-------|-------|
| 4,899 | 3,976 | 6,500 | 7500 Credit Card Fees | 5,200 | 5,200 | 5,200 |
| 0 | 2,937 | 0 | 7520-15 Public Notices & Printing - Brochure | 0 | 0 | 0 |
| 33 | 88 | 100 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 200 | 200 | 200 |
| 250 | 0 | 300 | 7550 Travel & Education Professional memberships and miscellaneous workshops. | 300 | 300 | 300 |
| 269 | 191 | 300 | 7590 Fuel - Vehicle & Equipment | 300 | 300 | 300 |
| 800 | 1,000 | 1,100 | 7610-05 Insurance - Liability | 1,100 | 1,100 | 1,100 |
| 300 | 200 | 200 | 7610-10 Insurance - Property | 200 | 200 | 200 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 1,730 | 1,706 | 1,800 | 7620 | Telecommunications | | 1,800 | 1,800 | 1,800 |
| 25 | 15 | 20 | 7660-05 | Materials & Supplies - Office Supplies | | 20 | 20 | 20 |
| 415 | 270 | 445 | 7750 | Professional Services | | 450 | 450 | 450 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Section 125 administration fee | 1 | 50 | 50 | |
| | | | | Audit fee allocation | 1 | 400 | 400 | |
| 0 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 1,469 | 1,593 | 2,133 | 7840 | M & S Computer Charges | | 2,425 | 2,425 | 2,425 |
| | | | | I.S. Fund materials & supplies costs shared city-wide | | | | |
| 1,200 | 1,489 | 2,700 | 7840-55 | M & S Computer Charges - 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 | |
| 0 | 0 | 0 | 8130-15 | Recreation Program Expenses - Concessions | | 0 | 0 | 0 |
| 11,390 | 13,465 | 15,598 | | <u>TOTAL MATERIALS AND SERVICES</u> | | 13,195 | 13,195 | 13,195 |
| | | | | <u>CAPITAL OUTLAY</u> | | | | |
| 372 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 270 | 270 | 270 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone System Replacement Phase II | 1 | 270 | 270 | |
| 372 | 0 | 0 | | <u>TOTAL CAPITAL OUTLAY</u> | | 270 | 270 | 270 |
| 139,634 | 146,007 | 172,679 | | <u>TOTAL REQUIREMENTS</u> | | 178,707 | 178,707 | 178,707 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 16,901 | 10,408 | 17,000 | 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 |
| 16,901 | 10,408 | 17,000 | TOTAL CHARGES FOR SERVICES | 17,000 | 17,000 | 17,000 |
| 16,901 | 10,408 | 17,000 | TOTAL RESOURCES | 17,000 | 17,000 | 17,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 4,245 | 3,602 | 5,003 | 7000-15 Salaries & Wages - Temporary Program Assistant - 0.20 FTE | 4,999 | 4,999 | 4,999 |
| 263 | 223 | 310 | 7300-05 Fringe Benefits - FICA - Social Security | 310 | 310 | 310 |
| 62 | 52 | 72 | 7300-06 Fringe Benefits - FICA - Medicare | 72 | 72 | 72 |
| 156 | 22 | 563 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 671 | 671 | 671 |
| 0 | 0 | 259 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 57 | 57 | 57 |
| 6 | 5 | 6 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 5 | 5 | 5 |
| 4,732 | 3,904 | 6,213 | TOTAL PERSONNEL SERVICES | 6,114 | 6,114 | 6,114 |
| MATERIALS AND SERVICES | | | | | | |
| 10,583 | 8,456 | 12,000 | 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 |
| 10,583 | 8,456 | 12,000 | TOTAL MATERIALS AND SERVICES | 12,000 | 12,000 | 12,000 |
| 15,314 | 12,360 | 18,213 | TOTAL REQUIREMENTS | 18,114 | 18,114 | 18,114 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 92,852 | 96,819 | 98,000 | 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 |
| 0 | 0 | 0 | 5380-55 Facility Rentals - Concessions Soccer concessionaire profit sharing with City. | 300 | 300 | 300 |
| 92,852 | 96,819 | 98,000 | TOTAL CHARGES FOR SERVICES | 98,300 | 98,300 | 98,300 |
| 92,852 | 96,819 | 98,000 | TOTAL RESOURCES | 98,300 | 98,300 | 98,300 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 16,995 | 18,762 | 20,048 | 7000-15 Salaries & Wages - Temporary Program Assistant - 0.24 FTE Recreation Program Labor - 0.70 FTE Increase reflects minimum wage increases. | 22,298 | 22,298 | 22,298 |
| 0 | 0 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 1,054 | 1,163 | 1,243 | 7300-05 Fringe Benefits - FICA - Social Security | 1,383 | 1,383 | 1,383 |
| 246 | 272 | 291 | 7300-06 Fringe Benefits - FICA - Medicare | 323 | 323 | 323 |
| 140 | 306 | 2,255 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 2,992 | 2,992 | 2,992 |
| 0 | 0 | 1,036 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 838 | 838 | 838 |
| 27 | 26 | 25 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 23 | 23 | 23 |
| 18,463 | 20,530 | 24,898 | <u>TOTAL PERSONNEL SERVICES</u> | 27,857 | 27,857 | 27,857 |
| MATERIALS AND SERVICES | | | | | | |
| 20,129 | 29,117 | 31,000 | 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 |
| 20,129 | 29,117 | 31,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 31,000 | 31,000 | 31,000 |
| 38,592 | 49,647 | 55,898 | <u>TOTAL REQUIREMENTS</u> | 58,857 | 58,857 | 58,857 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 19,945 | 17,747 | 20,000 | 5350 Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball. | 20,000 | 20,000 | 20,000 |
| 19,945 | 17,747 | 20,000 | TOTAL CHARGES FOR SERVICES | 20,000 | 20,000 | 20,000 |
| 19,945 | 17,747 | 20,000 | TOTAL RESOURCES | 20,000 | 20,000 | 20,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 9,548 | 7,996 | 9,588 | 7000-15 Salaries & Wages - Temporary Program Assistant - 0.17 FTE Recreation Program Labor - 0.26 FTE | 10,402 | 10,402 | 10,402 |
| 0 | 0 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 592 | 496 | 594 | 7300-05 Fringe Benefits - FICA - Social Security | 644 | 644 | 644 |
| 138 | 116 | 139 | 7300-06 Fringe Benefits - FICA - Medicare | 151 | 151 | 151 |
| -151 | 253 | 1,079 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 1,395 | 1,395 | 1,395 |
| 0 | 0 | 495 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 341 | 341 | 341 |
| 15 | 11 | 12 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 11 | 11 | 11 |
| 10,143 | 8,871 | 11,907 | TOTAL PERSONNEL SERVICES | 12,944 | 12,944 | 12,944 |
| MATERIALS AND SERVICES | | | | | | |
| 3,097 | 2,414 | 3,650 | 8130 Recreation Program Expenses T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program. | 3,650 | 3,650 | 3,650 |
| 3,097 | 2,414 | 3,650 | TOTAL MATERIALS AND SERVICES | 3,650 | 3,650 | 3,650 |
| 13,239 | 11,285 | 15,557 | TOTAL REQUIREMENTS | 16,594 | 16,594 | 16,594 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 51,647 | 51,822 | 60,500 | 5350 Registration Fees Recreational Sports registration fees for Youth Baseball and Softball Programs. | 55,000 | 55,000 | 55,000 |
| 425 | 150 | 1,000 | 5380-55 Facility Rentals - Concessions Baseball/Softball concessionaire profit sharing with City. | 500 | 500 | 500 |
| 52,072 | 51,972 | 61,500 | <u>TOTAL CHARGES FOR SERVICES</u> | 55,500 | 55,500 | 55,500 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 14,678 | 15,140 | 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 |
| 3,971 | 5,938 | 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 |
| 18,649 | 21,078 | 18,500 | <u>TOTAL MISCELLANEOUS</u> | 18,500 | 18,500 | 18,500 |
| 70,721 | 73,050 | 80,000 | <u>TOTAL RESOURCES</u> | 74,000 | 74,000 | 74,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 14,685 | 12,193 | 20,831 | 7000-15 Salaries & Wages - Temporary Program Assistant - 0.29 FTE Recreation Program Labor - 0.43 FTE | 17,453 | 17,453 | 17,453 |
| 0 | 0 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 910 | 756 | 1,291 | 7300-05 Fringe Benefits - FICA - Social Security | 1,082 | 1,082 | 1,082 |
| 213 | 177 | 302 | 7300-06 Fringe Benefits - FICA - Medicare | 253 | 253 | 253 |
| 310 | 364 | 2,344 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 2,341 | 2,341 | 2,341 |
| 0 | 0 | 1,077 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 564 | 564 | 564 |
| 23 | 17 | 26 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 18 | 18 | 18 |
| 16,142 | 13,506 | 25,871 | TOTAL PERSONNEL SERVICES | 21,711 | 21,711 | 21,711 |
| MATERIALS AND SERVICES | | | | | | |
| 14,678 | 15,140 | 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 |
| 17,023 | 15,676 | 22,000 | 8130 Recreation Program Expenses Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years. | 19,400 | 19,400 | 19,400 |
| 31,701 | 30,816 | 37,500 | TOTAL MATERIALS AND SERVICES | 34,900 | 34,900 | 34,900 |
| 47,843 | 44,322 | 63,371 | TOTAL REQUIREMENTS | 56,611 | 56,611 | 56,611 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 748 | 709 | 750 | 5350 Registration Fees Recreational Sports registration fees for several summer skill development youth sports camps and classes. | 750 | 750 | 750 |
| 748 | 709 | 750 | TOTAL CHARGES FOR SERVICES | 750 | 750 | 750 |
| 748 | 709 | 750 | TOTAL RESOURCES | 750 | 750 | 750 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 0 | 0 | 50 | 7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.01 FTE | 49 | 49 | 49 |
| 0 | 0 | 4 | 7300-05 Fringe Benefits - FICA - Social Security | 3 | 3 | 3 |
| 0 | 0 | 1 | 7300-06 Fringe Benefits - FICA - Medicare | 1 | 1 | 1 |
| 0 | 0 | 4 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 7 | 7 | 7 |
| 0 | 0 | 3 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2 | 2 | 2 |
| 0 | 0 | 0 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 0 | 0 | 0 |
| 0 | 0 | 62 | 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 | 112 | TOTAL REQUIREMENTS | 112 | 112 | 112 |



**PARKS & RECREATION
Senior Center**



Organization Set – Programs

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

Organization Set #

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



General Fund – Parks & Recreation - Senior Center

2019 – 2020 Proposed Budget --- Budget Summary

Budget Highlights

- In 2019-20, 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.
- Proposed increase in Temporary Wages reflects minimum wage and sick leave adjustments as well as an additional 400 hours for part-time hours dedicated to the Wortman Park Café.
- Wortman Park Café is now a separate cost center to better understand the revenues and expenditures and the part-time staff wages dedicated to the program. An increase in both revenue and expenditures is anticipated.
- With strategic focus on investing efforts toward high performing programs and a reduction of underperforming programs the Senior Center was able to increase attendance in classes and programs by 492 for a total of 8,875 guests while scheduled hours for classes and programs decreased by 186 for a total of 1,723 hours. (Strategic Priority: City Government Capacity)

Core Services

- Enrichment classes and programs for older adults
- Support services: health, wellness, legal, etc.
- 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 6,994 guests and celebrated its third year in operation. That's an increase of 738 guests from the previous year!

General Fund – Parks & Recreation - Senior Center

2019 – 2020 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 124,191 | 168,400 | 137,076 | (31,324) |
| Personnel Services | 178,559 | 200,956 | 224,774 | 23,818 |
| Materials & Services | 136,708 | 207,650 | 158,314 | (49,336) |
| Capital Outlay | - | - | 405 | 405 |
| Total Expenditures | 315,267 | 408,606 | 383,493 | (25,113) |
| Net Expenditures | (191,076) | (240,206) | (246,417) | 6,211 |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|----------------------------|------------------------------|---------------|-------------------------------|
| FTE Adopted Budget | 3.23 | | |
| Program Assistant | | 0.19 | |
| Extra Help - Senior Center | | (0.59) | |
| FTE Proposed Budget | | (0.40) | 2.83 |



Over 40 volunteers contributed 3,104 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.



8,875 participants in special interest recreation classes

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.

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.

2018 Senior Center gets a new roof thanks in large part to a generous donation of \$10,000+ from the Friends of the McMinnville Senior Center (FMSC) as well as various other estate gifts and personal donations.

2019 Northwest Senior & Disability Services moves to a new location after nearly 24 years.



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

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 8,159 | 10,886 | 11,000 | 5380-20 Facility Rentals - Meeting Rooms Senior Center meeting room rentals. | 13,500 | 13,500 | 13,500 |
| 420 | 785 | 100 | 5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals. | 400 | 400 | 400 |
| 6,379 | 5,891 | 5,000 | 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. | 5,500 | 5,500 | 5,500 |
| 9,357 | 8,865 | 6,000 | 5380-45 Facility Rentals - Reception Facilities Senior Center main hall rentals. | 10,500 | 10,500 | 10,500 |
| 4,800 | 4,400 | 4,800 | 5380-50 Facility Rentals - Meal Site Northwest Senior & Disabled Services moved to a new location March 28, 2019 | 0 | 0 | 0 |
| 32,213 | 33,472 | 34,500 | 5410-05 Sales - Wortman Park Cafe Moved Wortman Park Café accounts to new program 01-17-099-670 | 0 | 0 | 0 |
| 1,101 | 950 | 1,000 | 5420 Newsletter Senior Program subscription fees for monthly senior newsletter. | 650 | 650 | 650 |
| 62,428 | 65,250 | 62,400 | TOTAL CHARGES FOR SERVICES | 30,550 | 30,550 | 30,550 |
| MISCELLANEOUS | | | | | | |
| 10,165 | 2,923 | 4,190 | 6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities. | 9,000 | 9,000 | 9,000 |
| 2,299 | 1,226 | 7,102 | 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. | 5,876 | 5,876 | 5,876 |
| 0 | 0 | 37,708 | 6420-60 Donations - Parks & Recreation - Building Improvements Donations received to fund various building improvements such as a roof replacement in August 2018 | 0 | 0 | 0 |
| 1,413 | 1,535 | 500 | 6600 Other Income Senior Center equipment rental fees and other incidental revenues. | 750 | 750 | 750 |
| 2,317 | 1,632 | 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. | 1,800 | 1,800 | 1,800 |
| 16,194 | 7,315 | 51,000 | TOTAL MISCELLANEOUS | 17,426 | 17,426 | 17,426 |
| 78,622 | 72,565 | 113,400 | TOTAL RESOURCES | 47,976 | 47,976 | 47,976 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 94 | 276 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 70,280 | 88,068 | 112,769 | 7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Coordinator II - 0.80 FTE | 119,263 | 119,263 | 119,263 |
| 31,779 | 16,533 | 0 | 7000-10 Salaries & Wages - Regular Part Time | 0 | 0 | 0 |
| 14,925 | 15,257 | 31,795 | 7000-15 Salaries & Wages - Temporary Extra Help - Senior Center - 0.82 FTE | 19,400 | 19,400 | 19,400 |
| 25 | 0 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 2,160 | 1,688 | 1,968 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 1,200 | 1,200 | 1,200 |
| 117 | 373 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 7,388 | 7,455 | 9,084 | 7300-05 Fringe Benefits - FICA - Social Security | 8,671 | 8,671 | 8,671 |
| 1,728 | 1,744 | 2,125 | 7300-06 Fringe Benefits - FICA - Medicare | 2,028 | 2,028 | 2,028 |
| 26,533 | 33,440 | 36,830 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 42,810 | 42,810 | 42,810 |
| 0 | 6,830 | 0 | 7300-20 Fringe Benefits - Medical Insurance | 16,508 | 16,508 | 16,508 |
| 0 | 2,200 | 0 | 7300-22 Fringe Benefits - VEBA Plan | 2,400 | 2,400 | 2,400 |
| 216 | 206 | 194 | 7300-25 Fringe Benefits - Life Insurance | 194 | 194 | 194 |
| 562 | 587 | 610 | 7300-30 Fringe Benefits - Long Term Disability | 636 | 636 | 636 |
| 3,059 | 3,055 | 3,947 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 3,452 | 3,452 | 3,452 |
| 78 | 67 | 93 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 66 | 66 | 66 |
| 0 | 0 | 99 | 7300-40 Fringe Benefits - Unemployment | 100 | 100 | 100 |
| 760 | 779 | 1,200 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 1,001 | 1,001 | 1,001 |
| 159,703 | 178,559 | 200,714 | TOTAL PERSONNEL SERVICES | 217,729 | 217,729 | 217,729 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|-------|-------|-------|
| 2,246 | 1,422 | 1,700 | 7500 Credit Card Fees | 1,000 | 1,000 | 1,000 |
| 0 | 2,937 | 0 | 7520-15 Public Notices & Printing - Brochure | 0 | 0 | 0 |
| 59 | 158 | 200 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 200 | 200 | 200 |
| 1,829 | 2,052 | 2,000 | 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 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 9,818 | 8,362 | 10,000 | 7600 | Electric & Natural Gas | | 11,000 | 11,000 | 11,000 |
| 1,400 | 1,700 | 2,500 | 7610-05 | Insurance - Liability | | 1,900 | 1,900 | 1,900 |
| 3,100 | 3,100 | 2,700 | 7610-10 | Insurance - Property | | 2,900 | 2,900 | 2,900 |
| 4,365 | 4,825 | 4,800 | 7620 | Telecommunications | | 4,700 | 4,700 | 4,700 |
| 9,373 | 10,938 | 12,050 | 7650-10 | Janitorial - Services | | 14,000 | 14,000 | 14,000 |
| 1,233 | 110 | 1,200 | 7650-15 | Janitorial - Supplies | | 700 | 700 | 700 |
| 2,591 | 1,979 | 2,000 | 7660 | Materials & Supplies | | 2,200 | 2,200 | 2,200 |
| 27,219 | 28,482 | 27,000 | 7660-37 | Materials & Supplies - Wortman Park Cafe Moved Wortman Park Café accounts to new program 01-17-099-670 | | 0 | 0 | 0 |
| 2,261 | 1,861 | 2,500 | 7680 | Materials & Supplies - Donations Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors. | | 1,000 | 1,000 | 1,000 |
| 13,698 | 17,447 | 45,500 | 7720 | Repairs & Maintenance Routine maintenance & repairs, including \$5,500 for additional safety measures | | 15,000 | 15,000 | 15,555 |
| 718 | 1,226 | 45,500 | 7720-24 | Repairs & Maintenance - Donations - Seniors 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. | | 12,876 | 12,876 | 12,876 |
| 374 | 225 | 400 | 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 | |
| 6,789 | 9,756 | 10,000 | 7790 | Maintenance & Rental Contracts | | 11,000 | 11,000 | 11,000 |
| 0 | 0 | 0 | 7800 | M & S Equipment | | 1,000 | 1,000 | 1,000 |
| 9,485 | 1,062 | 1,000 | 7810 | M & S Equipment - Donations Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors. | | 1,000 | 1,000 | 1,000 |
| 2,204 | 2,389 | 3,200 | 7840 | M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide | | 3,638 | 3,638 | 3,638 |
| 1,200 | 1,200 | 1,200 | 7840-60 | M & S Computer Charges - Senior Center | | 6,600 | 6,600 | 6,600 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Surface | 1 | 2,800 | 2,800 | |
| | | | | Replacement desktop | 1 | 1,500 | 1,500 | |
| | | | | Scanner | 1 | 1,100 | 1,100 | |
| | | | | Activenet annual maintenance | 1 | 1,200 | 1,200 | |
| 394 | 256 | 100 | 8130-05 | Recreation Program Expenses - Newsletter Production and mailing senior newsletter, a monthly publication mailed to approx. 100 seniors; expenses recovered through subscription fees in revenue account 5420, Newsletter. | | 500 | 500 | 500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 2,012 | 1,653 | 1,350 | 8135 | Wortman Gallery Expenses | | 1,000 | 1,000 | 1,000 |
| | | | Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery. | | | | | |
| 102,368 | 103,138 | 176,900 | TOTAL MATERIALS AND SERVICES | | | 94,714 | 94,714 | 95,269 |
| CAPITAL OUTLAY | | | | | | | | |
| 559 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 405 | 405 | 405 |
| | | | I.S. Fund capital outlay costs shared city-wide | | | | | |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Phone System Replacement Phase II | 1 | 405 | 405 | | |
| 559 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 405 | 405 | 405 |
| 262,629 | 281,697 | 377,614 | TOTAL REQUIREMENTS | | | 312,848 | 312,848 | 313,403 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 42,843 | 39,438 | 42,000 | 5350 Registration Fees Senior Center fees for recreational and special interest classes and programs. | 37,000 | 37,000 | 37,000 |
| 42,843 | 39,438 | 42,000 | TOTAL CHARGES FOR SERVICES | 37,000 | 37,000 | 37,000 |
| 42,843 | 39,438 | 42,000 | TOTAL RESOURCES | 37,000 | 37,000 | 37,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 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 | 13 | 13 | 13 |
| 0 | 0 | 3 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2 | 2 | 2 |
| 0 | 0 | 0 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 0 | 0 | 0 |
| 0 | 0 | 121 | TOTAL PERSONNEL SERVICES | 122 | 122 | 122 |
| MATERIALS AND SERVICES | | | | | | |
| 24,447 | 22,251 | 20,000 | 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 |
| 24,447 | 22,251 | 20,000 | TOTAL MATERIALS AND SERVICES | 20,000 | 20,000 | 20,000 |
| 24,447 | 22,251 | 20,121 | TOTAL REQUIREMENTS | 20,122 | 20,122 | 20,122 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 3,156 | 500 | 1,000 | 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 |
| 3,156 | 500 | 1,000 | TOTAL CHARGES FOR SERVICES | 1,000 | 1,000 | 1,000 |
| 3,156 | 500 | 1,000 | TOTAL RESOURCES | 1,000 | 1,000 | 1,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 2,712 | 126 | 500 | 8130 Recreation Program Expenses Costs associated with Senior Center special fund raising events and other major programs. | 500 | 500 | 500 |
| 2,712 | 126 | 500 | <u>TOTAL MATERIALS AND SERVICES</u> | 500 | 500 | 500 |
| 2,712 | 126 | 500 | TOTAL REQUIREMENTS | 500 | 500 | 500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 16,957 | 10,114 | 10,000 | 5350 Registration Fees Registration income from Senior Center sponsored day-long field trip and tour event registration fees | 12,000 | 12,000 | 12,000 |
| 16,957 | 10,114 | 10,000 | TOTAL CHARGES FOR SERVICES | 12,000 | 12,000 | 12,000 |
| 16,957 | 10,114 | 10,000 | TOTAL RESOURCES | 12,000 | 12,000 | 12,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 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 | 13 | 13 | 13 |
| 0 | 0 | 3 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2 | 2 | 2 |
| 0 | 0 | 0 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 0 | 0 | 0 |
| 0 | 0 | 121 | TOTAL PERSONNEL SERVICES | 122 | 122 | 122 |
| MATERIALS AND SERVICES | | | | | | |
| 15,200 | 10,945 | 10,000 | 8130 Recreation Program Expenses Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses. | 11,000 | 11,000 | 11,000 |
| 15,200 | 10,945 | 10,000 | TOTAL MATERIALS AND SERVICES | 11,000 | 11,000 | 11,000 |
| 15,200 | 10,945 | 10,121 | TOTAL REQUIREMENTS | 11,122 | 11,122 | 11,122 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 4,417 | 1,574 | 2,000 | 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. | 100 | 100 | 100 |
| 4,417 | 1,574 | 2,000 | TOTAL CHARGES FOR SERVICES | 100 | 100 | 100 |
| 4,417 | 1,574 | 2,000 | TOTAL RESOURCES | 100 | 100 | 100 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 2,575 | 248 | 250 | 8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions. | 100 | 100 | 100 |
| 2,575 | 248 | 250 | <u>TOTAL MATERIALS AND SERVICES</u> | 100 | 100 | 100 |
| 2,575 | 248 | 250 | <i>TOTAL REQUIREMENTS</i> | 100 | 100 | 100 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :670 - WORTMAN PARK CAFE | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 0 | 0 | 0 | 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 70 daily attendees. | 39,000 | 39,000 | 39,000 |
| 0 | 0 | 0 | TOTAL CHARGES FOR SERVICES | 39,000 | 39,000 | 39,000 |
| 0 | 0 | 0 | TOTAL RESOURCES | 39,000 | 39,000 | 39,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :670 - WORTMAN PARK CAFE | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 0 | 0 | 0 | 7000-10 Salaries & Wages - Regular Part Time | 0 | 0 | 0 |
| 0 | 0 | 0 | 7000-15 Salaries & Wages - Temporary Program Assistant - 0.19 FTE due to Northwest Senior & Disability Services no longer staffing the kitchen side of the program | 5,500 | 5,500 | 5,500 |
| 0 | 0 | 0 | 7300-05 Fringe Benefits - FICA - Social Security | 341 | 341 | 341 |
| 0 | 0 | 0 | 7300-06 Fringe Benefits - FICA - Medicare | 80 | 80 | 80 |
| 0 | 0 | 0 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 738 | 738 | 738 |
| 0 | 0 | 0 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 137 | 137 | 137 |
| 0 | 0 | 0 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 5 | 5 | 5 |
| 0 | 0 | 0 | TOTAL PERSONNEL SERVICES | 6,801 | 6,801 | 6,801 |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 0 | 0 | 7660-37 Materials & Supplies - Wortman Park Cafe | 32,000 | 32,000 | 32,000 |
| 0 | 0 | 0 | TOTAL MATERIALS AND SERVICES | 32,000 | 32,000 | 32,000 |
| 0 | 0 | 0 | TOTAL REQUIREMENTS | 38,801 | 38,801 | 38,801 |



PARK MAINTENANCE





General Fund – Park Maintenance

2019 – 2020 Proposed Budget --- Budget Summary

Budget Highlights

- The 2019-20 Park Maintenance budget request includes funding to continue to add back maintenance capacity. This is directly connected to the Government Capacity priority in the City's Strategic Plan. The budget proposal is an effort to work towards addressing this priority's goal to "strengthen the City's ability to prioritize and deliver municipal services with discipline and focus".
- Highlights of the 2019-20 proposal include one new Utility Worker I position as well as additional resources to help address increasing maintenance demands related to aging facilities and negative behaviors as well as backlogged maintenance items. The proposal will also enable the Division to position itself to assume maintenance of a new four acre park facility in northwest McMinnville. Construction on the new park is planned for summer 2019, with the park opening in late fall.
- The 2019-20 budget request is the second phase of a two year "add package" proposal to move the Division closer to pre-2013/14 service levels. This approach enables the Division to continue to incrementally increase service levels in a manner that most impacts our park users.
- Staff will continue to partner with key volunteer and inmate work groups. These partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community." 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 7% 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 2019-20 budget continues to be reflective of the City's overall move towards addressing staffing and deferred maintenance needs and represents the movement towards improving that "invitation" to McMinnville residents to visit our facilities.

Core Services

The Division' core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's park asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's on-going efforts to identify and focus on core services. This work is accomplished in parks, 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 user 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 continue to be modified to allow for increased staff visits (“rounds”) to various facilities.

Turf/Landscape Maintenance

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. This core service will continue to be modified to add back irrigation and mowing services to various facilities where turf has been allowed to go brown as part of previous service level changes.
- 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 was eliminated at some facilities, and cycles extended as a result of service changes in 2013-14. The additional resources in this budget request will enable the Division to re-implement some of this program system wide which will improve aesthetics and weed control.
- Annual flowers are planted in the spring at various City facilities.
- Trail systems are maintained in Dancer Park, Airport Park, Discovery Meadows, Tice Rotary Park, and other facilities. The proposed budget continues the practice of partnering with local tree service vendors for chip material and local user groups to spread material, resulting in reduced labor and material costs.
- 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. This internal partnership is again reflective of the Strategic Plan mission to deliver high quality services in collaboration with partners for a prosperous, safe and livable community. Sports turf is irrigated, fertilized, over-seeded, mowed, and aerated at as high a frequency as resources allow in an effort to support a healthy turf stand that can withstand the high activity levels these programs bring. This work 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 (15 years), removing hazardous tree at the Chamber of Commerce.

General Fund – Park Maintenance

2019 – 2020 Proposed Budget --- Budget Summary

Park Amenities

- Maintain courts, water feature, shelters, drinking fountains, interpretive signage, lighting, etc. The Discovery Meadows water feature, operated under Oregon Public Health Division's administrative rules, is cleaned and inspected on a specific schedule, and is remotely monitored via web-based telemetry.

Park Building Maintenance

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

Skate Park Maintenance

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

Play Equipment Maintenance

- Play structures are inspected by certified staff per the National Parks and Recreation Association inspection standards.
- Play equipment is pressure washed and kept clean.

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. This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority's objective to "provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works". Activities include responding to vehicle accidents and hazardous materials spills; snow 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 (16 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 2019. In 2013-14, service levels changes 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. Over the intervening years 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 continue to restore some of these reduced service levels and address some of those costs.

- The 2019-20 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 elements 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.
- The 2019-20 budget provides increased staffing to change the staffing model, moving to a model that features Utility Worker I positions for parks services and similar tasks, freeing up Utility Worker II staff for higher level functions. However as referenced above is important to note that even with the additional resources allocated in this budget request there remains a gap in the City's capacity to maintain existing park assets. Thus without additional maintenance resources there is no latent maintenance capacity within this work group to take on additional new facilities whether they stem from residential development or from a park system master planning effort.
- 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, funds have been allocated in the budget proposal to begin upgrading the City's CMMS software.



Guy Smith, Parks Maintenance (14 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. Overall, the challenge will continue to be to identify those capital needs, develop fundable replacement strategies, and begin to plan for those replacements in a manner that fits the City's resources and priorities.

Continue to develop strategies to provide acceptable maintenance levels

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

Develop and implement water conservation strategies

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

General Fund – Park Maintenance

2019 – 2020 Proposed Budget --- Budget Summary

Americans with Disability Act (ADA) Compliance

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

| | |
|------|--------------------------------|
| 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

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 12,354 | 10,800 | 11,300 | 500 |
| Personnel Services | 768,589 | 896,659 | 1,007,932 | 111,273 |
| Materials & Services | 319,741 | 354,115 | 369,870 | 15,755 |
| Capital Outlay | 49,900 | 78,000 | 5,540 | (72,460) |
| Total Expenditures | 1,138,230 | 1,328,774 | 1,383,342 | 54,568 |
| Net Expenditures | (1,125,876) | (1,317,974) | (1,372,042) | 54,068 |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|-------------------------------|------------------------------|-------------|-------------------------------|
| FTE Adopted Budget | 9.80 | | |
| Utility Worker I | | | 1.00 |
| Extra Help - Park Maintenance | | (0.25) | |
| FTE Proposed Budget | | 0.75 | 10.55 |



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. | 2007 | Computerized maintenance management program implemented, including a work order system and an asset management system. |
| 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 | Dancer and Star Mill Parks play areas renovated with new play equipment, fall protection surfaces, walks, benches and landscaping. |
| 1997 | Goucher Street Linear Pathway - 2.46 acres - developed with turf, irrigation, benches, and plantings. | 2005 | Remodel of City Park and Wortman Park completed. | | |
| 1998 | Lower City Park remodeled and upgraded with new irrigation, parking lot, and turf. | | | | |

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

2019-2020 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 | 105,684 | | |
| General Fund | | | | | |
| Park Maintenance (0.50 FTE) | | | | 136 | 52,842 |
| Street Fund (0.50 FTE) | | | | 167 | 52,842 |
| <u>Park Maintenance Supervisor</u> | 1 | 342 | 79,990 | | |
| General Fund | | | | | |
| Park Maintenance (0.95 FTE) | | | | 136 | 75,990 |
| Street Fund (0.05 FTE) | | | | 167 | 4,000 |
| <u>Street Maintenance Supervisor</u> | 1 | 342 | 83,626 | | |
| General Fund | | | | | |
| Park Maintenance (0.05 FTE) | | | | 136 | 4,181 |
| Street Fund (0.95 FTE) | | | | 167 | 79,445 |
| <u>Mechanic - Public Works</u> | 1 | 330 | 58,818 | | |
| General Fund | | | | | |
| Park Maintenance (0.45 FTE) | | | | 136 | 26,468 |
| Street Fund (0.45 FTE) | | | | 167 | 26,468 |
| Wastewater Services Fund | | | | | |
| Administration (0.10 FTE) | | | | 209 | 5,882 |
| <u>Operations Support Specialist</u> | 1 | 330 | 58,818 | | |
| General Fund | | | | | |
| Park Maintenance (0.50 FTE) | | | | 136 | 29,409 |
| Street Fund (0.50 FTE) | | | | 167 | 29,409 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :19 - PARK MAINTENANCE Section :N/A Program :N/A | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | | |
| 11,425 | 11,332 | 10,500 | 5390 | Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities. | 11,000 | 11,000 | 11,000 |
| 11,425 | 11,332 | 10,500 | <u>TOTAL CHARGES FOR SERVICES</u> | | 11,000 | 11,000 | 11,000 |
| <u>MISCELLANEOUS</u> | | | | | | | |
| 36 | 1,022 | 300 | 6600 | Other Income | 300 | 300 | 300 |
| 0 | 0 | 0 | 6600-05 | Other Income - Workers' Comp Reimbursement | 0 | 0 | 0 |
| 36 | 1,022 | 300 | <u>TOTAL MISCELLANEOUS</u> | | 300 | 300 | 300 |
| 11,461 | 12,354 | 10,800 | <u>TOTAL RESOURCES</u> | | 11,300 | 11,300 | 11,300 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :19 - PARK MAINTENANCE Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|------------------|------------------|------------------|
| 1,000 | 266 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 423,941 | 453,787 | 515,369 | 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 - 2.00 FTE Mechanic - Public Works - 0.45 FTE Operations Support Specialist - Public Works - 0.50 FTE | 571,075 | 571,075 | 571,075 |
| 30,164 | 34,759 | 36,790 | 7000-15 Salaries & Wages - Temporary Extra Help - Park Maintenance - 1.10 FTE | 31,060 | 31,060 | 31,060 |
| 6,348 | 7,691 | 5,500 | 7000-20 Salaries & Wages - Overtime | 5,500 | 5,500 | 5,500 |
| 1,200 | 2,300 | 2,400 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 2,400 | 2,400 | 2,400 |
| 688 | -296 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 27,542 | 29,992 | 34,724 | 7300-05 Fringe Benefits - FICA - Social Security | 37,822 | 37,822 | 37,822 |
| 6,441 | 7,014 | 8,118 | 7300-06 Fringe Benefits - FICA - Medicare | 8,846 | 8,846 | 8,846 |
| 99,552 | 125,728 | 140,542 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 188,889 | 188,889 | 188,889 |
| 79,456 | 67,723 | 92,300 | 7300-20 Fringe Benefits - Medical Insurance | 110,077 | 110,077 | 110,077 |
| 7,250 | 11,958 | 14,500 | 7300-22 Fringe Benefits - VEBA Plan | 16,000 | 16,000 | 16,000 |
| 804 | 804 | 912 | 7300-25 Fringe Benefits - Life Insurance | 1,020 | 1,020 | 1,020 |
| 2,310 | 2,475 | 2,794 | 7300-30 Fringe Benefits - Long Term Disability | 3,100 | 3,100 | 3,100 |
| 22,482 | 24,166 | 31,247 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 30,879 | 30,879 | 30,879 |
| 247 | 222 | 287 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 265 | 265 | 265 |
| 1,794 | 0 | 1,000 | 7300-40 Fringe Benefits - Unemployment | 999 | 999 | 999 |
| 711,219 | 768,589 | 886,483 | TOTAL PERSONNEL SERVICES | 1,007,932 | 1,007,932 | 1,007,932 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|-------|-------|-------|
| 799 | 536 | 500 | 7530 Training | 650 | 650 | 650 |
| 293 | 668 | 600 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 900 | 900 | 900 |
| 2,835 | 4,701 | 5,000 | 7550 Travel & Education Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications. | 4,500 | 4,500 | 4,500 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :19 - PARK MAINTENANCE Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|--|
| 11,621 | 13,850 | 14,500 | 7590 | Fuel - Vehicle & Equipment | | 14,500 | 14,500 | 14,500 | |
| 23,173 | 21,152 | 23,500 | 7600 | Electric & Natural Gas | | 26,500 | 26,500 | 26,500 | |
| 8,900 | 10,900 | 10,800 | 7610-05 | Insurance - Liability | | 12,600 | 12,600 | 12,600 | |
| 14,000 | 13,500 | 12,100 | 7610-10 | Insurance - Property | | 13,000 | 13,000 | 13,000 | |
| 4,530 | 5,532 | 6,200 | 7620 | Telecommunications | | 7,700 | 7,700 | 7,700 | |
| 1,258 | 1,303 | 1,500 | 7650 | Janitorial | | 2,100 | 2,100 | 2,100 | |
| 20,003 | 14,917 | 16,500 | 7660 | Materials & Supplies | | 17,500 | 17,500 | 17,500 | |
| 1,271 | 1,239 | 13,700 | 7720-10 | Repairs & Maintenance - Building Maintenance | | 2,000 | 2,000 | 14,000 | |
| | | | | Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance. | | | | | |
| 15,543 | 22,556 | 20,500 | 7720-14 | Repairs & Maintenance - Vehicles | | 21,500 | 21,500 | 21,500 | |
| 89,783 | 79,833 | 90,250 | 7720-26 | Repairs & Maintenance - Park Maintenance | | 98,000 | 98,000 | 98,000 | |
| | | | | 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. | | | | | |
| 5,916 | 3,481 | 4,000 | 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. | | | | | |
| 1,555 | 1,070 | 1,315 | 7750 | Professional Services | | 1,820 | 1,820 | 1,820 | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Section 125 administration fee | 1 | 120 | 120 | | |
| | | | | Audit fee allocation | 1 | 1,700 | 1,700 | | |
| 16,459 | 18,579 | 17,876 | 7780-07 | Contract Services - Downtown | | 26,800 | 26,800 | 26,800 | |
| | | | | Downtown & Alpine Avenue litter patrol and solid waste disposal | | | | | |
| 70,238 | 93,871 | 93,000 | 7780-15 | Contract Services - Park Maintenance | | 100,000 | 100,000 | 100,000 | |
| | | | | 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. | | | | | |
| 2,728 | 358 | 2,000 | 7800-39 | M & S Equipment - Parks | | 3,000 | 3,000 | 3,000 | |
| | | | | Miscellaneous small equipment for operations and maintenance | | | | | |
| 657 | 2,034 | 500 | 7800-42 | M & S Equipment - Shop | | 750 | 750 | 750 | |
| | | | | Miscellaneous small equipment and tools for shop operations and maintenance | | | | | |
| 2,939 | 3,584 | 4,800 | 7840 | M & S Computer Charges | | 4,850 | 4,850 | 4,850 | |
| | | | | I.S. Fund materials & supplies costs shared city-wide | | | | | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :19 - PARK MAINTENANCE Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------|------------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 4,720 | 6,076 | 6,050 | 7840-65 | M & S Computer Charges - Park Maintenance | | 7,200 | 7,200 | 7,200 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Replacement desktop | 1 | 1,500 | 1,500 | |
| | | | | RAM upgrade | 1 | 200 | 200 | |
| | | | | ESRI Arcview-17% shared with Plan,Bldg,Eng,Street,WWS | 1 | 2,100 | 2,100 | |
| | | | | Hansen sewer database-25% shared with Eng, Street, WWS | 1 | 3,400 | 3,400 | |
| 299,221 | 319,741 | 345,191 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 369,870 | 369,870 | 381,870 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 745 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 540 | 540 | 540 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone System Replacement Phase II | 1 | 540 | 540 | |
| 0 | 0 | 5,000 | 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 | 1 | 5,000 | 5,000 | |
| 0 | 49,900 | 0 | 8800 | Building Improvements | | 0 | 0 | 0 |
| 0 | 0 | 81,600 | 8850 | Vehicles | | 0 | 0 | 0 |
| 0 | 0 | 10,500 | 8920 | Land Improvements | | 0 | 0 | 0 |
| 0 | 0 | 0 | 9300-05 | Park Improvements - Play Equipment | | 0 | 0 | 0 |
| 745 | 49,900 | 97,100 | <u>TOTAL CAPITAL OUTLAY</u> | | | 5,540 | 5,540 | 5,540 |
| 1,011,185 | 1,138,230 | 1,328,774 | <u>TOTAL REQUIREMENTS</u> | | | 1,383,342 | 1,383,342 | 1,395,342 |



LIBRARY DEPARTMENT





Budget Highlights

Mac-Town 2032 Strategic Plan Library Focus

The annual budget is an opportunity to show how dollars are used to support the vision of an organization. The Library budget supports many of the Mac-Town 2032 goals and objectives. Many Library activities are ongoing engagement with the community, and others are specific to this particular budget year.

City Government Capacity

- Develop and foster local and regional partnerships
 - The Library works with local partners to bring services to the community– Kiwanis, Easter Seals, Beyond Backpacks, Oregon Folk life Network, McMinnville School District, Soroptimists, SMART, YCCO, YES, CCRLS, and YCAP are just some of those partners.
 - The fiscal year 2020 Library budget reflects **\$52,950** in grants and donations. The goal is to bring in another **\$25,000** in grants and donations.
 - Thanks to **\$90,750** in grants and donations in FY 2018/19 the Library Children’s Room remodel created a more inviting and safe space.
- Invest in the City’s workforce
 - Library staff regularly attend conferences and training opportunities to grow their skills, talent, knowledge, and leadership.

Civic Leadership

- Attract and develop future leaders
 - The Library recognizes that leadership can start at a very early age. We offer story times for babies, toddlers, and preschool age children, and a story time in Spanish. These story times engage a child’s mind, which can lead to greater social skills and success in school. These activities are also opportunities for parents of young children, which makes McMinnville a more attractive place for young leaders with families.

- Older children can participate in Library activities that help them build social, entrepreneurial, fiscal, and STEAM skills through Book Buddies, the Children’s Craft Fair, Science Mania, Art Explosion, and more.

Community Safety & Resiliency

- Build a community culture of safety
 - This budget includes an update to the Library smoke detection system.

Economic Prosperity

- Improve systems for economic mobility and inclusion
 - Continue to offer resume and skill building software for use by all.
 - Offer a safe and comfortable space where all are welcome, which can lead to greater confidence and resourcefulness.

Engagement & Inclusion

- Celebrate diversity of McMinnville
 - The Library engages with the Hispanic community through Spanish speaking staff, materials in Spanish, and programming such as Cuentos en español (stories in Spanish), Book Buddies, and El día de los niños.
- Cultivate cultural competency and fluency throughout the community
 - The Library is a welcoming and safe place for everyone in our community, and programs and materials reflect that through a focus on various cultures, religions, economic status, gender orientation, and more.
- Grow City’s employees and Boards and Commissions to reflect our community
 - In the last few years the Library has been very focused on making sure the staff reflects the bilingual and bicultural nature of our community and has worked to create the same on the Friends of the Library and Library Foundation Board. Staff are encouraged to be part of focus groups, committees, and boards outside of the Library.

Budget Highlights

Mac-Town 2032 Strategic Plan Library Focus

Engagement & Inclusion continued

- Improve access by identifying and improving barriers to participation
 - We are working to have all Library materials in English and Spanish, and regularly ask ourselves how we can remove barriers to service for all.
 - Thanks to a budget increase in FY 2019 the Library is now open **50 hours** per week. In six months **31,238 more people** visited the Library due to the additional hours.

Growth & Development Character

- Strategically plan for short and long-term growth and development that will create enduring value for the community
 - A Library needs assessment is planned to better understand the needs of the community

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.

General Fund – Library

2019 – 2020 Proposed Budget --- Budget Summary

Circulation Services

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

Technical Services

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

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 231,436 | 228,061 | 259,225 | 31,164 |
| Personnel Services | 1,181,353 | 1,309,216 | 1,414,124 | 104,908 |
| Materials & Services | 309,781 | 344,115 | 393,923 | 49,808 |
| Capital Outlay | 74,931 | 25,000 | 57,958 | 32,958 |
| Total Expenditures | 1,566,065 | 1,678,331 | 1,866,005 | 187,674 |
| Net Expenditures | (1,334,630) | (1,450,270) | (1,606,780) | 156,510 |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|--------------------------------------|------------------------------|-------------|-------------------------------|
| FTE Adopted Budget | 16.71 | | |
| Library Tech Assistant - Reference | | (0.15) | |
| Library Tech Assistant - Childrens | | 0.07 | |
| Library Tech Assistant - Circulation | | (0.10) | |
| Library Assistant - Childrens | | 0.27 | |
| Library Assistant - Circulation | | 0.25 | |
| Library Page | | (0.10) | |
| Book Buddies - Labor | | (0.14) | |
| FTE Proposed Budget | | 0.10 | 16.81 |

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.

2018 Library Children's Room remodel funded primarily with grants and donations from Friends of the Library, Kiwanis, Ford Family and Oregon Community Foundations.



Before Remodel



After Remodel

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 4,274 | 4,321 | 5,361 | 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, expended through account 8150-55, Books & Materials-State Grant Materials. | 5,000 | 5,000 | 5,000 |
| 152,505 | 166,025 | 170,000 | 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. | 175,075 | 175,075 | 175,075 |
| 156,778 | 170,346 | 175,361 | TOTAL INTERGOVERNMENTAL | 180,075 | 180,075 | 180,075 |
| CHARGES FOR SERVICES | | | | | | |
| 2,240 | 1,200 | 1,000 | 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 |
| 2,240 | 1,200 | 1,000 | TOTAL CHARGES FOR SERVICES | 1,000 | 1,000 | 1,000 |
| FINES AND FORFEITURES | | | | | | |
| 31,146 | 30,869 | 25,000 | 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 |
| 31,146 | 30,869 | 25,000 | TOTAL FINES AND FORFEITURES | 25,000 | 25,000 | 25,000 |
| MISCELLANEOUS | | | | | | |
| 10,904 | 3,736 | 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 account 8160, Donations-Library. | 400 | 400 | 400 |
| 0 | 0 | 0 | 6440-05 Donations - Library - Bookmobile Donations received from the public and local service groups for bookmobile materials and expended through account 8160-05, Donations-Library-Bookmobile Books. | 250 | 250 | 250 |
| 12,088 | 13,534 | 12,000 | 6440-10 Donations - Library - Library Foundation The Library Foundation raises money for the Book Buddies bookmobile program. These funds are expended through account 01-21.7680-11, Donations - Library Foundation and 7000-10 and 7000-15, Regular Part Time and Temporary Salaries and Wages. | 30,000 | 30,000 | 30,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0 | 1 | 0 | 6440-15 Donations - Library - Friends of the Library The Friends of the Library support the purchase of library books and materials for borrowing. These funds are expensed through account 01-21.7680-16, Donations - Friends of the Library. | 8,000 | 8,000 | 8,000 |
| 1 | 0 | 0 | 6440-20 Donations - Library - Adult Programs | 0 | 0 | 0 |
| 1,799 | 4,945 | 8,000 | 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. | 8,500 | 8,500 | 8,500 |
| 5,272 | 6,805 | 6,300 | 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. | 6,000 | 6,000 | 6,000 |
| 30,065 | 29,021 | 26,700 | <u>TOTAL MISCELLANEOUS</u> | 53,150 | 53,150 | 53,150 |
| 220,229 | 231,436 | 228,061 | <u>TOTAL RESOURCES</u> | 259,225 | 259,225 | 259,225 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|---------|---------|---------|---|---------|---------|---------|
| 119 | -647 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 517,948 | 508,203 | 519,000 | 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 | 538,154 | 538,154 | 538,154 |
| 244,236 | 288,143 | 353,789 | 7000-10 Salaries & Wages - Regular Part Time Librarian II - Reference - 1.23 FTE Librarian I - Children's - 0.75 FTE Library Technical Assistant - Children's - 0.83 FTE Library Technical Assistant - Circulation - 2.71 FTE Library Technical Assistant - Technical Services - 0.70 FTE Library Assistant - Children's - 0.85 FTE Library Assistant - Circulation - 1.00 FTE Library Page - 0.63 FTE | 378,808 | 378,808 | 378,808 |
| 2,251 | 3,754 | 3,590 | 7000-15 Salaries & Wages - Temporary Program Assistant - 0.11 FTE Summer Reading Program assistance | 2,615 | 2,615 | 2,615 |
| 110 | 55 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 4,325 | 3,480 | 3,000 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 4,175 | 4,175 | 4,175 |
| 923 | -337 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 46,554 | 48,541 | 54,522 | 7300-05 Fringe Benefits - FICA - Social Security | 57,273 | 57,273 | 57,273 |
| 10,888 | 11,352 | 12,748 | 7300-06 Fringe Benefits - FICA - Medicare | 13,393 | 13,393 | 13,393 |
| 164,846 | 206,834 | 232,934 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 279,005 | 279,005 | 279,005 |
| 79,917 | 88,329 | 103,808 | 7300-20 Fringe Benefits - Medical Insurance | 115,332 | 115,332 | 115,332 |
| 7,167 | 15,000 | 16,000 | 7300-22 Fringe Benefits - VEBA Plan | 17,000 | 17,000 | 17,000 |
| 1,584 | 1,593 | 1,728 | 7300-25 Fringe Benefits - Life Insurance | 1,738 | 1,738 | 1,738 |
| 3,699 | 3,875 | 4,248 | 7300-30 Fringe Benefits - Long Term Disability | 4,396 | 4,396 | 4,396 |
| 2,428 | 2,588 | 3,066 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 1,012 | 1,012 | 1,012 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|------------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|
| 441 | 418 | 484 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 422 | 422 | 422 |
| 0 | 0 | 99 | 7300-40 | Fringe Benefits - Unemployment | 501 | 501 | 501 |
| 167 | 173 | 200 | 7400-10 | Fringe Benefits - Volunteers - Workers' Compensation Insurance | 300 | 300 | 300 |
| 1,087,602 | 1,181,353 | 1,309,216 | <u>TOTAL PERSONNEL SERVICES</u> | | 1,414,124 | 1,414,124 | 1,414,124 |
| <u>MATERIALS AND SERVICES</u> | | | | | | | |
| 1,400 | 1,315 | 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. | 1,000 | 1,000 | 1,000 |
| 857 | 1,348 | 1,500 | 7540 | Employee Events Costs shared city-wide for employee training, materials, and events. | 2,000 | 2,000 | 2,000 |
| 3,971 | 5,315 | 7,500 | 7550 | Travel & Education Membership in professional organizations, registration and travel to workshops, conferences and seminars. | 7,500 | 7,500 | 7,500 |
| 1,545 | 1,822 | 2,500 | 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 |
| 529 | 819 | 1,000 | 7590 | Fuel - Vehicle & Equipment Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares. | 1,000 | 1,000 | 1,000 |
| 28,091 | 22,473 | 35,000 | 7600 | Electric & Natural Gas | 30,000 | 30,000 | 30,000 |
| 9,400 | 11,900 | 13,600 | 7610-05 | Insurance - Liability | 14,100 | 14,100 | 14,100 |
| 11,000 | 11,200 | 9,400 | 7610-10 | Insurance - Property | 9,700 | 9,700 | 9,700 |
| 14,679 | 14,728 | 16,000 | 7620 | Telecommunications Staff telephone service, elevator and alarm phones. | 16,000 | 16,000 | 16,000 |
| 24,254 | 25,734 | 30,000 | 7650 | Janitorial Contract janitorial services and supplies and litter patrol. | 30,000 | 30,000 | 30,000 |
| 541 | 490 | 650 | 7660 | Materials & Supplies General library and staff room supplies. | 650 | 650 | 650 |
| 394 | 399 | 500 | 7660-15 | Materials & Supplies - Postage Inter-library loan books returned by mail and other library mailing costs. | 650 | 650 | 650 |
| 5,323 | 5,770 | 4,000 | 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 |
| 1,197 | 45 | 500 | 7660-30 | Materials & Supplies - Public Information Library yellow pages listing, bookmarks with hours and contact information, brochures. | 2,000 | 2,000 | 2,000 |
| 1,891 | 2,204 | 2,000 | 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. | 1,000 | 1,000 | 1,000 |

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 3,913 | 3,400 | 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. | 2,000 | 2,000 | 2,000 |
| 5,051 | 4,753 | 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. | 6,000 | 6,000 | 6,000 |
| 2,256 | 1,696 | 2,500 | 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 |
| 6,150 | 8,442 | 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. | 10,000 | 10,000 | 10,000 |
| 1,799 | 4,945 | 7,000 | 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. | 8,500 | 8,500 | 8,500 |
| 0 | 0 | 0 | 7680-16 Materials & Supplies - Donations - Friends of the Library | 8,000 | 8,000 | 8,000 |
| 11,298 | 10,821 | 10,000 | 7720-08 Repairs & Maintenance - Building Repairs | 15,000 | 15,000 | 15,000 |
| 20,743 | 22,712 | 28,000 | 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. | 25,000 | 25,000 | 25,000 |
| 1,518 | 1,922 | 600 | 7720-14 Repairs & Maintenance - Vehicles Repairs, maintenance and supplies for the library bookmobile. | 600 | 600 | 600 |
| 1,985 | 1,349 | 1,770 | 7750 Professional Services | 8,330 | 8,330 | 8,330 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Section 125 administration fee | 1 | 330 | 330 |
| | | | Audit fee allocation | 1 | 2,000 | 2,000 |
| | | | Library Needs Assessment | 1 | 6,000 | 6,000 |
| 7,874 | 8,470 | 8,500 | 7790 Maintenance & Rental Contracts Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals. | 10,000 | 10,000 | 10,000 |
| 5,984 | 6,790 | 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 |
| 49,960 | 51,770 | 65,065 | 7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide | 71,543 | 71,543 | 71,543 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 17,795 | 4,730 | 13,200 | 7840-70 | M & S Computer Charges - Library | | 23,200 | 23,200 | 23,200 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Replacement workstations | 8 | 1,500 | 12,000 | |
| | | | | Surface computers | 3 | 2,800 | 8,400 | |
| | | | | RAM upgrades | 8 | 150 | 1,200 | |
| | | | | Replacement laptop | 1 | 1,600 | 1,600 | |
| 19,979 | 19,949 | 20,000 | 8150-05 | Books & Materials - Adult Books | | 21,000 | 21,000 | 21,000 |
| | | | | Fiction and non-fiction print and electronic books for adult collections. | | | | |
| 3,910 | 3,563 | 4,000 | 8150-15 | Books & Materials - Reference Online Database | | 1,500 | 1,500 | 1,500 |
| | | | | Online subscriptions for public use: Cypress Resume and HeritageQuest. | | | | |
| 13,801 | 13,921 | 14,000 | 8150-20 | Books & Materials - Children's Books | | 15,500 | 15,500 | 15,500 |
| | | | | Library books, audio visual, and other materials for children ages 0 - 12. | | | | |
| 4,451 | 4,821 | 4,500 | 8150-25 | Books & Materials - Young Adult Books | | 4,500 | 4,500 | 4,500 |
| | | | | Library materials for young adults ages 12 - 17. | | | | |
| 3,990 | 3,929 | 4,000 | 8150-30 | Books & Materials - Large Print Books | | 5,000 | 5,000 | 5,000 |
| | | | | Large print books for visually impaired adults. | | | | |
| 3,234 | 1,878 | 3,650 | 8150-35 | Books & Materials - Spanish Language Materials | | 2,000 | 2,000 | 2,000 |
| | | | | Books, media, magazines and newspapers in Spanish. | | | | |
| 0 | 0 | 0 | 8150-40 | Books & Materials - Bookmobile | | 0 | 0 | 0 |
| 5,470 | 5,042 | 5,500 | 8150-45 | Books & Materials - Periodicals | | 4,500 | 4,500 | 4,500 |
| | | | | Newspaper and magazine subscriptions, including Spanish language titles. | | | | |
| 5,988 | 6,015 | 6,000 | 8150-50 | Books & Materials - Audio Visuals-DVD | | 8,000 | 8,000 | 8,000 |
| | | | | Adult nonfiction and entertainment DVDs. | | | | |
| 5,321 | 5,243 | 5,500 | 8150-51 | Books & Materials - Audio Visuals-CD Books | | 5,500 | 5,500 | 5,500 |
| | | | | Fiction and nonfiction books on CD. | | | | |
| 0 | 0 | 0 | 8150-53 | Books & Materials - Audio & Ebooks | | 2,000 | 2,000 | 2,000 |
| 4,274 | 4,321 | 4,280 | 8150-55 | Books & Materials - State Grant Materials | | 5,000 | 5,000 | 5,000 |
| | | | | 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. | | | | |
| 10,904 | 3,736 | 400 | 8160 | Donations - Library | | 400 | 400 | 400 |
| | | | | Various library purchases and materials funded through revenue account 6440, Donations-Library. | | | | |
| 0 | 0 | 0 | 8160-05 | Donations - Library - Bookmobile Books | | 250 | 250 | 250 |
| | | | | Books and materials for children's outreach (day cares, preschool, etc.) funded through revenue account 6440-05, Donations-Library-Bookmobile. | | | | |
| 322,722 | 309,781 | 354,115 | TOTAL MATERIALS AND SERVICES | | | 393,923 | 393,923 | 393,923 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 12,663 | 0 | 0 | 8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide | 7,958 | 7,958 | 7,958 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Phone System Replacement Phase II | 1 | 7,958 | 7,958 |
| 0 | 74,931 | 15,000 | 8800 Building Improvements Smoke alarm system upgrade | 50,000 | 50,000 | 50,000 |
| 12,663 | 74,931 | 15,000 | <u>TOTAL CAPITAL OUTLAY</u> | 57,958 | 57,958 | 57,958 |
| 1,422,988 | 1,566,065 | 1,678,331 | <u>TOTAL REQUIREMENTS</u> | 1,866,005 | 1,866,005 | 1,866,005 |



**GENERAL FUND
NON-DEPARTMENTAL**





General Fund - Non- Departmental

2019 – 2020 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 2019-20 proposed budget projects a 4.0% increase in assessed value (AV) compared to 2018-19 AV. The AV increase in 2018-19 was approximately 4.6% compared to the prior year.
- Based on the projected assessed value, property taxes levied for general operating purposes are estimated to be \$14.2 million.
- The City assumes an uncollectible rate of 7.5% on property taxes levied, this includes amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for the 7.5% uncollectible amount, property tax revenues are estimated at \$13.1 million for fiscal year 2019-20.

Franchise Fees

- McMinnville Water & Light payment in-lieu of tax for 2019-20 is projected to be similar to estimated payments for 2018-19.
- Franchise fee revenue for cable, telephone, natural gas, and waste collection are projected to be relatively consistent with 2018-19 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.

- State and local marijuana taxes – Taxes collected for both State and local marijuana taxes are expected to remain consistent with the prior year, \$112,000 and \$150,000, respectively.

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 2019-20 Proposed Budget.

PERS Transition Liability

In 2016-17 the City also executed a bank loan for approximately \$3.5 million, with loan proceeds used to "refinance" the City's PERS transition liability at a lower interest rate. Debt service payments included in the 2019-20 Proposed Budget will be paid from general operating funds of the City.

Transfers In

- Reimbursement from other funds for Administration, Finance, Engineering, Planning, and Parks and Recreation Administration personnel services support - \$1,485,597
- Reimbursement from other funds for Engineering Materials and Services costs - \$86,577
- Transient Lodging Tax - Represents 30% of the net Tax collected – \$377,200 and reimbursement of \$19,772 for Finance and \$5,029 for Administration General Fund costs to administer the tax.

General Fund – Non-Departmental

2019 – 2020 Proposed Budget --- Budget Summary

- 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 - \$187,288; urban renewal operating activities - \$206,831; and personnel services support in Planning \$46,469 and in Finance \$19,762.
- Insurance Services – Distribution of surplus reserve to the General Fund of \$317,900. Over the last several years, the reserve in the Insurance Services Fund has grown, due to actual premium costs and claims expense being less than budgeted. Because the increase in the reserve is primarily attributable to workers' compensation insurance, the distribution of surplus reserve is allocated based on the cost of salaries and wages in the operating departments. The Insurance Services fund is also continuing to support the Human Resource Manager position in the General Fund - \$90,671.

Expenditures

Transfers Out

- Transfer to Emergency Communications Fund for police and fire (General Fund) emergency dispatch services is \$855,400. The increased amount is due to an assumed 5% increase in the City's contribution to YCOM.
- Transfer to Urban Renewal Fund – Reimbursement to General Fund for costs related to urban renewal operating activities.
- Transfer to Ambulance Fund – General Fund support of the Ambulance Fund - \$1,150,000
- 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

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 18,830,717 | 19,460,104 | 20,816,837 | 1,356,733 |
| Debt Service | 423,773 | 487,996 | 543,952 | 55,956 |
| Transfers Out | 1,949,618 | 2,182,508 | 2,535,195 | 352,687 |
| Total Expenditures | 2,373,391 | 2,670,504 | 3,079,147 | 408,643 |
| Net Expenditures | 16,457,326 | 16,789,600 | 17,737,690 | (948,090) |



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. | | |

- 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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|-------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| PROPERTY TAXES | | | | | | |
| 11,813,466 | 12,255,445 | 12,446,861 | 4100-05 Property Taxes - Current \$14,159,683 2019-20 Permanent operating property tax levy, \$5.02 per \$1,000 (\$1,061,976) Less: Uncollectible taxes - 7.5% \$13,097,707 2019-20 Current property taxes | 13,097,707 | 13,097,707 | 13,097,707 |
| 478,022 | 370,302 | 400,000 | 4100-10 Property Taxes - Prior Collection of delinquent property taxes due from prior year permanent rate property tax levies. | 450,000 | 450,000 | 450,000 |
| 12,291,488 | 12,625,747 | 12,846,861 | TOTAL PROPERTY TAXES | 13,547,707 | 13,547,707 | 13,547,707 |
| LICENSES AND PERMITS | | | | | | |
| 1,892,474 | 1,849,122 | 1,905,000 | 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. | 1,925,000 | 1,925,000 | 1,925,000 |
| 6,008 | 6,521 | 3,000 | 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. | 3,500 | 3,500 | 3,500 |
| 32,865 | 34,134 | 33,000 | 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. | 36,000 | 36,000 | 36,000 |
| 34,819 | 33,311 | 37,000 | 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. | 35,000 | 35,000 | 35,000 |
| 177,209 | 172,035 | 177,000 | 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 |
| 154,778 | 284,169 | 291,000 | 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 | 355,000 | 355,000 | 355,000 |
| 122,157 | 162,511 | 190,000 | 4205-25 Franchise Fees - Northwest Natural NW Natural gas franchise fee is 5%. | 215,000 | 215,000 | 215,000 |
| 14,139 | 129,866 | 100,000 | 4215 Marijuana Tax - Local Local City tax is based on 3% of marijuana sales | 150,000 | 150,000 | 150,000 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| 4,328 | 3,746 | 3,600 | 4490 | Licenses & Permits - Misc Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc. | 3,600 | 3,600 | 3,600 |
| 2,438,776 | 2,675,414 | 2,739,600 | TOTAL LICENSES AND PERMITS | | 2,900,100 | 2,900,100 | 2,900,100 |
| INTERGOVERNMENTAL | | | | | | | |
| 42,229 | 41,374 | 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 |
| 346,810 | 358,603 | 357,000 | 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. | 369,000 | 369,000 | 369,000 |
| 510,199 | 535,098 | 520,000 | 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. | 550,000 | 550,000 | 550,000 |
| 0 | 179,606 | 72,000 | 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 | 112,000 | 112,000 | 112,000 |
| 197,690 | 0 | 0 | 5080-05 | Inter-Agency Loan Repayment - Principal 2017 - 2018 Moved to Transfers In 01-99-6900-59. | 0 | 0 | 0 |
| 1,417 | 0 | 0 | 5080-10 | Inter-Agency Loan Repayment - Interest 2017 - 2018 Moved to Transfers In 01-99-6900-59. | 0 | 0 | 0 |
| 1,098,345 | 1,114,681 | 991,000 | TOTAL INTERGOVERNMENTAL | | 1,073,000 | 1,073,000 | 1,073,000 |
| MISCELLANEOUS | | | | | | | |
| 65,484 | 109,211 | 78,100 | 6310 | Interest Estimated interest income earned on investments | 187,300 | 187,300 | 187,300 |
| 6,011 | 1,462 | 1,500 | 6600 | Other Income | 0 | 0 | 0 |
| 0 | 332,745 | 344,496 | 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. | 356,664 | 356,664 | 356,664 |
| 71,494 | 443,418 | 424,096 | TOTAL MISCELLANEOUS | | 543,964 | 543,964 | 543,964 |
| OTHER FINANCING SOURCE | | | | | | | |
| 2,192,300 | 0 | 0 | 6830-10 | Loan Proceeds - Alpine Avenue-Urban Renewal | 0 | 0 | 0 |
| 3,525,860 | 0 | 0 | 6830-15 | Loan Proceeds - PERS Transition Liability | 0 | 0 | 0 |
| 5,718,160 | 0 | 0 | TOTAL OTHER FINANCING SOURCE | | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------------------|----------------|---------------------------|---|---|-----------------|--------------|----------------------------|----------------------------|---------------------------|
| <u>TRANSFERS IN</u> | | | | | | | | | |
| 6,020 | 6,337 | 6,540 | 6900-05 | Transfers In - Special Assessments | | | 8,057 | 8,057 | 8,057 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | Administration and Finance personnel services support. | 1 | 8,057 | 8,057 | | | |
| 209,171 | 295,882 | 415,375 | 6900-07 | Transfers In - Transient Lodging Tax | | | 402,001 | 402,001 | 402,001 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | Finance personnel services support. | 1 | 24,801 | 24,801 | | | |
| | | | Transfer 30% of transient lodging taxes collected | 1 | 377,200 | 377,200 | | | |
| 198,721 | 238,144 | 249,418 | 6900-20 | Transfers In - Street | | | 273,322 | 273,322 | 273,322 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | Street Fund support of Engineering operations. | 1 | 20,134 | 20,134 | | | |
| | | | Engineering, Admin, & Finance personnel services support. | 1 | 253,188 | 253,188 | | | |
| 75,721 | 123,902 | 125,619 | 6900-25 | Transfers In - Airport | | | 143,258 | 143,258 | 143,258 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | Airport Fund support of Engineering operations. | 1 | 11,324 | 11,324 | | | |
| | | | Engineering, Admin, & Finance personnel services support. | 1 | 131,934 | 131,934 | | | |
| 149,480 | 165,846 | 173,824 | 6900-45 | Transfers In - Transportation | | | 191,705 | 191,705 | 191,705 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | Transportation Fund support of Engineering operations. | 1 | 14,916 | 14,916 | | | |
| | | | Engineering, Admin, & Finance personnel services support. | 1 | 176,789 | 176,789 | | | |
| 54,999 | 58,359 | 54,723 | 6900-50 | Transfers In - Park Development | | | 59,009 | 59,009 | 59,009 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | Parks & Rec Admin, Admin, & Finance personnel services support. | 1 | 59,009 | 59,009 | | | |
| 0 | 25,026 | 44,031 | 6900-58 | Transfers In - Urban Renewal | | | 66,231 | 66,231 | 66,231 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | Planning & Finance personnel services support | 1 | 66,231 | 66,231 | | | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------|-------------------|---------------------------|---|---|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 0 | 235,595 | 457,730 | 6900-59 | Transfers In - Urban Renewal Debt Service | | | 394,119 | 394,119 | 539,119 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Bank loan payment - Principal | 1 | 146,060 | 146,060 | | |
| | | | | Bank loan payment - Interest | 1 | 41,228 | 41,228 | | |
| | | | | Repayment of current year expenses | 1 | 351,831 | 351,831 | | |
| 33,628 | 75,788 | 69,875 | 6900-70 | Transfers In - Building | | | 77,873 | 77,873 | 77,873 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Engineering, Admin, & Finance personnel services support. | 1 | 77,873 | 77,873 | | |
| 258,977 | 287,543 | 304,257 | 6900-75 | Transfers In - Wastewater Services | | | 331,187 | 831,187 | 831,187 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Wastewater Services Fund support of Engineering operations. | 1 | 21,890 | 21,890 | | |
| | | | | Engineering, Admin, & Finance personnel services support. | 1 | 309,297 | 309,297 | | |
| | | | | Wastewater Services franchise fees | 1 | 500,000 | 500,000 | | |
| 203,109 | 221,294 | 228,203 | 6900-77 | Transfers In - Wastewater Capital | | | 249,194 | 249,194 | 249,194 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Wastewater Capital Fund support of Engineering operations. | 1 | 18,313 | 18,313 | | |
| | | | | Engineering, Admin, & Finance personnel services support. | 1 | 230,881 | 230,881 | | |
| 196,754 | 191,973 | 228,605 | 6900-79 | Transfers In - Ambulance | | | 88,898 | 88,898 | 88,898 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Administration and Finance personnel including Amb Billing staff | 1 | 88,898 | 88,898 | | |
| 44,196 | 45,768 | 140,347 | 6900-85 | Transfers In - Insurance Services | | | 467,212 | 467,212 | 467,212 |
| | | | | 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 | 58,641 | 58,641 | | |
| | | | | HR-Insurance Service Fund distribution | 1 | 90,671 | 90,671 | | |
| | | | | Insurance Service Fund distribution | 1 | 317,900 | 317,900 | | |
| 1,430,776 | 1,971,457 | 2,498,547 | TOTAL TRANSFERS IN | | | | 2,752,066 | 3,252,066 | 3,397,066 |
| 23,049,039 | 18,830,717 | 19,500,104 | TOTAL RESOURCES | | | | 20,816,837 | 21,316,837 | 21,461,837 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | | | |
| 23,300 | 0 | 0 | 7750-63 | Professional Services - Financing Issuance Cost | 0 | 0 | 0 | 0 |
| 23,300 | 0 | 0 | TOTAL MATERIALS AND SERVICES | | | 0 | 0 | 0 |
| <u>SPECIAL PAYMENTS</u> | | | | | | | | |
| 2,220,084 | 0 | 0 | 9395 | Inter-Agency Loan - Urban Renewal | 0 | 0 | 0 | 0 |
| 2,220,084 | 0 | 0 | TOTAL SPECIAL PAYMENTS | | | 0 | 0 | 0 |
| <u>DEBT SERVICE</u> | | | | | | | | |
| 3,502,560 | 0 | 0 | 9417 | PERS Transition Liability | 0 | 0 | 0 | 0 |
| 0 | 213,420 | 255,780 | 9417-05 | PERS Transition Liability - Principal In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan. | 275,060 | 275,060 | 275,060 | 275,060 |
| 0 | 119,325 | 88,717 | 9417-10 | PERS Transition Liability - Interest In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan. | 81,604 | 81,604 | 81,604 | 81,604 |
| 0 | 35,000 | 100,000 | 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 | 146,060 | 146,060 | 146,060 | 146,060 |
| 0 | 56,028 | 43,499 | 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 | 41,228 | 41,228 | 41,228 | 41,228 |
| 3,502,560 | 423,773 | 487,996 | TOTAL DEBT SERVICE | | | 543,952 | 543,952 | 543,952 |
| <u>TRANSFERS OUT</u> | | | | | | | | |
| 689,100 | 707,700 | 728,100 | 9700-15 | Transfers Out - Emergency Communications | 796,303 | 796,303 | 796,303 | 796,303 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | General Fund support for YCOM dispatching service for PD & Fire. | 1 | 762,200 | 762,200 | |
| | | | | General Fund support for Emergency Comm equipment debt pmt | 1 | 34,103 | 34,103 | |
| 0 | 116,952 | 304,231 | 9700-58 | Transfers Out - Urban Renewal | 206,831 | 206,831 | 351,831 | 351,831 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Urban Renewal current year expenses | 1 | 351,831 | 351,831 | |
| 800,000 | 800,000 | 800,000 | 9700-79 | Transfers Out - Ambulance | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | General Fund support of City emergency medical services | 1 | 1,150,000 | 1,150,000 | |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------|------------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 321,055 | 324,966 | 350,177 | 9700-80 | Transfers Out - Information Systems | | 382,061 | 382,061 | 382,061 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Information Systems personnel services support. | 1 | 382,061 | 382,061 | |
| 1,810,155 | 1,949,618 | 2,182,508 | | <u>TOTAL TRANSFERS OUT</u> | | 2,535,195 | 2,535,195 | 2,680,195 |
| | | | | <u>CONTINGENCIES</u> | | | | |
| 0 | 0 | 742,250 | 9800 | Contingencies | | 900,000 | 1,400,000 | 900,000 |
| 0 | 0 | 742,250 | | <u>TOTAL CONTINGENCIES</u> | | 900,000 | 1,400,000 | 900,000 |
| | | | | <u>ENDING FUND BALANCE</u> | | | | |
| 673,697 | 606,790 | 622,461 | 9901-07 | Designated End FB - General Fd - LOSAP | | 578,800 | 578,800 | 578,800 |
| | | | | 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. | | | | |
| 112,500 | 0 | 0 | 9901-25 | Designated End FB - General Fd - Facility Improvements | | 0 | 0 | 0 |
| 6,341,482 | 6,189,458 | 1,141,405 | 9999 | Unappropriated Ending Fd Balance | | 808,367 | 908,367 | 1,117,132 |
| | | | | Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from prior year operations. | | | | |
| 7,127,679 | 6,796,248 | 1,763,866 | | <u>TOTAL ENDING FUND BALANCE</u> | | 1,387,167 | 1,487,167 | 1,695,932 |
| 14,683,778 | 9,169,639 | 5,176,620 | | <u>TOTAL REQUIREMENTS</u> | | 5,366,314 | 5,966,314 | 5,820,079 |

Budget Document Report

01 - GENERAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 33,367,033 | 29,319,734 | 29,047,115 | TOTAL RESOURCES | 30,153,755 | 30,753,755 | 31,047,880 |
| 33,367,033 | 29,319,734 | 28,967,115 | TOTAL REQUIREMENTS | 30,153,755 | 30,753,755 | 31,047,880 |



SPECIAL ASSESSMENT FUND





Budget Highlights

- **Downtown Economic Improvement District (DEID)** --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments on properties that benefit from the district. The purpose of the special assessment in the downtown area is to promote business activity by coordinating the efforts of all property owners.
- DEID assessments that are collected by the City are passed through to the McMinnville Downtown Association (MDA).
- DEID assessments for 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 2019-20 fiscal year is the third year of a three-year DEID assessment cycle. The current 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** --- In the past, the Special Assessment fund was used to account for street or sidewalk assessment districts.

Core Services

- The Special Assessment Fund is a special revenue fund and is currently used to account for DEID assessments, which are committed by ordinance for a specific purpose.

Mac-Town 2032 Strategic Plan

- Use of the DEID assessments is particularly relevant to one of the goals of the Strategic Plan:
 Economic Prosperity – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors. The MDA is a key partner with the City and businesses within the District. The MDA coordinates activities, organizes marketing efforts, serves as a source of information and assistance, and recruits new businesses.

Future Challenges and Opportunities

- 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

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 64,451 | 74,000 | 76,900 | 2,900 |
| Materials & Services | 59,565 | 72,300 | 73,000 | 700 |
| Transfers Out | 6,337 | 6,540 | 8,057 | 1,517 |
| Total Expenditures | 65,902 | 78,840 | 81,057 | 2,217 |
| Net Expenditures | (1,451) | (4,840) | (4,157) | (683) |



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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 154,888 | 150,083 | 146,147 | 4090 Beginning Fund Balance Estimated July 1 carryover from prior year | 145,527 | 145,527 | 145,527 |
| 154,888 | 150,083 | 146,147 | <u>TOTAL BEGINNING FUND BALANCE</u> | 145,527 | 145,527 | 145,527 |
| <u>INTERGOVERNMENTAL</u> | | | | | | |
| 73,606 | 0 | 0 | 4520-15 Community Development Block Grnt - 2015 Housing Rehabilitation | 0 | 500,000 | 500,000 |
| 73,606 | 0 | 0 | <u>TOTAL INTERGOVERNMENTAL</u> | 0 | 500,000 | 500,000 |
| <u>SPECIAL ASSESSMENTS</u> | | | | | | |
| 53,265 | 59,565 | 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. | 73,000 | 73,000 | 73,000 |
| 53,265 | 59,565 | 72,300 | <u>TOTAL SPECIAL ASSESSMENTS</u> | 73,000 | 73,000 | 73,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 1,216 | 2,091 | 1,700 | 6310 Interest | 3,900 | 3,900 | 3,900 |
| 0 | 2,795 | 0 | 6310-25 Interest - Assessments Interest collected on past due assessment accounts. | 0 | 0 | 0 |
| 1,216 | 4,886 | 1,700 | <u>TOTAL MISCELLANEOUS</u> | 3,900 | 3,900 | 3,900 |
| 282,975 | 214,534 | 220,147 | <u>TOTAL RESOURCES</u> | 222,427 | 722,427 | 722,427 |

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 53,265 | 59,565 | 72,300 | 8020 McMinnville Downtown Association Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections. | 73,000 | 73,000 | 73,000 |
| 73,606 | 0 | 0 | 8220-15 Yamhill Co Affordable Housing - 2015 Comm Dev Block Grant | 0 | 500,000 | 500,000 |
| 126,871 | 59,565 | 72,300 | <u>TOTAL MATERIALS AND SERVICES</u> | 73,000 | 573,000 | 573,000 |
| <u>TRANSFERS OUT</u> | | | | | | |
| 6,020 | 6,337 | 6,540 | 9700-01 Transfers Out - General Fund | 8,057 | 8,057 | 8,057 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Administration and Finance personnel services support. | 1 | 8,057 | 8,057 |
| 6,020 | 6,337 | 6,540 | <u>TOTAL TRANSFERS OUT</u> | 8,057 | 8,057 | 8,057 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 20,000 | 9800 Contingencies | 20,000 | 20,000 | 20,000 |
| 0 | 0 | 20,000 | <u>TOTAL CONTINGENCIES</u> | 20,000 | 20,000 | 20,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 150,083 | 148,632 | 121,307 | 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. | 121,370 | 121,370 | 121,370 |
| 150,083 | 148,632 | 121,307 | <u>TOTAL ENDING FUND BALANCE</u> | 121,370 | 121,370 | 121,370 |
| 282,974 | 214,534 | 220,147 | <u>TOTAL REQUIREMENTS</u> | 222,427 | 722,427 | 722,427 |

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 282,975 | 214,534 | 220,147 | TOTAL RESOURCES | 222,427 | 722,427 | 722,427 |
| 282,974 | 214,534 | 220,147 | TOTAL REQUIREMENTS | 222,427 | 722,427 | 722,427 |



TRANSIENT LODGING TAX FUND





Transient Lodging Tax Fund

2019 – 2020 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 assessed 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.
- Effective August 1, 2017, the transient lodging tax rate was increased 10 percent and, effective January 1, 2018, RV parks and campgrounds were included in the definition of transient lodging tax providers. Due to these changes and the on-going marketing efforts of Visit McMinnville, the 2019-20 proposed budget reflects a 5 percent increase in TLT revenue compared to estimated TLT collections for 2018-19.
- 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 2019-20 proposed budget includes a transfer of those discretionary funds to the General Fund.

Core Services

- Visit McMinnville, a stand-alone, non-profit destination marketing organization (DMO), with the sole purpose of effectively marketing McMinnville as a tourist destination, receives 70% of the TLT.
- The 2019-20 budget will support the City's ability to focus on Visit McMinnville's activities, especially in an effort to contribute to a cohesive, long term vision and connection of our Downtown, Granary, and Alpine districts.

Mac-Town 2032 Strategic Plan

- The transient lodging tax program is particularly relevant to two of the goals identified in the Strategic Plan:

Economic Prosperity – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors. Visit McMinnville's marketing efforts positively impact retailers, food service and lodging providers, and the wine industry by significantly increasing tourism in McMinnville.

City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. Discretionary funds transferred to the General Fund help support administrative, public safety, and cultural services provided by the City.

Future Challenges and Opportunities

- 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.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 950,622 | 1,219,212 | 1,281,166 | 61,954 |
| Materials & Services | 598,268 | 834,441 | 860,033 | 25,592 |
| Transfers Out | 295,882 | 375,375 | 402,001 | 26,626 |
| Total Expenditures | 894,150 | 1,209,816 | 1,262,034 | 52,218 |
| Net Expenditures | 56,472 | 9,396 | 19,132 | (9,736) |



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.

07 - TRANSIENT LODGING TAX FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 151,327 | 152,278 | 229,000 | 4090 Beginning Fund Balance Estimated July 1 carryover from prior year | 229,100 | 229,100 | 229,100 |
| 151,327 | 152,278 | 229,000 | <u>TOTAL BEGINNING FUND BALANCE</u> | 229,100 | 229,100 | 229,100 |
| <u>LICENSES AND PERMITS</u> | | | | | | |
| 691,102 | 947,467 | 1,256,825 | 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 | 1,277,666 | 1,277,666 | 1,277,666 |
| 691,102 | 947,467 | 1,256,825 | <u>TOTAL LICENSES AND PERMITS</u> | 1,277,666 | 1,277,666 | 1,277,666 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 176 | 799 | 600 | 6310 Interest Interest on past due transient lodging tax payments | 1,500 | 1,500 | 1,500 |
| 487 | 2,356 | 1,787 | 6600 Other Income Penalties on past due transient lodging tax payments | 2,000 | 2,000 | 2,000 |
| 663 | 3,155 | 2,387 | <u>TOTAL MISCELLANEOUS</u> | 3,500 | 3,500 | 3,500 |
| 843,092 | 1,102,901 | 1,488,212 | <u>TOTAL RESOURCES</u> | 1,510,266 | 1,510,266 | 1,510,266 |

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|------------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | | | |
| 13 | 0 | 0 | 7660 | Materials & Supplies | | 0 | 0 | 0 |
| 6,470 | 1,110 | 500 | 7750 | Professional Services | | 900 | 900 | 900 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Audit fee allocation | | 1 | 900 | 900 | |
| 475,160 | 597,158 | 833,941 | 8017 | Tourism Promotion & Programs | | 859,133 | 859,133 | 859,133 |
| | | | Transient Lodging Taxes paid to Visit McMinnville | | | | | |
| 481,642 | 598,268 | 834,441 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 860,033 | 860,033 | 860,033 |
| <u>TRANSFERS OUT</u> | | | | | | | | |
| 209,171 | 295,882 | 415,375 | 9700-01 | Transfers Out - General Fund | | 402,001 | 402,001 | 402,001 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Transfer 30% of transient lodging taxes collected | | 1 | 377,200 | 377,200 | |
| | | | Finance personnel services support. | | 1 | 24,801 | 24,801 | |
| 209,171 | 295,882 | 415,375 | <u>TOTAL TRANSFERS OUT</u> | | | 402,001 | 402,001 | 402,001 |
| <u>CONTINGENCIES</u> | | | | | | | | |
| 0 | 0 | 238,396 | 9800 | Contingencies | | 248,232 | 248,232 | 248,232 |
| 0 | 0 | 238,396 | <u>TOTAL CONTINGENCIES</u> | | | 248,232 | 248,232 | 248,232 |
| <u>ENDING FUND BALANCE</u> | | | | | | | | |
| 152,278 | 208,750 | 0 | 9999 | Unappropriated Ending Fd Balance | | 0 | 0 | 0 |
| | | | Excess of revenue over expenditures that is carried over to subsequent year is budgeted as contingency. This allows all available dollars to be spent during the fiscal year, if appropriate. | | | | | |
| 152,278 | 208,750 | 0 | <u>TOTAL ENDING FUND BALANCE</u> | | | 0 | 0 | 0 |
| 843,091 | 1,102,900 | 1,488,212 | <u>TOTAL REQUIREMENTS</u> | | | 1,510,266 | 1,510,266 | 1,510,266 |

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 843,092 | 1,102,901 | 1,488,212 | TOTAL RESOURCES | 1,510,266 | 1,510,266 | 1,510,266 |
| 843,091 | 1,102,901 | 1,488,212 | TOTAL REQUIREMENTS | 1,510,266 | 1,510,266 | 1,510,266 |



TELECOMMUNICATIONS FUND





Budget Highlights

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

Core Services

- McMinnville Community Media (MCM) is a non-profit organization that was formed by the McMinnville City Council. In July 2001, MCM assumed management and operation of public, education and governmental (PEG) access for the McMinnville community.
- MCM is responsible for managing and operating the community access channels as a public forum, ensuring that the channels are available for all forms of public expression, information and debate on public issues.
- MCM 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.

Mac-Town 2032 Strategic Plan

- The City’s financial support of McMinnville Community Media (MCM) is particularly relevant to one of the Strategic Plan goals:
 Engagement and Inclusion – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity. The City’s contribution of telecommunications franchise fee revenue to MCM promotes diversity in community access, assuring that programming serves under-served populations and reflects a broad range of community interests.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 249,235 | 245,100 | 257,100 | 12,000 |
| Materials & Services | 249,210 | 245,000 | 257,000 | 12,000 |
| Total Expenditures | 249,210 | 245,000 | 257,000 | 12,000 |
| Net Expenditures | 25 | 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.
- 1999** Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&T Broadband.
- 2001** New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.
- 2001** New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.
- 2001** New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.
- 2001** City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.
- 2001** McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio.
- 2001** City receives \$453,500 from TCI / AT&T a combination of \$352,500 of “past sins money”, \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.
- 2002** April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.
- 2003** January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
- 2005** MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.
- 2006** January 2006, Major upgrade of **mcm11.org** website, allowing form submittal and easy access to program listings.
- 2007** Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.
- 2008** MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
- 2009** “Past sins” settlement remainder of \$32,200 and accrued interest of \$11,000 paid to MCM. Remaining accrued interest of about \$40,000 to be paid in fiscal year 2010-2011.

Budget Document Report

10 - TELECOMMUNICATIONS FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 1,668 | 1,825 | 1,925 | 4090 Beginning Fund Balance Estimated July 1 carryover from the prior year | 1,949 | 1,949 | 1,949 |
| 1,668 | 1,825 | 1,925 | TOTAL BEGINNING FUND BALANCE | 1,949 | 1,949 | 1,949 |
| LICENSES AND PERMITS | | | | | | |
| 27,407 | 27,928 | 27,000 | 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. | 29,000 | 29,000 | 29,000 |
| 144,989 | 140,756 | 145,000 | 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. | 144,000 | 144,000 | 144,000 |
| 13,311 | 12,311 | 14,000 | 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 |
| 57,679 | 68,216 | 71,000 | 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). | 70,000 | 70,000 | 70,000 |
| 243,386 | 249,210 | 257,000 | TOTAL LICENSES AND PERMITS | 257,000 | 257,000 | 257,000 |
| MISCELLANEOUS | | | | | | |
| 157 | 25 | 100 | 6310 Interest | 100 | 100 | 100 |
| 157 | 25 | 100 | TOTAL MISCELLANEOUS | 100 | 100 | 100 |
| 245,211 | 251,060 | 259,025 | TOTAL RESOURCES | 259,049 | 259,049 | 259,049 |

Budget Document Report

10 - TELECOMMUNICATIONS FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 144,989 | 140,756 | 145,000 | 8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel. | 144,000 | 144,000 | 144,000 |
| 27,407 | 27,928 | 27,000 | 8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel. | 29,000 | 29,000 | 29,000 |
| 57,679 | 68,216 | 71,000 | 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. | 70,000 | 70,000 | 70,000 |
| 13,310 | 12,311 | 14,000 | 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 |
| 243,386 | 249,210 | 257,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 257,000 | 257,000 | 257,000 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 1,450 | 9800 Contingencies | 1,500 | 1,500 | 1,500 |
| 0 | 0 | 1,450 | <u>TOTAL CONTINGENCIES</u> | 1,500 | 1,500 | 1,500 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 1,825 | 1,850 | 575 | 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. | 549 | 549 | 549 |
| 1,825 | 1,850 | 575 | <u>TOTAL ENDING FUND BALANCE</u> | 549 | 549 | 549 |
| 245,211 | 251,060 | 259,025 | <u>TOTAL REQUIREMENTS</u> | 259,049 | 259,049 | 259,049 |

10 - TELECOMMUNICATIONS FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 245,211 | 251,060 | 259,025 | <i>TOTAL RESOURCES</i> | 259,049 | 259,049 | 259,049 |
| 245,211 | 251,060 | 259,025 | <i>TOTAL REQUIREMENTS</i> | 259,049 | 259,049 | 259,049 |



EMERGENCY COMMUNICATIONS FUND





Emergency Communications Fund

2019 – 2020 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** - Transfers from the General Fund and Ambulance Funds equal \$855,400, reflecting an assumed 5% increase in the City's contribution to Yamhill Communications Agency (YCOM) for dispatch services.

The proposed 2019-20 budget also includes transfers of \$38,270 from General and Ambulance Funds to make debt service payments on emergency communications equipment acquired from Motorola in 2018-19. This transfer will occur for seven years, until the debt is paid off. A one-time spend down of \$75,000 in the Emergency Communications contingency fund in 2018-19 helped pay down the total cost of the radio system upgrade of \$308,068, switching our analog system to a digital P25 radio system and allowing our radio system to be interoperable with other jurisdictions in our area.

Transfers for both dispatch services and payments on the communications equipment are 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 – 43%. The next largest member contribution is paid by Yamhill County – 37%.
- The YCOM funding formula is based on a distribution of YCOM costs; 85% law enforcement and 15% fire protection and emergency medical services

Mac-Town 2032 Strategic Plan

The City's paying for the cost of dispatch services and maintenance of emergency communications equipment is particularly relevant to one of the Strategic Plan goals:

Community Safety & Resiliency – Proactively plan for and responsively maintain a safe and resilient community. Emergency communications equipment acquired in 2018-19 and partially funded with reserves from this fund will support exceptional police, fire, and emergency medical services provided to the community.

Future Challenges and Opportunities

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

General Fund – Emergency Communications

2019 – 2020 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 849,290 | 872,190 | 948,760 | 76,570 |
| Materials & Services | 829,331 | 863,916 | 902,316 | 38,400 |
| Debt Service | - | - | 38,269 | 38,269 |
| Total Expenditures | 829,331 | 863,916 | 940,585 | 76,669 |
| Net Expenditures | 19,959 | 8,274 | 8,175 | 99 |



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> |
|--------------------|-------------------------------|
| 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 |
| 2019 - 2020 | 855,400 |

- 2006** YCOM Policy Board votes to change the YCOM 190 inter-governmental agreement reorganizing the YCOM Policy Board management structure to a 5-member Executive Board. The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one “at-large” fire district member, one “at-large” city member, and the County Sheriff who also serves as Board Chairperson.
- 2008** YCOM prepares to move into the City of McMinnville’s new Public Safety Building.
- 2012** McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.
- 2018** The City receives information that the current subscriber units (mobile and portables) are no longer serviceable. The City looks to update the Police Department’s mobile radios and portables.
- 2019** Emergency Communication system upgrade switches analog system to digital P25 radio system, allowing interoperability with other jurisdictions.

15 - EMERGENCY COMMUNICATIONS FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 117,120 | 136,238 | 150,512 | 4090 Beginning Fund Balance Estimated July 1 carryover from the prior year | 89,470 | 89,470 | 89,470 |
| 117,120 | 136,238 | 150,512 | <u>TOTAL BEGINNING FUND BALANCE</u> | 89,470 | 89,470 | 89,470 |
| <u>LICENSES AND PERMITS</u> | | | | | | |
| 3,079 | 4,891 | 2,000 | 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. | 2,000 | 2,000 | 2,000 |
| 26,154 | 24,986 | 28,000 | 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. | 26,000 | 26,000 | 26,000 |
| 29,233 | 29,877 | 30,000 | <u>TOTAL LICENSES AND PERMITS</u> | 28,000 | 28,000 | 28,000 |
| <u>INTERGOVERNMENTAL</u> | | | | | | |
| 7,500 | 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 |
| 7,500 | 7,500 | 7,500 | <u>TOTAL INTERGOVERNMENTAL</u> | 7,500 | 7,500 | 7,500 |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 15,730 | 15,990 | 15,990 | 5325 System Access Fees Fees charged for access to City's radio system. | 15,990 | 15,990 | 15,990 |
| 15,730 | 15,990 | 15,990 | <u>TOTAL CHARGES FOR SERVICES</u> | 15,990 | 15,990 | 15,990 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 780 | 1,723 | 1,600 | 6310 Interest | 3,600 | 3,600 | 3,600 |
| 780 | 1,723 | 1,600 | <u>TOTAL MISCELLANEOUS</u> | 3,600 | 3,600 | 3,600 |
| <u>TRANSFERS IN</u> | | | | | | |
| 689,100 | 707,700 | 728,100 | 6900-01 Transfers In - General Fund | 796,303 | 796,303 | 796,303 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | General Fund support for YCOM dispatching service for PD & Fire. | 1 | 762,200 | 762,200 |
| | | | General Fund support for Emergency Comm equipment debt pmt | 1 | 34,103 | 34,103 |

15 - EMERGENCY COMMUNICATIONS FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|---------------------------------|-----------------|----------------------------|----------------------------|---------------------------|
| 84,200 | 86,500 | 89,000 | 6900-79 | Transfers In - Ambulance | | 97,367 | 97,367 | 97,367 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Ambulance Fund support for YCOM dispatching services. | 1 | 93,200 | 93,200 | | |
| | | | Ambulance Fund support for Emergency Comm equipment debt pmt | 1 | 4,167 | 4,167 | | |
| 773,300 | 794,200 | 817,100 | <u>TOTAL TRANSFERS IN</u> | | | 893,670 | 893,670 | 893,670 |
| 943,663 | 985,527 | 1,022,702 | <u>TOTAL RESOURCES</u> | | | 1,038,230 | 1,038,230 | 1,038,230 |

15 - EMERGENCY COMMUNICATIONS FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|--|-----------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| MATERIALS AND SERVICES | | | | | | | | |
| 503 | 503 | 10,000 | 7720-06 | Repairs & Maintenance - Equipment | | 10,000 | 10,000 | 10,000 |
| 36,007 | 35,639 | 36,816 | 7750 | Professional Services | | 36,916 | 36,916 | 36,916 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Audit fee allocation | 1 | 900 | 900 | | |
| | | | Maintenance agreement for public safety radio system equipment | 1 | 36,016 | 36,016 | | |
| 770,915 | 793,188 | 817,100 | 8180-05 | YCOM - Other Governmental Services | | 855,400 | 855,400 | 855,400 |
| | | | City's member contribution for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM). | | | | | |
| 807,425 | 829,331 | 863,916 | TOTAL MATERIALS AND SERVICES | | | 902,316 | 902,316 | 902,316 |
| CAPITAL OUTLAY | | | | | | | | |
| 0 | 0 | 75,000 | 8710 | Equipment | | 0 | 0 | 0 |
| 0 | 0 | 75,000 | TOTAL CAPITAL OUTLAY | | | 0 | 0 | 0 |
| DEBT SERVICE | | | | | | | | |
| 0 | 0 | 0 | 9520-05 | Equipment-Lease Purchase - Principal | | 33,269 | 33,269 | 33,269 |
| 0 | 0 | 0 | 9520-10 | Equipment-Lease Purchase - Interest | | 5,000 | 5,000 | 5,000 |
| 0 | 0 | 0 | TOTAL DEBT SERVICE | | | 38,269 | 38,269 | 38,269 |
| CONTINGENCIES | | | | | | | | |
| 0 | 0 | 0 | 9800 | Contingencies | | 35,000 | 35,000 | 35,000 |
| 0 | 0 | 0 | TOTAL CONTINGENCIES | | | 35,000 | 35,000 | 35,000 |
| ENDING FUND BALANCE | | | | | | | | |
| 136,238 | 156,197 | 83,786 | 9999 | Unappropriated Ending Fd Balance | | 62,645 | 62,645 | 62,645 |
| | | | Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations | | | | | |
| 136,238 | 156,197 | 83,786 | TOTAL ENDING FUND BALANCE | | | 62,645 | 62,645 | 62,645 |
| 943,663 | 985,528 | 1,022,702 | TOTAL REQUIREMENTS | | | 1,038,230 | 1,038,230 | 1,038,230 |

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 943,663 | 985,527 | 1,022,702 | TOTAL RESOURCES | 1,038,230 | 1,038,230 | 1,038,230 |
| 943,663 | 985,527 | 1,022,702 | TOTAL REQUIREMENTS | 1,038,230 | 1,038,230 | 1,038,230 |

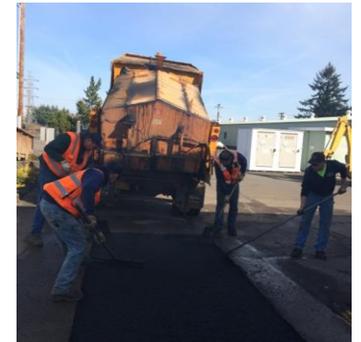


STREET FUND



Budget Highlights

- The 2019-20 budget proposal continues funding to address increased maintenance requirements related to newly constructed transportation facilities. This is directly connected to the Government Capacity priority in the City's Strategic Plan. The budget proposal is an effort to work towards addressing this priority's goal to "strengthen the City's ability to prioritize and deliver municipal services with discipline and focus". 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 related bond projects, and preventive maintenance surface treatments (slurry seals).
- Highlights include funding to restripe bicycle lane facilities on NW Baker Creek from approximately Elm Street west to the new roundabout at the intersection of Hill Road and Baker Creek Road. This project will add bike lanes on both sides of the road way as well as a center median lane. The project should improve traffic operations as well as bicycle safety in this corridor.
- 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 third phase of a five year program to upgrade residential street signage to the new federal standards. Staff will continue a program to install shared lane markings as per the adopted Transportation System plan in various locations around the community as well.
- Maintenance of storm water facilities continues to have no direct funding source and repairs are made on an emergency basis only. The budget proposal continues to carry over funding for a culvert repair/replacement on Edmunston Street in southwest McMinnville. With the new Hill Road improvements coming on line, planned improvements for Old Sheridan Road and the recently completed Alpine project, the City will be maintaining new storm water quality facilities. These include 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 environmental permits for these projects.
- The budget continues funding for street lighting. In 2015 the City partnered with McMinnville Water and Light to develop and implement street lighting standards, which will include LED lighting fixtures as standard. LED upgrades would lead to significantly lower energy consumption, but at a higher capital cost than replacing with traditional fixtures. As a note, all new City funded street lighting improvements, either new installations or replacements, are with LED fixtures. This includes lighting improvements on 2nd Street, Alpine Avenue and Hill Road. Street lighting comprises approximately 25% of the Street Fund's Materials and Services budget.



Street Crew Training Session

Core Services

The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's transportation system asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's ongoing efforts to identify and focus on core services. The Street Maintenance staff's primary mission is maintaining the City's transportation system. This includes approximately 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.

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 including partial and full depth localized repairs, skin patches, pot hole filling and temporary cold mix repairs in inclement weather are conducted with both in-house and contract forces. This work is done in response to pavement failures, as well as in advance of planned repair or preventive maintenance work.
- Crack sealing: 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

- The City utilizes the Public Right of Way Accessibility Guidelines (PROWAG) as a standard in the right of way.

- 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 PROWAG compliant curb ramps at street intersections where needed.
- City staff installs and maintains accessible parking spaces adjacent to private residences upon an approved request.
- City staff installs and maintains on-street ADA parking spaces in the downtown core.
- PROWAG compliant ramps are installed upon request in areas where there are no ramps, or existing ramps are not compliant.

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
- Storm water quality facility maintenance.
- Residential curb side leaf collection by City crews, with approximately four pickups per year

Vehicle/Equipment Maintenance

- City-owned vehicles and equipment are maintained and repaired through a work order system, with the majority of work being performed by City staff. The Public Works Division maintains 59 vehicles and 156 various pieces of equipment at the Riverside Drive facility.

Street (State Gas Tax) Fund

2019 – 2020 Proposed Budget --- Budget Summary

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.
- Traffic signals are maintained by the Oregon Department of Transportation (ODOT) via an intergovernmental agreement.
- Pavement markings are inspected and replaced on a condition based 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.



Carlos Ochoa – New signage installation

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

- This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority's objective to "provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works". Activities are related to inclement weather, accidents, and hazardous materials spill responses. Tasks include anti-icing/deicing, sanding, plowing, catch basin clearing, spill clean-up, closing flooded streets, sanitary sewer/storm drainage problems, removing downed trees from rights-of-way, etc. This work is done with support from the Park Maintenance and Wastewater Conveyance System crews.

Future Challenges and Opportunities

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

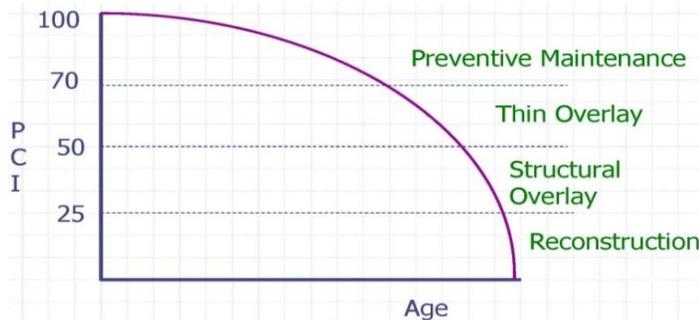
- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts.
- Continuous Improvement: As part of an on-going effort, Street Maintenance staff reviews various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.

Street (State Gas Tax) Fund

- 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. These partnerships are consistent with the City’s mission as described in the Strategic Plan to deliver “high quality services in collaboration with partners for a prosperous, safe and livable community.”

Pavement Management

- Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a “Pavement Condition Index” (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a “like new” street. A common industry standard is that \$1 spent on preventive maintenance (slurry seal) can delay and save \$3-10 on rehabilitation (overlays) and perhaps \$30 or more on reconstruction work. Streets that are in “very good” condition have a PCI of 70 or greater.
- The City’s current overall system PCI stands at 70. At this point, about 70% of the City’s network meets that “very good” condition threshold:



To maintain that level will require an annual investment of approximately \$1.33 million dollars. Prior to the 2015 Transportation Bond measure, resource availability limited the

City’s annual investment to approximately \$525,000. Competing requirements such as the Newberg/Dundee bypass loan repayment negatively impact that amount. While the 2015 Transportation Bond provided 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 increased 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 every two years in order to receive funding. The City completed and submitted the required reporting in mid January of 2019.

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 recently constructed storm water planters for the Alpine project, the Hill Road project includes similar elements as does the planned Old Sheridan Road project. 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 conveyance needs and system improvements.

Street (State Gas Tax) Fund

Aging Fleet

- The Street Maintenance Division’s powered rolling stock includes 25 units with an estimated replacement value of \$1.7 million.

| TYPE (# of units owned) | AVERAGE AGE |
|---|--------------|
| Street sweepers (1) | 19 years |
| Utility trucks and vans (12) | 17 years |
| Dump trucks (5) | 26.4 years |
| Construction / maintenance equip (7) ** | 21.7 years** |

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

- Staff will continue to use a methodology that identifies replacement candidates based on condition, usage and need, and not just age. Replacement strategies can range from equipment replacements to re-evaluating operations to determining least cost options (contracts, rentals, lease, etc.).
- The use of repurposed units, as well as the acquisition of surplus units from other agencies (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.
- 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 priority.

Accessibility

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



Jeff York – National Public Works Week

Street (State Gas Tax) Fund

2019 – 2020 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 2,194,894 | 2,450,087 | 2,722,506 | 272,419 |
| Personnel Services | 783,859 | 868,716 | 981,806 | 113,090 |
| Materials & Services | 644,183 | 943,476 | 1,015,983 | 72,507 |
| Capital Outlay | - | 125,500 | 5,674 | (119,826) |
| Transfers Out | 646,741 | 828,694 | 983,450 | 154,756 |
| Total Expenditures | 2,074,783 | 2,766,386 | 2,986,913 | 220,527 |
| Net Expenditures | 120,111 | (316,299) | (264,407) | (51,892) |

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|----------------------------|------------------------------|-------------|-------------------------------|
| FTE Adopted Budget | 9.01 | | |
| Utility Worker I | | 0.75 | |
| FTE Proposed Budget | | 0.75 | 9.76 |



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. | 2007 | City awarded "Tree City USA" designation for the 10 th consecutive year. |
| 1987 | Public Works Superintendent assumes managerial responsibility over streets and sewer operations. | 2004 | Street Department maintains 97 miles of streets. | 2008 | Public Works crews responded to a 40-year snow & ice event in December. |
| 1990 | Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods. | 2005 | Street Department maintains 100 miles of streets. | 2008 | First slurry seal project on city streets to prolong street life. |
| 1990 | City maintains 64 miles of paved streets. | 2005 | 200 new street signs were installed. | 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 | 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. | | |
| 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

2019-2020 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

| Fund Department Section Program | Number of | | Total | <u>Detailed Summary</u> | |
|--|-----------|-------|---------|-------------------------|--------|
| | Employees | Range | Salary | Page | Amount |
| <u>Public Works Superintendent</u> | 1 | 352 | 105,684 | | |
| General Fund | | | | | |
| Park Maintenance (0.50 FTE) | | | | 136 | 52,842 |
| Street Fund (0.50 FTE) | | | | 167 | 52,842 |
| <u>Park Maintenance Supervisor</u> | 1 | 342 | 79,990 | | |
| General Fund | | | | | |
| Park Maintenance (0.95 FTE) | | | | 136 | 75,991 |
| Street Fund (0.05 FTE) | | | | 167 | 4,000 |
| <u>Street Maintenance Supervisor</u> | 1 | 342 | 83,626 | | |
| General Fund | | | | | |
| Park Maintenance (0.05 FTE) | | | | 136 | 4,181 |
| Street Fund (0.95 FTE) | | | | 167 | 79,445 |
| <u>SS & SD Maintenance Supervisor</u> | 1 | 342 | 80,139 | | |
| Street Fund (0.10 FTE) | | | | 167 | 8,014 |
| Wastewater Services Fund | | | | | |
| Conveyance Systems | | | | | |
| Sanitary (0.90 FTE) | | | | 218 | 72,125 |
| <u>Senior Utility Worker - WWS</u> | 1 | 333 | 65,396 | | |
| Street Fund (0.10 FTE) | | | | 167 | 6,540 |
| Wastewater Services Fund | | | | | |
| Conveyance Systems | | | | | |
| Sanitary (0.90 FTE) | | | | 218 | 58,856 |

Position Description

| Fund Department Section Program | Number of | | Total | <u>Detailed Summary</u> | |
|---|-----------|-------|---------|-------------------------|---------|
| | Employees | Range | Salary | Page | Amount |
| <u>Mechanic - Public Works</u> | 1 | 330 | 58,818 | | |
| General Fund | | | | | |
| Park Maintenance (0.45 FTE) | | | | 136 | 26,468 |
| Street Fund (0.45 FTE) | | | | 167 | 26,468 |
| Wastewater Services Fund | | | | | |
| Administration (0.10 FTE) | | | | 209 | 5,882 |
| <u>Utility Worker II - WWS</u> | 4 | 329 | 214,533 | | |
| Street Fund (0.40 FTE) | | | | 167 | 21,453 |
| Wastewater Services Fund | | | | | |
| Conveyance Systems | | | | | |
| Sanitary (3.60 FTE) | | | | 218 | 193,080 |
| <u>Operations Support Specialist</u> | 1 | 330 | 58,818 | | |
| General Fund | | | | | |
| Park Maintenance (0.50 FTE) | | | | 136 | 29,409 |
| Street Fund (0.50 FTE) | | | | 167 | 29,409 |

Budget Document Report

20 - STREET FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | | | |
| BEGINNING FUND BALANCE | | | | | | | | |
| 2,107,690 | 1,980,548 | 1,797,159 | 4090 | Beginning Fund Balance Estimated July 1 undesignated carryover from prior year | | 1,929,264 | 1,929,264 | 1,941,264 |
| 2,107,690 | 1,980,548 | 1,797,159 | TOTAL BEGINNING FUND BALANCE | | | 1,929,264 | 1,929,264 | 1,941,264 |
| LICENSES AND PERMITS | | | | | | | | |
| 14 | 27 | 50 | 4300 | Bicycle Fees | | 50 | 50 | 50 |
| 14 | 27 | 50 | TOTAL LICENSES AND PERMITS | | | 50 | 50 | 50 |
| INTERGOVERNMENTAL | | | | | | | | |
| 1,989,985 | 2,164,426 | 2,425,000 | 4740 | OR State Gas Taxes 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. | | 2,650,000 | 2,650,000 | 2,650,000 |
| 1,989,985 | 2,164,426 | 2,425,000 | TOTAL INTERGOVERNMENTAL | | | 2,650,000 | 2,650,000 | 2,650,000 |
| MISCELLANEOUS | | | | | | | | |
| 15,190 | 24,731 | 19,200 | 6310 | Interest | | 50,300 | 50,300 | 50,300 |
| 2,482 | 5,710 | 500 | 6600 | Other Income | | 1,000 | 1,000 | 1,000 |
| 17,672 | 30,441 | 19,700 | TOTAL MISCELLANEOUS | | | 51,300 | 51,300 | 51,300 |
| TRANSFERS IN | | | | | | | | |
| 0 | 0 | 5,337 | 6900-85 | Transfers In - Insurance Services | | 21,156 | 21,156 | 21,156 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | HR-Insurance Service Fund distribution | 1 | 5,256 | 5,256 | | |
| | | | Insurance Service Fund distribution | 1 | 15,900 | 15,900 | | |
| 0 | 0 | 5,337 | TOTAL TRANSFERS IN | | | 21,156 | 21,156 | 21,156 |
| 4,115,361 | 4,175,442 | 4,247,246 | TOTAL RESOURCES | | | 4,651,770 | 4,651,770 | 4,663,770 |

20 - STREET FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | | |
|----------------|----------------|----------------|---------------------------------|---|----------------|----------------|----------------|
| 860 | 506 | 0 | 7000 | Salaries & Wages | 0 | 0 | 0 |
| 401,789 | 434,923 | 464,000 | 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 - 1.00 FTE Operations Support Specialist - Public Works - 0.50 FTE | 499,460 | 499,460 | 499,460 |
| 34,160 | 36,639 | 46,531 | 7000-15 | Salaries & Wages - Temporary Extra Help - Streets - 1.71 FTE | 48,310 | 48,310 | 48,310 |
| 8,585 | 7,608 | 7,200 | 7000-20 | Salaries & Wages - Overtime | 7,200 | 7,200 | 7,200 |
| 120 | 120 | 120 | 7000-37 | Salaries & Wages - Medical Opt Out Incentive | 120 | 120 | 120 |
| 415 | -16 | 0 | 7300 | Fringe Benefits | 0 | 0 | 0 |
| 26,323 | 28,299 | 32,105 | 7300-05 | Fringe Benefits - FICA - Social Security | 34,413 | 34,413 | 34,413 |
| 6,156 | 6,619 | 7,509 | 7300-06 | Fringe Benefits - FICA - Medicare | 8,047 | 8,047 | 8,047 |
| 88,571 | 112,587 | 128,809 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 167,077 | 167,077 | 167,077 |
| 97,898 | 96,717 | 112,808 | 7300-20 | Fringe Benefits - Medical Insurance | 145,018 | 145,018 | 145,018 |
| 8,508 | 17,383 | 18,125 | 7300-22 | Fringe Benefits - VEBA Plan | 21,300 | 21,300 | 21,300 |
| 761 | 760 | 784 | 7300-25 | Fringe Benefits - Life Insurance | 864 | 864 | 864 |
| 2,184 | 2,358 | 2,504 | 7300-30 | Fringe Benefits - Long Term Disability | 2,706 | 2,706 | 2,706 |
| 34,895 | 37,524 | 46,957 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 46,044 | 46,044 | 46,044 |
| 244 | 220 | 264 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 248 | 248 | 248 |
| 85 | 1,611 | 1,000 | 7300-40 | Fringe Benefits - Unemployment | 999 | 999 | 999 |
| 711,555 | 783,859 | 868,716 | TOTAL PERSONNEL SERVICES | | 981,806 | 981,806 | 981,806 |

MATERIALS AND SERVICES

| | | | | | | | |
|-------|-----|-----|-------------|--|-------|-------|-------|
| 1,745 | 717 | 500 | 7530 | Training | 1,000 | 1,000 | 1,000 |
| 231 | 620 | 600 | 7540 | Employee Events Costs shared city-wide for employee training, materials, and events. | 800 | 800 | 800 |

Budget Document Report

20 - STREET FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | |
|--|----------------|---------------------------|----------------------------|---|---------------------------|-------------|-------|----------|-------|--------------------------------|---|-----|-----|----------------------|---|-------|-------|-------------------------------------|---|--------|--------|------------------|---|-------|-------|
| Department :N/A Section :N/A Program :N/A | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1,848 | 3,597 | 4,000 | 7550 | Travel & Education | 4,500 | | | | | | | | | | | | | | | | | | | | |
| 16,010 | 18,783 | 19,000 | 7590 | Fuel - Vehicle & Equipment | 21,000 | | | | | | | | | | | | | | | | | | | | |
| 12,197 | 12,285 | 12,500 | 7600 | Electric & Natural Gas | 12,500 | | | | | | | | | | | | | | | | | | | | |
| 45,800 | 57,400 | 59,700 | 7610-05 | Insurance - Liability | 63,200 | | | | | | | | | | | | | | | | | | | | |
| 8,700 | 8,800 | 7,700 | 7610-10 | Insurance - Property | 8,300 | | | | | | | | | | | | | | | | | | | | |
| 5,384 | 5,772 | 6,500 | 7620 | Telecommunications | 16,500 | | | | | | | | | | | | | | | | | | | | |
| 1,257 | 1,303 | 1,500 | 7650 | Janitorial | 2,100 | | | | | | | | | | | | | | | | | | | | |
| 18,129 | 15,969 | 15,000 | 7660 | Materials & Supplies | 17,000 | | | | | | | | | | | | | | | | | | | | |
| 70,060 | 67,525 | 80,000 | 7720 | Repairs & Maintenance | 80,000 | | | | | | | | | | | | | | | | | | | | |
| Materials and supplies for street maintenance activities | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 7720-05 | Repairs & Maintenance - Inventory-InterDept Projects | 0 | | | | | | | | | | | | | | | | | | | | |
| 19,840 | 25,490 | 26,500 | 7720-06 | Repairs & Maintenance - Equipment | 26,500 | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 7720-07 | Repairs & Maintenance - Inventory-Equipment | 0 | | | | | | | | | | | | | | | | | | | | |
| 1,271 | 1,239 | 13,700 | 7720-10 | Repairs & Maintenance - Building Maintenance | 2,000 | | | | | | | | | | | | | | | | | | | | |
| Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 2,734 | 0 | 7720-14 | Repairs & Maintenance - Vehicles | 0 | | | | | | | | | | | | | | | | | | | | |
| 2,555 | 1,503 | 10,000 | 7720-28 | Repairs & Maintenance - Right of Way | 6,500 | | | | | | | | | | | | | | | | | | | | |
| Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33,013 | 9,295 | 40,000 | 7720-30 | Repairs & Maintenance - Sidewalks | 40,000 | | | | | | | | | | | | | | | | | | | | |
| Repair and construction of city sidewalks and wheelchair ramps. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9,912 | 7,828 | 10,000 | 7720-32 | Repairs & Maintenance - Traffic Signal | 10,000 | | | | | | | | | | | | | | | | | | | | |
| Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1,920 | 1,920 | 0 | 7720-34 | Repairs & Maintenance - Parking Structure & Lots | 0 | | | | | | | | | | | | | | | | | | | | |
| 5,492 | 5,796 | 60,000 | 7720-35 | Repairs & Maintenance - Storm Drains | 100,000 | | | | | | | | | | | | | | | | | | | | |
| Repair of the storm drainage system within the public right-of-way. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2,795 | 9,367 | 17,760 | 7750 | Professional Services | 18,470 | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Section 125 administration fee</td> <td>1</td> <td>170</td> <td>170</td> </tr> <tr> <td>Audit fee allocation</td> <td>1</td> <td>2,300</td> <td>2,300</td> </tr> <tr> <td>Miscellaneous professional services</td> <td>1</td> <td>10,000</td> <td>10,000</td> </tr> <tr> <td>Pavement ratings</td> <td>1</td> <td>6,000</td> <td>6,000</td> </tr> </tbody> </table> | | | | | | Description | Units | Amt/Unit | Total | Section 125 administration fee | 1 | 170 | 170 | Audit fee allocation | 1 | 2,300 | 2,300 | Miscellaneous professional services | 1 | 10,000 | 10,000 | Pavement ratings | 1 | 6,000 | 6,000 |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | |
| Section 125 administration fee | 1 | 170 | 170 | | | | | | | | | | | | | | | | | | | | | | |
| Audit fee allocation | 1 | 2,300 | 2,300 | | | | | | | | | | | | | | | | | | | | | | |
| Miscellaneous professional services | 1 | 10,000 | 10,000 | | | | | | | | | | | | | | | | | | | | | | |
| Pavement ratings | 1 | 6,000 | 6,000 | | | | | | | | | | | | | | | | | | | | | | |

Budget Document Report

20 - STREET FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 105,654 | 117,360 | 224,600 | 7780-12 Contract Services - Street Maintenance Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc. | 279,600 | 279,600 | 279,600 |
| | | | <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 | 75,000 | 75,000 |
| | | | Inmate work crew | 1 | 3,600 | 3,600 |
| | | | Striping | 1 | 25,000 | 25,000 |
| | | | Snow removal services | 1 | 5,000 | 5,000 |
| | | | Pavement Repairs | 1 | 100,000 | 100,000 |
| | | | Backflow Testing | 1 | 1,000 | 1,000 |
| | | | Baker Creek Road Restriping | 1 | 50,000 | 50,000 |
| 957 | 3,654 | 3,000 | 7800 M & S Equipment Miscellaneous small equipment for operations and maintenance | 3,000 | 3,000 | 3,000 |
| 657 | 391 | 500 | 7800-42 M & S Equipment - Shop Miscellaneous small equipment and tools for shop operations and maintenance | 750 | 750 | 750 |
| 3,674 | 4,381 | 5,866 | 7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide | 6,063 | 6,063 | 6,063 |
| 8,570 | 9,576 | 9,550 | 7840-75 M & S Computer Charges - Street | 12,200 | 12,200 | 12,200 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | ESRI Arcview-17% shared with Plan, Bldg, Eng,Pak, WWS | 1 | 2,100 | 2,100 |
| | | | Hansen sewer database-25% shared with Eng, Park, WWS | 1 | 3,400 | 3,400 |
| | | | RAM upgrade | 1 | 200 | 200 |
| | | | Replacement workstations | 2 | 1,500 | 3,000 |
| | | | Street Saver maintenance/subscription | 1 | 3,500 | 3,500 |
| 11,940 | 16,303 | 18,000 | 8190 Signs Street signing materials and supplies, along with replacement of downtown parking signage. | 22,000 | 22,000 | 22,000 |
| 223,015 | 234,892 | 240,000 | 8200 Street & Parking Lot Lighting McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights. | 250,000 | 250,000 | 250,000 |
| 0 | 2,418 | 12,000 | 8210 Street Tree Program 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. | 12,000 | 12,000 | 12,000 |
| 612,625 | 646,917 | 898,476 | TOTAL MATERIALS AND SERVICES | 1,015,983 | 1,015,983 | 1,027,983 |
| | | | CAPITAL OUTLAY | | | |
| 2,500 | 0 | 165,500 | 8710 Equipment | 0 | 0 | 0 |

Budget Document Report

20 - STREET FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------------------|------------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 931 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 674 | 674 | 674 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone System Replacement Phase II | 1 | 674 | 674 | |
| 0 | 0 | 5,000 | 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 | 1 | 5,000 | 5,000 | |
| 3,431 | 0 | 170,500 | TOTAL CAPITAL OUTLAY | | | 5,674 | 5,674 | 5,674 |
| TRANSFERS OUT | | | | | | | | |
| 198,721 | 238,144 | 249,418 | 9700-01 | Transfers Out - General Fund | | 273,322 | 273,322 | 273,322 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Street Fund support of Engineering operations. | 1 | 20,134 | 20,134 | |
| | | | | Engineering, Admin, & Finance personnel services support. | 1 | 253,188 | 253,188 | |
| 600,000 | 400,000 | 570,000 | 9700-45 | Transfers Out - Transportation | | 700,000 | 700,000 | 700,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Gas tax revenues used to fund Transportation Fund expenses. | 1 | 700,000 | 700,000 | |
| 8,481 | 8,597 | 9,276 | 9700-80 | Transfers Out - Information Systems | | 10,128 | 10,128 | 10,128 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Information Systems personnel services support. | 1 | 10,128 | 10,128 | |
| 807,202 | 646,741 | 828,694 | TOTAL TRANSFERS OUT | | | 983,450 | 983,450 | 983,450 |
| CONTINGENCIES | | | | | | | | |
| 0 | 0 | 250,000 | 9800 | Contingencies | | 250,000 | 250,000 | 250,000 |
| 0 | 0 | 250,000 | TOTAL CONTINGENCIES | | | 250,000 | 250,000 | 250,000 |
| ENDING FUND BALANCE | | | | | | | | |
| 1,980,548 | 2,097,924 | 1,230,860 | 9999 | Unappropriated Ending Fd Balance | | 1,414,857 | 1,414,857 | 1,414,857 |
| | | | | Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. | | | | |
| 1,980,548 | 2,097,924 | 1,230,860 | TOTAL ENDING FUND BALANCE | | | 1,414,857 | 1,414,857 | 1,414,857 |
| 4,115,362 | 4,175,441 | 4,247,246 | TOTAL REQUIREMENTS | | | 4,651,770 | 4,651,770 | 4,663,770 |

Budget Document Report

20 - STREET FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 4,115,361 | 4,175,442 | 4,247,246 | TOTAL RESOURCES | 4,651,770 | 4,651,770 | 4,663,770 |
| 4,115,362 | 4,175,442 | 4,247,246 | TOTAL REQUIREMENTS | 4,651,770 | 4,651,770 | 4,663,770 |



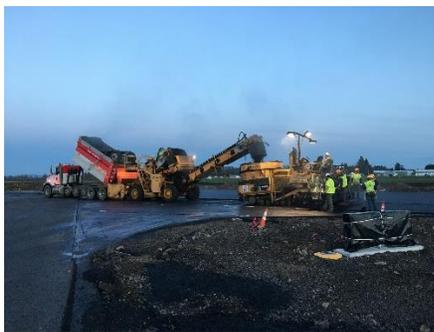
AIRPORT MAINTENANCE FUND



- **Airport Layout Map**

Budget Highlights

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of a temporary office.
- The 2019-20 budget includes funding to repair the Jet A fuel tank.
- The 2019-20 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 isn't expected to begin in July of 2020.
- The 2019-20 includes funding to continue managing and removing potential and known obstructions in the runway approach slopes.
- New budget line items have added for repairs and maintenance of the fuel farm.
- These projects will help meet Strategic Plan goal of Economic Prosperity and the objective of improving systems for economic mobility and inclusion.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$18.1 million dollars.

Core Services

- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.

- MMV is classified as a “Category II – Urban General Aviation Airport” in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and functions to accommodate corporate aviation activities (including business jets and helicopters), and other general aviation activities.
- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.
- The adopted “Minimum Standards for Commercial Aeronautical Activities” for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.



There are 121 based aircraft at the McMinnville Municipal Airport.

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

Airport Maintenance Fund

2019 – 2020 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; 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; and successful procurement of 7.5% of matching funds through the Oregon Department of Aviation Critical Oregon Airport Relief (COAR) grant). 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 and is currently operation out of a temporary facility.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 5,322,185 | 574,033 | 357,264 | (216,769) |
| Materials & Services | 468,764 | 474,433 | 195,150 | (279,283) |
| Capital Outlay | 5,550,052 | 257,400 | 95,000 | (162,400) |
| Transfers Out | 123,902 | 125,619 | 143,258 | 17,639 |
| Total Expenditures | 6,142,718 | 857,452 | 433,408 | (424,044) |
| Net Expenditures | (820,533) | (283,419) | (76,144) | (207,275) |



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>2001 Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.</p> | <p>2007 Environmental and design work begin for major airport improvements.</p> |
| <p>1957 East Hangar is constructed.</p> | <p>2003 Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.</p> | <p>2008 City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.</p> |
| <p>1973 Airport Layout Plan (ALP) and Master Plan is written.</p> | <p>2004 Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.</p> | <p>2008 New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.</p> |
| <p>1982 Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.</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>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>1987 Annual \$60,000 Transfer to Debt Service Fund eliminated.</p> | <p>2006 FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.</p> | <p>2010 Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.</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>2006 City and Evergreen Aviation reach agreement on partnership for major airport improvements.</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>1999 New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.</p> | | <p>2016 Konect Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.</p> |

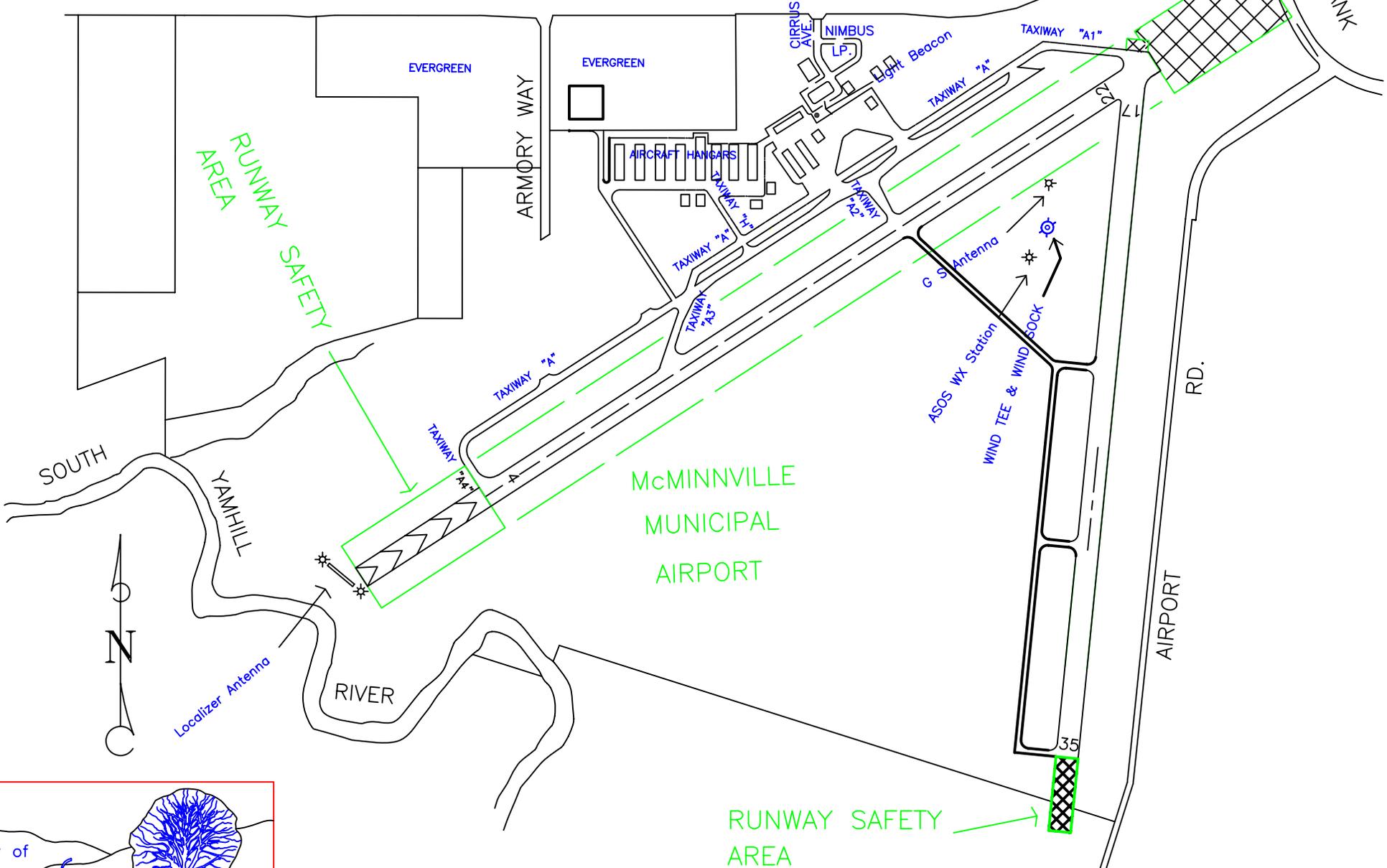
Airport Maintenance Fund

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 7.5% of its 10% matching funds for Phase 1 design and bidding.
- 2019** City secures a second Oregon Department of Aviation (ODA) Critical Oregon Airports Relief (COAR) Program grant for 7.5% of its 10% matching funds for Phase 2 construction and construction services.

(SALMON RIVER HWY. NO. 39)

CRUCKSHANK RD.



RUNWAY SAFETY AREA

McMINNVILLE MUNICIPAL AIRPORT

RUNWAY SAFETY AREA

SOUTH

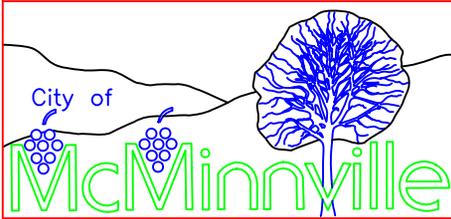
YAMHILL RIVER



Localizer Antenna

RIVER

AIRPORT RD.



AIRPORT 2011

25 - AIRPORT MAINTENANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 50,000 | 100,000 | 0 | 4025-15 Designated Begin FB-Airport Fd - Facility Improvements | 0 | 0 | 0 |
| 818,722 | 535,409 | 763,883 | 4090 Beginning Fund Balance Estimated July 1 carryover from prior year | 715,300 | 715,300 | 724,631 |
| 868,722 | 635,409 | 763,883 | TOTAL BEGINNING FUND BALANCE | 715,300 | 715,300 | 724,631 |
| INTERGOVERNMENTAL | | | | | | |
| 1,699,071 | 4,415,630 | 219,000 | 4580 FAA Grant FAA grants for Airport Improvement Projects; City match is 10%. | 13,050 | 13,050 | 134,865 |
| 50,979 | 590,416 | 0 | 4775-10 ODOT State Grants - Connect Oregon Connect Oregon V grant funds used for 10% match which is required with FAA grants | 0 | 0 | 0 |
| 0 | 0 | 20,333 | 4790 OR Aviation Department Grant 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. | 1,414 | 1,414 | 14,394 |
| 1,750,050 | 5,006,047 | 239,333 | TOTAL INTERGOVERNMENTAL | 14,464 | 14,464 | 149,259 |
| CHARGES FOR SERVICES | | | | | | |
| 13,654 | 62,481 | 66,800 | 5400-05 Property Rentals - Crop Share & USDA | 68,900 | 68,900 | 68,900 |
| 61,242 | 67,915 | 63,500 | 5400-10 Property Rentals - Land Leases | 65,000 | 65,000 | 65,000 |
| 128,322 | 131,563 | 135,100 | 5400-15 Property Rentals - OSP Building | 137,700 | 137,700 | 137,700 |
| 8,844 | 3,957 | 9,200 | 5400-20 Property Rentals - Fixed Base Operator Lease | 9,500 | 9,500 | 9,500 |
| 44,792 | 43,012 | 51,300 | 5400-25 Property Rentals - City Hangar | 50,900 | 50,900 | 50,900 |
| 256,854 | 308,928 | 325,900 | TOTAL CHARGES FOR SERVICES | 332,000 | 332,000 | 332,000 |
| MISCELLANEOUS | | | | | | |
| 5,523 | 2,458 | 800 | 6310 Interest | 800 | 800 | 800 |
| 12,871 | 4,752 | 8,000 | 6600 Other Income | 0 | 0 | 0 |
| 0 | 0 | 0 | 6600-40 Other Income - Fuel Flowage Fees | 10,000 | 10,000 | 10,000 |
| 18,394 | 7,210 | 8,800 | TOTAL MISCELLANEOUS | 10,800 | 10,800 | 10,800 |
| 2,894,020 | 5,957,594 | 1,437,916 | TOTAL RESOURCES | 1,072,564 | 1,072,564 | 1,216,690 |

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------------|------------------|---------------------------|---|--|-----------------|----------------------------|----------------------------|---------------------------|
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 0 | 0 | 0 | 8800 | Building Improvements | | 0 | 0 | 0 |
| 0 | 0 | 220,000 | 8920 | Land Improvements | | 95,000 | 95,000 | 95,000 |
| | | | | Fuel tank refurbishment | | | | |
| 1,767,936 | 5,550,052 | 137,400 | 8920-10 | Land Improvements - FAA - Runway & Taxiway Const | | 0 | 0 | 0 |
| 42,045 | 0 | 0 | 9120 | Sewer Construction | | 0 | 0 | 0 |
| 1,809,981 | 5,550,052 | 357,400 | <u>TOTAL CAPITAL OUTLAY</u> | | | 95,000 | 95,000 | 95,000 |
| <u>TRANSFERS OUT</u> | | | | | | | | |
| 75,721 | 123,902 | 125,619 | 9700-01 | Transfers Out - General Fund | | 143,258 | 143,258 | 143,258 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Airport Fund support of Engineering operations. | 1 | 11,324 | 11,324 | | |
| | | | Engineering, Admin, & Finance personnel services support. | 1 | 131,934 | 131,934 | | |
| 75,721 | 123,902 | 125,619 | <u>TOTAL TRANSFERS OUT</u> | | | 143,258 | 164,938 | 164,938 |
| <u>CONTINGENCIES</u> | | | | | | | | |
| 0 | 0 | 0 | 9800 | Contingencies | | 300,000 | 300,000 | 300,000 |
| 0 | 0 | 0 | <u>TOTAL CONTINGENCIES</u> | | | 300,000 | 300,000 | 300,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | | | |
| 100,000 | 0 | 0 | 9925-15 | Designated End FB - Airport Fd - Facility Improvements | | 0 | 0 | 0 |
| 535,409 | -185,124 | 480,464 | 9999 | Unappropriated Ending Fd Balance | | 339,156 | 317,476 | 328,474 |
| | | | | Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. | | | | |
| 635,409 | -185,124 | 480,464 | <u>TOTAL ENDING FUND BALANCE</u> | | | 339,156 | 317,476 | 328,474 |
| 2,894,019 | 5,957,594 | 1,437,916 | <u>TOTAL REQUIREMENTS</u> | | | 1,072,564 | 1,072,564 | 1,216,690 |

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2,894,020 | 5,957,594 | 1,437,916 | TOTAL RESOURCES | 1,072,564 | 1,072,564 | 1,216,690 |
| 2,894,019 | 5,957,594 | 1,437,916 | TOTAL REQUIREMENTS | 1,072,564 | 1,072,564 | 1,216,690 |



**PUBLIC SAFETY FACILITIES
CONSTRUCTION FUND**





Public Safety Facilities Construction Fund

2019 – 2020 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

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 4 | - | - | - |
| Materials & Services | 550 | - | - | - |
| Transfer Out | 2,919 | - | - | - |
| Total Expenditures | 3,469 | - | - | - |
| Net Expenditures | (3,465) | - | - | - |



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.

Budget Document Report

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 3,184 | 0 | 0 | 4040-05 Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve | 0 | 0 | 0 |
| 219 | 2,880 | 0 | 4090 Beginning Fund Balance | 0 | 0 | 0 |
| 3,403 | 2,880 | 0 | <u>TOTAL BEGINNING FUND BALANCE</u> | 0 | 0 | 0 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 27 | 39 | 0 | 6310 Interest | 0 | 0 | 0 |
| 27 | 39 | 0 | <u>TOTAL MISCELLANEOUS</u> | 0 | 0 | 0 |
| 3,430 | 2,919 | 0 | <u>TOTAL RESOURCES</u> | 0 | 0 | 0 |

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 550 | 0 | 0 | 7750-57 Professional Services - Financing Administration | 0 | 0 | 0 |
| 550 | 0 | 0 | <u>TOTAL MATERIALS AND SERVICES</u> | 0 | 0 | 0 |
| <u>TRANSFERS OUT</u> | | | | | | |
| 0 | 2,919 | 0 | 9700-60 Transfers Out - Debt Service | 0 | 0 | 0 |
| 0 | 2,919 | 0 | <u>TOTAL TRANSFERS OUT</u> | 0 | 0 | 0 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 2,880 | 0 | 0 | 9999 Unappropriated Ending Fd Balance | 0 | 0 | 0 |
| 2,880 | 0 | 0 | <u>TOTAL ENDING FUND BALANCE</u> | 0 | 0 | 0 |
| 3,430 | 2,919 | 0 | <i>TOTAL REQUIREMENTS</i> | 0 | 0 | 0 |

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 3,430 | 2,919 | 0 | TOTAL RESOURCES | 0 | 0 | 0 |
| 3,430 | 2,919 | 0 | TOTAL REQUIREMENTS | 0 | 0 | 0 |



TRANSPORTATION FUND





Transportation Fund

2019 – 2020 Proposed Budget --- Budget Summary

Budget Highlights

- Planned capital improvements during fiscal year 2019-20 include:
 - \$4,320,000 for the design and construction of the Old Sheridan Road corridor improvements project (Transportation Bond);
 - \$627,000 for repaving of various City streets (Transportation Bond); and
 - \$100,000 for the application of slurry seal on various City streets.
- The 2019-20 proposed budget includes a transfer of \$700,000 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 2019-20 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.



In 2019, the \$8.9-million Hill Road corridor project was completed, improving pedestrian, bicycle, and vehicle safety between 2nd Street and Baker Creek Road. These improvements are part of the transportation bond measure approved by the voters in 2014.

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

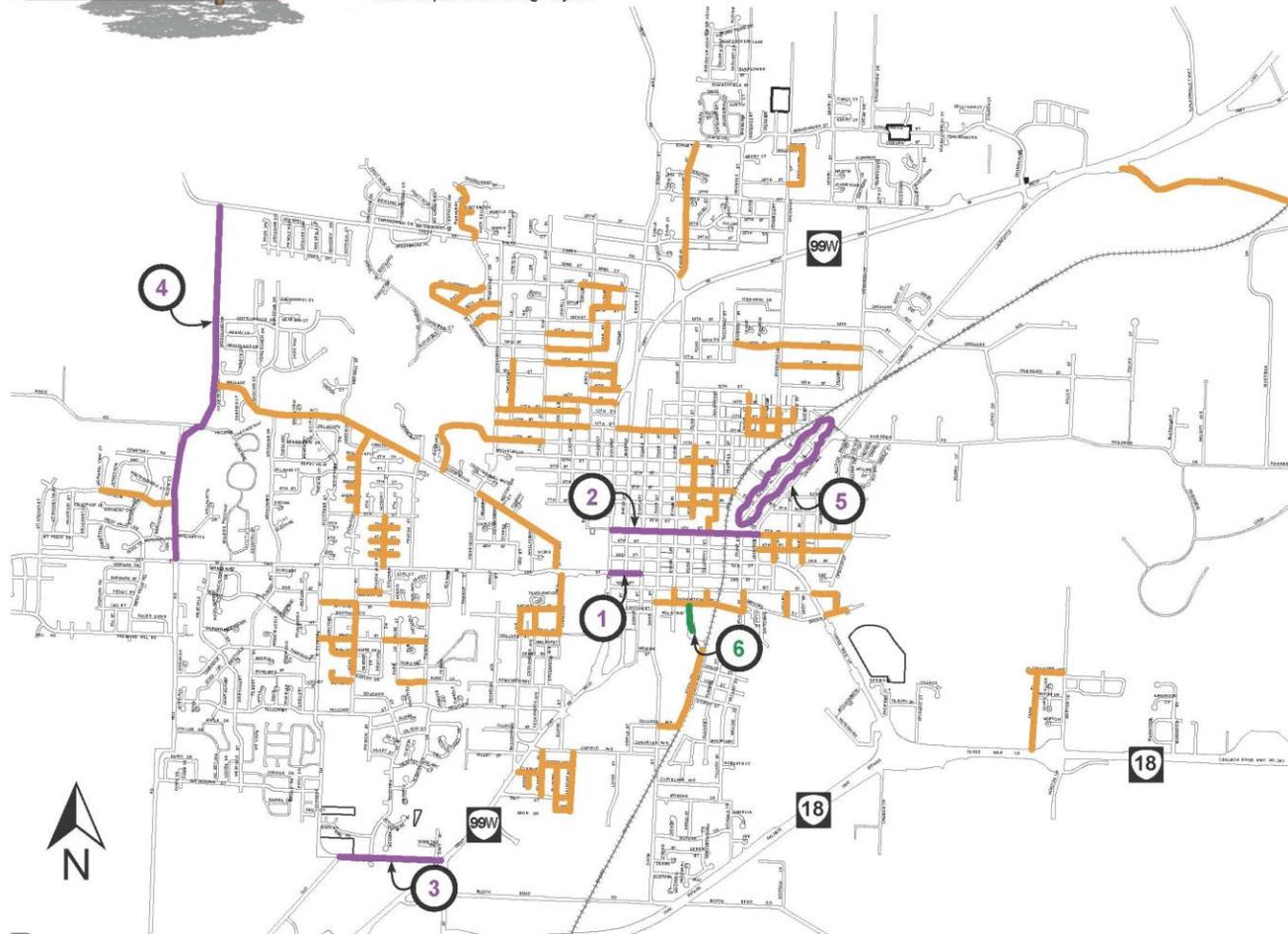
- Develop an implementation plan to address the remaining transportation capital needs identified in the updated Transportation System Plan.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 9,657,362 | 1,028,448 | 1,354,848 | 326,400 |
| Materials & Services | 1,010,206 | 651,800 | 326,700 | (325,100) |
| Capital Outlay | 9,486,575 | 6,870,000 | 4,777,000 | (2,093,000) |
| Debt Service | 201,248 | 201,248 | 201,248 | - |
| Transfers Out | 165,846 | 173,824 | 191,705 | 17,881 |
| Total Expenditures | 10,863,876 | 7,896,872 | 5,496,653 | (2,400,219) |
| Net Expenditures | (1,206,513) | (6,868,424) | (4,141,805) | (2,726,619) |



- 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. | 1997 | Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - 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. | 1999 | In 1999 / 2000, Lafayette Avenue improvements constructed - bond project. |

Transportation Fund

Historical Highlights

2000 Pedestrian improvements along Fellows Street west of 99W are installed - bond project.

2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.

2007 City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.

2009 Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.

2010 City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.

2010 In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.

2013 City Council authorizes Mayor to accept ODOT's terms & conditions on proposed Oregon Transportation Infrastructure bank loan for City's share of local funding match for the Newberg-Dundee bypass project.

2014 The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.

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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|-------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 2,271,426 | 2,643,395 | 2,296,537 | 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. | 2,293,263 | 2,293,263 | 2,315,208 |
| 15,163,208 | 9,150,486 | 8,485,534 | 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 | 2,737,361 | 2,737,361 | 2,983,162 |
| 11,244 | -216,896 | -186,741 | 4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year | 12,957 | 12,957 | 33,052 |
| 17,445,877 | 11,576,986 | 10,595,330 | TOTAL BEGINNING FUND BALANCE | 5,043,581 | 5,043,581 | 5,331,422 |
| INTERGOVERNMENTAL | | | | | | |
| 57,882 | 343,626 | 0 | 4777 OR Department of Transportation ODOT's contribution to the 2nd Street transportation bond project per IGA #30520 | 0 | 0 | 0 |
| 201,248 | 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 |
| 259,130 | 544,874 | 201,248 | TOTAL INTERGOVERNMENTAL | 201,248 | 201,248 | 201,248 |
| CHARGES FOR SERVICES | | | | | | |
| 479,540 | 325,256 | 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. | 400,000 | 400,000 | 400,000 |
| 479,540 | 325,256 | 200,000 | TOTAL CHARGES FOR SERVICES | 400,000 | 400,000 | 400,000 |
| MISCELLANEOUS | | | | | | |
| 13,280 | 28,387 | 16,700 | 6310 Interest | 38,200 | 38,200 | 38,200 |
| 145,047 | 154,271 | 40,500 | 6310-30 Interest - Bond | 15,400 | 15,400 | 15,400 |
| 0 | 0 | 0 | 6600 Other Income | 0 | 0 | 0 |
| 158,327 | 182,658 | 57,200 | TOTAL MISCELLANEOUS | 53,600 | 53,600 | 53,600 |
| OTHER FINANCING SOURCE | | | | | | |
| 0 | 7,915,000 | 0 | 6820-05 Bond Proceeds - Par Amount | 0 | 0 | 0 |

Budget Document Report

45 - TRANSPORTATION FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------------------|-------------------|---------------------------|---|--------------------------------|-----------------|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 289,575 | 0 | 6820-10 | Bond Proceeds - Premium | | | 0 | 0 | 0 |
| 0 | 8,204,575 | 0 | <u>TOTAL OTHER FINANCING SOURCE</u> | | | | 0 | 0 | 0 |
| <u>TRANSFERS IN</u> | | | | | | | | | |
| 600,000 | 400,000 | 570,000 | 6900-20 | Transfers In - Street | | | 700,000 | 700,000 | 700,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | Gas tax revenues used to fund Transportation Fund expenses. | 1 | 700,000 | 700,000 | | | |
| 600,000 | 400,000 | 570,000 | <u>TOTAL TRANSFERS IN</u> | | | | 700,000 | 700,000 | 700,000 |
| 18,942,875 | 21,234,348 | 11,623,778 | <u>TOTAL RESOURCES</u> | | | | 6,398,429 | 6,398,429 | 6,686,270 |

Budget Document Report

45 - TRANSPORTATION FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

MATERIALS AND SERVICES

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | 7750 | Professional Services | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------|------------------|---------------------------|---------|---|----------------------------|----------------------------|---------------------------|
| 27,385 | 37,416 | 92,200 | | | 53,200 | 53,200 | 53,200 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Audit fee allocation | 1 | 10,200 | 10,200 |
| | | | | Yamhill Parkway Committee Support | 1 | 18,000 | 18,000 |
| | | | | Miscellaneous consulting services | 1 | 25,000 | 25,000 |
| 0 | 0 | 0 | 7750-57 | Professional Services - Financing Administration | 3,500 | 3,500 | 3,500 |
| 0 | 171,806 | 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 |
| 20,214 | 64,067 | 25,000 | 7770-67 | Professional Services - Projects - Street Resurfacing | 0 | 0 | 0 |
| | | | | Consulting services related to street repair and repaving projects (bond measure) | | | |
| 306,870 | 67,884 | 0 | 7770-70 | Professional Services - Projects - 2nd Street Improvements | 0 | 0 | 0 |
| | | | | Consulting services related to 2nd Street improvements project (bond measure) | | | |
| 118,132 | 162 | 0 | 7770-71 | Professional Services - Projects - 5th Street Improvements | 0 | 0 | 0 |
| | | | | Consulting services related to 5th Street improvements project (bond measure) | | | |
| 227,011 | 56,235 | 0 | 7770-72 | Professional Services - Projects - Alpine Avenue | 0 | 0 | 0 |
| | | | | Consulting services related to Alpine Avenue improvements project (bond measure) | | | |
| 862,382 | 76,143 | 179,200 | 7770-73 | Professional Services - Projects - Hill Road Improvements | 0 | 0 | 0 |
| | | | | Consulting services related to Hill Road improvements project (bond measure) | | | |
| 0 | 280,813 | 210,400 | 7770-74 | Professional Services - Projects - Old Sheridan Road | 270,000 | 270,000 | 419,500 |
| | | | | Consulting services related to Old Sheridan Road improvements project (bond measure) | | | |
| 118,254 | 33,416 | 0 | 7770-75 | Professional Services - Projects - Ford Street Sidewalk | 0 | 0 | 0 |
| | | | | Consulting services related to Ford Street sidewalk project (bond measure) | | | |
| 101,606 | 206,581 | 20,000 | 7770-76 | Professional Services - Projects - 1st & 2nd Pedestrian Improvement | 0 | 0 | 0 |
| | | | | Consulting services related to 1st and 2nd Street pedestrian safety improvements project (bond measure) | | | |
| 150,607 | 15,685 | 125,000 | 7770-77 | Professional Services - Projects - Pedestrian & Safety Improvements | 0 | 0 | 0 |
| | | | | Consulting services related to pedestrian safety projects (bond measure) | | | |
| 1,932,463 | 1,010,206 | 651,800 | | TOTAL MATERIALS AND SERVICES | 326,700 | 326,700 | 476,200 |

CAPITAL OUTLAY

| | | | | | | | |
|---------|--------|---------|---------|---|---------|---------|---------|
| 90,240 | 86,057 | 100,000 | 9020-05 | Street Resurfacing - Seal Coating | 100,000 | 100,000 | 116,000 |
| | | | | Slurry seal application on various City streets, primarily using fund exchange resources. | | | |
| 540,899 | 1,265 | 0 | 9020-10 | Street Resurfacing - Contract Overlays | 0 | 0 | 0 |
| | | | | Pavement overlay of various City streets, primarily using fund exchange resources. | | | |

45 - TRANSPORTATION FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | |
|-----------------------------|------------------|---------------------------|---|---|----------------------------|---------------------------|--------------|
| 1,789,991 | 1,092,701 | 900,000 | 9020-20 Street Resurfacing - Bond Measure Street repair and repaving projects | 627,000 | 627,000 | 647,000 | |
| 128,450 | 1,220,536 | 75,000 | 9030-05 Street Improvements - 2nd Street Improvements to NE 2nd St between Adams and Cowls (bond measure) | 0 | 0 | 0 | |
| 1,987,580 | 0 | 25,000 | 9030-06 Street Improvements - 5th Street Upgrades to NE 5th St between Lafayette Ave and Adams St (bond measure) | 0 | 0 | 0 | |
| 544,800 | 1,056,177 | 0 | 9030-07 Street Improvements - Alpine Avenue Improvement of a portion of NE Alpine Ave (bond measure) | 0 | 0 | 0 | |
| 281 | 5,040,408 | 2,890,000 | 9030-08 Street Improvements - Hill Road North Widening and improvement of NW Hill Rd between 2nd St and Baker Cr Rd (bond measure) | 0 | 0 | 0 | |
| 0 | 0 | 0 | 9030-09 Street Improvements - Old Sheridan Road Old Sheridan Road corridor improvements (bond measure) | 4,050,000 | 4,050,000 | 4,050,000 | |
| 228 | 396,458 | 0 | 9030-10 Street Improvements - Ford Street Sidewalk Ford Street sidewalk safety project (bond measure) | 0 | 0 | 0 | |
| 0 | 200 | 2,000,000 | 9030-11 Street Improvements - 1st & 2nd Street Pedestrian 1st/2nd St pedestrian safety improvements (bond measure) | 0 | 0 | 0 | |
| 230 | 592,773 | 880,000 | 9030-12 Street Improvements - Pedestrian & Safety Sidewalk / pedestrian safety improvements (bond measure) | 0 | 0 | 0 | |
| 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 | |
| 5,082,698 | 9,486,575 | 6,870,000 | <u>TOTAL CAPITAL OUTLAY</u> | 4,777,000 | 4,777,000 | 4,813,000 | |
| <u>DEBT SERVICE</u> | | | | | | | |
| 155,400 | 150,997 | 154,409 | 9472-05 ODOT Loan - Newberg/Dundee Bypass - Principal Payment on ODOT loan for Phase I of project | 157,899 | 157,899 | 157,899 | |
| 45,848 | 50,251 | 46,839 | 9472-10 ODOT Loan - Newberg/Dundee Bypass - Interest Interest payment for City's loan balance | 43,349 | 43,349 | 43,349 | |
| 201,248 | 201,248 | 201,248 | <u>TOTAL DEBT SERVICE</u> | 201,248 | 201,248 | 201,248 | |
| <u>TRANSFERS OUT</u> | | | | | | | |
| 149,480 | 165,846 | 173,824 | 9700-01 Transfers Out - General Fund | 191,705 | 191,705 | 191,705 | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Transportation Fund support of Engineering operations. | 1 | 14,916 | 14,916 |
| | | | | Engineering, Admin, & Finance personnel services support. | 1 | 176,789 | 176,789 |
| 149,480 | 165,846 | 173,824 | <u>TOTAL TRANSFERS OUT</u> | 191,705 | 191,705 | 191,705 | |

Budget Document Report

45 - TRANSPORTATION FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------------|-------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 500,000 | 9800 Contingencies | 300,000 | 300,000 | 300,000 |
| 0 | 0 | 500,000 | <u>TOTAL CONTINGENCIES</u> | 300,000 | 300,000 | 300,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 2,643,395 | 2,243,937 | 2,045,733 | 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. | 533,509 | 533,509 | 546,382 |
| 9,150,486 | 8,300,612 | 1,190,416 | 9945-15 Designated End FB - Transport Fd - Bond Proceeds It is anticipated that all bond proceeds will be spent in 2018-19 | 0 | 0 | 85,050 |
| -216,896 | -174,076 | -9,243 | 9999 Unappropriated Ending Fd Balance It is anticipated that all bond proceeds will be spent by the end of fiscal year 2019-20 | 68,267 | 68,267 | 72,685 |
| 11,576,986 | 10,370,473 | 3,226,906 | <u>TOTAL ENDING FUND BALANCE</u> | 601,776 | 601,776 | 704,117 |
| 18,942,875 | 21,234,349 | 11,623,778 | <u>TOTAL REQUIREMENTS</u> | 6,398,429 | 6,398,429 | 6,686,270 |

Budget Document Report

45 - TRANSPORTATION FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 18,942,875 | 21,234,348 | 11,623,778 | TOTAL RESOURCES | 6,398,429 | 6,398,429 | 6,686,270 |
| 18,942,875 | 21,234,348 | 11,623,778 | TOTAL REQUIREMENTS | 6,398,429 | 6,398,429 | 6,686,270 |



PARK DEVELOPMENT FUND





Park Development Fund

2019 – 2020 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 Jay Pearson 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 2001 bonds are scheduled to be paid off in 2021.
- Construction of the new Jay Pearson Neighborhood park project began in 2019-20 and is slated to be completed by fall 2019.

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 2021-23 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 2019-20 Park Maintenance budget includes an increase in maintenance staff to begin to work on the backlog from deferred maintenance.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 245,221 | 958,805 | 341,700 | (617,105) |
| Materials & Services | 94,796 | 97,008 | 6,400 | (90,608) |
| Capital Outlay | 1,141 | 1,545,380 | 220,000 | (1,325,380) |
| Transfers Out | 158,359 | 54,723 | 59,009 | 4,286 |
| Total Expenditures | 254,296 | 1,697,111 | 285,409 | (1,411,702) |
| Net Expenditures | (9,076) | (738,306) | 56,291 | (794,597) |



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.
- 1909** More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.
- 1917** City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.
- 1927** Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.
- 1956** McMinnville Aquatic Center constructed.
- 1960** Wortman Park acquisition completed - Wortman/ Koch family donations.
- 1968** Quarry Park Site on West Second Street acquired from State of Oregon.
- 1977** Airport Park completed.
- 1979** Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.
- 1979** Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.
- 1979** From 1979 – 1981, old National Guard Armory at 6th and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.
- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.
- 1988** From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.
- 1990** Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.
- 1991** City Council adopts a park system development charge (SDC) of \$300 per residential unit.

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.
- 2004** Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.
- 2004** In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.
- 2005** SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.
- 2005** Phase I of BPA Westside Pedestrian/ Bicycle Pathway between West Second Street and Wallace Way is completed in October 2005.
- 2006** McMinnville's new skatepark will be named for popular high school student and local skater Drew Ottley, who died unexpectedly of meningococcal disease in January 2006.
- 2007** McMinnville is awarded a \$120,000 Local Govt. Grant to support the Kiwanis Marine Park renovation and dog-park project. The design phase is initiated.
- 2007** The City acquires a 7.7 acre property west of Hill Road that will become the new West Hills Neighborhood Park. The park design phase of the project is initiated.
- 2007** The City accepts the donation from Mark and Elise Smith of a dedicated park easement upon a four-acre property for the purpose of providing a neighborhood park within a future residential development in northwest McMinnville.
- 2008** The Senior Center parking expansion project is completed in December. This is one of the few remaining park improvement bond projects approved in 2000.
- 2009** The Kiwanis Marine Park renovation project was completed in the fall. Improvements included new parking, new pedestrian bridge spanning the park ravine, new accessible pathways and clearing the boat ramp and access path of tons of storm and flood debris.
- 2009** A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall.
- 2010** McMinnville's first Dog Park was opened in February. This four-acre park has both year-round and seasonal areas with asphalt pathways throughout.

2010 Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.

2010 Phases II and III of the 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.

2019 The Jay Pearson Neighborhood Park is constructed. This is McMinnville's first barrier free park and is the future of all parks.

Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|---|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 1,102,610 | 1,009,534 | 972,987 | 4050-05 Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds Estimated July 1 designated carryover of 2001 Park Improvement Bond proceeds. | 642,010 | 642,010 | 1,067,049 |
| 16,000 | 16,000 | 16,000 | 4050-25 Designated Begin FB-Park Dev Fd - Heather Hollow July 1 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park. | 16,000 | 16,000 | 16,000 |
| 12,500 | 0 | 0 | 4050-30 Designated Begin FB-Park Dev Fd - Howard F Nice Trust | 0 | 0 | 0 |
| 3,840 | 19,086 | 22,772 | 4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year | 16,486 | 16,486 | 16,486 |
| 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. | | | | | | |
| 1,134,950 | 1,044,620 | 1,011,759 | TOTAL BEGINNING FUND BALANCE | 674,496 | 674,496 | 1,099,535 |
| INTERGOVERNMENTAL | | | | | | |
| 60,863 | 0 | 0 | 4540 Federal LWCF Grant Land and Water Conservation Fund (LWCF) Grant funds to support the 2017 City Park project design and renovation expenditures from the fire. | 0 | 0 | 0 |
| 7,930 | 21,259 | 267,075 | 4770-27 OR State Park & Recreation Grant - NW Neighborhood Park | 67,000 | 67,000 | 67,000 |
| 68,792 | 21,259 | 267,075 | TOTAL INTERGOVERNMENTAL | 67,000 | 67,000 | 67,000 |
| CHARGES FOR SERVICES | | | | | | |
| 129,198 | 204,412 | 233,100 | 5500 System Development Charges Park system development charges (SDC) for park development from apartment and new home construction projects. Oregon Revised Statutes require SDCs be used to fund projects related to population growth. | 250,000 | 250,000 | 250,000 |
| Budget Note: Current Park SDC is \$2,446 per residential unit. | | | | | | |
| 129,198 | 204,412 | 233,100 | TOTAL CHARGES FOR SERVICES | 250,000 | 250,000 | 250,000 |
| MISCELLANEOUS | | | | | | |
| 3,807 | 7,669 | 6,200 | 6310 Interest Interest earned on SDC, grant, intergovernmental, etc balances | 21,300 | 21,300 | 21,300 |
| 8,514 | 11,881 | 3,200 | 6310-30 Interest - Bond Interest earned on unspent Park System Improvement Bond proceeds. | 3,400 | 3,400 | 3,400 |

Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------------------|------------------|---------------------------|---|---|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 60,000 | 6360-16 | Grants - The Collins Foundation The Collins Foundation has awarded the City \$60,000 to support the playground at the Jay Pearson Neighborhood Park. | 0 | 0 | 60,000 |
| 0 | 0 | 25,000 | 6360-18 | Grants - Ford Family Foundation The Ford Family Foundation has awarded the City \$25,000 to support the playground at the Jay Pearson Neighborhood Park. | 0 | 0 | 25,000 |
| 0 | 0 | 350 | 6450 | Donations - Park Development Misc. Donations carried over from 18/19 (\$308 is for Dog Park.) Other donations for general or specified park improvements are sometimes received within this account.) | 0 | 0 | 0 |
| 0 | 0 | 133,880 | 6450-21 | Donations - Park Development - NW Neighborhood Park | 0 | 0 | 133,880 |
| 42,785 | 0 | 0 | 6600 | Other Income | 0 | 0 | 0 |
| 55,106 | 19,550 | 228,630 | <u>TOTAL MISCELLANEOUS</u> | | 24,700 | 24,700 | 243,580 |
| <u>TRANSFERS IN</u> | | | | | | | |
| 0 | 0 | 230,000 | 6900-77 | Transfers In - Wastewater Capital | 0 | 0 | 0 |
| 0 | 0 | 230,000 | <u>TOTAL TRANSFERS IN</u> | | 0 | 0 | 0 |
| 1,388,047 | 1,289,840 | 1,970,564 | <u>TOTAL RESOURCES</u> | | 1,016,196 | 1,016,196 | 1,660,115 |

Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

MATERIALS AND SERVICES

| | | | | | | | | |
|---------------|---------------|---------------|--|---|-----------------|--------------|--------------|---------------|
| 0 | 0 | 308 | 7680 | Materials & Supplies - Donations | 0 | 0 | 0 | |
| 1,371 | 1,888 | 2,200 | 7750 | Professional Services | 2,400 | 2,400 | 2,400 | |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Audit fee allocation | 1 | 2,400 | 2,400 | | |
| 3,700 | 500 | 500 | 7750-57 | Professional Services - Financing Administration | 0 | 0 | 0 | |
| 27,470 | 92,408 | 94,000 | 7770-27 | Professional Services - Projects - NW Neighborhood Park This will include construction management services for the Jay Pearson Neighborhood Park. | 4,000 | 4,000 | 20,000 | |
| | | | Budget Note: Project funded by Park Improvement Bonds & grants, although project qualifies for 80% park SDC funding. | | | | | |
| 13,368 | 0 | 0 | 7770-30 | Professional Services - Projects - City Park Renovations | 0 | 0 | 0 | |
| 45,909 | 94,796 | 97,008 | TOTAL MATERIALS AND SERVICES | | | 6,400 | 6,400 | 22,400 |

CAPITAL OUTLAY

| | | | | | | | | |
|----------------|--------------|------------------|-----------------------------|---|---------|----------------|----------------|----------------|
| 0 | 0 | 218,880 | 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. | 0 | 0 | 218,880 | |
| 0 | 1,141 | 1,326,500 | 9250-25 | Park Construction - NW Neighborhood Park Construction started in March 2019. Budget Note: Construction funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding. | 220,000 | 220,000 | 647,772 | |
| 142,519 | 0 | 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. Budget Note: Project funded 100% by donation. | 0 | 0 | 0 | |
| 142,519 | 1,141 | 1,545,380 | TOTAL CAPITAL OUTLAY | | | 220,000 | 220,000 | 866,652 |

TRANSFERS OUT

| | | | | | | | |
|--------|--------|--------|---|-------------------------------------|-----------------|--------------|--------|
| 54,999 | 58,359 | 54,723 | 9700-01 | Transfers Out - General Fund | 59,009 | 59,009 | 59,009 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Parks & Rec Admin, Admin, & Finance personnel services support. | 1 | 59,009 | 59,009 | |

Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|---|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 100,000 | 100,000 | 0 | 9700-60 Transfers Out - Debt Service 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. | 0 | 0 | 0 |
| Proposed 2019-20 does not include transfer of SDC revenue to Debt Service Fund. | | | | | | |
| 154,999 | 158,359 | 54,723 | TOTAL TRANSFERS OUT | 59,009 | 59,009 | 59,009 |
| CONTINGENCIES | | | | | | |
| 0 | 0 | 257,453 | 9800 Contingencies | 714,787 | 714,787 | 660,390 |
| 0 | 0 | 257,453 | TOTAL CONTINGENCIES | 714,787 | 714,787 | 660,390 |
| ENDING FUND BALANCE | | | | | | |
| 1,009,534 | 993,921 | 0 | 9950-05 Designated End FB - Park Dev Fd - Park Development Bond Proceeds All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent | 0 | 0 | 0 |
| 16,000 | 16,000 | 16,000 | 9950-25 Designated End FB - Park Dev Fd - Heather Hollow | 16,000 | 16,000 | 16,000 |
| 19,086 | 25,623 | 0 | 9999 Unappropriated Ending Fd Balance All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent | 0 | 0 | 35,664 |
| 1,044,620 | 1,035,544 | 16,000 | TOTAL ENDING FUND BALANCE | 16,000 | 16,000 | 51,664 |
| 1,388,047 | 1,289,840 | 1,970,564 | TOTAL REQUIREMENTS | 1,016,196 | 1,016,196 | 1,660,115 |

Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,388,047 | 1,289,840 | 1,970,564 | TOTAL RESOURCES | 1,016,196 | 1,016,196 | 1,660,115 |
| 1,388,047 | 1,289,840 | 1,970,564 | TOTAL REQUIREMENTS | 1,016,196 | 1,016,196 | 1,660,115 |



DEBT SERVICE FUND





Budget Highlights

Debt Service – Current Property Taxes

- In fiscal year 2019-20, the City will levy \$3,716,108 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 \$1.3075 per \$1,000 of assessed property values. This tax rate compares to the actual debt service tax rate of \$1.4565 in 2018-19.
- The decrease in the rate of the tax levy is due to a one-time payment received from Comcast in 2018-19 for payment of prior year taxes and higher than anticipated tax collections and interest revenue. These additional revenues increased the funds that are available to make debt service payments in 2019-20, thereby reducing the rate of the 2019-20 debt service tax levy.
- When calculating the tax levy for debt service, the City takes into account that approximately 7.5% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- **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.
- **Transfer from Park Development Fund** – From 2001, when the \$9,500,000 General Obligations Bonds for Park System Improvements were issued, through 2018, park SDC revenues were transferred to the Debt Service Fund to reduce the related debt service tax levy. However, there is no proposed transfer of SDC revenues in the proposed 2019-20 budget, due to an anticipated reduction in SDC revenues for park improvement projects.

Debt Service Fund

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 can be funded with either general operating revenues or by the issuance of debt.
- Previously, the City issued general obligation bonds to fund the Police Station, Civic Hall, Park System improvements, and Transportation improvement projects.
- Because 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.

Mac-Town 2032 Strategic Plan

- Modern, functional facilities and equipment are particularly relevant to two of the Strategic Plan goals:
 - City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus
 - Community Safety & Resilience – Proactively plan for and responsively maintain a safe and resilient community
- Facilities and equipment are critical components in delivering services to citizens and maintaining a safe community. In the future, issuing general obligation bonded debt will continue to be a useful tool for funding major capital projects and providing resources for updating and/or replacement of major City assets.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 3,456,585 | 3,724,400 | 3,549,600 | (174,800) |
| Debt Service | 3,417,100 | 3,731,138 | 3,740,450 | 9,312 |
| Total Expenditures | 3,417,100 | 3,731,138 | 3,740,450 | 9,312 |
| Net Expenditures | 39,485 | (6,738) | (190,850) | 184,112 |



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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 640,000 | 0 | 0 | 4060-20 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1 | 0 | 0 | 0 |
| 12,800 | 0 | 0 | 4060-25 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1 | 0 | 0 | 0 |
| 158,650 | 158,650 | 148,900 | 4060-27 Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1 | 135,500 | 135,500 | 135,500 |
| 550,000 | 555,000 | 570,000 | 4060-32 Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1 designated carryover from prior year to pay Public Safety Building Refunding Bond interest 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 | 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 principal 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 | 4060-35 Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1 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 | 273,425 | 273,425 | 273,425 |
| 0 | 0 | 0 | 4060-36 Designated Begin FB-Debt Svc Fd - '18 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 | 118,150 | 118,150 | 118,150 |
| 115,088 | 164,475 | 138,355 | 4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year | 210,572 | 210,572 | 210,572 |
| 1,848,713 | 1,228,300 | 1,183,880 | TOTAL BEGINNING FUND BALANCE | 1,347,647 | 1,347,647 | 1,347,647 |
| PROPERTY TAXES | | | | | | |
| 2,545,919 | 3,263,670 | 3,661,900 | 4100-05 Property Taxes - Current \$3,716,108 2019-2020 debt service property tax levy (\$278,708) Less uncollectible taxes - 7.5% \$3,437,400 2019-2020 Current property taxes | 3,437,400 | 3,437,400 | 3,437,400 |
| 83,819 | 71,558 | 50,000 | 4100-10 Property Taxes - Prior Collections of delinquent property taxes from prior year Debt Service Fund property tax levies. | 60,000 | 60,000 | 60,000 |
| 2,629,738 | 3,335,228 | 3,711,900 | TOTAL PROPERTY TAXES | 3,497,400 | 3,497,400 | 3,497,400 |

Budget Document Report

60 - DEBT SERVICE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <u>MISCELLANEOUS</u> | | | | | | |
| 8,799 | 18,439 | 12,500 | 6310 Interest | 52,200 | 52,200 | 52,200 |
| 8,799 | 18,439 | 12,500 | <u>TOTAL MISCELLANEOUS</u> | 52,200 | 52,200 | 52,200 |
| <u>TRANSFERS IN</u> | | | | | | |
| 0 | 2,919 | 0 | 6900-40 Transfers In - Public Safety Facilities Const All remaining funds from Public Safety Facilities Fund were transferred to Debt Service Fund in 2017-18 | 0 | 0 | 0 |
| 100,000 | 100,000 | 0 | 6900-50 Transfers In - Park Development In previous years, funds were transferred from Park Development Fund to off-set property taxes levied to pay park improvement bond debt service. Proposed 2018920 does not include transfer in of SDC revenue from Park Development Fund. | 0 | 0 | 0 |
| 100,000 | 102,919 | 0 | <u>TOTAL TRANSFERS IN</u> | 0 | 0 | 0 |
| 4,587,250 | 4,684,885 | 4,908,280 | <u>TOTAL RESOURCES</u> | 4,897,247 | 4,897,247 | 4,897,247 |

Budget Document Report

60 - DEBT SERVICE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

| DEBT SERVICE | | | | | | |
|---------------------|------------------|------------------|---------------------------|---|------------------|------------------|
| 640,000 | 0 | 0 | 9460-05 | 2006 PS & Court/Civic Bldg Bond - Principal - Aug 1 | 0 | 0 |
| 12,800 | 0 | 0 | 9460-15 | 2006 PS & Court/Civic Bldg Bond - Interest - Aug 1 | 0 | 0 |
| 0 | 650,000 | 670,000 | 9462-05 | 2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 2015 Public Safety Building Bond Refunding principal payment due February 1, 2018. | 700,000 | 700,000 |
| 158,650 | 158,650 | 148,900 | 9462-10 | 2015 Public Safety Bldg Refunding Bond - Interest - Feb 1 2015 Public Safety Building Bond Refunding interest payment due February 1, 2018. | 135,500 | 135,500 |
| 158,650 | 158,650 | 148,900 | 9462-15 | 2015 Public Safety Bldg Refunding Bond - Interest - Aug 1 2015 Public Safety Building Bond Refunding principal payment due August 1, 2017. | 135,500 | 135,500 |
| 1,100,000 | 1,200,000 | 875,000 | 9475-05 | 2015 Transportation Bond - Principal - Feb 1 2015 Transportatioin Bond principal payment due February 1, 2018 | 915,000 | 915,000 |
| 325,425 | 308,925 | 290,925 | 9475-10 | 2015 Transportation Bond - Interest - Feb 1 2015 Transportation Bond interest payment due February 1, 2018 | 273,425 | 273,425 |
| 325,425 | 308,925 | 290,925 | 9475-15 | 2015 Transportation Bond - Interest - Aug 1 2015 Transportation Bond interest payment due August 1, 2017 | 273,425 | 273,425 |
| 0 | 0 | 440,000 | 9476-05 | 2018 Transportation Bond - Principal - Feb 1 | 440,000 | 440,000 |
| 0 | 0 | 230,788 | 9476-10 | 2018 Transportation Bond - Interest - Feb 1 | 118,150 | 118,150 |
| 0 | 0 | 0 | 9476-15 | 2018 Transportation Bond - Interest - Aug 1 | 118,150 | 118,150 |
| 550,000 | 555,000 | 570,000 | 9485-05 | 2011 Park Bond Refunding - Principal - Aug 1 2011 Park Refunding Bond principal payment due August 1, 2017 | 580,000 | 580,000 |
| 41,250 | 35,700 | 30,000 | 9485-10 | 2011 Park Bond Refunding - Interest - Feb 1 2011 Park Refunding Bond interest payment due February 1, 2018 | 21,300 | 21,300 |
| 46,750 | 41,250 | 35,700 | 9485-15 | 2011 Park Bond Refunding - Interest - Aug 1 2011 Park Refunding Bond interest payment due August 1, 2017 | 30,000 | 30,000 |
| 0 | 0 | 0 | 9490 | Bond Refunding | 0 | 0 |
| 3,358,950 | 3,417,100 | 3,731,138 | TOTAL DEBT SERVICE | | 3,740,450 | 3,740,450 |

| ENDING FUND BALANCE | | | | | | |
|----------------------------|---------|---------|----------------|--|---------|---------|
| 0 | 0 | 0 | 9960-20 | Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1 | 0 | 0 |
| 0 | 0 | 0 | 9960-25 | Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1 | 0 | 0 |
| 158,650 | 148,900 | 135,500 | 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 | 121,500 | 121,500 |

Budget Document Report

60 - DEBT SERVICE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 555,000 | 570,000 | 580,000 | 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 | 600,000 | 600,000 | 600,000 |
| 41,250 | 35,700 | 30,000 | 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 | 21,300 | 21,300 | 21,300 |
| 308,925 | 290,925 | 273,425 | 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 | 255,125 | 255,125 | 255,125 |
| 0 | 0 | 118,150 | 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 | 111,550 | 111,550 | 111,550 |
| 164,475 | 222,260 | 40,067 | 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. | 47,322 | 47,322 | 47,322 |
| 1,228,300 | 1,267,785 | 1,177,142 | <u>TOTAL ENDING FUND BALANCE</u> | 1,156,797 | 1,156,797 | 1,156,797 |
| 4,587,250 | 4,684,885 | 4,908,280 | <u>TOTAL REQUIREMENTS</u> | 4,897,247 | 4,897,247 | 4,897,247 |

Budget Document Report

60 - DEBT SERVICE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 4,587,250 | 4,684,885 | 4,908,280 | TOTAL RESOURCES | 4,897,247 | 4,897,247 | 4,897,247 |
| 4,587,250 | 4,684,885 | 4,908,280 | TOTAL REQUIREMENTS | 4,897,247 | 4,897,247 | 4,897,247 |



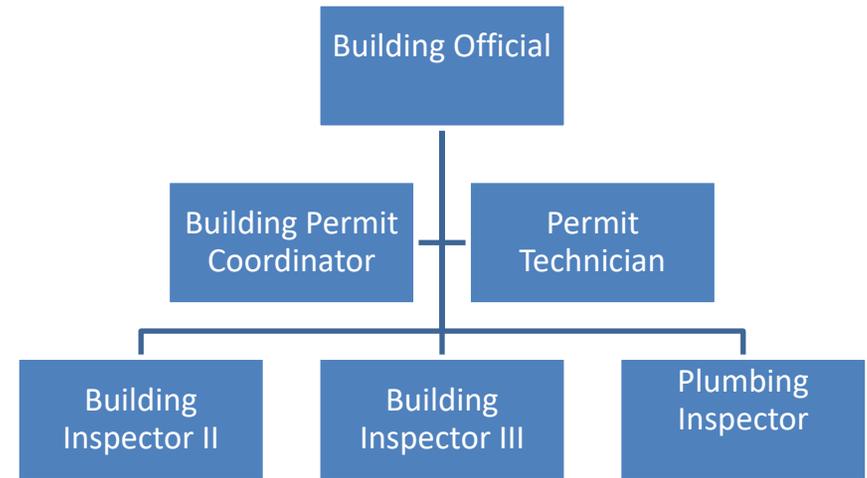
BUILDING FUND





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 successfully transitioned to a new Accela software platform allowing for online permitting, credit card payments, and system integration with McMinnville Water & Light, Inc. This new software 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 budget also reflected a staff restructuring in the Planning and Building divisions to provide greater efficiencies and customer service by restructuring the two full-time permit technicians to one full-time permit technician that serves the permit counter and one full-time building permit coordinator that focuses on plan review and permit efficiencies to ensure timely customer service. The 2018-19 proposed budget also added 1.5 Building Inspector FTEs. This addition freed up the Building Official's time to focus on plan review and administration, and allowed the City to reduce the Building Official position to a part-time position.
- After two years of transitions, the 2019-20 proposed budget reflects a year of stabilization and efficiency growth. There are no new significant changes in staffing or programs. Staff will be encouraged to cross-train in different inspection disciplines to create redundancy and depth within the inspector team.



Organizational 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

2018 Accomplishments

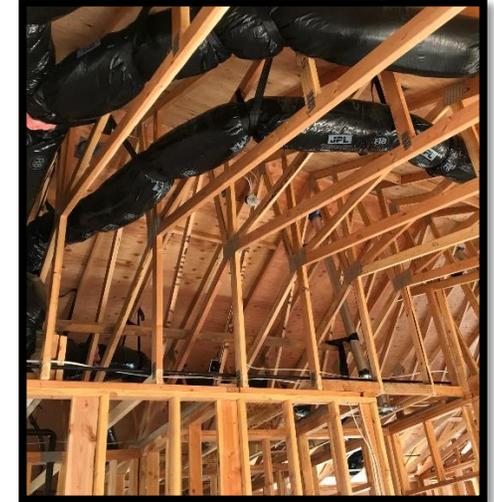
| PERMITS ISSUED | | | | |
|------------------------------|--------------------|--|---|--|
| RESIDENTIAL - \$37,769,893 | | COMMERCIAL - \$19,229,070 | | |
| 94 | 120 | 9 | 31 | 1 |
| Single Family Dwelling Units | Multi-Family Units | New Commercial Buildings (\$10,155,074) | New Commercial Additions (\$7,592,725) | School Buildings (\$1,480,271) New and Rehab |

Future Challenges and Opportunities

- Retaining depth and redundancy within the building inspection team if development activity decreases.
- Specialized inspection services.
- Adjusting to a new software and e-permitting system.
- The software transition in 2018-19 will be time consumptive for the new building team.



New Software Training



Inspection Photos

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|----------------|------------------------|-------------------------|-----------------|
| Revenue | 847,655 | 575,668 | 579,528 | 3,860 |
| Personnel Services | 344,161 | 577,546 | 634,670 | 57,124 |
| Materials & Services | 88,399 | 171,958 | 114,045 | (57,913) |
| Capital Outlay | 18,144 | 21,800 | 2,056 | (19,744) |
| Transfers Out | 84,385 | 79,151 | 88,001 | 8,850 |
| Total Expenditures | 535,089 | 850,455 | 838,772 | (11,683) |
| Net Expenditures | 312,565 | (274,787) | (259,244) | (15,543) |

Building Fund

Full-Time Equivalents (FTE)

| | 2018-19 | 2019-20 | |
|---------------------------------|-------------|---------------|-------------|
| | Adopted | Proposed | |
| | Budget | Change | Budget |
| FTE Adopted Budget | 5.00 | | |
| Building Inspector III | | 0.43 | |
| Extra Help - Building Inspector | | <u>(0.43)</u> | |
| FTE Proposed Budget | | <u>-</u> | 5.00 |



Working with the McMinnville Engineering Program – Tiny Homes



Building Fund

Historical Highlights

- | | | |
|--|--|---|
| <p>1969 State of Oregon adopts 1968 edition of National Electrical Code.</p> | <p>2000 Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.</p> | <p>2012 General Fund transfer of \$50,000 to support Building Division activities.</p> |
| <p>1970s Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.</p> | <p>2002 City Council increases building permit fees increasing revenues to self-supporting level in Building Division.</p> | <p>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.</p> |
| <p>1988 City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.</p> | <p>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%.</p> | <p>2012 Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.</p> |
| <p>1991 Building Division Advisory Board created from various stakeholders in the building community.</p> | <p>2006 An additional inspector position filled.</p> | <p>2018 Restructured staffing added 1.5 full-time inspectors, moved part-time permit technician to full-time building permit coordinator improving customer service delivery and efficiencies by providing all services in-house.</p> |
| <p>1994 Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.</p> | <p>2007 Division moved to new Community Development Center.</p> | <p>2019 Transitioned to a new epermitting software program.</p> |
| <p>1995 Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.</p> | <p>2009 Downturn in construction industry, eliminated one inspector position upon staff retirement.</p> | |
| <p>1997 Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.</p> | <p>2010 Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.</p> | |
| <p>1997 Building Division management moved into newly created Community Development Department with ultimate goal of a “one-stop” development center.</p> | | |

Building Fund

2019-2020 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 | 50,398 | | |
| General Fund | | | | | |
| Engineering (0.50 FTE) | | | | 22 | 25,199 |
| Planning (0.10 FTE) | | | | 26 | 5,040 |
| Building Fund (0.40 FTE) | | | | 203 | 20,159 |

Budget Document Report

70 - BUILDING FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | |
|-------------------------------|------------------|---------------------------|---|--|----------------------------|---------------------------|--------------|
| RESOURCES | | | | | | | |
| BEGINNING FUND BALANCE | | | | | | | |
| 680,918 | 968,233 | 1,123,293 | 4090 Beginning Fund Balance Estimated July 1 carryover from prior year | 1,030,370 | 1,030,370 | 1,030,370 | |
| 680,918 | 968,233 | 1,123,293 | TOTAL BEGINNING FUND BALANCE | 1,030,370 | 1,030,370 | 1,030,370 | |
| LICENSES AND PERMITS | | | | | | | |
| 468,214 | 677,071 | 435,000 | 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 | |
| 83,615 | 86,777 | 70,000 | 4400-10 Building Fees - Mechanical Permit Fees Mechanical plan review and permit fees. | 40,000 | 40,000 | 40,000 | |
| 56,782 | 64,654 | 40,000 | 4400-15 Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees. | 55,000 | 55,000 | 55,000 | |
| 1,075 | 1,075 | 1,500 | 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 | |
| 0 | 0 | 500 | 4400-25 Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including re-inspection fees. | 500 | 500 | 500 | |
| 609,686 | 829,577 | 547,000 | TOTAL LICENSES AND PERMITS | 532,000 | 532,000 | 532,000 | |
| MISCELLANEOUS | | | | | | | |
| 6,295 | 15,644 | 12,100 | 6310 Interest | 31,600 | 31,600 | 31,600 | |
| 0 | 0 | 0 | 6600-05 Other Income - Workers' Comp Reimbursement | 0 | 0 | 0 | |
| 2,972 | 2,433 | 13,900 | 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. | 5,000 | 5,000 | 5,000 | |
| 9,268 | 18,077 | 26,000 | TOTAL MISCELLANEOUS | 36,600 | 36,600 | 36,600 | |
| TRANSFERS IN | | | | | | | |
| 0 | 0 | 2,668 | 6900-85 Transfers In - Insurance Services | 10,928 | 10,928 | 10,928 | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | HR-Insurance Service Fund distribution | 1 | 2,628 | 2,628 |
| | | | | Insurance Service Fund distribution | 1 | 8,300 | 8,300 |
| 0 | 0 | 2,668 | TOTAL TRANSFERS IN | 10,928 | 10,928 | 10,928 | |
| 1,299,872 | 1,815,888 | 1,698,961 | TOTAL RESOURCES | 1,609,898 | 1,609,898 | 1,609,898 | |

Budget Document Report

70 - BUILDING FUND

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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | |
|-------------------------------|----------------|---------------------------|---------------------------------|---|----------------------------|---------------------------|----------------|
| REQUIREMENTS | | | | | | | |
| PERSONNEL SERVICES | | | | | | | |
| 665 | 3,581 | 0 | 7000 | Salaries & Wages | 0 | 0 | 0 |
| 93,625 | 156,566 | 305,325 | 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 | 330,133 | 330,133 | 330,133 |
| 43,955 | 3,916 | 13,666 | 7000-10 | Salaries & Wages - Regular Part Time Building Inspector III - 0.60 FTE | 47,287 | 47,287 | 47,287 |
| 12,325 | 83,711 | 32,000 | 7000-15 | Salaries & Wages - Temporary | 0 | 0 | 0 |
| 0 | 1,297 | 5,000 | 7000-20 | Salaries & Wages - Overtime | 7,500 | 7,500 | 7,500 |
| 0 | 120 | 0 | 7000-37 | Salaries & Wages - Medical Opt Out Incentive | 720 | 720 | 720 |
| -320 | 1,688 | 0 | 7300 | Fringe Benefits | 0 | 0 | 0 |
| 8,938 | 14,652 | 22,072 | 7300-05 | Fringe Benefits - FICA - Social Security | 23,909 | 23,909 | 23,909 |
| 2,090 | 3,427 | 5,163 | 7300-06 | Fringe Benefits - FICA - Medicare | 5,592 | 5,592 | 5,592 |
| 36,560 | 24,339 | 93,209 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 120,420 | 120,420 | 120,420 |
| 26,779 | 37,642 | 80,148 | 7300-20 | Fringe Benefits - Medical Insurance | 79,330 | 79,330 | 79,330 |
| 3,292 | 7,958 | 12,617 | 7300-22 | Fringe Benefits - VEBA Plan | 11,200 | 11,200 | 11,200 |
| 167 | 297 | 512 | 7300-25 | Fringe Benefits - Life Insurance | 584 | 584 | 584 |
| 711 | 947 | 1,668 | 7300-30 | Fringe Benefits - Long Term Disability | 2,048 | 2,048 | 2,048 |
| 2,185 | 3,931 | 6,020 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 5,822 | 5,822 | 5,822 |
| 63 | 89 | 146 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 125 | 125 | 125 |
| 231,035 | 344,161 | 577,546 | TOTAL PERSONNEL SERVICES | | 634,670 | 634,670 | 634,670 |
| MATERIALS AND SERVICES | | | | | | | |
| 0 | 0 | 0 | 7500 | Credit Card Fees | 20,000 | 20,000 | 20,000 |
| 334 | 238 | 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. | 500 | 500 | 500 |
| 107 | 449 | 300 | 7540 | Employee Events Costs shared city-wide for employee training, materials, and events. | 500 | 500 | 500 |

Budget Document Report

70 - BUILDING FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--|----------------------------|----------------------------|---------------------------|
| 3,527 | 9,599 | 9,500 | 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 |
| 726 | 1,018 | 2,500 | 7590 | Fuel - Vehicle & Equipment | | 2,500 | 2,500 | 2,500 |
| 2,288 | 2,487 | 2,650 | 7600 | Electric & Natural Gas | Division's share of Community Development Center's electricity expense, ~25%. | 2,700 | 2,700 | 2,700 |
| 2,500 | 3,200 | 4,100 | 7610-05 | Insurance - Liability | | 5,400 | 5,400 | 5,400 |
| 1,300 | 1,200 | 1,200 | 7610-10 | Insurance - Property | | 1,700 | 1,700 | 1,700 |
| 3,779 | 6,610 | 7,500 | 7620 | Telecommunications | | 7,500 | 7,500 | 7,500 |
| 1,905 | 2,037 | 2,250 | 7650 | Janitorial | Division's share of Community Development Center janitorial service and supplies cost, ~25%. | 3,000 | 3,000 | 3,000 |
| 6,013 | 5,363 | 14,200 | 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 |
| 620 | 282 | 1,500 | 7720 | Repairs & Maintenance | Repairs and maintenance of vehicles and office equipment. | 1,000 | 1,000 | 1,000 |
| 2,095 | 576 | 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 |
| 692 | 1,026 | 2,750 | 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 |
| 1,836 | 1,335 | 20,590 | 7750 | Professional Services | | 1,050 | 1,050 | 1,050 |
| | | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Section 125 administration fee | 1 | 50 | 50 | |
| | | | | Audit fee allocation | 1 | 1,000 | 1,000 | |
| 10,342 | 34,479 | 5,000 | 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 | 60,000 | 7750-36 | Professional Services - Contract Plan Review | Contract plan reviews and engineering services on commercial projects. | 10,000 | 10,000 | 10,000 |
| 1,040 | 1,480 | 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%. | 2,650 | 2,650 | 2,650 |
| 0 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 2,998 | 3,242 | 7,018 | 7840 | M & S Computer Charges | I.S. Fund materials & supplies costs shared city-wide | 9,495 | 9,495 | 9,495 |

Budget Document Report

70 - BUILDING FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 15,634 | 13,779 | 25,350 | 7840-80 | M & S Computer Charges - Building | | 7,300 | 7,300 | 7,300 |
| | | | | <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 | 2,100 | 2,100 | |
| | | | | Accela peripherals | 1 | 2,000 | 2,000 | |
| | | | | Replacement Surface laptop w/docking stations | 1 | 3,200 | 3,200 | |
| 57,735 | 88,399 | 171,958 | TOTAL MATERIALS AND SERVICES | | | 114,045 | 114,045 | 114,045 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 760 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 0 | 0 | 0 |
| | | | | I.S. Fund capital outlay costs shared city-wide | | | | |
| 0 | 0 | 2,000 | 8750-80 | Capital Outlay Computer Charges - Building | | 1,056 | 1,056 | 1,056 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Phone Replacement System Phase II | 1 | 1,056 | 1,056 | |
| 0 | 18,144 | 19,800 | 8850 | Vehicles | | 1,000 | 1,000 | 1,000 |
| | | | | Vehicle for new inspector position | | | | |
| 760 | 18,144 | 21,800 | TOTAL CAPITAL OUTLAY | | | 2,056 | 2,056 | 2,056 |
| <u>TRANSFERS OUT</u> | | | | | | | | |
| 33,628 | 75,788 | 69,875 | 9700-01 | Transfers Out - General Fund | | 77,873 | 77,873 | 77,873 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Engineer, Plan, Admin, & Finance personnel services support. | 1 | 77,873 | 77,873 | |
| 8,481 | 8,597 | 9,276 | 9700-80 | Transfers Out - Information Systems | | 10,128 | 10,128 | 10,128 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Information Systems personnel services support. | 1 | 10,128 | 10,128 | |
| 42,109 | 84,385 | 79,151 | TOTAL TRANSFERS OUT | | | 88,001 | 88,001 | 88,001 |
| <u>CONTINGENCIES</u> | | | | | | | | |
| 0 | 0 | 10,000 | 9800 | Contingencies | | 75,000 | 75,000 | 75,000 |
| 0 | 0 | 10,000 | TOTAL CONTINGENCIES | | | 75,000 | 75,000 | 75,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | | | |
| 968,233 | 1,280,798 | 838,506 | 9999 | Unappropriated Ending Fd Balance | | 696,126 | 696,126 | 696,126 |
| | | | | 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 | | | | |

Budget Document Report

70 - BUILDING FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 968,233 | 1,280,798 | 838,506 | TOTAL ENDING FUND BALANCE | 696,126 | 696,126 | 696,126 |
| 1,299,872 | 1,815,887 | 1,698,961 | TOTAL REQUIREMENTS | 1,609,898 | 1,609,898 | 1,609,898 |

Budget Document Report

70 - BUILDING FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,299,872 | 1,815,888 | 1,698,961 | TOTAL RESOURCES | 1,609,898 | 1,609,898 | 1,609,898 |
| 1,299,872 | 1,815,888 | 1,698,961 | TOTAL REQUIREMENTS | 1,609,898 | 1,609,898 | 1,609,898 |



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 2019-20 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 24th year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
 - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
 - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.
- Per the approved 2017 Wastewater Services Financial Plan, the 2019-20 proposed budget includes a \$5,752,934 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines.
- By the end of 2019, the Oregon Department of Environmental Quality is scheduled to complete an updated Total Maximum Daily Load (TMDL) for mercury in the Willamette Basin. Upon completion of the TMDL, it is expected that the City will have 18 months to develop an implementation plan to address the TMDL. The proposed 2019-2020 includes professional services resources to hire a consultant to assist with the TMDL implementation plan development.

Core Services

Administration

- Provide organization, planning and support to meet the needs of all of Wastewater Services sections.
- Ensure the reporting requirements to Environmental Protection Agency (EPA), DEQ and other regulatory agencies are achieved.

Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve National Pollutant Discharge Elimination System (NPDES) permit requirements and protect the environment.
- Perform predictive, preventive, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Land application of exceptional quality biosolids.



Erik Grimstad, Operator II, shovels grit in a channel of one of three oxidation ditches, which aerates the wastewater and promotes the biological growth of microorganisms.

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

2019 – 2020 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.
- Replace existing Programmable Logic Controllers (PLC-5) with Control Logix processors.

Plant / Pump Stations

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



Mechanic, Jim Walley performs maintenance one of the oxidation ditch gear shafts.

Environmental Services

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.

Wastewater Services Fund

2019 – 2020 Proposed Budget --- Budget Summary

- 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.



Analysis performed by Lab staff is reported to Oregon DEQ and the US EPA monthly, including Carbonaceous Biochemical Oxygen Demand (CBOD) as required by the National Pollutant Discharge Elimination System (NPDES) Waste Discharge Permit
– pictured Rachel Cole, Lab Tech

- Continue Wastewater Services Laboratory internship program with Linfield College for the 15th 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 intercepters.
- Continue to place markers identifying stormwater catch basins that drain to river.

Conveyance Systems

- Prioritization of conveyance video and cleaning work.

- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Maintain the sanitary sewer collection system in compliance with the NPDES permit.
- Plan for stormwater system management in cooperation with Engineering, Public Works and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.
- Continue to develop in-house sewer rehabilitation capabilities through lining projects.



Conveyance System crew members, Chad Cummins (left) and Taylor Senn lower a camera into a manhole. This allows the crew to inspect the inside of the sewer line and rate its condition.

Wastewater Services Fund

2019 – 2020 Proposed Budget --- Budget Summary

Storm Water Management

- 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. There is no funding for system improvements or to address deficiencies within the system. By the end of 2019, the Oregon Department of Environmental Quality is scheduled to complete an updated Total Maximum Daily Load (TMDL) for mercury in the Willamette Basin. Upon completion of the TMDL, it is expected that the City will have 18 months to develop an implementation plan to address the TMDL. That implementation plan will include stormwater control measures to address reduction of mercury in municipal stormwater discharges.

Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 Proposed Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget | 21.34 | | |
| No change | | - | |
| FTE Proposed Budget | | - | 21.34 |

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 9,811,111 | 9,933,003 | 10,308,645 | 375,642 |
| Personnel Services | 1,998,680 | 2,178,639 | 2,248,183 | 69,544 |
| Materials & Services | 1,244,683 | 1,518,006 | 1,610,009 | 92,003 |
| Capital Outlay | 119,356 | 145,500 | 204,563 | 59,063 |
| Transfers Out | 5,973,386 | 6,780,115 | 6,135,373 | (644,742) |
| Total Expenditures | 9,336,105 | 10,622,260 | 10,198,128 | (424,132) |
| Net Expenditures | 475,006 | (689,257) | 110,517 | (799,774) |



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.



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.

2018 Completed design and started construction of the tertiary / UV upgrade project.

Started work on NW 12th Street sewer rehabilitation project.

Wastewater Services Fund

2019-2020 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 | 80,139 | 167 | 8,014 |
| Wastewater Services Fund | | | | | | |
| Conveyance Systems | | | | | | |
| Sanitary (0.90 FTE) | | | | | 218 | 72,125 |
| <u>Senior Utility Worker - WWS</u> | | | | | | |
| Street Fund (0.10 FTE) | | 1 | 333 | 65,396 | 167 | 6,540 |
| Wastewater Services Fund | | | | | | |
| Conveyance Systems | | | | | | |
| Sanitary (0.90 FTE) | | | | | 218 | 58,856 |
| <u>Mechanic - Public Works</u> | | | | | | |
| General Fund | | 1 | 330 | 58,818 | | |
| Park Maintenance (0.45 FTE) | | | | | 136 | 26,468 |
| Street Fund (0.45 FTE) | | | | | 167 | 26,468 |
| Wastewater Services Fund | | | | | | |
| Administration (0.10 FTE) | | | | | 209 | 5,882 |
| <u>Utility Worker II - WWS</u> | | | | | | |
| Street Fund (0.40 FTE) | | 4 | 329 | 214,533 | 167 | 21,453 |
| Wastewater Services Fund | | | | | | |
| Conveyance Systems | | | | | | |
| Sanitary (3.60 FTE) | | | | | 218 | 193,080 |

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 1,000,000 | 1,000,000 | 1,000,000 | 4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1 | 1,000,000 | 1,000,000 | 1,000,000 |
| 1,699,949 | 1,250,624 | 1,327,850 | 4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year | 1,227,417 | 1,227,417 | 1,227,417 |
| 2,699,949 | 2,250,624 | 2,327,850 | TOTAL BEGINNING FUND BALANCE | 2,227,417 | 2,227,417 | 2,227,417 |
| 2,699,949 | 2,250,624 | 2,327,850 | TOTAL RESOURCES | 2,227,417 | 2,227,417 | 2,227,417 |



ADMINISTRATION



75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | | |
|----------------|----------------|----------------|--|--|----------------|----------------|----------------|
| -394 | 142 | 0 | 7000 | Salaries & Wages | 0 | 0 | 0 |
| 146,364 | 152,597 | 158,574 | 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 | 162,521 | 162,521 | 162,521 |
| 960 | 0 | 0 | 7000-15 | Salaries & Wages - Temporary | 0 | 0 | 0 |
| 392 | 260 | 801 | 7000-20 | Salaries & Wages - Overtime | 499 | 499 | 499 |
| 146 | 25 | 0 | 7300 | Fringe Benefits | 0 | 0 | 0 |
| 8,768 | 9,094 | 9,882 | 7300-05 | Fringe Benefits - FICA - Social Security | 10,107 | 10,107 | 10,107 |
| 2,051 | 2,127 | 2,311 | 7300-06 | Fringe Benefits - FICA - Medicare | 2,364 | 2,364 | 2,364 |
| 38,661 | 47,753 | 50,455 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 59,237 | 59,237 | 59,237 |
| 29,287 | 30,308 | 34,034 | 7300-20 | Fringe Benefits - Medical Insurance | 37,068 | 37,068 | 37,068 |
| 2,600 | 5,200 | 5,200 | 7300-22 | Fringe Benefits - VEBA Plan | 5,200 | 5,200 | 5,200 |
| 227 | 227 | 228 | 7300-25 | Fringe Benefits - Life Insurance | 228 | 228 | 228 |
| 788 | 822 | 848 | 7300-30 | Fringe Benefits - Long Term Disability | 870 | 870 | 870 |
| 4,523 | 4,693 | 5,405 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 4,937 | 4,937 | 4,937 |
| 54 | 53 | 61 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 53 | 53 | 53 |
| 762 | -85 | 1,000 | 7300-40 | Fringe Benefits - Unemployment | 999 | 999 | 999 |
| 235,188 | 253,217 | 268,799 | <u>TOTAL PERSONNEL SERVICES</u> | | 284,083 | 284,083 | 284,083 |

MATERIALS AND SERVICES

| | | | | | | | |
|-----|-------|-------|-------------|--|-------|-------|-------|
| 0 | 988 | 1,500 | 7530 | Training Safety meetings, training films, posters, and handouts, etc. | 1,190 | 1,190 | 1,190 |
| 672 | 1,799 | 1,700 | 7540 | Employee Events Costs shared city-wide for employee training, materials, and events. | 2,200 | 2,200 | 2,200 |

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | |
|--|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|--------------|------------------------------|---|--------|--------|----------------------|---|--------|--------|--|---|-------|-------|-------------------------------|---|-------|-------|--|--|--|
| 14,152 | 11,760 | 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. | 17,000 | 17,000 | 17,000 | | | | | | | | | | | | | | | | | | | | |
| | | | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Professional memberships</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>Training/conferences</td> <td style="text-align: right;">1</td> <td style="text-align: right;">12,600</td> <td style="text-align: right;">12,600</td> </tr> <tr> <td>Certification/LME licenses renewal and exams</td> <td style="text-align: right;">1</td> <td style="text-align: right;">3,400</td> <td style="text-align: right;">3,400</td> </tr> </tbody> </table> | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | Professional memberships | 1 | 1,000 | 1,000 | Training/conferences | 1 | 12,600 | 12,600 | Certification/LME licenses renewal and exams | 1 | 3,400 | 3,400 | | | | | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | |
| Professional memberships | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | |
| Training/conferences | 1 | 12,600 | 12,600 | | | | | | | | | | | | | | | | | | | | | | | |
| Certification/LME licenses renewal and exams | 1 | 3,400 | 3,400 | | | | | | | | | | | | | | | | | | | | | | | |
| 48,900 | 61,700 | 64,800 | 7610-05 Insurance - Liability | 67,200 | 67,200 | 67,200 | | | | | | | | | | | | | | | | | | | | |
| 70,000 | 80,000 | 68,900 | 7610-10 Insurance - Property | 73,300 | 73,300 | 73,300 | | | | | | | | | | | | | | | | | | | | |
| 20,108 | 19,368 | 22,000 | 7620 Telecommunications Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services. | 23,000 | 23,000 | 23,000 | | | | | | | | | | | | | | | | | | | | |
| 8,574 | 9,148 | 9,300 | 7650 Janitorial WRF Administration and Headworks building janitorial charges. | 12,000 | 12,000 | 12,000 | | | | | | | | | | | | | | | | | | | | |
| | | | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Janitorial services contract</td> <td style="text-align: right;">1</td> <td style="text-align: right;">11,200</td> <td style="text-align: right;">11,200</td> </tr> <tr> <td>Janitorial supplies</td> <td style="text-align: right;">1</td> <td style="text-align: right;">800</td> <td style="text-align: right;">800</td> </tr> </tbody> </table> | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | Janitorial services contract | 1 | 11,200 | 11,200 | Janitorial supplies | 1 | 800 | 800 | | | | | | | | | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | |
| Janitorial services contract | 1 | 11,200 | 11,200 | | | | | | | | | | | | | | | | | | | | | | | |
| Janitorial supplies | 1 | 800 | 800 | | | | | | | | | | | | | | | | | | | | | | | |
| 20,539 | 23,789 | 30,000 | 7660 Materials & Supplies Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs. | 30,000 | 30,000 | 30,000 | | | | | | | | | | | | | | | | | | | | |
| 6,036 | 3,494 | 7,350 | 7740-05 Rental Property Repair & Maint - Building | 9,500 | 9,500 | 9,500 | | | | | | | | | | | | | | | | | | | | |
| | | | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Insurance - liability</td> <td style="text-align: right;">1</td> <td style="text-align: right;">200</td> <td style="text-align: right;">200</td> </tr> <tr> <td>Insurance - property</td> <td style="text-align: right;">1</td> <td style="text-align: right;">600</td> <td style="text-align: right;">600</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">1</td> <td style="text-align: right;">3,200</td> <td style="text-align: right;">3,200</td> </tr> <tr> <td>Misc maintenance, repair, etc</td> <td style="text-align: right;">1</td> <td style="text-align: right;">5,500</td> <td style="text-align: right;">5,500</td> </tr> </tbody> </table> | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | Insurance - liability | 1 | 200 | 200 | Insurance - property | 1 | 600 | 600 | Other | 1 | 3,200 | 3,200 | Misc maintenance, repair, etc | 1 | 5,500 | 5,500 | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | |
| Insurance - liability | 1 | 200 | 200 | | | | | | | | | | | | | | | | | | | | | | | |
| Insurance - property | 1 | 600 | 600 | | | | | | | | | | | | | | | | | | | | | | | |
| Other | 1 | 3,200 | 3,200 | | | | | | | | | | | | | | | | | | | | | | | |
| Misc maintenance, repair, etc | 1 | 5,500 | 5,500 | | | | | | | | | | | | | | | | | | | | | | | |

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 21,963 | 22,050 | 43,000 | 7750 Professional Services Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc. | 83,000 | 83,000 | 83,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Section 125 administration fee | 1 | 50 | 50 |
| | | | Audit fee allocation | 1 | 4,600 | 4,600 |
| | | | Wastewater rate brochure | 1 | 1,000 | 1,000 |
| | | | Water & Light annual sewer billing fee | 1 | 600 | 600 |
| | | | Environmental legal assistance | 1 | 5,000 | 5,000 |
| | | | Miscellaneous wastewater facilities consulting | 1 | 17,000 | 17,000 |
| | | | Northwest Biosolids Association dues | 1 | 650 | 650 |
| | | | ACWA membership/program fees | 1 | 2,900 | 2,900 |
| | | | Wastewater rate study update | 1 | 10,000 | 10,000 |
| | | | Rental agreement | 1 | 1,200 | 1,200 |
| | | | Mercury TMDL implementation plan development | 1 | 40,000 | 40,000 |
| 24,088 | 23,940 | 30,000 | 7790 Maintenance & Rental Contracts Wastewater Services contracts for maintenance and inspections of various facility systems and grounds. | 30,000 | 30,000 | 30,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Landscaping contract | 1 | 20,000 | 20,000 |
| | | | Elevator maintenance contract | 1 | 3,000 | 3,000 |
| | | | Fire alarm system inspection contract and monitoring | 1 | 3,000 | 3,000 |
| | | | Fire extinguisher and backflow preventer certification | 1 | 3,000 | 3,000 |
| | | | Landscaping contract additions | 1 | 1,000 | 1,000 |
| 13,225 | 15,133 | 20,266 | 7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide | 23,039 | 23,039 | 23,039 |
| 25,736 | 27,590 | 26,175 | 7840-85 M & S Computer Charges - WWS | 29,500 | 29,500 | 29,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Replacement workstations | 5 | 1,500 | 7,500 |
| | | | ESRI arcview-17% shared with Plan,Bldg,Eng,Pk Maint,WWS | 1 | 2,100 | 2,100 |
| | | | WWS-MP@ 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,PkMaint,Street | 1 | 3,400 | 3,400 |
| | | | Hach WIMS software | 1 | 2,500 | 2,500 |
| | | | Win 911 software | 1 | 500 | 500 |

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|--------------|---|---|--------|--------|--|---|--------|--------|------------------------------|---|-------|-------|----------------------------|---|-------|-------|--------------------------------|---|-----|-----|-----------------------|---|-----|-----|--|--|--|
| 40,353 | 41,697 | 45,000 | 8260 Permit & Basin Council Fees State and federal agency fees and permits. | 46,100 | 46,100 | 46,100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <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>DEQ National Pollutant Discharge Elim (NPDES)</td> <td style="text-align: center;">1</td> <td style="text-align: right;">28,200</td> <td style="text-align: right;">28,200</td> </tr> <tr> <td>Federal USGS monitoring site fee - Yamhill</td> <td style="text-align: center;">1</td> <td style="text-align: right;">14,500</td> <td style="text-align: right;">14,500</td> </tr> <tr> <td>DEQ cerification program fee</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,850</td> <td style="text-align: right;">1,850</td> </tr> <tr> <td>DEQ stormwater program fee</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,020</td> <td style="text-align: right;">1,020</td> </tr> <tr> <td>Oregon Hazardous substance fee</td> <td style="text-align: center;">1</td> <td style="text-align: right;">300</td> <td style="text-align: right;">300</td> </tr> <tr> <td>Electrical inspection</td> <td style="text-align: center;">1</td> <td style="text-align: right;">230</td> <td style="text-align: right;">230</td> </tr> </tbody> </table> | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | DEQ National Pollutant Discharge Elim (NPDES) | 1 | 28,200 | 28,200 | Federal USGS monitoring site fee - Yamhill | 1 | 14,500 | 14,500 | DEQ cerification program fee | 1 | 1,850 | 1,850 | DEQ stormwater program fee | 1 | 1,020 | 1,020 | Oregon Hazardous substance fee | 1 | 300 | 300 | Electrical inspection | 1 | 230 | 230 | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEQ National Pollutant Discharge Elim (NPDES) | 1 | 28,200 | 28,200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Federal USGS monitoring site fee - Yamhill | 1 | 14,500 | 14,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEQ cerification program fee | 1 | 1,850 | 1,850 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEQ stormwater program fee | 1 | 1,020 | 1,020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oregon Hazardous substance fee | 1 | 300 | 300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electrical inspection | 1 | 230 | 230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 314,346 | 342,455 | 385,991 | <u>TOTAL MATERIALS AND SERVICES</u> | 447,029 | 447,029 | 447,029 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <u>CAPITAL OUTLAY</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3,352 | 0 | 0 | 8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide | 2,563 | 2,563 | 2,563 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <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>Phone System Replacement Phase II</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,563</td> <td style="text-align: right;">2,563</td> </tr> </tbody> </table> | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | Phone System Replacement Phase II | 1 | 2,563 | 2,563 | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone System Replacement Phase II | 1 | 2,563 | 2,563 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 5,000 | 8750-85 Capital Outlay Computer Charges - Wastewater Services | 5,000 | 5,000 | 5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <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>Hansen software upgrade</td> <td style="text-align: center;">1</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">5,000</td> </tr> </tbody> </table> | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | Hansen software upgrade | 1 | 5,000 | 5,000 | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hansen software upgrade | 1 | 5,000 | 5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 8800 Building Improvements | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 8850 Vehicles Purchase surplus 2009 Ford Escape from McM Water & Light to replace 1997 Ford Aerostar | 12,000 | 12,000 | 12,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3,352 | 0 | 5,000 | <u>TOTAL CAPITAL OUTLAY</u> | 19,563 | 19,563 | 19,563 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 552,885 | 595,672 | 659,790 | <u>TOTAL REQUIREMENTS</u> | 750,675 | 750,675 | 750,675 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



PLANT



75 - WASTEWATER SERVICES FUND

| | | | | | | |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :72 - PLANT Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

| <u>PERSONNEL SERVICES</u> | | | | | | |
|---------------------------|----------------|----------------|--|--|------------------|------------------|
| 517 | 593 | 0 | 7000 | Salaries & Wages | 0 | 0 |
| 514,377 | 532,629 | 558,693 | 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 | 576,507 | 576,507 |
| 3,898 | 6,381 | 10,414 | 7000-15 | Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.46 FTE | 12,597 | 12,597 |
| 11,361 | 9,498 | 14,999 | 7000-20 | Salaries & Wages - Overtime | 14,999 | 14,999 |
| 954 | 80 | 0 | 7300 | Fringe Benefits | 0 | 0 |
| 31,044 | 32,114 | 36,216 | 7300-05 | Fringe Benefits - FICA - Social Security | 37,455 | 37,455 |
| 7,260 | 7,510 | 8,470 | 7300-06 | Fringe Benefits - FICA - Medicare | 8,759 | 8,759 |
| 115,579 | 140,792 | 153,393 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 183,069 | 183,069 |
| 108,977 | 115,925 | 130,134 | 7300-20 | Fringe Benefits - Medical Insurance | 141,718 | 141,718 |
| 10,375 | 20,000 | 21,000 | 7300-22 | Fringe Benefits - VEBA Plan | 20,000 | 20,000 |
| 972 | 972 | 972 | 7300-25 | Fringe Benefits - Life Insurance | 972 | 972 |
| 2,817 | 2,926 | 3,054 | 7300-30 | Fringe Benefits - Long Term Disability | 3,148 | 3,148 |
| 19,240 | 20,725 | 25,876 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 24,407 | 24,407 |
| 253 | 231 | 273 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 237 | 237 |
| 827,623 | 890,375 | 963,494 | <u>TOTAL PERSONNEL SERVICES</u> | | 1,023,868 | 1,023,868 |

| <u>MATERIALS AND SERVICES</u> | | | | | | |
|-------------------------------|---------|---------|-------------|---|---------|---------|
| 0 | 0 | 0 | 7550 | Travel & Education | 0 | 0 |
| 4,037 | 3,826 | 5,400 | 7590 | Fuel - Vehicle & Equipment Gas and diesel - vehicles, rolling stock and generators. | 5,500 | 5,500 |
| 408,656 | 383,737 | 410,000 | 7600 | Electric & Natural Gas Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations | 420,000 | 420,000 |

| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|--------------------|--------------|-----------------|--------------|
| Electricity | 1 | 395,000 | 395,000 |
| Natural gas | 1 | 25,000 | 25,000 |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :72 - PLANT Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|------------------|---------------------------|--|---|-----------------|----------------------------|----------------------------|---------------------------|
| 2,618 | 4,580 | 5,000 | 7720-14 | Repairs & Maintenance - Vehicles | | 8,000 | 8,000 | 8,000 |
| | | | 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, ect | 1 | 1,500 | 1,500 | | |
| | | | Mechanical repairs | 1 | 5,500 | 5,500 | | |
| | | | Preventative manitenance | 1 | 1,000 | 1,000 | | |
| 330 | 349 | 315 | 7750 | Professional Services | | 380 | 380 | 380 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Section 125 administration fee | 1 | 380 | 380 | | |
| 121,293 | 116,283 | 135,000 | 7780-25 | Contract Services - Biosolids | | 140,000 | 140,000 | 140,000 |
| | | | 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 | 137,800 | 137,800 | | |
| | | | Site management | 1 | 2,200 | 2,200 | | |
| 2,894 | 3,933 | 5,000 | 7800 | M & S Equipment | | 5,000 | 5,000 | 5,000 |
| | | | Equipment necessary for plant and pump station operations and maintenance. | | | | | |
| 787,818 | 752,276 | 897,715 | TOTAL MATERIALS AND SERVICES | | | 929,880 | 929,880 | 929,880 |
| CAPITAL OUTLAY | | | | | | | | |
| 0 | 18,711 | 0 | 8710 | Equipment | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8800 | Building Improvements | | 0 | 0 | 0 |
| 0 | 24,899 | 0 | 8850 | Vehicles | | 0 | 0 | 0 |
| 0 | 43,610 | 0 | TOTAL CAPITAL OUTLAY | | | 0 | 0 | 0 |
| 1,615,441 | 1,686,261 | 1,861,209 | TOTAL REQUIREMENTS | | | 1,953,748 | 1,953,748 | 1,953,748 |



ENVIRONMENTAL SERVICES



75 - WASTEWATER SERVICES FUND

| | | | | | | |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

| PERSONNEL SERVICES | | | | | | | |
|---------------------------|----------------|----------------|---------------------------------|--|----------------|----------------|----------------|
| 407 | -1,042 | 0 | 7000 | Salaries & Wages | 0 | 0 | 0 |
| 241,986 | 246,594 | 266,604 | 7000-05 | Salaries & Wages - Regular Full Time | 258,033 | 258,033 | 258,033 |
| | | | | Supervisor - Environmental Services - 1.00 FTE | | | |
| | | | | Senior Environmental Technician - 1.00 FTE | | | |
| | | | | Environmental Technician II - 1.00 FTE | | | |
| | | | | Laboratory Technician - 1.00 FTE | | | |
| 8,915 | 4,422 | 11,451 | 7000-15 | Salaries & Wages - Temporary | 10,399 | 10,399 | 10,399 |
| | | | | Extra Help - Wastewater Services - 0.38 FTE | | | |
| 0 | 221 | 1,000 | 7000-20 | Salaries & Wages - Overtime | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 0 | 7000-37 | Salaries & Wages - Medical Opt Out Incentive | 1,200 | 1,200 | 1,200 |
| 304 | -667 | 0 | 7300 | Fringe Benefits | 0 | 0 | 0 |
| 15,281 | 15,353 | 17,742 | 7300-05 | Fringe Benefits - FICA - Social Security | 17,273 | 17,273 | 17,273 |
| 3,574 | 3,591 | 4,149 | 7300-06 | Fringe Benefits - FICA - Medicare | 4,040 | 4,040 | 4,040 |
| 52,750 | 60,866 | 68,444 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 76,020 | 76,020 | 76,020 |
| 45,571 | 45,102 | 52,956 | 7300-20 | Fringe Benefits - Medical Insurance | 42,744 | 42,744 | 42,744 |
| 3,500 | 7,000 | 7,000 | 7300-22 | Fringe Benefits - VEBA Plan | 5,000 | 5,000 | 5,000 |
| 432 | 414 | 432 | 7300-25 | Fringe Benefits - Life Insurance | 432 | 432 | 432 |
| 1,323 | 1,324 | 1,456 | 7300-30 | Fringe Benefits - Long Term Disability | 1,410 | 1,410 | 1,410 |
| 9,798 | 9,782 | 12,362 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 10,884 | 10,884 | 10,884 |
| 122 | 103 | 129 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 110 | 110 | 110 |
| 383,963 | 393,063 | 443,725 | TOTAL PERSONNEL SERVICES | | 428,545 | 428,545 | 428,545 |

| MATERIALS AND SERVICES | | | | | | | |
|-------------------------------|--------|--------|-------------|---|--------------|-----------------|--------------|
| 14,912 | 13,973 | 23,000 | 7660 | Materials & Supplies | 23,000 | 23,000 | 23,000 |
| | | | | Materials and supplies to support permit, pretreatment, and laboratory work and activities. | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Permit lab materials and supplies to support permit | 1 | 21,000 | 21,000 |
| | | | | Pretreatment training and outreach supplies | 1 | 2,000 | 2,000 |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 5,691 | 5,031 | 10,200 | 7750 | Professional Services | | 10,000 | 10,000 | 10,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | | <u>Total</u> |
| | | | | Section 125 administration fee | 1 | 100 | | 100 |
| | | | | Lab instrumentation calibration/fume hood certification | 1 | 2,300 | | 2,300 |
| | | | | Spectrophotometer annual warranty | 1 | 1,500 | | 1,500 |
| | | | | DI Water System rental/sanitization | 1 | 3,100 | | 3,100 |
| | | | | Pretreatment assistance | 1 | 3,000 | | 3,000 |
| 24,660 | 21,341 | 45,000 | 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. | | | | |
| 3,820 | 0 | 5,000 | 7800 | M & S Equipment | | 5,000 | 5,000 | 5,000 |
| | | | | Laboratory instrumentation or sampling monitoring equipment | | | | |
| 49,082 | 40,345 | 83,200 | | TOTAL MATERIALS AND SERVICES | | 83,000 | 83,000 | 83,000 |
| | | | | CAPITAL OUTLAY | | | | |
| 0 | 5,036 | 0 | 8710 | Equipment | | 0 | 0 | 0 |
| 0 | 5,036 | 0 | | TOTAL CAPITAL OUTLAY | | 0 | 0 | 0 |
| 433,045 | 438,444 | 526,925 | | TOTAL REQUIREMENTS | | 511,545 | 511,545 | 511,545 |



CONVEYANCE SYSTEMS



Organization Set – Sections

- Sanitary

Organization Set #

75-78-320

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

| <u>PERSONNEL SERVICES</u> | | | | | | | |
|---------------------------|----------------|----------------|--|--|----------------|----------------|----------------|
| 261 | 75 | 0 | 7000 | Salaries & Wages | 0 | 0 | 0 |
| 281,086 | 297,610 | 313,710 | 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 | 322,980 | 322,980 | 322,980 |
| 2,070 | 1,586 | 4,000 | 7000-20 | Salaries & Wages - Overtime | 3,001 | 3,001 | 3,001 |
| 1,080 | 1,080 | 1,080 | 7000-37 | Salaries & Wages - Medical Opt Out Incentive | 1,080 | 1,080 | 1,080 |
| 116 | -168 | 0 | 7300 | Fringe Benefits | 0 | 0 | 0 |
| 17,156 | 18,244 | 19,767 | 7300-05 | Fringe Benefits - FICA - Social Security | 20,279 | 20,279 | 20,279 |
| 4,012 | 4,267 | 4,623 | 7300-06 | Fringe Benefits - FICA - Medicare | 4,744 | 4,744 | 4,744 |
| 66,152 | 82,004 | 88,583 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 100,395 | 100,395 | 100,395 |
| 37,726 | 31,139 | 40,782 | 7300-20 | Fringe Benefits - Medical Insurance | 32,244 | 32,244 | 32,244 |
| 3,225 | 5,625 | 6,300 | 7300-22 | Fringe Benefits - VEBA Plan | 4,500 | 4,500 | 4,500 |
| 559 | 559 | 588 | 7300-25 | Fringe Benefits - Life Insurance | 588 | 588 | 588 |
| 1,532 | 1,601 | 1,712 | 7300-30 | Fringe Benefits - Long Term Disability | 1,754 | 1,754 | 1,754 |
| 17,534 | 18,274 | 21,320 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 19,984 | 19,984 | 19,984 |
| 136 | 131 | 156 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 138 | 138 | 138 |
| 432,645 | 462,025 | 502,621 | <u>TOTAL PERSONNEL SERVICES</u> | | 511,687 | 511,687 | 511,687 |

| <u>MATERIALS AND SERVICES</u> | | | | | | | |
|-------------------------------|--------|--------|----------------|--|--------|--------|--------|
| 11,812 | 13,572 | 23,000 | 7590 | Fuel - Vehicle & Equipment | 23,000 | 23,000 | 23,000 |
| 861 | 935 | 1,100 | 7600 | Electric & Natural Gas Electric costs associated with Conveyance building. | 1,100 | 1,100 | 1,100 |
| 15,865 | 19,304 | 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 |
| 14,265 | 18,070 | 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 |
| 15,437 | 27,339 | 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. | 21,000 | 21,000 | 21,000 |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 25,302 | 25,808 | 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 |
| 4,947 | 4,578 | 5,000 | 7800 M & S Equipment Conveyance System maintenance equipment. | 5,000 | 5,000 | 5,000 |
| 88,488 | 109,607 | 151,100 | <u>TOTAL MATERIALS AND SERVICES</u> | 150,100 | 150,100 | 150,100 |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 7,958 | 0 | 0 | 8710 Equipment | 0 | 0 | 0 |
| 0 | 0 | 0 | 8850 Vehicles New 3/4-ton pick-up truck to replace 1994 F-250 pick-up truck | 35,000 | 35,000 | 35,000 |
| 100,996 | 70,710 | 140,500 | 9110-05 Sanitary Sewer Replacements - Mainline/Lateral Preservation repair and replacement of sewer system mainlines and manholes. | 150,000 | 150,000 | 150,000 |
| 108,954 | 70,710 | 140,500 | <u>TOTAL CAPITAL OUTLAY</u> | 185,000 | 185,000 | 185,000 |
| 630,087 | 642,343 | 794,221 | <u>TOTAL REQUIREMENTS</u> | 846,787 | 846,787 | 846,787 |



NON-DEPARTMENTAL



Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | | | | | | | | | | | | |
|---|------------------|---------------------------|---|---|--|----------------------------|----------------------------|---------------------------|-------------|-------|----------|-------|--|---|--------|--------|-------------------------------------|---|--------|--------|
| RESOURCES | | | | | | | | | | | | | | | | | | | | |
| LICENSES AND PERMITS | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 4205-30 | Franchise Fees - McMinnville Wastewater Services | | 0 | 500,000 | 500,000 | | | | | | | | | | | | |
| 0 | 0 | 0 | TOTAL LICENSES AND PERMITS | | | 0 | 500,000 | 500,000 | | | | | | | | | | | | |
| CHARGES FOR SERVICES | | | | | | | | | | | | | | | | | | | | |
| 12,600 | 12,600 | 12,600 | 5400-40 | Property Rentals - House Riverside Drive house rental income. | | 12,600 | 12,600 | 12,600 | | | | | | | | | | | | |
| 7,001 | 7,022 | 7,028 | 5400-45 | Property Rentals - Farm Farm land lease on Water Reclamation Facility property. | | 7,037 | 7,037 | 7,037 | | | | | | | | | | | | |
| 9,218,311 | 9,681,092 | 9,842,505 | 5520 | Sewer User Charges Monthly sewer charges based on water consumption and discharge loading. | | 10,152,961 | 10,152,961 | 10,152,961 | | | | | | | | | | | | |
| 69,621 | 83,488 | 45,628 | 5530 | Septage Fees Dumping fees collected from haulers for septic tank and portable toilet waste. | Budget Note: Proposed amount reflects a 2.8% rate increase effective July 1, 2019. | 46,906 | 46,906 | 46,906 | | | | | | | | | | | | |
| 9,307,533 | 9,784,201 | 9,907,761 | TOTAL CHARGES FOR SERVICES | | | 10,219,504 | 10,219,504 | 10,219,504 | | | | | | | | | | | | |
| MISCELLANEOUS | | | | | | | | | | | | | | | | | | | | |
| 11,677 | 17,578 | 10,900 | 6310 | Interest | | 33,100 | 33,100 | 33,100 | | | | | | | | | | | | |
| 1,907 | 9,332 | 1,000 | 6600 | Other Income | | 1,000 | 1,000 | 1,000 | | | | | | | | | | | | |
| 0 | 0 | 0 | 6600-05 | Other Income - Workers' Comp Reimbursement | | 0 | 0 | 0 | | | | | | | | | | | | |
| 13,583 | 26,910 | 11,900 | TOTAL MISCELLANEOUS | | | 34,100 | 34,100 | 34,100 | | | | | | | | | | | | |
| TRANSFERS IN | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 13,342 | 6900-85 | Transfers In - Insurance Services | | 55,041 | 55,041 | 55,041 | | | | | | | | | | | | |
| <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: center;">Units</th> <th style="text-align: center;">Amt/Unit</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>HR-Insurance Service Fund distribution</td> <td style="text-align: center;">1</td> <td style="text-align: center;">13,141</td> <td style="text-align: center;">13,141</td> </tr> <tr> <td>Insurance Service Fund distribution</td> <td style="text-align: center;">1</td> <td style="text-align: center;">41,900</td> <td style="text-align: center;">41,900</td> </tr> </tbody> </table> | | | | | | | | | Description | Units | Amt/Unit | Total | HR-Insurance Service Fund distribution | 1 | 13,141 | 13,141 | Insurance Service Fund distribution | 1 | 41,900 | 41,900 |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | |
| HR-Insurance Service Fund distribution | 1 | 13,141 | 13,141 | | | | | | | | | | | | | | | | | |
| Insurance Service Fund distribution | 1 | 41,900 | 41,900 | | | | | | | | | | | | | | | | | |
| 0 | 0 | 13,342 | TOTAL TRANSFERS IN | | | 55,041 | 55,041 | 55,041 | | | | | | | | | | | | |
| 9,321,117 | 9,811,111 | 9,933,003 | TOTAL RESOURCES | | | 10,308,645 | 10,808,645 | 10,808,645 | | | | | | | | | | | | |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | |
|----------------------------|------------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|--|
| REQUIREMENTS | | | | | | | | | |
| TRANSFERS OUT | | | | | | | | | |
| 258,977 | 287,543 | 304,257 | 9700-01 | Transfers Out - General Fund | | 331,187 | 831,187 | 831,187 | |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Wastewater Services Fund support of Engineering operations. | | 1 | 21,890 | 21,890 | | |
| | | | Engineering, Admin, & Finance personnel services support. | | 1 | 309,297 | 309,297 | | |
| | | | Wastewater Services franchise fees | | 1 | 500,000 | 500,000 | | |
| 6,238,346 | 5,643,071 | 6,429,189 | 9700-77 | Transfers Out - Wastewater Capital | | 5,752,934 | 5,752,934 | 5,752,934 | |
| | | | 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 FY20 | | 1 | 5,752,934 | 5,752,934 | | |
| 41,661 | 42,772 | 46,669 | 9700-80 | Transfers Out - Information Systems | | 51,252 | 51,252 | 51,252 | |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Information Systems personnel services support. | | 1 | 51,252 | 51,252 | | |
| 6,538,984 | 5,973,386 | 6,780,115 | TOTAL TRANSFERS OUT | | | 6,135,373 | 6,635,373 | 6,635,373 | |
| 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 | | | | | | |
| 1,250,624 | 1,725,631 | 338,593 | 9999 | Unappropriated Ending Fd Balance | | 1,037,934 | 1,037,934 | 1,037,934 | |
| | | | 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 | | | | | | |
| 2,250,624 | 2,725,631 | 1,338,593 | TOTAL ENDING FUND BALANCE | | | 2,037,934 | 2,037,934 | 2,037,934 | |
| 8,789,608 | 8,699,017 | 8,418,708 | TOTAL REQUIREMENTS | | | 8,473,307 | 8,973,307 | 8,973,307 | |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 12,021,066 | 12,061,735 | 12,260,853 | TOTAL RESOURCES | 12,536,062 | 13,036,062 | 13,036,062 |
| 12,021,066 | 12,061,735 | 12,260,853 | TOTAL REQUIREMENTS | 12,536,062 | 13,036,062 | 13,036,062 |



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.
- \$50,000 – Complete the design of the new Three Mile Lane force main to be constructed with ODOT’s planned bridge replacement project.
- \$2,420,000 – Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$1,310,000 – Planned major equipment replacement projects, including ultraviolet (UV) disinfection process replacement, recoating of the tertiary clarifiers, recoating of ATAD #3, control system upgrades, replacement of the television inspection van, the addition of an emergency generator at the WRF, and replacement of the headworks building roof.
- \$5,752,934 – 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 2019. Work included the start of work to upgrade and expand the capacity of the tertiary treatment filtration system, and upgrades to the ultra violet (UV) disinfection process at the Water Reclamation Facility.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 6,360,169 | 6,997,339 | 6,788,934 | (208,405) |
| Materials & Services | 540,216 | 2,151,100 | 2,110,000 | (41,100) |
| Capital Outlay | 938,170 | 6,485,000 | 3,680,000 | (2,805,000) |
| Transfers Out | 221,294 | 458,203 | 249,194 | (209,009) |
| Total Expenditures | 1,699,680 | 9,094,303 | 6,039,194 | (3,055,109) |
| Net Expenditures | 4,660,489 | (2,096,964) | 749,740 | (2,846,704) |



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

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | | | | | | | | |
|--|-------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|--------------------|--------------|-----------------|--------------|------------------------------------|---|-----------|-----------|
| RESOURCES | | | | | | | | | | | | | | |
| BEGINNING FUND BALANCE | | | | | | | | | | | | | | |
| 0 | 3,645,200 | 3,401,200 | 4077-99 Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve | 3,138,300 | 3,138,300 | 3,138,300 | | | | | | | | |
| 14,864,301 | 15,975,116 | 20,653,143 | 4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year | 24,718,290 | 24,718,290 | 24,717,080 | | | | | | | | |
| 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. | | | | | | | | | | | | | | |
| 14,864,301 | 19,620,316 | 24,054,343 | TOTAL BEGINNING FUND BALANCE | 27,856,590 | 27,856,590 | 27,855,380 | | | | | | | | |
| CHARGES FOR SERVICES | | | | | | | | | | | | | | |
| 418,303 | 411,498 | 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 | | | | | | | | |
| 418,303 | 411,498 | 325,000 | TOTAL CHARGES FOR SERVICES | 325,000 | 325,000 | 325,000 | | | | | | | | |
| MISCELLANEOUS | | | | | | | | | | | | | | |
| 137,318 | 299,450 | 230,400 | 6310 Interest | 698,500 | 698,500 | 698,500 | | | | | | | | |
| 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 | | | | | | | | |
| 13,700 | 6,150 | 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. | | | | | | | | | | | | | | |
| 0 | 0 | 250 | 6600 Other Income | 0 | 0 | 0 | | | | | | | | |
| 151,018 | 305,600 | 243,150 | TOTAL MISCELLANEOUS | 711,000 | 711,000 | 711,000 | | | | | | | | |
| TRANSFERS IN | | | | | | | | | | | | | | |
| 6,238,346 | 5,643,071 | 6,429,189 | 6900-75 Transfers In - Wastewater Services Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan. | 5,752,934 | 5,752,934 | 5,752,934 | | | | | | | | |
| <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>Ratepayer contribution for 2019-20</td> <td style="text-align: center;">1</td> <td style="text-align: right;">5,752,934</td> <td style="text-align: right;">5,752,934</td> </tr> </tbody> </table> | | | | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | Ratepayer contribution for 2019-20 | 1 | 5,752,934 | 5,752,934 |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | |
| Ratepayer contribution for 2019-20 | 1 | 5,752,934 | 5,752,934 | | | | | | | | | | | |
| 6,238,346 | 5,643,071 | 6,429,189 | TOTAL TRANSFERS IN | 5,752,934 | 5,774,614 | 5,774,614 | | | | | | | | |
| 21,671,968 | 25,980,485 | 31,051,682 | TOTAL RESOURCES | 34,645,524 | 34,667,204 | 34,665,994 | | | | | | | | |

77 - WASTEWATER CAPITAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| MATERIALS AND SERVICES | | | | | | |
| 9,846 | 3,248 | 20,100 | 7750 Professional Services | 24,000 | 24,000 | 24,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Audit fee allocation | 1 | 9,000 | 9,000 |
| | | | Miscellaneous professional services | 1 | 15,000 | 15,000 |
| 0 | 0 | 0 | 7750-57 Professional Services - Financing Administration | 0 | 0 | 0 |
| 24,903 | 0 | 0 | 7770-37 Professional Services - Projects - WRF Expansion Design Engineering services for the design of the expansion of the Water Reclamation Facility. | 0 | 0 | 0 |
| 0 | 0 | 0 | 7770-38 Professional Services - Projects - Dewatering Process Engineering services for the solids processing expansion project. | 0 | 0 | 0 |
| 0 | 0 | 500,000 | 7770-40 Professional Services - Projects - Grit System Expansion Engineering services for the grit system expansion project. | 500,000 | 500,000 | 500,000 |
| 0 | 0 | 1,175,000 | 7770-41 Professional Services - Projects - New 1MB tank & mixer Engineering services for the construction of an additional biosolids storage tank. | 1,175,000 | 1,175,000 | 1,175,000 |
| 35,768 | 12,610 | 0 | 7770-43 Professional Services - Projects - 3 Mile Lane Pump Station Engineering services for the replacement of 3 Mile Lane Pump Station #3 | 0 | 0 | 0 |
| 117 | 341,661 | 130,000 | 7770-44 Professional Services - Projects - Filtration System Expansion Engineering services for the tertiary filtration system expansion project. | 175,000 | 175,000 | 144,000 |
| 0 | 2,809 | 90,000 | 7770-49 Professional Services - Projects - 3 Mile Ln Bridge Force Main Engineering services for the installation of a 16" diameter sanitary sewer force main on ODOT's new 3-mile Lane Bridge. | 50,000 | 50,000 | 65,000 |
| 122,922 | 179,197 | 230,000 | 7770-57 Professional Services - Projects - I&I Reduction Design Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects. | 180,000 | 180,000 | 260,000 |
| 1,442 | 690 | 3,500 | 8230 Private Sewer Lateral Repair Incentive Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect. | 3,500 | 3,500 | 3,500 |
| 0 | 0 | 2,500 | 8240-10 Private Sewer Lateral Loans - Low Income Loans "Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral. | 2,500 | 2,500 | 2,500 |
| 194,999 | 540,216 | 2,151,100 | TOTAL MATERIALS AND SERVICES | 2,110,000 | 2,110,000 | 2,174,000 |

Budget Document Report

77 - WASTEWATER CAPITAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|-------|--|---|---------|---------|---|---|---------|---------|--|---|--------|--------|--|---|---------|---------|--|---|---------|---------|-------------------------------------|---|--------|--------|------------------------------|---|--------|--------|--|--|--|
| <u>CAPITAL OUTLAY</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 666,190 | 221,761 | 2,700,000 | 8710 Equipment Planned major equipment replacement at the WRF and/or system pump stations. | 1,310,000 | 1,310,000 | 1,354,625 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Ultraviolet (UV) disinfection process upgrade</td> <td>1</td> <td>249,625</td> <td>249,625</td> </tr> <tr> <td>Recoating of tertiary clarifiers #1 & #2 and ATAD#3</td> <td>1</td> <td>155,000</td> <td>155,000</td> </tr> <tr> <td>Programmable logic controller (PLC) upgrades</td> <td>1</td> <td>75,000</td> <td>75,000</td> </tr> <tr> <td>Replacement of 1998 television (CCTV) inspection van</td> <td>1</td> <td>225,000</td> <td>225,000</td> </tr> <tr> <td>Water Reclamation Facility emergency generator</td> <td>1</td> <td>550,000</td> <td>550,000</td> </tr> <tr> <td>Headworks building roof replacement</td> <td>1</td> <td>75,000</td> <td>75,000</td> </tr> <tr> <td>Aircompressor #2 replacement</td> <td>1</td> <td>25,000</td> <td>25,000</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | Ultraviolet (UV) disinfection process upgrade | 1 | 249,625 | 249,625 | Recoating of tertiary clarifiers #1 & #2 and ATAD#3 | 1 | 155,000 | 155,000 | Programmable logic controller (PLC) upgrades | 1 | 75,000 | 75,000 | Replacement of 1998 television (CCTV) inspection van | 1 | 225,000 | 225,000 | Water Reclamation Facility emergency generator | 1 | 550,000 | 550,000 | Headworks building roof replacement | 1 | 75,000 | 75,000 | Aircompressor #2 replacement | 1 | 25,000 | 25,000 | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ultraviolet (UV) disinfection process upgrade | 1 | 249,625 | 249,625 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recoating of tertiary clarifiers #1 & #2 and ATAD#3 | 1 | 155,000 | 155,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Programmable logic controller (PLC) upgrades | 1 | 75,000 | 75,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Replacement of 1998 television (CCTV) inspection van | 1 | 225,000 | 225,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Water Reclamation Facility emergency generator | 1 | 550,000 | 550,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Headworks building roof replacement | 1 | 75,000 | 75,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aircompressor #2 replacement | 1 | 25,000 | 25,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 987,354 | 716,409 | 2,770,000 | 9120-25 Sewer Construction - I&I Reduction Projects Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I). | 2,240,000 | 2,240,000 | 2,220,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 1,000,000 | 9120-44 Sewer Construction - Filtration System Expansion Expansion of the tertiary treatment filtration system. | 115,000 | 115,000 | 12,875 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 15,000 | 9150-10 Developer Reimbursement - Sanitary Sewer Reimbursement to commercial and subdivision developers for sewer pipe constructed with extra capacity over what the developer requires which benefits the future growth requirements of the city. | 15,000 | 15,000 | 15,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1,653,544 | 938,170 | 6,485,000 | <u>TOTAL CAPITAL OUTLAY</u> | 3,680,000 | 3,680,000 | 3,602,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>TRANSFERS OUT</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 203,109 | 221,294 | 228,203 | 9700-01 Transfers Out - General Fund | 249,194 | 249,194 | 249,194 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Wastewater Capital Fund support of Engineering operations.</td> <td>1</td> <td>18,313</td> <td>18,313</td> </tr> <tr> <td>Engineering, Admin, & Finance personnel services support.</td> <td>1</td> <td>230,881</td> <td>230,881</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | Wastewater Capital Fund support of Engineering operations. | 1 | 18,313 | 18,313 | Engineering, Admin, & Finance personnel services support. | 1 | 230,881 | 230,881 | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wastewater Capital Fund support of Engineering operations. | 1 | 18,313 | 18,313 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Engineering, Admin, & Finance personnel services support. | 1 | 230,881 | 230,881 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 230,000 | 9700-50 Transfers Out - Park Development | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 203,109 | 221,294 | 558,203 | <u>TOTAL TRANSFERS OUT</u> | 249,194 | 249,194 | 249,194 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>CONTINGENCIES</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 400,000 | 9800 Contingencies | 500,000 | 500,000 | 500,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 400,000 | <u>TOTAL CONTINGENCIES</u> | 500,000 | 500,000 | 500,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>ENDING FUND BALANCE</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3,645,200 | 3,401,200 | 3,139,300 | 9977-99 Designated End FB - WW Cap Fd - PERS Refinancing Reserve | 2,855,600 | 2,855,600 | 2,855,600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Budget Document Report

77 - WASTEWATER CAPITAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------|-------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 15,975,116 | 20,879,605 | 18,318,079 | 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. | 25,250,730 | 25,272,410 | 25,284,700 |
| 19,620,316 | 24,280,805 | 21,457,379 | <u>TOTAL ENDING FUND BALANCE</u> | 28,106,330 | 28,128,010 | 28,140,300 |
| 21,671,967 | 25,980,485 | 31,051,682 | <u>TOTAL REQUIREMENTS</u> | 34,645,524 | 34,667,204 | 34,665,994 |

Budget Document Report

77 - WASTEWATER CAPITAL FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 21,671,968 | 25,980,485 | 31,051,682 | TOTAL RESOURCES | 34,645,524 | 34,667,204 | 34,665,994 |
| 21,671,967 | 25,980,485 | 31,051,682 | TOTAL REQUIREMENTS | 34,645,524 | 34,667,204 | 34,665,994 |



AMBULANCE FUND





Budget Highlights

- City Council approved a new ordinance addressing Care Facility Business licenses. This ordinance also provides for a fee to the care homes for misuse of the emergency 911 services. Since the ordinance has passed the call volume to care facilities has been reduced by 20%.
- For 2019-20, billing for ambulance transports will be outsourced. The decision to contract for ambulance billing services has been driven by the City's goal of "Strengthening the City's ability to prioritize and deliver municipal services with discipline and focus". This contract will gain efficiencies and improve service through technology and additional staffing provided by the contractor. Some of the service improvements will be;
 - Multiple subject matter experts per billing specialty i.e. Medicare, Medicaid, Auto Insurance, Commercial insurance instead of one billing code specialist provides for:
 - Reduced billing and payment posting time
 - Improved timeliness will help maximize returns
 - Technology improvements will provide current and up to date billing and payment posting information to the customers
 - Improved citizen access and reduced customer confusion on bills due to up to date individual billing information via web access.
 - Reduced staff time for IS and FD for Software support.
 - Enhanced feedback process with training for Medics to reduce liability
- The impact of reduced 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 through the Ground Emergency Medical Transport (GEMT) program. This legislation has been approved by the Federal Government and fund recovery should be in place by spring of 2019. The City will recover as much as \$400 per Medicaid call, which last year was over 23% of our transports.
- Last year the department purchased the first automated lift system for loading patients into the ambulance. There were several injuries as a result of lifting patients into the ambulances recently. This year's budget includes a second lift system that reduces the risk of injury to the Firefighters.

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.

Ambulance Fund

2019 – 2020 Proposed Budget --- Budget Summary

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.



Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 4,527,574 | 5,439,547 | 5,416,961 | (22,586) |
| Personnel Services | 3,601,287 | 3,874,719 | 4,049,709 | 174,990 |
| Materials & Services | 1,007,458 | 1,033,684 | 1,068,391 | 34,707 |
| Capital Outlay | - | 302,500 | 228,642 | (73,858) |
| Transfers Out | 323,392 | 366,015 | 239,087 | (126,928) |
| Total Expenditures | 4,932,136 | 5,576,918 | 5,585,829 | 8,911 |
| Net Expenditures | (404,562) | (137,371) | (168,868) | 31,497 |



Full-Time Equivalents (FTE)

| | 2018-19 Adopted Budget | 2019-20 Proposed Budget |
|----------------------------------|------------------------------|-------------------------------|
| FTE Adopted Budget | 25.89 | |
| Emergency Medical Services Chief | | (1.00) |
| Operations Chief | | 0.65 |
| Training Division Chief | | 0.50 |
| Firefighter / Paramedic - PT+ | | 0.52 |
| Firefighter / EMT - PT+ | | (0.52) |
| Support Services Technician | | (0.50) |
| FTE Proposed Budget | | (0.35) |
| | | 25.54 |



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.

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.

2019 Ordinance for specialty care licensing passed by City Council. Initial effect has reduced care home calls by 20%.

Ambulance Fund

2019-2020 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | | | <u>Detailed Summary</u> | |
|--|------------------|---------------|--------------|-------------------------|---------------|
| <u>Fund</u> | <u>Number of</u> | <u>Total</u> | | <u>Page</u> | <u>Amount</u> |
| <u>Department</u> | <u>Employees</u> | <u>Salary</u> | <u>Range</u> | | |
| <u>Fire Chief</u> | 1 | 364 | 137,062 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.75 FTE) | | | | 72 | 102,797 |
| Ambulance Fund (0.25 FTE) | | | | 230 | 34,266 |
| <u>Operations Chief</u> | 1 | 358 | 92,004 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.35 FTE) | | | | 72 | 32,201 |
| Ambulance Fund (0.65 FTE) | | | | 230 | 59,803 |
| <u>Training Division Chief</u> | 1 | 352 | 101,278 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.50 FTE) | | | | 72 | 50,639 |
| Ambulance Fund (0.50 FTE) | | | | 230 | 50,639 |
| <u>Fire Battalion Chief</u> | 3 | 245 | 317,616 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (1.05 FTE) | | | | 72 | 111,166 |
| Ambulance Fund (1.95 FTE) | | | | 230 | 206,450 |
| <u>Fire Lieutenant</u> | 3 | 235 | 268,729 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (1.05 FTE) | | | | 72 | 94,055 |
| Ambulance Fund (1.95 FTE) | | | | 230 | 174,674 |

| <u>Position Description</u> | | | | <u>Detailed Summary</u> | |
|--|------------------|---------------|--------------|-------------------------|---------------|
| <u>Fund</u> | <u>Number of</u> | <u>Total</u> | | <u>Page</u> | <u>Amount</u> |
| <u>Department</u> | <u>Employee</u> | <u>Salary</u> | <u>Range</u> | | |
| <u>Fire Engineer</u> | 3 | 230 | 273,956 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (1.05 FTE) | | | | 72 | 95,885 |
| Ambulance Fund (1.95 FTE) | | | | 230 | 178,071 |
| <u>Firefighter</u> | 25 | 220 | 1,938,252 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (8.75 FTE) | | | | 72 | 678,388 |
| Ambulance Fund (16.25 FTE) | | | | 230 | 1,259,863 |
| <u>Firefighter / Paramedic</u> | 2 | 220 | 112,591 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.56 FTE) | | | | 72 | 39,407 |
| Ambulance Fund (1.04 FTE) | | | | 230 | 73,184 |
| <u>Office Manager</u> | 1 | 332 | 62,695 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.75 FTE) | | | | 72 | 47,021 |
| Ambulance Fund (0.25 FTE) | | | | 230 | 15,674 |
| <u>Administrative Specialist II</u> | 1 | 324 | 50,547 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.25 FTE) | | | | 72 | 12,637 |
| Ambulance Fund (0.75 FTE) | | | | 230 | 37,910 |

Budget Document Report

79 - AMBULANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 841,823 | 1,816,485 | 1,100,000 | 4079-05 Designated Begin FB-Ambulance Fd - EMS A/R Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1 | 1,200,000 | 1,200,000 | 1,200,000 |
| 0 | 37,500 | 0 | 4079-25 Designated Begin FB-Ambulance Fd - Facility Improvements | 0 | 0 | 0 |
| 508,539 | -285,897 | 148,817 | 4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year | -392,746 | -392,746 | -358,371 |
| 1,350,362 | 1,568,088 | 1,248,817 | TOTAL BEGINNING FUND BALANCE | 807,254 | 807,254 | 841,629 |
| LICENSES AND PERMITS | | | | | | |
| 0 | 0 | 143,000 | 4213-15 Specialty Business License - Care Homes | 0 | 0 | 0 |
| 0 | 0 | 143,000 | TOTAL LICENSES AND PERMITS | 0 | 0 | 0 |
| INTERGOVERNMENTAL | | | | | | |
| 0 | 0 | 599,315 | 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. | 383,250 | 383,250 | 383,250 |
| 0 | 150,509 | 93,770 | 4840-05 OR Conflagration Reimbursement - Personnel Reimbursement for personnel costs due to conflagration deployment during the last year. | 15,000 | 15,000 | 15,000 |
| 0 | 0 | 0 | 4840-10 OR Conflagration Reimbursement - Equipment | 0 | 0 | 0 |
| 10,000 | 10,000 | 10,000 | 5035-05 Amity Fire District - Paramedic Ambulance Moved into admin contract | 0 | 0 | 0 |
| 0 | 0 | 0 | 5035-10 Amity Fire District - Admin/Training Svcs Contract Admin contract with Ambulance contract combined split with Fire | 91,000 | 91,000 | 91,000 |
| 10,000 | 160,509 | 703,085 | TOTAL INTERGOVERNMENTAL | 489,250 | 489,250 | 489,250 |
| CHARGES FOR SERVICES | | | | | | |
| 3,627,278 | 3,396,353 | 3,640,000 | 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. | 3,500,000 | 3,500,000 | 3,500,000 |
| 0 | 0 | 65,000 | 5705 Care Home Charges Proposed 2019-20 budget includes charges collected from adult care homes for ambulance calls when medical treatment is not necessary | 5,000 | 5,000 | 5,000 |
| 132,225 | 134,890 | 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. | 135,000 | 135,000 | 135,000 |

Budget Document Report

79 - AMBULANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|--|------------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 3,759,503 | 3,531,243 | 3,835,000 | TOTAL CHARGES FOR SERVICES | | | 3,640,000 | 3,640,000 | 3,640,000 |
| MISCELLANEOUS | | | | | | | | |
| 1,737 | 225 | 200 | 6310 | Interest | | 0 | 0 | 0 |
| 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. | | | | | | | | |
| 15,889 | 2,794 | 11,250 | 6600 | Other Income | | 27,000 | 27,000 | 27,000 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Misc | | 1 | 2,000 | 2,000 | |
| | | | Placeholder for contract with Lafayette - split 50/50 with Fire | | 1 | 12,500 | 12,500 | |
| | | | Placeholder for contract with Carlton - split 50/50 with Fire | | 1 | 12,500 | 12,500 | |
| 3,711 | 999 | 0 | 6600-05 | Other Income - Workers' Comp Reimbursement | | 0 | 0 | 0 |
| 19,859 | 31,804 | 25,000 | 6610 | Collections - EMS | | 25,000 | 25,000 | 25,000 |
| Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections. | | | | | | | | |
| 41,195 | 35,822 | 36,450 | TOTAL MISCELLANEOUS | | | 52,000 | 52,000 | 52,000 |
| TRANSFERS IN | | | | | | | | |
| 800,000 | 800,000 | 800,000 | 6900-01 | Transfers In - General Fund | | 1,150,000 | 1,150,000 | 1,150,000 |
| Increase in transfer from General Fund due to anticipated decrease in ambulance transports and higher operating costs | | | | | | | | |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | General Fund support of City emergency medical services | | 1 | 1,150,000 | 1,150,000 | |
| 0 | 0 | 65,012 | 6900-85 | Transfers In - Insurance Services | | 85,711 | 85,711 | 85,711 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | HR-Insurance Service Fund distribution | | 1 | 19,711 | 19,711 | |
| | | | Insurance Service Fund distribution | | 1 | 66,000 | 66,000 | |
| 800,000 | 800,000 | 865,012 | TOTAL TRANSFERS IN | | | 1,235,711 | 1,235,711 | 1,235,711 |
| 5,961,059 | 6,095,662 | 6,831,364 | TOTAL RESOURCES | | | 6,224,215 | 6,224,215 | 6,258,590 |

Budget Document Report

79 - AMBULANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | | |
|------------------|------------------|------------------|---------------------------------|--|------------------|------------------|------------------|
| 458 | -920 | 0 | 7000 | Salaries & Wages | 0 | 0 | 0 |
| 1,800,215 | 1,875,277 | 1,955,006 | 7000-05 | Salaries & Wages - Regular Full Time | 2,078,876 | 2,078,876 | 2,078,876 |
| | | | | Fire Chief - 0.25 FTE Operations Chief - 0.65 FTE Training Division Chief - 0.50 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 Administrative Specialist II - 0.75 FTE | | | |
| 65,410 | 77,504 | 61,569 | 7000-10 | Salaries & Wages - Regular Part Time | 65,447 | 65,447 | 65,447 |
| | | | | Firefighter / Paramedic - 1.04 FTE Staffing for Peak Unit Amity. | | | |
| 0 | 0 | 0 | 7000-15 | Salaries & Wages - Temporary | 0 | 0 | 0 |
| 248,605 | 340,748 | 317,395 | 7000-20 | Salaries & Wages - Overtime | 270,800 | 270,800 | 270,800 |
| 0 | 837 | 900 | 7000-37 | Salaries & Wages - Medical Opt Out Incentive | 0 | 0 | 0 |
| 3,237 | -1,834 | 0 | 7300 | Fringe Benefits | 0 | 0 | 0 |
| 126,704 | 137,169 | 142,737 | 7300-05 | Fringe Benefits - FICA - Social Security | 149,666 | 149,666 | 149,666 |
| 29,825 | 32,454 | 33,988 | 7300-06 | Fringe Benefits - FICA - Medicare | 35,022 | 35,022 | 35,022 |
| 498,235 | 634,632 | 636,930 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 808,062 | 808,062 | 808,062 |
| 327,462 | 337,334 | 363,668 | 7300-20 | Fringe Benefits - Medical Insurance | 429,870 | 429,870 | 429,870 |
| 77,381 | 82,231 | 86,675 | 7300-22 | Fringe Benefits - VEBA Plan | 92,750 | 92,750 | 92,750 |
| 2,692 | 2,722 | 2,794 | 7300-25 | Fringe Benefits - Life Insurance | 2,782 | 2,782 | 2,782 |
| 9,342 | 9,812 | 10,676 | 7300-30 | Fringe Benefits - Long Term Disability | 10,756 | 10,756 | 10,756 |
| 68,608 | 72,391 | 80,347 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 89,800 | 89,800 | 89,800 |
| 961 | 930 | 1,032 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 878 | 878 | 878 |
| 5,052 | 0 | 1,002 | 7300-40 | Fringe Benefits - Unemployment | 15,000 | 15,000 | 15,000 |
| 3,264,187 | 3,601,287 | 3,694,719 | TOTAL PERSONNEL SERVICES | | 4,049,709 | 4,049,709 | 4,049,709 |

MATERIALS AND SERVICES

| | | | | | | | |
|-------|-------|-------|-------------|-------------------------|-------|-------|-------|
| 4,468 | 6,514 | 5,000 | 7500 | Credit Card Fees | 5,000 | 5,000 | 5,000 |
|-------|-------|-------|-------------|-------------------------|-------|-------|-------|

Budget Document Report

79 - AMBULANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 777 | 2,185 | 2,200 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 2,900 | 2,900 | 2,900 |
| 21,316 | 23,283 | 25,000 | 7550 Travel & Education Increases due to number of new staff and to assist with leadership and supervisory training | 30,200 | 30,200 | 30,200 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Records Managment Training | 2 | 2,500 | 5,000 |
| | | | Recruit Training | 6 | 1,000 | 6,000 |
| | | | PALS/ACLS | 36 | 200 | 7,200 |
| | | | EMS Leadership Conference | 2 | 2,000 | 4,000 |
| | | | Oregon EMS Conference | 8 | 1,000 | 8,000 |
| 25,321 | 29,208 | 30,000 | 7590 Fuel - Vehicle & Equipment | 30,000 | 30,000 | 30,000 |
| 5,708 | 5,486 | 6,500 | 7600 Electric & Natural Gas | 6,500 | 6,500 | 6,500 |
| 17,000 | 25,300 | 25,000 | 7610-05 Insurance - Liability | 25,900 | 25,900 | 25,900 |
| 16,500 | 18,300 | 14,300 | 7610-10 Insurance - Property | 13,700 | 13,700 | 13,700 |
| 24,085 | 23,562 | 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. | 25,000 | 25,000 | 25,000 |
| 12,457 | 14,509 | 20,850 | 7630-05 Uniforms - Employee Career and volunteer fire uniforms. Increase to cover increasing new hire levels. | 23,000 | 23,000 | 23,000 |
| 0 | 0 | 500 | 7640 Laundry | 500 | 500 | 500 |
| 2,409 | 3,233 | 2,500 | 7650 Janitorial Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund. | 3,600 | 3,600 | 3,600 |
| 29,322 | 30,437 | 32,000 | 7660 Materials & Supplies | 32,000 | 32,000 | 32,000 |
| 4,592 | 7,698 | 7,000 | 7660-15 Materials & Supplies - Postage | 8,000 | 8,000 | 8,000 |
| 123,684 | 98,461 | 118,000 | 7660-45 Materials & Supplies - Medical Equipment & Supplies Supplies used by EMS system | 118,000 | 118,000 | 118,000 |
| 1,556 | 1,286 | 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 |
| 1,251 | 5,027 | 12,500 | 7720-06 Repairs & Maintenance - Equipment Defibrillators no longer under warranty | 12,500 | 12,500 | 12,500 |
| 9,418 | 10,026 | 22,500 | 7720-08 Repairs & Maintenance - Building Repairs | 13,750 | 13,750 | 13,750 |
| 52,618 | 55,870 | 60,000 | 7720-14 Repairs & Maintenance - Vehicles Major maintenance is done by outside mechanics . Fleet is aging. | 60,000 | 60,000 | 60,000 |

Budget Document Report

79 - AMBULANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 4,205 | 2,090 | 1,500 | 7720-16 Repairs & Maintenance - Radio & Pagers Increase due to required reprogramming 800 MHz radios to digital. | 15,000 | 15,000 | 15,000 |
| 24,395 | 21,288 | 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 |
| 24,734 | 31,605 | 84,585 | 7750 Professional Services Ambulance billing was outsourced in 2019-20. Professional services includes \$120,000 for contracting with billing company. | 148,500 | 148,500 | 148,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Medical Director Contract | 1 | 12,000 | 12,000 |
| | | | Chaplain Program | 1 | 1,560 | 1,560 |
| | | | Peer Support | 1 | 1,950 | 1,950 |
| | | | Labor Negotiations Arbitrator | 1 | 1,350 | 1,350 |
| | | | Section 125 administration fee | 1 | 490 | 490 |
| | | | Audit Fee Allocation | 1 | 5,600 | 5,600 |
| | | | National Testing Network | 1 | 225 | 225 |
| | | | Oregon Health Authority Licensing | 1 | 5,000 | 5,000 |
| | | | MSDS Online | 1 | 325 | 325 |
| | | | Ambulance Billing Contract | 1 | 120,000 | 120,000 |
| 18,280 | 14,837 | 18,500 | 7790 Maintenance & Rental Contracts Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts. | 18,351 | 18,351 | 18,351 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Fire Sprinkler System 25% | 1 | 450 | 450 |
| | | | HVAC Maintenance 25% | 1 | 2,250 | 2,250 |
| | | | MTS Storage | 1 | 2,181 | 2,181 |
| | | | Defibrillator Service Agreement | 1 | 5,000 | 5,000 |
| | | | Copier 50% | 1 | 2,300 | 2,300 |
| | | | Gurney and Stair Chair Service Contract | 1 | 6,170 | 6,170 |
| 12,927 | 0 | 14,000 | 7800 M & S Equipment | 15,000 | 15,000 | 15,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | AED | 6 | 2,500 | 15,000 |
| 4,720 | 5,219 | 12,000 | 7800-09 M & S Equipment - Radios Increase for reprogramming 4 Dual Band Radios to digital | 5,000 | 5,000 | 5,000 |
| 0 | 0 | 0 | 7810 M & S Equipment - Donations | 0 | 0 | 0 |
| 18,368 | 20,708 | 25,599 | 7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide | 32,740 | 32,740 | 32,740 |

Budget Document Report

79 - AMBULANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|-------|-----------------------------------|---|--------|--------|--|---|-------|-------|--|---|-------|-------|--|---|-------|-------|--|---|-------|-------|--------------------------------------|---|-------|-------|----------------------|---|-------|-------|--------------------|---|-------|-------|-------------------|---|-------|-------|----------------------------|---|-------|-------|--|--|--|
| 36,547 | 29,746 | 38,350 | 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 | 40,450 | 40,450 | 40,450 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>ESO Chart software maintenance</td> <td>1</td> <td>12,500</td> <td>12,500</td> </tr> <tr> <td>Netmotion maintenance-shared with Police, Fire</td> <td>1</td> <td>1,200</td> <td>1,200</td> </tr> <tr> <td>Tritech message switch maintenance-35%, shared with Fire</td> <td>1</td> <td>2,800</td> <td>2,800</td> </tr> <tr> <td>ESO Personnel maintenance-50% shared with Fire</td> <td>1</td> <td>1,350</td> <td>1,350</td> </tr> <tr> <td>Target software maintenance-50% shared with Fire</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> <tr> <td>Tritech Billing software maintenance</td> <td>1</td> <td>7,000</td> <td>7,000</td> </tr> <tr> <td>Desktop replacements</td> <td>2</td> <td>1,500</td> <td>3,000</td> </tr> <tr> <td>Replace ATG laptop</td> <td>1</td> <td>1,600</td> <td>1,600</td> </tr> <tr> <td>Wireless hotspots</td> <td>2</td> <td>1,500</td> <td>3,000</td> </tr> <tr> <td>Layafette substation setup</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | ESO Chart software maintenance | 1 | 12,500 | 12,500 | 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 | Desktop replacements | 2 | 1,500 | 3,000 | Replace ATG laptop | 1 | 1,600 | 1,600 | Wireless hotspots | 2 | 1,500 | 3,000 | Layafette substation setup | 1 | 5,000 | 5,000 | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ESO Chart software maintenance | 1 | 12,500 | 12,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Desktop replacements | 2 | 1,500 | 3,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Replace ATG laptop | 1 | 1,600 | 1,600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wireless hotspots | 2 | 1,500 | 3,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Layafette substation setup | 1 | 5,000 | 5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 7850 M & S Building Improvements | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8,139 | 6,617 | 8,000 | 8070 FireMed Promotion | 8,000 | 8,000 | 8,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2,732 | 16,457 | 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. | 2,000 | 2,000 | 2,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 97,838 | 145,517 | 129,000 | 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. | 110,000 | 110,000 | 110,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 164,519 | 286,768 | 475,000 | 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. | 210,000 | 210,000 | 210,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28,917 | 66,221 | 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. | 25,000 | 25,000 | 25,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 798,803 | 1,007,458 | 1,308,684 | TOTAL MATERIALS AND SERVICES | 1,068,391 | 1,068,391 | 1,068,391 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 45,000 | 8710 Equipment Gurney power lift | 40,000 | 40,000 | 40,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 8710-22 Equipment - EMS Defibrillators | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4,656 | 0 | 0 | 8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide | 3,642 | 3,642 | 3,642 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Phone System Replacement Phase II</td> <td>1</td> <td>3,642</td> <td>3,642</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | Phone System Replacement Phase II | 1 | 3,642 | 3,642 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone System Replacement Phase II | 1 | 3,642 | 3,642 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Budget Document Report

79 - AMBULANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 8750-95 Capital Outlay Computer Charges - Ambulance | 15,000 | 15,000 | 15,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Replacement MDTs | 5 | 3,000 | 15,000 |
| 0 | 0 | 37,500 | 8800 Building Improvements | 0 | 0 | 34,375 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Mold remediation | 1 | 25,000 | 25,000 |
| | | | Station altering system wiring | 1 | 9,375 | 9,375 |
| 0 | 0 | 200,000 | 8850 Vehicles | 170,000 | 170,000 | 170,000 |
| 4,656 | 0 | 282,500 | <u>TOTAL CAPITAL OUTLAY</u> | 228,642 | 228,642 | 263,017 |
| <u>TRANSFERS OUT</u> | | | | | | |
| 196,754 | 191,973 | 228,605 | 9700-01 Transfers Out - General Fund | 88,898 | 88,898 | 88,898 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Administration and Finance personnel including Amb Billing staff | 1 | 88,898 | 88,898 |
| 84,200 | 86,500 | 89,000 | 9700-15 Transfers Out - Emergency Communications | 97,367 | 97,367 | 97,367 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Ambulance Fund support for YCOM dispatching services. | 1 | 93,200 | 93,200 |
| | | | Ambulance Fund support for Emergency Comm equipment debt pmt | 1 | 4,167 | 4,167 |
| 44,372 | 44,919 | 48,410 | 9700-80 Transfers Out - Information Systems | 52,822 | 52,822 | 52,822 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Information Systems personnel services support. | 1 | 52,822 | 52,822 |
| 325,326 | 323,392 | 366,015 | <u>TOTAL TRANSFERS OUT</u> | 239,087 | 239,087 | 239,087 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 154,150 | 9800 Contingencies | 300,000 | 300,000 | 300,000 |
| 0 | 0 | 154,150 | <u>TOTAL CONTINGENCIES</u> | 300,000 | 300,000 | 300,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 1,816,485 | 1,465,788 | 950,000 | 9979-05 Designated End FB - Ambulance - EMS A/R | 800,000 | 800,000 | 800,000 |
| | | | Non-cash Designated Ending Fund Balance for estimated Ambulance Accounts Receivable balance at June 30 | | | |
| 37,500 | 0 | 0 | 9979-25 Designated End FB - Ambulance - Facility Improvements | 0 | 0 | 0 |
| | | | Designated carryover for Fire Hall remodel, split 25/75 with the General fund. | | | |

Budget Document Report

79 - AMBULANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| -285,897 | -302,263 | 75,296 | 9999 Unappropriated Ending Fd Balance Estimated designated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations | -461,614 | -461,614 | -461,614 |
| 1,568,088 | 1,163,525 | 1,025,296 | TOTAL ENDING FUND BALANCE | 338,386 | 338,386 | 338,386 |
| 5,961,060 | 6,095,661 | 6,831,364 | TOTAL REQUIREMENTS | 6,224,215 | 6,224,215 | 6,258,590 |

Budget Document Report

79 - AMBULANCE FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 5,961,059 | 6,095,662 | 6,831,364 | TOTAL RESOURCES | 6,224,215 | 6,224,215 | 6,258,590 |
| 5,961,060 | 6,095,662 | 6,831,364 | TOTAL REQUIREMENTS | 6,224,215 | 6,224,215 | 6,258,590 |



INFORMATION SYSTEMS & SERVICES FUND



- **Budgeted Computer Equipment – By Department**



Information Systems & Services Fund

2019 – 2020 Proposed Budget --- Budget Summary

Budget Highlights

- The 2019-20 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 several departments with software migrations, installations and upgrades including Public Works/Engineering, Human Resources/Finance integration and increased online payment and other electronic convenience opportunities for citizens.
- Continue to evaluate network bandwidth and capacity and begin moving from a 1 GB network to a 10 GB network backbone to support future data needs and network growth.
- 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.
- Partner with Yamhill County to complete the full transition to a VOIP phone system, including email/voicemail integration and increased functionality and resiliency.
- Continue initiative for redundancy and continuity of operations for our computer systems. Ensure proper backup standards are followed and implement strategies to combat phishing ransomware type attacks. Continue to extend two-factor identification to secure mobile devices and look to desktops next.
- Continue computer security awareness training Citywide. Use phishing tests and training tools that equip employees with knowledge of common threats and best computer security practices.

- Move towards policy based guidance in all areas of service – develop effective, workable policies around IT processes to promote standards of work and procedures to run City business more smoothly.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

Core Services

- 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

2019 – 2020 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- Partner with City Departments to provide internal and external services support – better credit card processing tools, budget reporting tools, dashboards for City metrics and information sharing, training opportunities, and others as needs are assessed and explored.
- Actively engaging other City departments in technology innovation conversations – look for small, nimble projects with quantifiable returns and also larger scale process improvements.
- 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. Job applications, electronic form submission and social media communication.
- Support Public Safety partners as our Fire department integrates and extends mobile and data service partnerships to other local agencies.
- 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

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 934,910 | 1,137,023 | 1,285,141 | 148,118 |
| Personnel Services | 425,086 | 463,808 | 506,391 | 42,583 |
| Materials & Services | 451,839 | 565,415 | 663,850 | 98,435 |
| Capital Outlay | 48,378 | 105,600 | 109,400 | 3,800 |
| Total Expenditures | 925,303 | 1,134,823 | 1,279,641 | 144,818 |
| Net Expenditures | 9,607 | 2,200 | 5,500 | (3,300) |

Full-Time Equivalent (FTE)

| | 2018-19 Adopted Budget | Change | 2019-20 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. | | | | |

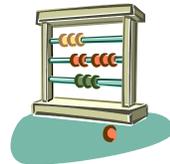
2014 Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily in the public safety areas.

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.

2018 90% of all City computers upgraded to Windows 10.

Information Systems Services Fund - Computer Equipment - By Department

| <u>Fund - Department</u> | <u>Computer Equipment</u> | <u>\$s</u> | <u>Department Total</u> | <u>Notes</u> |
|--|---------------------------|------------|-------------------------|-----------------------|
| Administration, City Mgr | | | | |
| 01-01-002 | Surface -1 | 2,800 | | Replacement |
| | RAM upgrade | 100 | | |
| | | | <u>2,900</u> | |
| Administration, City Council | | | | |
| 01-01-005 | Workstations -2 | 3,000 | | Replacements |
| | Laptop - 1 | 1,600 | | Replacement |
| | | | <u>4,600</u> | |
| Administration, Legal | | | | |
| 01-01-008 | Workstation -1 | 1500 | | Replacement |
| | Surface - 1 | 2,800 | | Replacement |
| | | | <u>4,300</u> | |
| Administration, Human Resources | | | | |
| 01-01-012 | NeoGov software | 9,000 | | New |
| | | | <u>9,000</u> | |
| Finance/Accounting | | | | |
| 01-03-013 | Printer maintenance | 300 | | Printer (annual cost) |
| | Workstation -1 | 1,500 | | Replacement |
| | RAM Upgrade | 200 | | Laptop |
| | | | <u>2,000</u> | |
| Engineering | | | | |
| 01-05 | Workstations -2 | 3,000 | | Replacements |
| | Maintenance - 1 | 1,200 | | Plotter (annual cost) |
| | | | <u>4,200</u> | |
| Planning | | | | |
| 01-07 | Camera System | 3,000 | | |
| | Monitor Replacements | 1,000 | | |
| | | | <u>4,000</u> | |

Information Systems Services Fund - Computer Equipment - By Department

Police

| | | | |
|-----------|----------------------------|---------------|------------------------|
| 01-11-040 | Workstations -9 | 13,500 | Replacements |
| | Workstations -4 | 7,200 | New |
| | Docking Station / Monitors | 1,200 | |
| | MDTs (M7) - 3 | 37,000 | Replacements |
| | TV for Squad Bay | 1,300 | For mobile map display |
| | Evidence OnQ Upgrade | 9,000 | |
| | Bobcat warranty extension | 400 | |
| | Roxio | 200 | |
| | | <u>69,800</u> | |

Municipal Court

| | | | |
|-----------|------------------|--------------|--------------|
| 01-13-060 | Workstations - 2 | <u>3,000</u> | Replacements |
| | | <u>3,000</u> | |

Fire

| | | | |
|-----------|----------------------------------|---------------|--------------|
| 01-15-070 | Surface, docks, screens, license | 6,000 | Amity |
| | R12s - 3 | 9,000 | New |
| | Mobile License - 4 | 5,200 | |
| | Workstations - 2 | 3,000 | Replacements |
| | Surface Tablet - 2 | 5,600 | Replacements |
| | Surface Docking Stations - 2 | 300 | |
| | Monitors - 2 | 800 | Replacements |
| | R12 Warranty Extensions | 700 | |
| | | <u>30,600</u> | |

Park & Rec Aquatic Ctr

| | | | |
|-----------|-----------------------|--------------|-------------|
| 01-17-087 | Workstation - 1 | 1,500 | Replacement |
| | Activenet Peripherals | 1,000 | |
| | Printer - 1 | 1,200 | |
| | | <u>3,700</u> | |

Park & Rec, Senior Ctr

| | | | |
|-----------|-----------------|--------------|-------------|
| 01-17-099 | Workstation - 1 | 1,500 | Replacement |
| | Scanner | 1,100 | |
| | Surface - 1 | 2,800 | |
| | | <u>5,400</u> | |

Information Systems Services Fund - Computer Equipment - By Department

Park Maintenance

| | | | |
|-------|-----------------|--------------|-------------|
| 01-19 | RAM upgrade | 200 | |
| | Workstation - 1 | 1,500 | Replacement |
| | | <u>1,700</u> | |

Library

| | | | |
|-------|------------------|---------------|--------------|
| 01-21 | Workstations - 8 | 12,000 | Replacements |
| | Surfaces - 3 | 8,400 | Replacements |
| | Laptops - 1 | 1,600 | |
| | Ram Upgrades - 8 | 1,200 | |
| | | <u>23,200</u> | |

Street

| | | | |
|----|------------------|--------------|--------------|
| 20 | RAM upgrade | 200 | |
| | Workstations - 2 | 3,000 | Replacements |
| | | <u>3,200</u> | |

Building

| | | | |
|----|------------------------------|--------------|---------------------------|
| 70 | Accela Peripherals | 2,000 | Printer/iPad replacements |
| | Surface w/Docking station -1 | 3,200 | |
| | | <u>5,200</u> | |

Wastewater Services

| | | | |
|-------|------------------|--------------|--------------|
| 75-01 | Workstations - 5 | 7,500 | Replacements |
| | | <u>7,500</u> | |

Ambulance

| | | | |
|----|------------------------------------|----------------|--------------|
| 79 | Workstations - 2 | 3,000 | Replacements |
| | Lafayette Desktop, printer/scanner | 5,000 | |
| | R12 - 5 | 15,000 | Replacements |
| | ATG laptop - 1 | 1,600 | Replacements |
| | Wireless Hotspots -2 | 3,000 | |
| | Total | <u>27,600</u> | |
| | | <u>211,900</u> | |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

RESOURCES

BEGINNING FUND BALANCE

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 31,300 | 21,740 | 0 | 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 | 15,075 | 15,075 | 15,075 |
| 131,848 | 164,571 | 178,347 | 4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year | 186,143 | 186,143 | 186,143 |
| 163,148 | 186,311 | 178,347 | TOTAL BEGINNING FUND BALANCE | 201,218 | 201,218 | 201,218 |

CHARGES FOR SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 412,934 | 376,062 | 480,841 | 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. | 579,528 | 579,528 | 608,428 |
| 13,175 | 13,957 | 20,416 | 6000-20 Charges for Equipment & Services - Street Fund | 23,937 | 23,937 | 23,937 |
| 19,392 | 17,021 | 34,368 | 6000-70 Charges for Equipment & Services - Building Fund | 17,851 | 17,851 | 17,851 |
| 42,313 | 42,722 | 51,441 | 6000-75 Charges for Equipment & Services - Wastewater Services Fund | 60,102 | 60,102 | 60,102 |
| 59,571 | 50,454 | 83,949 | 6000-79 Charges for Equipment & Services - Ambulance Fund | 91,832 | 91,832 | 91,832 |
| 547,384 | 500,217 | 671,015 | TOTAL CHARGES FOR SERVICES | 773,250 | 773,250 | 802,150 |

MISCELLANEOUS

| | | | | | | |
|--------------|--------------|--------------|---------------------------------|--------------|--------------|--------------|
| 1,542 | 2,955 | 2,200 | 6310 Interest | 5,500 | 5,500 | 5,500 |
| 0 | 1,887 | 0 | 6600 Other Income | 0 | 0 | 0 |
| 1,542 | 4,842 | 2,200 | TOTAL MISCELLANEOUS | 5,500 | 5,500 | 5,500 |

TRANSFERS IN

| | | | | | | |
|---------|---------|---------|---|-------------------|----------------------------|-------------------------|
| 321,055 | 324,966 | 350,177 | 6900-01 Transfers In - General Fund | 382,061 | 382,061 | 382,061 |
| | | | <u>Description</u> Information Systems personnel services support. | <u>Units</u> 1 | <u>Amt/Unit</u> 382,061 | <u>Total</u> 382,061 |
| 8,481 | 8,597 | 9,276 | 6900-20 Transfers In - Street | 10,128 | 10,128 | 10,128 |
| | | | <u>Description</u> Information Systems personnel services support. | <u>Units</u> 1 | <u>Amt/Unit</u> 10,128 | <u>Total</u> 10,128 |
| 8,481 | 8,597 | 9,276 | 6900-70 Transfers In - Building | 10,128 | 10,128 | 10,128 |
| | | | <u>Description</u> Information Systems personnel services support. | <u>Units</u> 1 | <u>Amt/Unit</u> 10,128 | <u>Total</u> 10,128 |

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------|------------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 41,661 | 42,772 | 46,669 | 6900-75 | Transfers In - Wastewater Services | | 51,252 | 51,252 | 51,252 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Information Systems personnel services support. | 1 | 51,252 | 51,252 | |
| 44,372 | 44,919 | 48,410 | 6900-79 | Transfers In - Ambulance | | 52,822 | 52,822 | 52,822 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Information Systems personnel services support. | 1 | 52,822 | 52,822 | |
| 0 | 0 | 0 | 6900-85 | Transfers In - Insurance Services | | 0 | 0 | 0 |
| 424,050 | 429,851 | 463,808 | <u>TOTAL TRANSFERS IN</u> | | | 506,391 | 506,391 | 506,391 |
| 1,136,124 | 1,121,221 | 1,315,370 | <u>TOTAL RESOURCES</u> | | | 1,486,359 | 1,486,359 | 1,515,259 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| | | | | | | |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONNEL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 339 | 381 | 0 | 7000 Salaries & Wages | 0 | 0 | 0 |
| 264,583 | 280,631 | 302,551 | 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 | 321,534 | 321,534 | 321,534 |
| 98 | 0 | 3,000 | 7000-20 Salaries & Wages - Overtime For required maintenance scheduled after working hours and occasional extra work required during peak activity periods. | 4,000 | 4,000 | 4,000 |
| 2,400 | 2,400 | 2,400 | 7000-37 Salaries & Wages - Medical Opt Out Incentive | 2,400 | 2,400 | 2,400 |
| -10 | 2 | 0 | 7300 Fringe Benefits | 0 | 0 | 0 |
| 15,781 | 16,915 | 19,093 | 7300-05 Fringe Benefits - FICA - Social Security | 20,333 | 20,333 | 20,333 |
| 3,691 | 3,956 | 4,465 | 7300-06 Fringe Benefits - FICA - Medicare | 4,755 | 4,755 | 4,755 |
| 51,848 | 64,056 | 71,131 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 88,381 | 88,381 | 88,381 |
| 46,811 | 45,758 | 49,896 | 7300-20 Fringe Benefits - Medical Insurance | 54,338 | 54,338 | 54,338 |
| 4,500 | 8,000 | 8,000 | 7300-22 Fringe Benefits - VEBA Plan | 8,000 | 8,000 | 8,000 |
| 432 | 432 | 432 | 7300-25 Fringe Benefits - Life Insurance | 432 | 432 | 432 |
| 1,453 | 1,548 | 1,654 | 7300-30 Fringe Benefits - Long Term Disability | 1,760 | 1,760 | 1,760 |
| 831 | 903 | 1,070 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 358 | 358 | 358 |
| 113 | 104 | 116 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 100 | 100 | 100 |
| 392,868 | 425,086 | 463,808 | <u>TOTAL PERSONNEL SERVICES</u> | 506,391 | 506,391 | 506,391 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|--------|---|--------|--------|--------|
| 471 | 352 | 600 | 7540 Employee Events Costs shared city-wide for employee training, materials, and events. | 700 | 700 | 700 |
| 7,015 | 5,673 | 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, Department Head | 1 | 3,000 | 3,000 |
| Travel & Training, IS Analyst II | 2 | 3,000 | 6,000 |

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 295 | 43 | 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 | |
| 2,500 | 3,100 | 3,400 | 7610-05 | Insurance - Liability | | 3,400 | 3,400 | 3,400 |
| 700 | 600 | 500 | 7610-10 | Insurance - Property | | 500 | 500 | 500 |
| 8,737 | 7,855 | 9,000 | 7620 | Telecommunications | | 10,000 | 10,000 | 10,000 |
| | | | | 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 | 6,000 | 6,000 | |
| | | | | Telephone services | 1 | 4,000 | 4,000 | |
| 4,708 | 5,719 | 3,500 | 7660 | Materials & Supplies | | 4,000 | 4,000 | 4,000 |
| | | | | 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 | 3,000 | 3,000 | |
| | | | | Shipping costs, returns, primarily MDTs | 1 | 750 | 750 | |
| | | | | Toner, printer paper, label printer supplies | 1 | 250 | 250 | |
| 10 | 0 | 1,000 | 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 | |
| 779 | 495 | 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 and 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 |
| 16,268 | 20,805 | 62,790 | 7750 | Professional Services | | 62,900 | 62,900 | 62,900 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Section 125 administration fee | 1 | 100 | 100 | |
| | | | | Audit fee allocation | 1 | 1,300 | 1,300 | |
| | | | | Application, network, design & support services | 1 | 50,000 | 50,000 | |
| | | | | Website services | 1 | 10,000 | 10,000 | |
| | | | | Civic Building A/V maintenance | 1 | 1,000 | 1,000 | |
| | | | | Security System monitoring | 1 | 500 | 500 | |
| 9,560 | 6,665 | 0 | 7770-03 | Professional Services - Projects - ERP | | 0 | 0 | 0 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 17,059 | 29,211 | 35,700 | 7792 Hardware Maintenance & Rental Contracts | 35,500 | 35,500 | 35,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | HP server maintenance | 1 | 6,500 | 6,500 |
| | | | Juniper switch maintenance | 1 | 1,500 | 1,500 |
| | | | Server room generator/HVAC maintenance | 1 | 2,000 | 2,000 |
| | | | Firewall maintenance | 1 | 15,000 | 15,000 |
| | | | Spam filter maintenance | 1 | 4,500 | 4,500 |
| | | | Storage maintenance | 1 | 6,000 | 6,000 |
| 7,799 | 7,703 | 8,000 | 7792-20 Hardware Maintenance & Rental Contracts - Police | 10,000 | 10,000 | 10,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Data 911 hardware maintenance | 1 | 10,000 | 10,000 |
| 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 |
| 133,177 | 119,059 | 132,400 | 7794 Software Maintenance & Rental Contracts | 173,600 | 173,600 | 173,600 |
| | | | <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 | 77,000 | 77,000 |
| | | | Helpdesk software | 1 | 1,500 | 1,500 |
| | | | SnapDeploy renewal | 1 | 500 | 500 |
| | | | Veeam maintenance | 1 | 11,000 | 11,000 |
| | | | Vmware support renewal | 1 | 13,000 | 13,000 |
| | | | Protected Trust | 1 | 2,100 | 2,100 |
| | | | Screen Connect | 1 | 2,000 | 2,000 |
| | | | Symantec AV | 1 | 2,000 | 2,000 |
| | | | PRTG Network monitoring | 1 | 2,000 | 2,000 |
| | | | Website maintenance | 1 | 4,800 | 4,800 |
| | | | Windows / SQL licensing | 1 | 15,000 | 15,000 |
| | | | MDM software | 1 | 2,000 | 2,000 |
| | | | ArchiveSocial | 1 | 4,800 | 4,800 |
| | | | Websense | 1 | 6,500 | 6,500 |
| | | | Duo | 1 | 1,400 | 1,400 |
| | | | Netmotion | 1 | 2,000 | 2,000 |
| | | | Audio Recording Software | 1 | 500 | 500 |
| | | | Security campaign software | 1 | 5,000 | 5,000 |
| | | | Data reporting software | 1 | 3,000 | 3,000 |
| | | | ORMS | 1 | 4,000 | 4,000 |
| | | | GovQA Maintenance | 1 | 11,000 | 11,000 |
| 0 | 0 | 0 | 7794-02 Software Maintenance & Rental Contracts - City Manager's Office | 0 | 0 | 0 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 6,500 | 0 | 0 | 7794-03 Software Maintenance & Rental Contracts - City Council | 1,200 | 1,200 | 1,200 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Civic Hall shared copier/printer- shared 50% w/Legal | 1 | 1,200 | 1,200 |
| 0 | 0 | 0 | 7794-05 Software Maintenance & Rental Contracts - Accounting | 0 | 0 | 0 |
| 0 | 0 | 0 | 7794-08 Software Maintenance & Rental Contracts - Legal | 2,500 | 2,500 | 2,500 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Time Matters renewal | 1 | 1,300 | 1,300 |
| | | | Civic Hall shared copier/printer- shared 50% w/City Council | 1 | 1,200 | 1,200 |
| 8,690 | 9,290 | 11,450 | 7794-10 Software Maintenance & Rental Contracts - Engineering | 8,900 | 8,900 | 8,900 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Hansen sewer database 25% - shared with Street, Park Maint, WWS | 1 | 3,400 | 3,400 |
| | | | ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS | 1 | 2,100 | 2,100 |
| | | | AutoCAD maintenance-66% shared with Planning | 1 | 2,400 | 2,400 |
| | | | Adobe Creative Cloud maintenance | 1 | 1,000 | 1,000 |
| 0 | 0 | 0 | 7794-12 Software Maintenance & Rental Contracts - Human Resources | 0 | 0 | 0 |
| 4,880 | 5,282 | 5,900 | 7794-15 Software Maintenance & Rental Contracts - Planning | 400 | 400 | 400 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Adobe Premiere maintenance | 1 | 400 | 400 |
| 38,925 | 38,961 | 42,100 | 7794-20 Software Maintenance & Rental Contracts - Police | 43,800 | 43,800 | 43,800 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | E-ticketing maintenance - 67% shared with Muni Court | 1 | 8,600 | 8,600 |
| | | | WebLEDS maintenance | 1 | 1,200 | 1,200 |
| | | | Tritech remote support | 1 | 400 | 400 |
| | | | Tritech e-ticketing import | 1 | 1,300 | 1,300 |
| | | | Tritech message switch support | 1 | 3,100 | 3,100 |
| | | | Tritech mobile support | 1 | 7,500 | 7,500 |
| | | | Tritech RMS maintenance | 1 | 9,400 | 9,400 |
| | | | Netmotion maintenance - 50% shared with Fire, Amb | 1 | 2,500 | 2,500 |
| | | | E-ticketing annual hosting fee | 1 | 800 | 800 |
| | | | Evidence OnQ maintenance | 1 | 9,000 | 9,000 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 6,531 | 6,630 | 7,900 | 7794-25 Software Maintenance & Rental Contracts - Municipal Court | 8,300 | 8,300 | 8,300 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | E-ticketing maintenance-33% shared with Police 1 4,300 4,300 | | | |
| | | | Caselle maintenance 1 3,500 3,500 | | | |
| | | | E-ticketing import 1 500 500 | | | |
| 13,912 | 13,916 | 17,400 | 7794-30 Software Maintenance & Rental Contracts - Fire | 18,100 | 18,100 | 18,100 |
| | | | <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 6,000 6,000 | | | |
| | | | Netmotion MDT maintenance-25% shared with Amb,Police 1 1,200 1,200 | | | |
| | | | Tritech maint-65%, shared with Amb 1 5,400 5,400 | | | |
| | | | 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 | | | |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 4,720 | 4,923 | 5,300 | 7794-65 Software Maintenance & Rental Contracts - Park Maintenance | 5,500 | 5,500 | 5,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | ESRI Arcview-17% shared with Plan,Bldg,Eng,Street,WWS | 1 | 2,100 | 2,100 |
| | | | Hansen sewer database025% shared with Eng,Street,WWS | 1 | 3,400 | 3,400 |
| 0 | 0 | 0 | 7794-70 Software Maintenance & Rental Contracts - Library | 0 | 0 | 0 |
| 7,220 | 8,423 | 8,800 | 7794-75 Software Maintenance & Rental Contracts - Streets | 9,000 | 9,000 | 9,000 |
| | | | <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 | 2,100 | 2,100 |
| | | | Hansen sewer database-25%, shared with Eng, Pk Maint, WWS | 1 | 3,400 | 3,400 |
| | | | Street Saver maintenance/subscription | 1 | 3,500 | 3,500 |
| 12,574 | 13,779 | 15,350 | 7794-80 Software Maintenance & Rental Contracts - Building | 2,100 | 2,100 | 2,100 |
| | | | <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 | 2,100 | 2,100 |
| 20,252 | 20,636 | 21,675 | 7794-85 Software Maintenance & Rental Contracts - Wastewater Services | 22,000 | 22,000 | 22,000 |
| | | | <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 | 2,100 | 2,100 |
| | | | 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 | 3,400 | 3,400 |
| | | | Hach WIMS software | 1 | 2,500 | 2,500 |
| | | | Win 911 software | 1 | 500 | 500 |
| 22,980 | 23,486 | 27,350 | 7794-95 Software Maintenance & Rental Contracts - Ambulance | 27,850 | 27,850 | 27,850 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | ESO Chart software maintenance | 1 | 12,500 | 12,500 |
| | | | 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 |

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 1,825 | 5,597 | 4,000 | 7800-15 | M & S Equipment - Information Systems | | 7,000 | 7,000 | 7,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | IS Workstation / tablet upgrades | 1 | 7,000 | 7,000 | |
| 7,634 | 7,185 | 9,000 | 7800-18 | M & S Equipment - Hardware | | 15,000 | 15,000 | 15,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Network switch replacements | 1 | 8,000 | 8,000 | |
| | | | | UPS replacements | 1 | 4,000 | 4,000 | |
| | | | | NAS replacement storage | 1 | 3,000 | 3,000 | |
| 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 |
| 141 | 0 | 0 | 7840-02 | M & S Computer Charges - City Manager's Office | | 2,900 | 2,900 | 2,900 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Surface Replacement | 1 | 2,800 | 2,800 | |
| | | | | Desktop RAM | 1 | 100 | 100 | |
| 154 | 0 | 1,600 | 7840-03 | M & S Computer Charges - City Council | | 4,600 | 4,600 | 4,600 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Desktop replacements | 2 | 1,500 | 3,000 | |
| | | | | Laptop replacement | 1 | 1,600 | 1,600 | |
| 5,508 | 2,095 | 4,200 | 7840-05 | M & S Computer Charges - Accounting | | 2,000 | 2,000 | 2,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Lexmark printer maintenance | 1 | 300 | 300 | |
| | | | | Desktop replacement | 1 | 1,500 | 1,500 | |
| | | | | RAM Upgrade | 1 | 200 | 200 | |
| 2,645 | 6,465 | 0 | 7840-08 | M & S Computer Charges - Legal | | 4,300 | 4,300 | 4,300 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Desktop replacement | 1 | 1,500 | 1,500 | |
| | | | | Surface replacement | 1 | 2,800 | 2,800 | |
| 4,535 | 6,384 | 3,200 | 7840-10 | M & S Computer Charges - Engineering | | 4,200 | 4,200 | 4,200 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Desktop replacements | 2 | 1,500 | 3,000 | |
| | | | | Plotter maintenance | 1 | 1,200 | 1,200 | |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 7840-12 M & S Computer Charges - Human Resources | 9,000 | 9,000 | 37,900 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | NeoGov HR Module software | 1 | 37,900 | 37,900 |
| 8,291 | 0 | 13,200 | 7840-15 M & S Computer Charges - Planning | 4,000 | 4,000 | 4,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Monitor Replacements | 1 | 1,000 | 1,000 |
| | | | Camera System | 1 | 3,000 | 3,000 |
| 23,039 | 25,045 | 23,600 | 7840-20 M & S Computer Charges - Police | 32,800 | 32,800 | 32,800 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Desktop replacements | 9 | 1,500 | 13,500 |
| | | | New Desktops | 4 | 1,800 | 7,200 |
| | | | Docking Station / Monitors | 1 | 1,200 | 1,200 |
| | | | Squad Bay Screen | 1 | 1,300 | 1,300 |
| | | | Evidence OnQ Upgrade | 1 | 9,000 | 9,000 |
| | | | Bobcat Warranty Extension | 1 | 400 | 400 |
| | | | Roxio | 1 | 200 | 200 |
| 0 | 1,534 | 4,500 | 7840-25 M & S Computer Charges - Municipal Court | 3,000 | 3,000 | 3,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Replacement workstations | 2 | 1,500 | 3,000 |
| 13,497 | 7,128 | 22,500 | 7840-30 M & S Computer Charges - Fire | 30,600 | 30,600 | 30,600 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Replacement workstations | 2 | 1,500 | 3,000 |
| | | | Surface tablet | 2 | 2,800 | 5,600 |
| | | | Surface Docking stations | 2 | 150 | 300 |
| | | | Monitor replacements | 2 | 400 | 800 |
| | | | R12 Warranty extensions | 2 | 350 | 700 |
| | | | Mobile licenses | 4 | 1,300 | 5,200 |
| | | | Amity Surface, docks, screens, license | 1 | 6,000 | 6,000 |
| | | | R12 Replacements | 3 | 3,000 | 9,000 |
| 0 | 1,992 | 0 | 7840-35 M & S Computer Charges - Parks & Rec Administration | 0 | 0 | 0 |
| 2,928 | 2,248 | 6,700 | 7840-40 M & S Computer Charges - Aquatic Center | 3,700 | 3,700 | 3,700 |
| | | | <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 |
| | | | Front Desk Printer | 1 | 1,200 | 1,200 |
| 1,399 | 745 | 0 | 7840-45 M & S Computer Charges - Community Center | 0 | 0 | 0 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 7840-50 M & S Computer Charges - Kids on the Block | 0 | 0 | 0 |
| 0 | 290 | 1,500 | 7840-55 M & S Computer Charges - Recreational Sports | 0 | 0 | 0 |
| 0 | 0 | 0 | 7840-60 M & S Computer Charges - Senior Center | 5,400 | 5,400 | 5,400 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Surface | 1 | 2,800 | 2,800 |
| | | | Replacement desktop | 1 | 1,500 | 1,500 |
| | | | Scanner | 1 | 1,100 | 1,100 |
| 0 | 1,154 | 750 | 7840-65 M & S Computer Charges - Park Maintenance | 1,700 | 1,700 | 1,700 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Replacement desktop | 1 | 1,500 | 1,500 |
| | | | RAM Upgrade | 1 | 200 | 200 |
| 17,795 | 4,730 | 13,200 | 7840-70 M & S Computer Charges - Library | 23,200 | 23,200 | 23,200 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Replacement workstations | 8 | 1,500 | 12,000 |
| | | | Surface computers | 3 | 2,800 | 8,400 |
| | | | Ram Upgrades | 8 | 150 | 1,200 |
| | | | Replacement laptop | 1 | 1,600 | 1,600 |
| 1,350 | 1,154 | 750 | 7840-75 M & S Computer Charges - Street | 3,200 | 3,200 | 3,200 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Replacement workstations | 2 | 1,500 | 3,000 |
| | | | RAM upgrade | 1 | 200 | 200 |
| 3,061 | 0 | 10,000 | 7840-80 M & S Computer Charges - Building | 5,200 | 5,200 | 5,200 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Accela peripherals | 1 | 2,000 | 2,000 |
| | | | Replacement Surface laptop w/docking stations | 1 | 3,200 | 3,200 |
| 5,484 | 6,954 | 4,500 | 7840-85 M & S Computer Charges - WWS | 7,500 | 7,500 | 7,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Replacement workstations | 5 | 1,500 | 7,500 |
| 0 | 0 | 0 | 7840-90 M & S Computer Charges - Sewer Maintenance | 0 | 0 | 0 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 13,567 | 6,261 | 16,900 | 7840-95 | M & S Computer Charges - Ambulance | | 12,600 | 12,600 | 12,600 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Desktop replacements | 2 | 1,500 | 3,000 | |
| | | | | Replace ATG laptop | 1 | 1,600 | 1,600 | |
| | | | | Wireless hotspots | 2 | 1,500 | 3,000 | |
| | | | | Desktop, Printer/scanner, Internet for Lafayette substation | 1 | 5,000 | 5,000 | |
| 6,014 | 5,076 | 7,400 | 8280 | Data Communications | | 8,000 | 8,000 | 8,000 |
| 482,329 | 451,839 | 590,315 | TOTAL MATERIALS AND SERVICES | | | 663,850 | 663,850 | 692,750 |
| CAPITAL OUTLAY | | | | | | | | |
| 0 | 0 | 0 | 8730-05 | Equipment - Computers - Hardware | | 37,500 | 37,500 | 37,500 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shoretel Phone System Phase II | 1 | 37,500 | 37,500 | |
| 0 | 0 | 0 | 8730-10 | Equipment - Computers - Software | | 0 | 0 | 0 |
| 52,513 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 0 | 0 | 0 |
| 0 | 0 | 13,000 | 8750-10 | Capital Outlay Computer Charges - Engineering | | 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, WWS) | 1 | 5,000 | 5,000 | |
| 0 | 0 | 22,000 | 8750-15 | Capital Outlay Computer Charges - Planning | | 0 | 0 | 0 |
| 22,102 | 48,378 | 25,600 | 8750-20 | Capital Outlay Computer Charges - Police | | 36,900 | 36,900 | 36,900 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Replacement MDTs | 3 | 12,300 | 36,900 | |
| 0 | 0 | 5,000 | 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 Eng, Street, WWS) | 1 | 5,000 | 5,000 | |
| 0 | 0 | 5,000 | 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 Eng, Pk Mnt, WWS) | 1 | 5,000 | 5,000 | |
| 0 | 0 | 2,000 | 8750-80 | Capital Outlay Computer Charges - Building | | 0 | 0 | 0 |

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|------------------|------------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 5,000 | 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 Eng, Park Mnt, Street) | 1 | 5,000 | 5,000 | | |
| 0 | 0 | 3,100 | 8750-95 | Capital Outlay Computer Charges - Ambulance | | 15,000 | 15,000 | 15,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Replacement MDT's | 5 | 3,000 | 15,000 | | |
| 0 | 0 | 0 | 8750-98 | Capital Outlay Computer Charges - ERP | | 0 | 0 | 0 |
| 74,615 | 48,378 | 80,700 | <u>TOTAL CAPITAL OUTLAY</u> | | | 109,400 | 109,400 | 109,400 |
| | | | <u>CONTINGENCIES</u> | | | | | |
| 0 | 0 | 65,000 | 9800 | Contingencies | | 50,000 | 50,000 | 50,000 |
| 0 | 0 | 65,000 | <u>TOTAL CONTINGENCIES</u> | | | 50,000 | 50,000 | 50,000 |
| | | | <u>ENDING FUND BALANCE</u> | | | | | |
| 21,740 | 15,075 | 0 | 9980-15 | Designated End FB - Info Sys Fd - Financial System Reserve | | 15,075 | 15,075 | 15,075 |
| 164,571 | 180,843 | 115,547 | 9999 | Unappropriated Ending Fd Balance | | 141,643 | 141,643 | 141,643 |
| | | | Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations | | | | | |
| 186,311 | 195,918 | 115,547 | <u>TOTAL ENDING FUND BALANCE</u> | | | 156,718 | 156,718 | 156,718 |
| 1,136,124 | 1,121,221 | 1,315,370 | <u>TOTAL REQUIREMENTS</u> | | | 1,486,359 | 1,486,359 | 1,515,259 |

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,136,124 | 1,121,221 | 1,315,370 | TOTAL RESOURCES | 1,486,359 | 1,486,359 | 1,515,259 |
| 1,136,124 | 1,121,221 | 1,315,370 | TOTAL REQUIREMENTS | 1,486,359 | 1,486,359 | 1,515,259 |



INSURANCE SERVICES FUND





Budget Highlights

- **Charges For Services** – As an internal service fund, the Insurance Services Fund charges operating Departments for the cost of property, liability and workers’ compensation premiums and claims. Amounts charged to departments are based on the estimated cost of paying insurance premiums and deductibles and maintaining an adequate but not excessive reserve.
- Property premiums are charged to Departments based on several factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, number of law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers’ compensation costs charged to Departments are based on wages and types of work performed by 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 5% and liability premiums by 10% compared to 2018-19 premiums. The City’s risk is limited to the deductible for property claims, which depends on the type of property that has been damaged. The deductible for liability claims is \$50,000.
- **Workers’ Compensation Insurance:**
 - Workers compensation rates, CIS administrative costs, and the state assessment are expected to remain consistent with the prior year.
 - City of McMinnville experience modifier for 2018-19 was 97% compared to an experience modifier of 76% in 2017-18. The modifier is based on not only the dollar amount of the City’s workers comp claims, but also on the number of workers comp claims. A higher modifier results in higher premiums.

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 previous years, surplus funds in the Insurance Services Fund have been redistributed to operating departments.

The 2019-20 proposed budget includes a transfer from the Insurance Services Fund of \$450,000, with \$317,900 allocated to the General Fund and the remainder allocated to other departments which have personnel service costs. Because the majority of the reserve in this fund is a result of actual workers compensation premiums and claims being less than estimated, the allocation is based on salaries and wages in those funds.

In 2019-20, the City continues to fund the Human Resources (HR) Manager position through transfers from the Insurance Services Fund to the General Fund, Administration Department.

Mac-Town 2032 Strategic Plan

The decision to transfer \$450,000 from the Insurance Services Fund reserve is particularly relevant to one of the Strategic Plan goals:

City Government Capacity – Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus. The reserve accumulated in this fund is more than sufficient to cover the City’s property, liability, and workers compensation claim risks. Distribution of the surplus results in returning the excess funds to the operating departments and supports delivery of City services to the public.

Insurance Services Fund

2019 – 2020 Proposed Budget --- Budget Summary

Core Services

- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
 - General liability insurance
 - Automobile liability, collision, and comprehensive insurance
 - Property, equipment, and excess crime insurance
 - Earthquake and boiler insurance
 - Employee workers' compensation insurance

Future Challenges and Opportunities

- Risk management of workers' compensation and potential liability claims is enhanced with the addition of a full-time Human Resources manager in 2018-19; the position continues to be fully funded by the Insurance Services Fund.
- The City's initial premium for workers' compensation insurance is calculated using a retrospective rate. Throughout the year, CIS invoices the City for claims as they are incurred, subject to the maximum limit.

The retrospective rate plan is beneficial to the City when claims are low and the City pays a limited amount for claims incurred during the fiscal year.
- The City will continue to work with CIS to review risk management practices with the goal of limiting exposure related to general liability and workers compensation claims.

Department Cost Summary

| | 2017-18 Actual | 2018-19 Amended Budget | 2019-20 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 1,154,356 | 1,304,379 | 1,330,967 | 26,588 |
| Materials & Services | 711,027 | 1,034,400 | 1,228,409 | 194,009 |
| Transfers Out | 45,768 | 226,706 | 640,048 | 413,342 |
| Total Expenditures | 756,795 | 1,261,106 | 1,868,457 | 607,351 |
| Net Expenditures | 397,561 | 43,273 | (537,490) | 580,763 |



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. |
| | | | | 2019 | Insurance Services Fund surplus allocated to operating departments |

Budget Document Report

85 - INSURANCE SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 1,306,952 | 1,523,325 | 1,857,929 | 4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year | 1,906,368 | 1,906,368 | 1,906,368 |
| 1,306,952 | 1,523,325 | 1,857,929 | TOTAL BEGINNING FUND BALANCE | 1,906,368 | 1,906,368 | 1,906,368 |
| CHARGES FOR SERVICES | | | | | | |
| 281,100 | 353,200 | 375,000 | 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. | 397,400 | 397,400 | 397,400 |
| 242,400 | 248,500 | 214,300 | 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. | 223,500 | 223,500 | 223,500 |
| 430,504 | 454,261 | 589,779 | 6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage. | 554,667 | 554,667 | 554,667 |
| 954,004 | 1,055,961 | 1,179,079 | TOTAL CHARGES FOR SERVICES | 1,175,567 | 1,175,567 | 1,175,567 |
| MISCELLANEOUS | | | | | | |
| 11,228 | 23,509 | 18,300 | 6310 Interest | 48,400 | 48,400 | 48,400 |
| 0 | 0 | 18,000 | 6510-05 Insurance Loss Reimbursement - Property | 18,000 | 18,000 | 18,000 |
| 6,800 | 0 | 0 | 6510-10 Insurance Loss Reimbursement - Parks | 0 | 0 | 0 |
| 52,305 | 10,867 | 26,000 | 6510-15 Insurance Loss Reimbursement - Automobile | 26,000 | 26,000 | 26,000 |
| 0 | 0 | 0 | 6600 Other Income | 0 | 0 | 0 |
| 63,692 | 64,020 | 63,000 | 6600-15 Other Income - City County Insurance Services Revenue from CIS multi-line credit | 63,000 | 63,000 | 63,000 |
| 134,026 | 98,395 | 125,300 | TOTAL MISCELLANEOUS | 155,400 | 155,400 | 155,400 |
| 2,394,982 | 2,677,681 | 3,162,308 | TOTAL RESOURCES | 3,237,335 | 3,237,335 | 3,237,335 |

85 - INSURANCE SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

MATERIALS AND SERVICES

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | 7750 | Professional Services | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---------|---|----------------------------|----------------------------|---------------------------|
| 1,308 | 764 | 1,100 | | | 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 |
| 477,245 | 498,098 | 589,300 | 8300 | Property & Liability Ins Premium Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery. | 572,309 | 572,309 | 572,309 |
| 6,207 | 0 | 0 | 8330-15 | Liability Aggregate Deductible - 2014 - 2015 Liability deductible year open with one open claim. \$50,000 deductible has been met. | 0 | 0 | 0 |
| 0 | 7,138 | 20,000 | 8330-16 | Liability Aggregate Deductible - 2015 - 2016 Liability deductible year open with no open claims. 2015-2016 fiscal year general liability deductible amount was \$50,000 | 0 | 0 | 0 |
| 50,000 | 0 | 0 | 8330-17 | Liability Aggregate Deductible - 2016 - 2017 Liability deductible year open with three open claims. \$50,000 deductible has been met. | 20,000 | 20,000 | 20,000 |
| 0 | 0 | 20,000 | 8330-18 | Liability Aggregate Deductible - 2017 - 2018 Liability deductible year open with two open claim. 2017-18 fiscal year general liability deductible amount is \$50,000 | 15,000 | 15,000 | 15,000 |
| 0 | 0 | 50,000 | 8330-19 | Liability Aggregate Deductible - 2018 - 2019 Liability deductible year open with three open claim. 2018-19 fiscal year general liability deductible amount is \$50,000 | 25,000 | 25,000 | 25,000 |
| 0 | 0 | 0 | 8330-20 | Liability Aggregate Deductible - 2019 - 2020 2019-20 fiscal year general liability deductible amount is \$50,000 | 50,000 | 50,000 | 50,000 |
| 0 | 0 | 0 | 8350-14 | Workers' Compensation - 2013 - 2014 Retro Closed No open workers' compensation claims for this plan year. | 0 | 0 | 0 |
| 193 | 0 | 0 | 8350-15 | Workers' Compensation - 2014 - 2015 Retro No open workers' compensation claims for this plan year | 0 | 0 | 0 |
| 30,091 | 10,148 | 4,000 | 8350-16 | Workers' Compensation - 2015 - 2016 Retro One open workers' compensation claims for this plan year | 0 | 0 | 0 |
| 205,536 | 25,549 | 5,000 | 8350-17 | Workers' Compensation - 2016 - 2017 Retro No open workers' compensation claims for this plan year | 0 | 0 | 0 |
| 0 | 151,317 | 75,000 | 8350-18 | Workers' Compensation - 2017 - 2018 Retro One open workers' compensation claim for this plan year | 25,000 | 25,000 | 25,000 |
| 0 | 0 | 200,000 | 8350-19 | Workers' Compensation - 2018 - 2019 Retro Eight open workers' compensation claims for this plan year. | 150,000 | 150,000 | 150,000 |
| 0 | 0 | 0 | 8350-20 | Workers' Compensation - 2019 - 2020 Retro Includes initial contribution paid to CIS for 2019-20 fiscal year and paid losses for claims incurred during the 2019-20 fiscal year | 300,000 | 300,000 | 300,000 |
| 0 | 0 | 25,000 | 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 |

Budget Document Report

85 - INSURANCE SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 8,800 | 0 | 5,000 | 8370-10 | Property & Auto Damage Claims - Park Loss & Damage | | 5,000 | 5,000 | 5,000 |
| 48,081 | 18,013 | 40,000 | 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 |
| 827,461 | 711,027 | 1,034,400 | TOTAL MATERIALS AND SERVICES | | | 1,228,409 | 1,228,409 | 1,228,409 |
| TRANSFERS OUT | | | | | | | | |
| 44,196 | 45,768 | 140,347 | 9700-01 | Transfers Out - General Fund | | 467,212 | 467,212 | 467,212 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Administration and Finance personnel services support. | 1 | 58,641 | 58,641 | |
| | | | | HR - Insurance Service Fund distribution | 1 | 90,671 | 90,671 | |
| | | | | Insurance Service Fund distribution | 1 | 317,900 | 317,900 | |
| 0 | 0 | 5,337 | 9700-20 | Transfers Out - Street | | 21,156 | 21,156 | 21,156 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | HR-Insurance Service Fund distribution | 1 | 5,256 | 5,256 | |
| | | | | Insurance Service Fund distribution | 1 | 15,900 | 15,900 | |
| 0 | 0 | 2,668 | 9700-70 | Transfers Out - Building | | 10,928 | 10,928 | 10,928 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | HR-Insurance Service Fund distribution | 1 | 2,628 | 2,628 | |
| | | | | Insurance Service Fund distribution | 1 | 8,300 | 8,300 | |
| 0 | 0 | 13,342 | 9700-75 | Transfers Out - Wastewater Services | | 55,041 | 55,041 | 55,041 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | HR-Insurance Service Fund distribution | 1 | 13,141 | 13,141 | |
| | | | | Insurance Service Fund distribution | 1 | 41,900 | 41,900 | |
| 0 | 0 | 65,012 | 9700-79 | Transfers Out - Ambulance | | 85,711 | 85,711 | 85,711 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | HR-Insurance Service Fund distribution | 1 | 19,711 | 19,711 | |
| | | | | Insurance Service Fund distribution | 1 | 66,000 | 66,000 | |
| 0 | 0 | 0 | 9700-80 | Transfers Out - Information Systems | | 0 | 0 | 0 |
| 44,196 | 45,768 | 226,706 | TOTAL TRANSFERS OUT | | | 640,048 | 640,048 | 640,048 |
| CONTINGENCIES | | | | | | | | |
| 0 | 0 | 150,000 | 9800 | Contingencies | | 150,000 | 150,000 | 150,000 |
| 0 | 0 | 150,000 | TOTAL CONTINGENCIES | | | 150,000 | 150,000 | 150,000 |

Budget Document Report

85 - INSURANCE SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|-----------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 1,523,325 | 1,920,886 | 1,751,202 | 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 | 1,218,878 | 1,218,878 | 1,218,878 |
| 1,523,325 | 1,920,886 | 1,751,202 | <u>TOTAL ENDING FUND BALANCE</u> | 1,218,878 | 1,218,878 | 1,218,878 |
| 2,394,982 | 2,677,681 | 3,162,308 | <i>TOTAL REQUIREMENTS</i> | 3,237,335 | 3,237,335 | 3,237,335 |

Budget Document Report

85 - INSURANCE SERVICES FUND

| 2017 ACTUAL | 2018 ACTUAL | 2019 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2020 PROPOSED BUDGET | 2020 APPROVED BUDGET | 2020 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2,394,982 | 2,677,681 | 3,162,308 | TOTAL RESOURCES | 3,237,335 | 3,237,335 | 3,237,335 |
| 2,394,982 | 2,677,681 | 3,162,308 | TOTAL REQUIREMENTS | 3,237,335 | 3,237,335 | 3,237,335 |