



# 2016 - 2017 CITY OF McMINNVILLE ADOPTED BUDGET

BUDGET MESSAGE &  
SUPPLEMENTAL INFORMATION





# 2016-2017 CITY BUDGET

## Members of the Budget Committee

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Martha Meeker

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Mike Bisset, Community Development Director/City Engineer  
David Koch, City Attorney  
Rich Leipfert, Fire Chief  
Doug Montgomery, Planning Director  
Matt Scales, Police Chief  
Scott Burke, Information Systems Director  
Jay Pearson, Parks & Recreation Director  
Jenny Berg, Library Director



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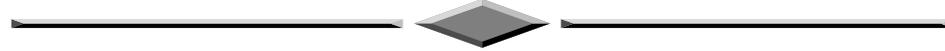
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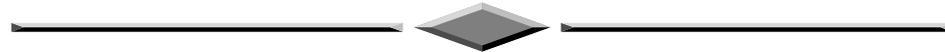
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# **BUDGET MESSAGE**



**April, 2016**

**The Honorable Rick Olson, Mayor  
City Council and Members of the Budget Committee**

## **I. INTRODUCTION**

With the myriad of numbers, graphs and charts presented in a city's budget, one can often lose sight of its ultimate purpose of allocating resources to ensure a safe and livable environment for our Citizens. For the better part of a decade, those resources have been weathering the effects of recession. Now, with recovery on the horizon, it's time to look at recapturing losses from the past while also planning for the future.

Fortunately, the City has several strong initiatives already underway. Work is ongoing from the \$24 Million Transportation Bond measure with major road projects including 5<sup>th</sup> Street, Alpine Avenue, 2<sup>nd</sup> Street and Hill Road set for the 2016-2017 fiscal year. Urban Renewal also takes a significant step forward as it funds the extension of Alpine Avenue work, contributing over \$2 Million to street enhancements in the area over the coming months. Fiscal Year 2016-2017 will also see the first full operating year of the City's new destination marketing organization, Visit McMinnville with a goal to increase tourism dollars by 9% or more over the year period. However, while each of these new programs will contribute significantly to the City's future, the recession has taken its toll on our core programs and services. For this reason, "rebuilding" core capabilities takes a high precedence in this Proposed Budget.

### ***Commitment to the Work Force***

This starts with ensuring a strong work force. As such, this budget continues last year's focus on people, bringing General Service employee wages closer to market level and adding 0.5 FTE to allow for a full-time Human Resources Director for Personnel.

### ***Rebuild Core Services***

**Parks.** Over the recession years the city reduced staffing with the result of service reductions in parks maintenance, cleaning and general parks upkeep. At the same time, the City added two new parks in 2010 and 2011 compounding the stress on service levels. To reverse this, 2.0 FTEs have been reinstated starting October 2016 and additional resources have been allocated for materials, supplies and contract services.

**Library.** In 2012, the City's library was forced to delay opening on Saturdays until 1:00 p.m. In order to recover those Saturday morning hours, \$28,000 has been reserved to bring back full Saturday operations starting September, 2016.

**Planning.** This budget also begins to address the 2012 loss of a full time planner by reserving \$74,000, split across the City's and Urban Renewal budgets (\$57,600 / \$12,400), for contract services. Once a new Planning Director is onboard, the City will begin to review options for the next fiscal budget on fully reinstating this position.

### ***Streamline and Refine***

**Fire / Ambulance.** 2015 was a year of review for the City's fire and ambulance departments as the City searched for cost savings and efficiency. As a result, the command structure was flattened with the elimination of the Assistant Chief position, streamlining operations while freeing resources for a local partnership with Amity. This partnership combines Part Time Plus employees and a reserve ambulance from McMinnville with space and funding from Amity to bring an additional ambulance online during the Monday-Friday peak times. Overtime costs were addressed with the addition of 1.0 FTE and should reduce overall expenditures by \$50,000 as well as fund the position itself. Finally, material costs were reduced with the acquisition of three low-mileage ambulances from Portland for \$50,000 allowing the City to retire one reserve unit with over 200,000 thousand miles and negating the future acquisition of another at a cost avoidance of over \$180,000.

Information Technology. In November 2015, the City terminated its contract with Yamhill County for supervisory IT services. The over \$72,000 in savings has been added to the IT’s material and services and will continue to foster the City’s growth in web services as well as strengthen existing IT infrastructure.

**II. BUDGET ASSUMPTIONS**

The Proposed 2016 – 2017 Budget is based upon the following assumptions and criteria:

**A. THE ECONOMY.** Looking at our tax base, property taxes account for roughly 60% of the City's General Fund revenues and are based on total taxable assessed value (AV). Overall our AV continued to rise during the recession and for 2016 specifically, the AV stands at \$2.39 billion, an increase of 4.02% from 2015.

Year	Max Assessed Value	Percent Change
2006	\$1,570,074,000	6.60%
2007	\$1,675,907,000	6.70%
2008	\$1,798,841,000	7.30%
2009	\$1,938,723,000	7.80%
2010	\$2,034,616,000	4.90%
2011	\$2,106,858,000	3.60%
2012	\$2,140,278,448	1.60%
2013	\$2,183,645,088	2.00%
2014	\$2,233,167,037	2.30%
2015	\$2,298,038,501	2.90%
2016	\$2,390,375,574	4.02%
2017*	\$2,485,990,597	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 \$1.0879 per \$1,000 of assessed value is \$0.1005 lower than 2015-16 as one-time expenditures incurred with the issuance of new bonds in 2015 are past.

The total proposed City tax rate for Fiscal Year 2016-17 is estimated to be \$6.1079 per \$1,000 of assessed valuation, a decrease of 8.46% over the current year.

An “estimated not to be received” collection factor of 8% has been used to calculate new property tax receipts (the “Property Taxes – Current” accounts). The City of McMinnville’s share of the total property taxes levied in McMinnville is estimated to be 36%.

Starting in fiscal year 2013/14, the City began to spend down an increasing general fund reserve to a level more commensurate with the Council’s 25% mark by forecasting expenditures in excess of revenue and by increasing expected year end savings.

Year	Spend Down	Forecast Savings	Reserve
2013/14:	\$376K	\$300K	49%
2014/15:	\$609K	\$600K	46%
2015/16:	\$253K	\$1M	34%

The Fiscal Year 2016/17 budget continues this trend with an expected \$1.3M in forecast savings and a \$322,000 spend down yielding an expected 32% reserves. This remains above the City Council established reserve policy of 25%.

**C. EMPLOYEE COMPENSATION.** Personnel costs are the largest single expenditure classification in the organization. The services supported by property taxes and other non-designated revenues are heavily invested in personnel – e.g., police officers, firefighters, lifeguards, librarians, recreation program staff, and parks maintenance workers. These personnel costs are 71% of the total expenditures within the General Fund budget.

Salaries of General Service employees reflect a relatively flat cost-of-living adjustment (based on Portland Oregon's Consumer Price Index) of 0.3%, while CPI increases for Police and Fire personnel are 2.0% as called for in collective bargaining agreements. General Services pay adjustment continues to be phased in per the 2015 market rate survey at steps of 2.5% per year until wages are within 5% of the market rate. The next market rate survey for General Service employees is scheduled for 2019.

Medical insurance premiums continue to rise though at a slower rate of 4.5% than the 12% increase experienced in the previous year. With the City picking up the General Service employee share of this increase, their share of the total premium will drop from 17.2% to 16.9%. Pursuant to the terms of collective bargaining agreements, the share of medical premiums for employees within the Police Union remains at 5 percent while Fire Union employees will pay 10 percent of the total premium cost.

**D. OTHER INSURANCE COVERAGES.** Property insurance premiums are projected to increase by 20% and liability premiums by 5% compared to 2015-16. This increase is due to the addition of vehicles, such as the new fire aerial platform truck, and increased automobile damage claims.

Workers compensation rates are projected to remain consistent with the prior year while the City's experience

modifier for 2015-16 decreased to 86% from 91% the previous year. This means the City's losses were approximately 14% better than the average for City County Insurance Services members.

**E. PERS.** City retirement pensions are executed under Oregon's Public Employee Retirement System and represent 5% of Proposed Budget. However, looking towards the Fiscal Year budget for 2017/18, this number is expected to jump by 20% as increases in PERS are implemented to blunt a growing deficit in the State fund itself. As a result, the City has calculated an increase of approximately \$450,000 in Fiscal Year 2017/18 from 2016/17 levels of \$3.4 million.

**F. STAFFING LEVELS.** Over the recession years, the City eliminated several Full Time Equivalent (FTE) positions in order to cut costs. The Proposed Budget focuses on bringing back those service levels in Parks Maintenance, by adding two full-time positions in October 2016, and in the Library by adding 0.41 FTE. In addition, the Proposed Budget continues to focus on the City's work force, adding 0.5 FTE to bring the Human Resources Director for Personnel Services to a full time position. Finally, the Proposed Budget allows for a 0.5 increase in the City Attorney's office to address the growth in contract review, municipal code management and administration. Budget neutral additions include a 1.0 FTE addition to Fire / Ambulance personnel (offset by savings in overtime dollars) and additional Part Time Plus hours (offset from the permanent elimination of the Assistant Fire Chief position and a monetary contribution from Amity.)

**G. CITY COUNCIL GOALS AND OBJECTIVES.** The Proposed budget is driven by priorities not programs, and foundationally takes its cue from the City Council's Goals which set the framework for budget decisions across the City's various departments. The Proposed Budget provides the resources necessary to address the Goals of 1) manage and plan to

meet the demand for City services; 2) communicate with Citizens and key local partners; 3) plan and construct capital projects; 4) plan for and managing financial resources; and, 5) promote sustainable growth and development.

### III. BUDGET HIGHLIGHTS AND ITEMS OF NOTE

#### A. PUBLIC SAFETY.

**Police** – The Police Department will recapitalize two patrol cruisers in 2016 allowing the City to keep the PD's patrol fleet below the targeted 100,000 miles usage limit.

**Fire / Ambulance** – The General Fund subsidy of the Ambulance Fund decreased by \$350,000 and reverses a trend of five straight years of increases. This 30% reduction is primarily the result of increased revenue from a 9% rise in call volumes and savings incurred from the purchase of used equipment versus new. However, the subsidy still stands at \$800,000 and federally mandated caps on Medicare / Medicaid reimbursements will continue to pressure ambulance funding for the foreseeable future. Current reimbursements stand at roughly 25% of costs.

The Proposed Budget also provides for \$60,000 for design work supporting a much needed remodel of the fire station.

#### B. PARKS & RECREATION AND PARK MAINTENANCE.

Construction of the final park covered under the 1999 Park, Recreation and Open Space 20-year Master Plan will be completed by the summer of 2017. This new North West Park will include Yamhill County's only barrier free playground.

**C. PUBLIC WORKS.** The passage of the Transportation Bond Measure continues to add significant funds for both basic street maintenance (asphalt overlays) and for system improvements as laid out in the Master Transportation Plan.

The Proposed Budget provides over \$11 Million overall for transportation projects.

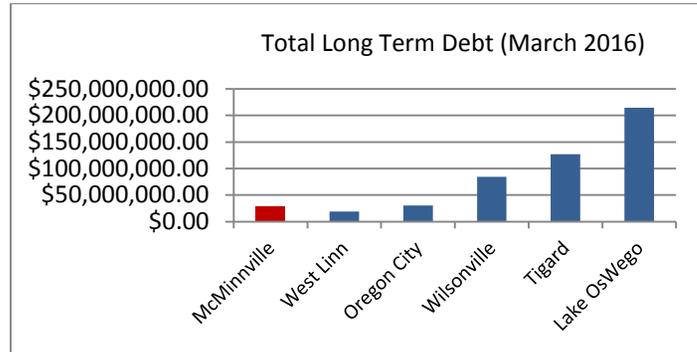
Work on the Newberg/Dundee By-Pass continues and the Proposed Budget provides for the City's contribution to the By-Pass utilizing a portion of the City's gas tax revenue. The first loan interest payment was paid in January 2016 and the first principal payment will be due January 2017. Principal and interest payments will be approximately \$200,000 per year over the twenty year life of the loan

The Wastewater Capital Fund reflects \$2,125,000 for construction of the Cook School Sanitary Sewer Rehabilitation Project as well as \$491,950 for engineering of the tertiary filtration system expansion project at the Water Reclamation Facilities per the updated Water Reclamation Facilities Master Plan.

**D. AIRPORT.** The City will reconstruct the airport's main runway in calendar year 2017 with a combination of funds from the Federal Aviation Authority and the state of Oregon at a total cost for fiscal year 2016/17 of \$3 Million.

**E. URBAN RENEWAL.** To facilitate the Urban Renewal initiative to expand the City's Alpine transportation project, the City is loaning the Urban Renewal Agency a total of \$163,000 for design and engineering work in 2016. Repayment of the loan starts in January 2017 and continues through 2019.

**F. Debt Service.** The City is anticipating executing a \$2 Million debt service on behalf of Urban Renewal in the 2016/17 Fiscal Year. While the City will be reimbursed by the Urban Renewal fund, the debt will be carried on the City's books.



**G. SPECIAL ASSESSMENT.** In 2015, the City joined with the Housing Authority of Yamhill County to expend Community Block Development Grant funds awarded by the state for housing rehabilitation for low and moderate income homeowners. An estimated \$244,500 of the grant funds were received in 2015-16 and the remaining \$155,500 will be expended in fiscal year 2016-17.

**CITY OF McMinnville**  
**2016 – 2017**  
**BUDGET MESSAGE**

**Property Tax Levy and Rate Summary Table**

	2015-16 Property Tax Levy	2016-17 Property Tax Levy	Change	Change
General Fund	\$11,999,685	\$12,479,673	\$ 479,988	4.00%
Debt Service Fund	\$2,851,740	\$2,715,000	\$(136,740)	(4.79)%
<b>Total</b>	<b>\$14,851,425</b>	<b>\$15,194,673</b>	<b>\$ 343,248</b>	<b>2.31%</b>

	Actual 2015-16 Property Tax Rate*	Proposed 2016-17 Property Tax Rate*	Change*	Change
General Fund	\$5.02	\$5.02	\$0.00	0.00%
Debt Service Fund	\$1.1884	\$1.0879	\$(0.1005)	(8.46)%
<b>Total</b>	<b>\$6.2084</b>	<b>\$6.1079</b>	<b>\$(0.1005)</b>	<b>(1.62)%</b>

\*Rate per \$1,000 of Assessed Value

**Assessed Valuation	\$2,399,679,329	\$2,495,666,502	\$95,987,173	4.00%
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Real Market Value	\$3,119,905,725
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\*\*2015-16 assessed valuation provided by the Yamhill County Assessor was overstated due to the inclusion of tax-exempt properties. Assessed valuation and debt service tax rate in this table have been adjusted to reflect the overstatements. Assessed valuation includes Urban Renewal District.

#### IV. FORMAT OF THE BUDGET MESSAGE

You will find in this Proposed Budget notebook considerable supplemental and supporting information and budget detail.

Behind the Financial Overview tab, you will find an overview and analysis of the City's revenues, expenditures, and reserves. Numerous charts and graphs are included in the analysis to enhance the readability of the document. Also included behind the Financial Overview tab is a section entitled "2016 – 2017 Proposed Budget – Fund Definition, Budget Basis." This section 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. Behind the Personal Services Tab is information related to staffing levels and salary schedules.

Of particular value and usefulness are the Budget Summaries and Highlights that precede the line-item budgets for each department and fund. This information, prepared by each Department Head, provides excellent history and background information on their respective pieces of the Proposed Budget. The information includes: budget highlights, core services, future challenges and opportunities, financial summaries and FTE information. As you read, you will note some departments have employee costs split between departments. A personal services summary for employees whose costs are divided between different departments is directly behind the Budget Summaries and Historical Highlights.

#### V. CONCLUSION

*"Hence as a private man has a right to say what wages he will give in his private affairs, so has a Community to determine what they will give and grant of their substance for the Administration of public affairs."*

**Sam Adams, 1772**

City services have a direct impact on the quality of the daily lives of our Citizens and the Proposed Budget is the foundation those services reside upon. Through it, the vision and leadership of the Mayor and the City Council are realized. As such, it was developed through many hours of in-depth analysis, discussion and cooperation among the management team and their staffs and with a constant eye on supporting the Council's goals.

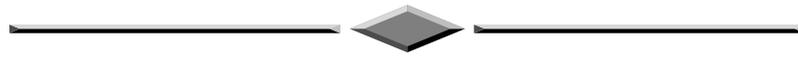
Preparation of the Proposed 2016 - 2017 Budget has truly been a team effort. I want to especially thank the City's Finance Director Marcia Baragary, Senior Accountant Ronda Gretzon and the entire amazing Finance Staff for their coordination and skills in keeping the process on track and on schedule. They are a phenomenal group.

In closing, I want to express my appreciation to the Mayor and City Council and Budget Committee. Your willingness to serve and lead is certainly noticed by City staff and valued by the McMinnville public. City staff stands ready to assist you in any way possible with your budget review and deliberations.

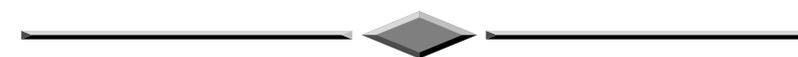
Respectfully submitted,



Martha A. Meeker  
Budget Officer  
City Manager



# **CITY OVERVIEW**



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



## **City of McMinnville**

### **2016 Goals**

*Maintaining and Enhancing Our Quality of Life*

*Communicating with Citizens*

#### **Goals**

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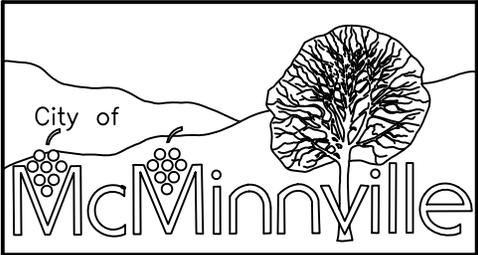
Manage and plan to meet demand for service

Communicate with citizens and key local partners

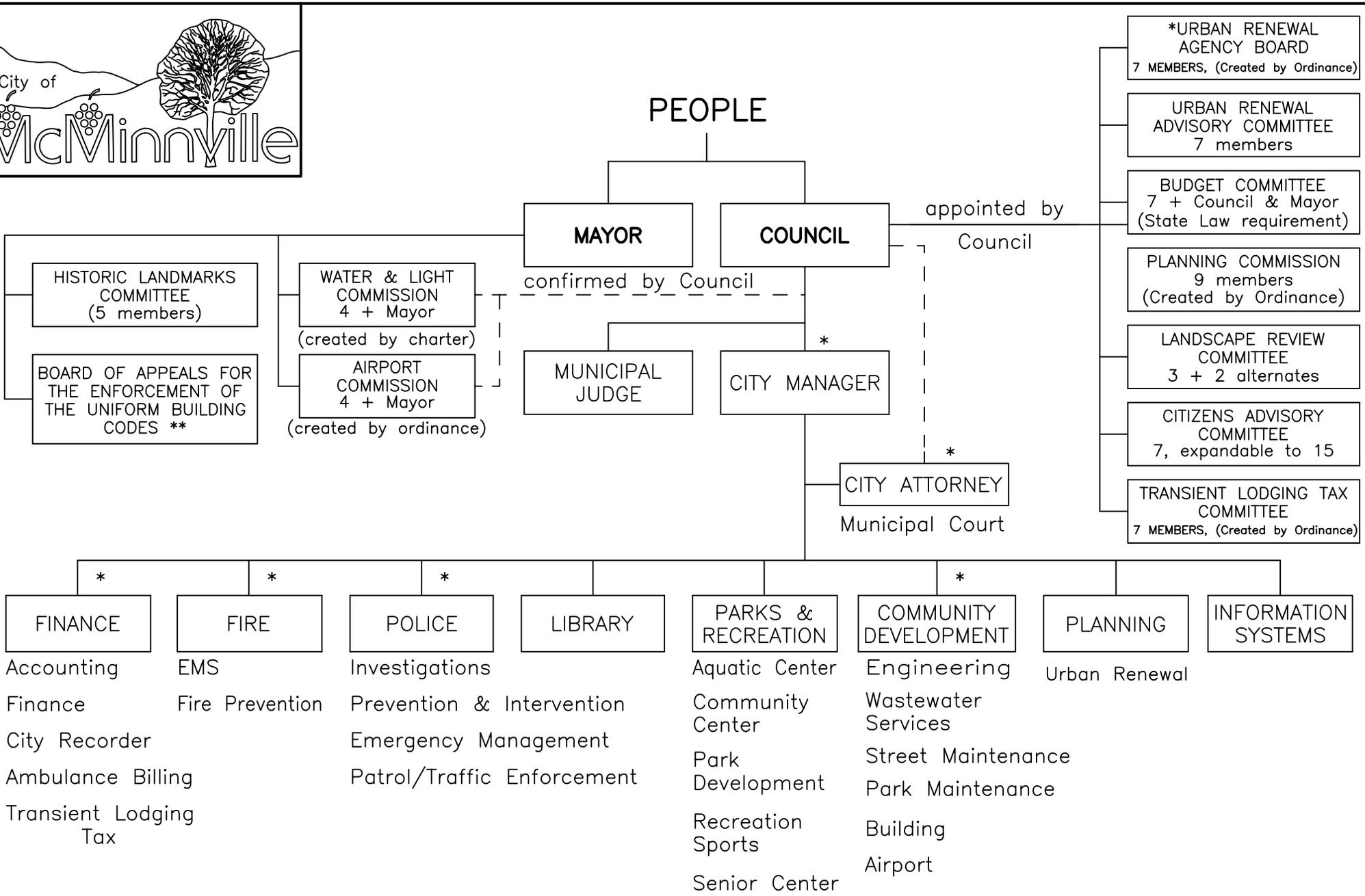
Plan and construct capital projects

Plan for and manage financial resources

Promote sustainable growth and development

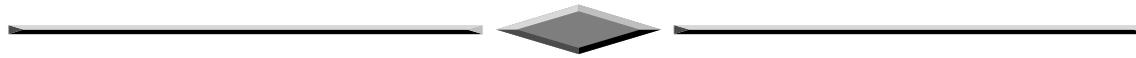


# PEOPLE

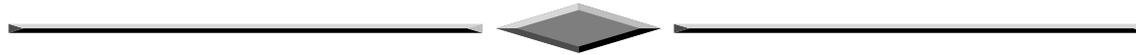


\* Officers listed in Charter and appointed by Council upon recommendation by City Manager.  
 Council serves as own Contract Review Board.  
 Council serves as Library Board to meet any State Law requirements.  
 Council serves as McMinnville Urban Renewal Agency Board.

\*\* Includes the BOARD OF APPEALS FOR THE ENFORCEMENT OF THE UNIFORM BUILDING CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS.



# **FINANCIAL OVERVIEW**





## **Financial Overview**

**2016-2017 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.

### **The Budget Process:**

#### **Purpose of the Budget**

- The budget is the financial plan of the City of McMinnville. It communicates the City Council's goals and priorities to the citizens and it authorizes the City's spending of public dollars. The adoption of an annual budget promotes transparency and accountability for all City operations. The budget document clearly shows how the City has spent its resources for fiscal years 2014-15 and 2015-16 and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2016-17.

#### **Preparation of the Budget**

- The City's budget has been prepared in accordance with Oregon Revised Statute (ORS) 294.305 through 294.565, also known as Oregon Local Budget Law.
- The City's budget includes the General Fund, four enterprise funds, two internal services funds, three capital projects funds, six special revenue funds, and one debt service fund. For a description of the City's funds, see the Fund Definition narrative immediately following the Financial Overview.

#### **Adoption of the Budget**

- As required by Local Budget Law, the Budget Officer presents the proposed budget to the Budget Committee at a meeting in which public comment is heard. The Budget Committee approves the budget and recommends the approved budget to the City Council for adoption. The City Council holds a public hearing, to accept public input on the budget and adopts the budget by resolution prior to July 1st. After adoption, management's authority to spend City funds is limited to adopted budget appropriations, unless the City Council amends the budget. Budget amendments after budget adoption are subject to certain requirements and limitations.

#### **McMinnville Urban Renewal District**

For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board. In the City's budget, transactions between the two entities are treated as "inter-agency" transactions. To provide a more complete picture, the Urban Renewal Fund and Urban Renewal Debt Service Fund are included in this City budget document.

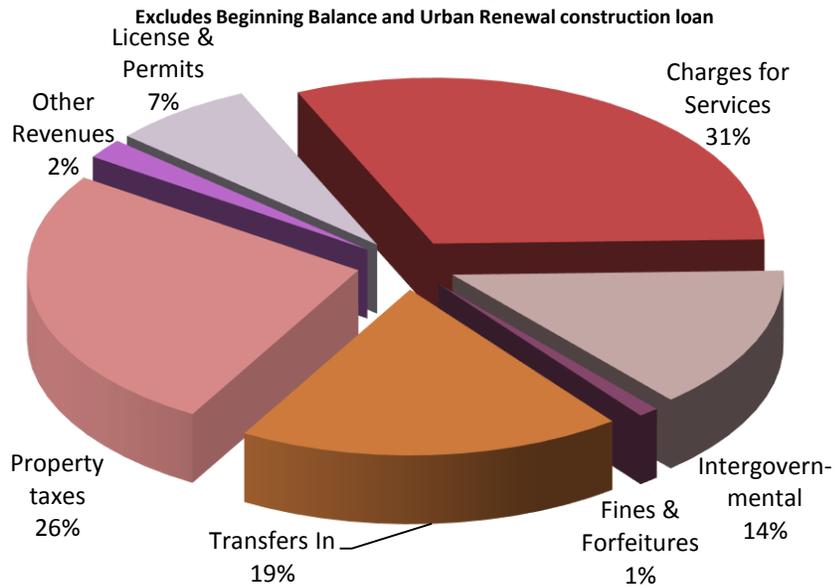
An inter-agency loan from the City to the Urban Renewal District for project design and operational costs (\$42,330) is included in the discussion on the following pages. A proposed inter-agency loan of \$2.0 million for construction purposes has been excluded to avoid distortion of City resource and requirement percentages.

## All City Funds 2016 – 2017 Proposed Budget

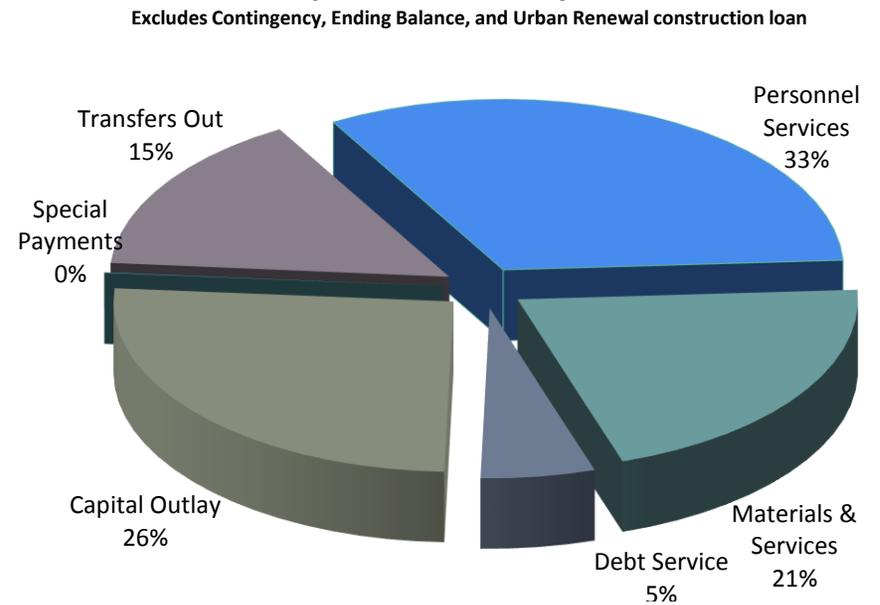
<b>RESOURCES – by Type</b>	
Beginning Balance	\$51,009,591
Property Taxes	14,478,800
License & Permits	3,831,600
Intergovernmental	7,738,880
Charges for Services	17,366,345
Fines & Forfeitures	558,200
Other Revenues	1,068,539
Transfers In	10,409,792
<b>Total Resources</b>	<b>\$106,461,747</b>

<b>REQUIREMENTS – by Classification</b>	
Personnel Services	\$21,974,650
Materials & Services	14,163,848
Capital Outlay	17,488,433
Debt Service	3,675,493
Special Payments	42,330
Transfers Out	10,409,792
Contingency	3,477,632
Ending Balance	35,229,569
<b>Total Requirements</b>	<b>\$106,461,747</b>

**Revenues- All City Funds**



**Expenditures - All City Funds**



**Resources for All City Funds:**

**Property Tax Revenue** -- \$14.5 million or 26% 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** -- \$17.4 million or 31% of all City revenues. Charges for Services are the largest source of City revenues. Sewer user charges in the Wastewater Services Fund (\$9.5 million) and ambulance transport fees (\$3.6 million) constitute the majority of total Charges for Services.

**Intergovernmental Revenue** -- \$7.7 million or 14% of all City revenues. Includes state shared revenues, such as liquor and cigarette taxes in the General Fund (\$0.8 million) and gas taxes in the Street Fund (\$1.9 million). Also includes Federal Aviation Administration (FAA) and State grant funds in the Airport Fund (\$3.3 million).

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

**Other Revenues** include interest, donations, and grant proceeds.

**Transfers In Revenue**-- \$10.4 million or 19% of all City revenues. Includes revenues from interfund reimbursements for services and a \$6.2 million transfer to the Wastewater Capital Fund from the Wastewater Services Fund for capital projects.

**Requirements for All City Funds:**

**Personnel Services Expenditures** -- \$22.0 million or 33% of total City expenditures. \$14.1 million of the Personnel Services expenditures total is for salaries and wages and \$7.9 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

**Materials and Services Expenditures** -- \$14.2 million or 21% of total expenditures, including contractual services, utilities, equipment, program expenses, etc. in the General Fund (\$3.8 million); professional services expenditures for street projects in the Transportation Fund (\$2.1 million); and operating costs in the Wastewater Services Fund (\$1.5 million).

**Capital Outlay Expenditures** -- \$17.5 million or 26% of total expenditures, including such projects as runway rehabilitation in the Airport Fund (\$3.0 million), street improvement projects in the Transportation Fund (\$9.5 million), and Park Development projects (\$1.7 million).

**Debt Service** – Includes \$3.7 million for principal and interest payment on general obligation bonds, Oregon Department of Transportation loan, and fire vehicle loan.

**Special Payments** – Includes an inter-agency loan of \$42,330 for urban renewal operating costs from the City to the Urban Renewal District.

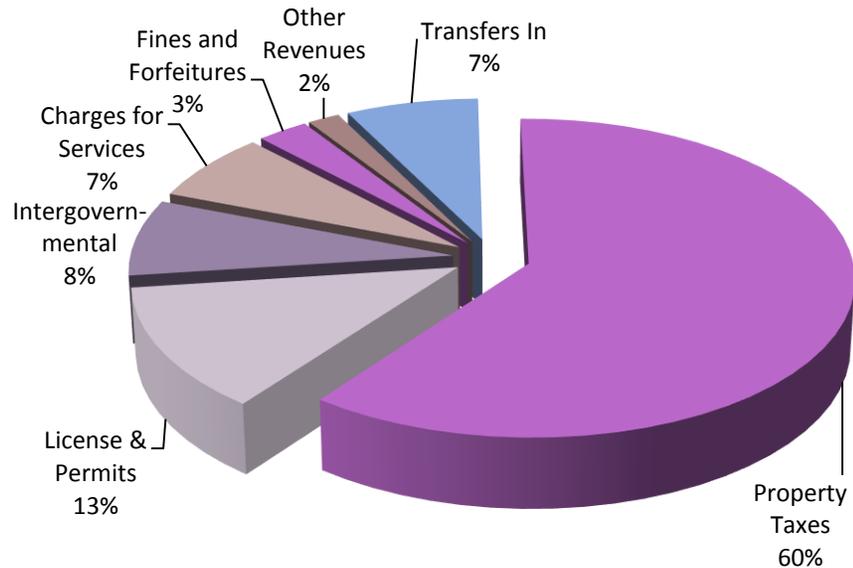
**Transfers Out Expenditures**-- \$10.4 million or 15% of total expenditures, corresponding to **Transfers In** revenue.

## GENERAL FUND 2016 – 2017 Proposed Budget

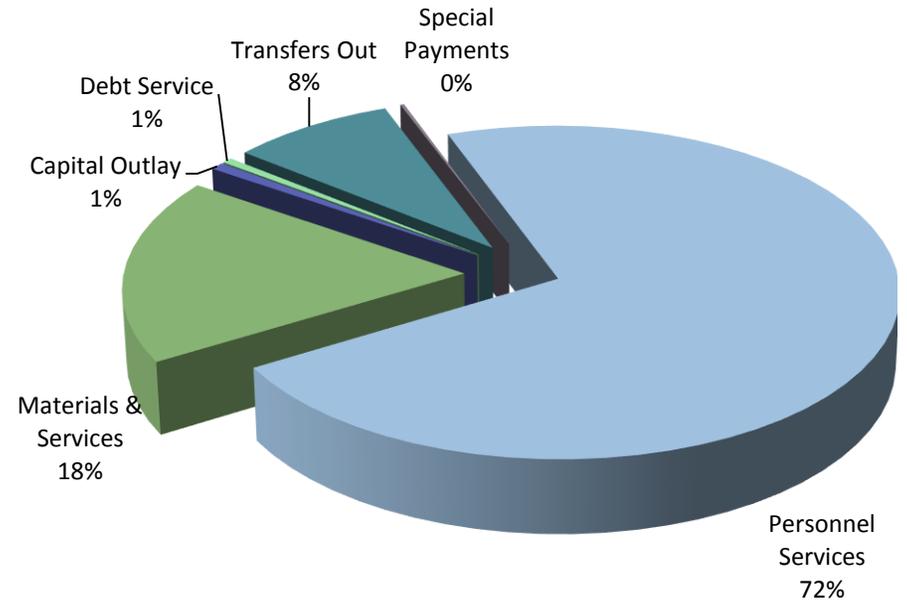
<b>GENERAL FUND RESOURCES – by Type</b>	
Beginning Balance	\$7,209,178
Property Taxes	11,931,000
License & Permits	2,488,050
Intergovernmental	1,539,287
Charges for Services	1,385,727
Fines and Forfeitures	558,200
Other Revenues	348,631
Transfers In	1,433,420
<b>Total Resources</b>	<b>\$26,893,493</b>

<b>GENERAL FUND REQUIREMENTS – by Classification</b>	
Personnel Services	\$15,329,872
Materials & Services	3,849,331
Capital Outlay	153,044
Debt Services	115,295
Special Payments	42,330
Transfers Out	1,816,755
Contingency	900,000
Ending Balance	4,686,866
<b>Total Requirements</b>	<b>\$26,893,493</b>

**General Fund Revenues - By Type**  
Excludes Beginning Balance and Urban Renewal construction loan



**General Fund Expenditures - By Classification**  
Excludes Contingency, Ending Balance, and Urban Renewal construction loan



**General Fund Resources:**

**Property Taxes** – Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2016-17 proposed budget projects \$11.9 million in operating property tax revenues, an increase in current year taxes of 4.0% compared to the prior year. Property tax revenues are 60% of all General Fund revenues; therefore, increases in assessed values and new construction significantly impact the City's ability to provide services to the public.

**Licenses and Permits Revenue** – \$2.5 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 77% of all Licenses and Permits revenue.

**Intergovernmental** – \$1.5 million or 8% of General Fund revenues. Includes state shared revenues, such as liquor and cigarette taxes (\$0.8 million). Also includes Urban Renewal District's repayment of inter-agency loan from the City's General Fund.

**Charges for Services Revenue** – \$1.4 million or 7% of General Fund revenues. Primarily Parks & Recreation Department fees for Aquatic Center use and for recreation programs, including Community Center and Senior Center programs, Kids on the Block, and youth and adult recreational sports.

**Fines & Forfeitures and Other Revenue** – Includes Municipal Court fines and miscellaneous revenues.

**Transfers In** – \$1.4 million or 7% of General Fund revenues. Includes reimbursements from other funds for service provided by Administration, Engineering and Finance. Also includes transfer from Transient Lodging Tax Fund.

**General Fund Requirements:**

**Personnel Services Expenditures** – \$15.3 million or 72% of total General Fund expenditures. Public safety (Police, Fire, and Municipal Court combined) account for \$9.2 million of total General Fund Personnel Services. Cost of living salary adjustments, health insurance premiums, and employee retirement benefits are the most significant factors affecting personnel services costs.

**Materials and Services Expenditures** – \$3.8 million or 18% of General Fund expenditures. Police Department and Parks & Recreation costs account for 44% of total Materials and Services costs. The Police Department budget of \$900,000 or 23% of Materials and Service expenditures includes building utilities, vehicle maintenance, equipment, computer system, and dispatch services costs. Parks & Recreation Department expenditures are \$800,000 and are primarily for recreation program costs, utilities, and maintenance of the Aquatic Center, Community Center and Senior Center facilities.

**Capital Outlay Expenditures** – General Fund capital outlay expenditures in the 2016-17 proposed budget are limited to \$100,000, with the majority of that amount budgeted for purchase of Police and Fire vehicles.

**Debt Service** – \$153,000 for payments on bank loan; proceeds were used to purchase Fire vehicles.

**Special Payments** – Appropriation for inter-agency loan from the City to the Urban Renewal District.

**Transfers Out** – Includes a transfer to the Ambulance Fund to support emergency medical services (\$800,000) and transfer to the Emergency Communications Fund for emergency dispatch services (\$700,000).

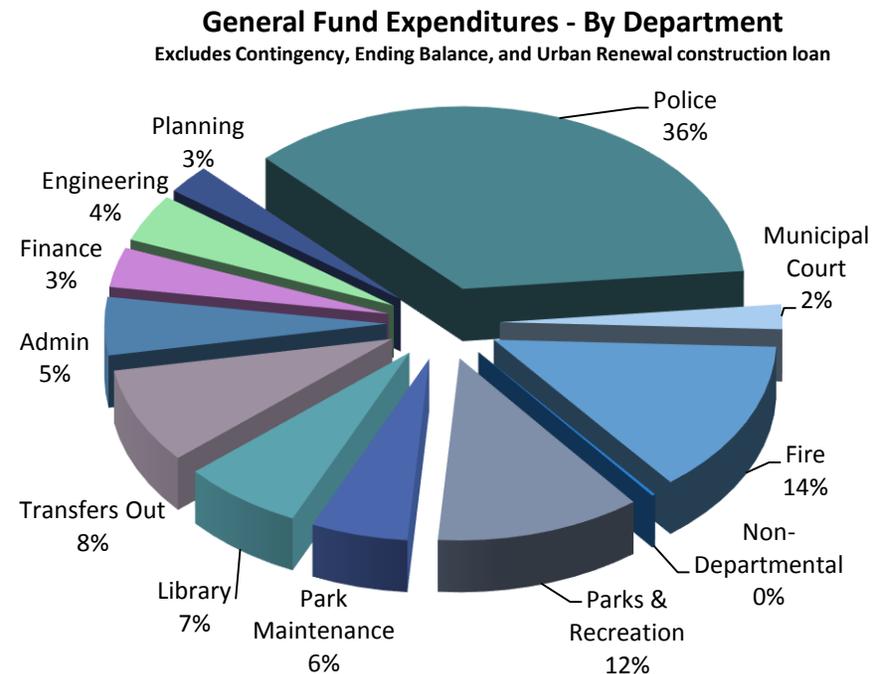
**General Fund Expenditures by Department:**

The table and chart on this page illustrate that the largest share of General Fund resources are spent on public safety. Police Department, Fire Department, and Municipal Court expenditures combined are \$11.0 million or 52% of total expenditures. Including the General Fund transfer to the Ambulance Fund (\$800,000) and the transfer to the Emergency Communications Fund for emergency dispatch services (\$700,000), the cost of public safety in the General Fund is \$12.6 million.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$5.2 million or 25% of all General Fund expenditures with Parks & Recreation expenditures accounting for \$2.2 million of that total. Approximately 59% of Parks & Recreation Department expenditures are offset by Charges for Services revenues. The significant amount of General Fund resources dedicated to culture and recreation demonstrates the City's commitment to providing the citizens of McMinnville a quality environment, as well as a safe environment.

\$3.3 million or 15% of General Fund expenditures are for general government (Administration, Finance, Engineering, and Planning) and Transfers Out, which include reimbursement to the Information Systems & Services (IS) Department; transfer to the Emergency Communications for emergency dispatch services; and a transfer to the Ambulance Fund to support emergency medical services.

<b>GENERAL FUND REQUIREMENTS</b>	
<b>2016 – 2017 Proposed Budget by Department</b>	
Administration	\$1,094,860
Finance	751,854
Engineering	902,700
Planning	548,052
Police	7,614,155
Municipal Court	465,003
Fire	2,905,253
Parks & Recreation	2,509,765
Park Maintenance	1,181,630
Library	1,474,270
Transfers Out	1,816,755
Non-Departmental	42,330
Contingency	900,000
Ending Balance	4,686,866
<b>Total Requirements</b>	<b>\$26,893,493</b>



The table in the adjacent column shows General Fund expenditures by Department, comparing the 2015-16 amended budget to the 2016-17 proposed budget. Note that Capital Outlay expenditures are excluded from this table to allow for better comparison of operational costs.

The Department Comparison illustrates the increases in staffing levels in Administration, Fire, Park Maintenance, and Library that are included in the 2016-17 proposed budget.

The Administration proposed budget includes one additional full-time equivalent (FTE) position to provide support for Human Resources activities and the City Attorney’s office.

The Fire Department proposed budget includes one additional full-time Firefighter position and two part-time positions equal to 1.4 FTE, with salary and fringe benefits allocated 35% to Fire and 65% to Ambulance. The addition of the full-time position will alleviate to some extent the need to cover minimum staffing requirements with overtime. The part-time positions will provide staffing for a unit stationed in Amity, improving service in the ambulance service area (ASA).

The Park Maintenance proposed budget reflects an increase of 2 positions (beginning in October), enabling the Department to add back key services reduced in recent years. Significant additional resources for materials, supplies, and contract service are also included in the Park Maintenance proposed budget for 2016-17.

The proposed budget for the Library increases staffing levels to add back open Saturday morning hours. These additional hours are contingent on favorable economic indicators and the financial status of the General Fund in 2016-17.

In the Planning Department, \$57,600 is budgeted for professional services, allowing the Department to hire a consultant to partially address the increasing workload.

For additional information on changes implemented in each department and the impact on services, refer to the budget summaries included with each Department.

<b>General Fund – DEPARTMENT COMPARISON</b>			
<b>(Excludes Capital Outlay)</b>			
	<b>2015-16 Amended Budget</b>	<b>2016-17 Proposed Budget</b>	<b>% Change</b>
Administration	\$983,296	\$1,094,860	23.95%
Finance	723,336	751,854	3.94%
Engineering	905,349	902,700	-0.29%
Planning	469,994	548,052	16.61%
Police	7,354,287	7,510,111	2.12%
Municipal Court	465,723	465,003	-0.15%
Fire	2,714,951	2,860,253	5.35%
Park & Recreation	2,448,143	2,505,765	2.35%
Park Maintenance	987,223	1,181,630	19.69%
Library	1,414,399	1,474,270	4.23%
<b>Total</b>	<b>\$18,366,701</b>	<b>\$18,337,328</b>	<b>5.05%</b>

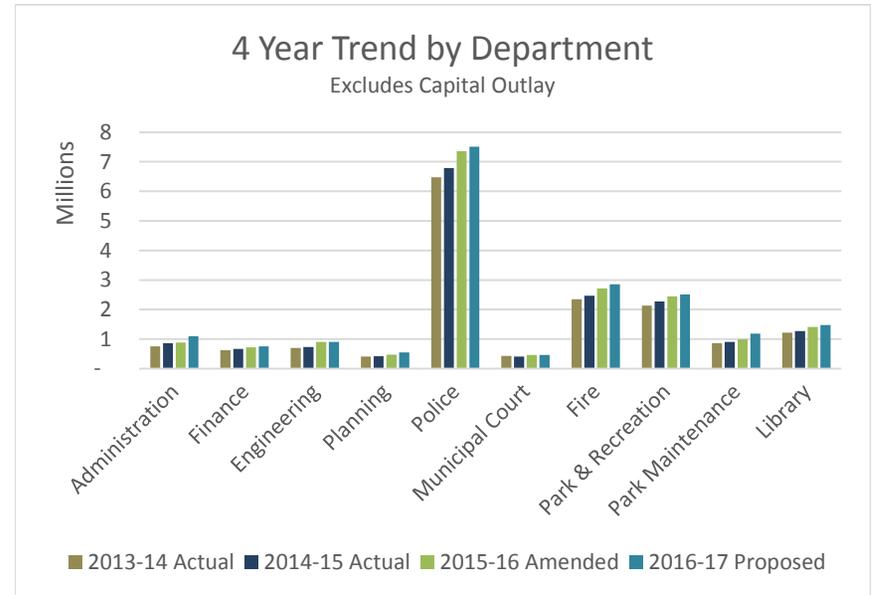
The chart in the adjacent column illustrates the cost of services provided by Departments of the General Fund and shows increases in expenditures by Department over the last four years. Fiscal year 2013-14 and 2014-15 show actual expenditures, while fiscal year 2015-16 expenditures are estimated, and fiscal year 2016-17 reflects expenditures included in the proposed budget. Capital Outlay expenditures are excluded from this chart to allow for better comparison of operational costs.

Generally, increases in expenditures are related to higher personnel services costs, including cost of living salary adjustments, and increases in health insurance premiums and PERS employer contribution rates. As previously discussed, additional staffing for Administration, Fire, Park Maintenance, and Library are included in the 2016-17 proposed budget.

Police Department expenditures have increased by 5% each year from 2013-14 through 2016-17, due to higher personnel services costs. Per the contractual bargaining agreement, McMinnville Police Association members receive guaranteed cost of living salary adjustments and a low deductible, high premium health insurance plan.

Fire Department expenditures have increased by an average of 4% over the last four years, due to higher personnel services costs provided for in the contractual bargaining agreement and increased staffing levels in the 2016-17 proposed budget.

Finance and Municipal Court expenditures have remained relatively flat over the last four years.



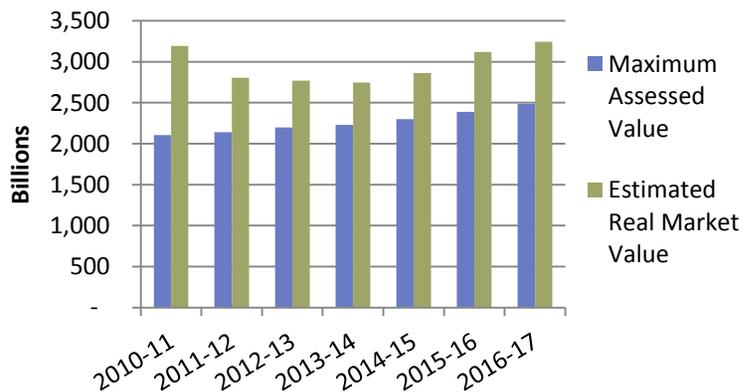
**General Fund Reserve:**

An adequate reserve, or fund balance, is critical to provide sufficient cash flow, to lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns. To assist in managing the General Fund budget, the City Council adopted a fund balance policy stating that a General Fund reserve of at least 25% of total annual expenditures is recommended to meet these needs. The 2016-17 proposed budget reflects a 32% General Fund reserve at fiscal year-end.

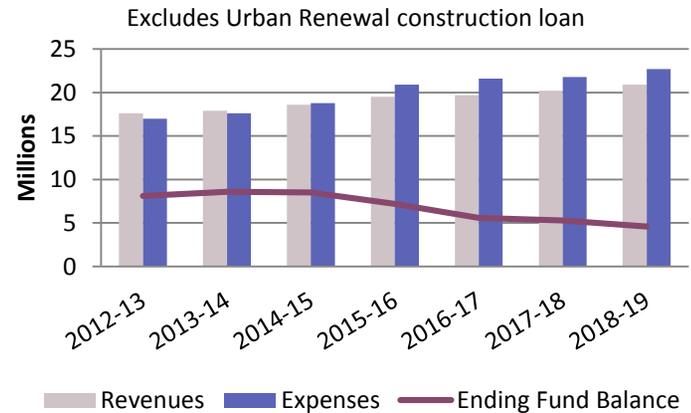
From 2005 through 2010, the City’s assessed value (AV) increased by an average of nearly 7% per year. This steady growth and the accompanying increase in property tax revenue were a major factor in building a healthy General Fund reserve, even though demands for services grew with the population. The chart below reflects the slower rate of growth in AV since 2011 (averaging 2.8%). However, AV is steadily trending upward and is projected to increase by 4.0% in 2016-17, similar to the actual increase of 4.0% in the previous year. Since property tax revenues make up 60% of all General Fund revenues, the rate of AV increase and corresponding property tax revenue have a significant impact on the General Fund reserve.

The chart below demonstrates the relationship between revenues, expenditures, and the General Fund reserve. Fiscal years 2012-13 through 2014-15 reflect actual revenues and expenditures, 2015-16 reflects estimated revenues and expenditures, 2016-17 reflects the proposed budget, and 2017-18 and 2018-19 are from the fiscal forecast (excluding “savings”). Although it is projected that expenditures will exceed revenues and the spend down of the General Fund reserve will continue through 2018-19, it is projected that conservative spending and continued long term financial planning will maintain the reserve at acceptable levels and within guidelines of the fund balance policy.

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



**General Fund**



### General Fund Fiscal Forecast

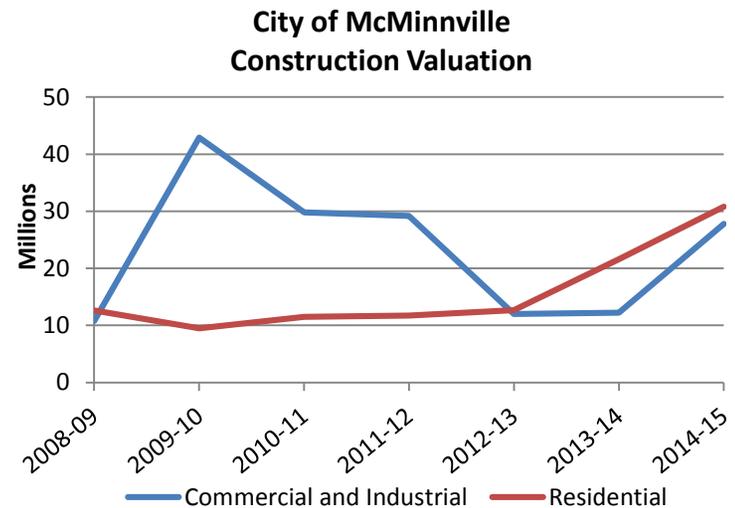
The long-term fiscal forecast is an essential tool used by the City to facilitate budgeting and financial planning. The forecast model includes projections based on a set of assumptions, such as percentage changes for assessed property values, cost of living adjustments, PERS employer contribution rates, etc. The forecast model includes “moderate” assumptions as opposed to more aggressive or conservative assumptions. The goal is to produce a forecast that is as realistic as possible and that provides a basis for making prudent decisions about the proposed budget.

A mid-year review of the forecast is completed in January, comparing assumptions to actual results. For example, actual beginning fund balance is compared to estimated beginning fund balance and actual assessed value is compared to estimated assessed value. The forecast is then revised to reflect this updated information and the results are used to determine whether adjustments are needed.

During the budgeting process for 2016-17, trends for revenues and expenditures are evaluated and the forecast is again updated. Forecast projections for fiscal years 2017-18 and 2018-19 are taken into consideration when building the budget for fiscal year 2016-17. This long-term fiscal forecast has played an important part in maintaining an adequate reserve in the General Fund, as recommended in the City Council’s fund balance policy.

### Budget Highlights for Other Funds

**The Building Fund** was significantly affected by a substantial reduction in construction activity during the economic recession. The chart below illustrates the dramatic decrease in commercial and industrial activity beginning in 2009-2010 and continuing through 2012-13. Since 2012-13, commercial, industrial, and residential construction activity has increased, with the significant increase in 2014-15 due to several major projects. Estimates for fiscal year 2015-16 and projections for the 2016-17 proposed budget reflect building permit revenue that is consistent with 2013-14 building permit revenues.



**The Ambulance Fund** continues to face significant financial challenges, due to the gap between the cost of operations and reimbursement for transports. Notably, Medicare (federal) and Medicaid (state) pay approximately 25% of the transport fee charged by the City. This has a significant impact on ambulance operations, as 83% of total transports are Medicare and Medicaid accounts compared to 77% in 2014-15.

The increase in total transports from 2014-15 to 2015-16 is estimated to be 13%, with an additional 4% increase projected in the 2016-17 proposed budget. Medicaid transports have increased from 15% of total transports in 2014-15 to a projected 22% of total transports in 2016-17, primarily due to the impact of the Affordable Care Act. Corresponding to the increase in Medicaid transports is a decrease in uninsured or “private pay” patients. Medicare transports have remained consistent over the last three years.

To support ambulance operations, a transfer from the General Fund to the Ambulance Fund is required. The 2016-17 proposed budget includes a transfer of \$800,000 from the General Fund compared to a transfer of \$1,150,000 in 2015-16. The decrease of \$350,000 is due to the growth in the number of transports and transport fee revenue. In addition, it will not be necessary to purchase an ambulance in 2016-17.

**Wastewater Services Fund and Wastewater Capital Fund** expenditures constitute 12% of all City expenditures, excluding transfers. Due to foresight shown by previous City Councils and City management, a significant capital project reserve was established in past years. As a result, the City will need to implement only moderate rate increases and will issue no additional debt to fund major inflow and infiltration projects and the further expansion of the Water Reclamation Facilities and systems.

**Transportation Fund** expenditures for 2016-17 include over \$11.2 million for street improvement and repair projects funded with proceeds from general obligation bonds issued in April 2015. It is anticipated that approximately \$4.0 million of the \$18.0 million in bond proceeds will be carried over to 2017-18, with all bond proceeds spent by the end of 2017-18.

### **City Wide Financial Overview - Budget Summary**

The City Wide Financial Overview at the end of this section is a comparison of total Resources and Requirements for all City funds for the 2015-16 amended budget and the 2016-17 proposed budget. Following is an analysis of the summarized information in the City Wide Financial Overview.

**Urban Renewal and Urban Renewal Debt Service Funds** are not included in the City Wide Financial Overview Summary. The Urban Renewal District is an entity separate from the City. Transactions between the City and the Urban Renewal District are included in the City budget as “inter-agency” transactions.

**The Resources section** of this Summary reflects a 5% decrease in the total **Beginning Fund Balance** for all funds, primarily due to a \$2.8 million decrease in the Transportation Fund beginning balance, reflecting the spend down of bond proceeds in 2015-16. The City issued \$18 million in general obligation bonds in 2015 with proceeds being used to fund major street improvement projects.

**Property Taxes**, including current and prior year operating taxes and taxes levied for debt service payments, are projected to increase 3% compared to budgeted 2015-16 Property Taxes. The 2016-17 proposed budget projects a 4% increase in assessed values (AV) and taxes levied for General Fund operations. This increase is partially offset by a decrease in property taxes levied for debt service in 2016-17. Although debt service payments are actually higher in 2016-17 compared to 2015-16, the levy for debt service is lower in 2016-17 due to the advance refunding of 2006 general obligation bonds in 2015 and a restructuring of the timing of debt service payments.

**Licenses and Permits** revenues are projected to be 2% higher than the prior year, primarily due to increases in Water & Light payment-in-lieu-of-taxes and transient lodging tax revenues.

**Intergovernmental** revenue included in the 2016-17 proposed budget is projected to be 59% higher than the prior year, due to the anticipated receipt of \$3.3 million in Federal Aviation Administration and ODOT matching grant funds for a runway project at the McMinnville Municipal Airport.

The 48% increase in **Miscellaneous** revenues is attributable to grants and donations in the Park Development Fund which will be used to partially fund construction of the Northwest Neighborhood Park. The majority of the park will be funded with 2011 Park System bond proceeds remaining in the Park Development Fund.

The 2% increase in **Transfers In** revenue is the result of higher transfers from the Transient Lodging Tax Fund to the General Fund and from the Street Fund to the Transportation Fund, partially offset by a decrease in the transfer to the Ambulance fund from the General Fund. **Transfers In** revenue corresponds to **Transfers Out** expenditures, which are included in the following Requirements section.

**The Requirements section** of this Summary indicates that **Personnel Services** expenditures are projected to increase by 5%, due to several factors, including increases in staffing levels for several departments in the General Fund; cost of living salary adjustments (COLA); increases to certain general service employees' salaries based on results of a survey completed in early 2015; and increases in the costs of health insurance. Please refer to the Personnel Services Overview immediately following this section for additional information.

The decrease of 5% in **Materials and Services** expenditures is attributable to changes in several departments, including reductions in Airport and Wastewater Capital professional services, Community Development Block Grant funding, and payments of Transient Lodging Taxes for tourism promotion. These decreases are partially offset by an increase in Transportation Fund professional services related to street improvement projects.

**Capital Outlay** expenditures in the 2016-17 proposed budget reflect a \$7.5 million or 74% increase compared to the prior year. Included in the 2016-17 budget are \$3.3 million in runway projects at the Municipal Airport, \$9.5 million in street improvement projects in the Transportation Fund, and \$2.9 million in Wastewater Capital projects.

The increase in **Debt Service** expenditures in the 2016-17 proposed budget is due to principal and interest payments on the 2015 general obligation transportation bonds.

**Transfers Out** expenditures correspond to **Transfers In** revenues, as described in the Resources section of this Budget Summary.

The 14% decrease in total **Ending Fund Balance** is primarily related to a \$10.7 million decrease in the Transportation Fund ending balance, as general obligation bond proceeds are spent down for street improvement projects.

The intent of this Financial Overview is to illustrate relationships between revenues, expenditures, reserves and City operations. The City Manager's Budget Message, Financial Overview, Fund Definitions, and information included within the Personnel Services tab provide a comprehensive overview of the City's operations. Additional information regarding individual departments can be found in the Budget Summaries included with each fund.

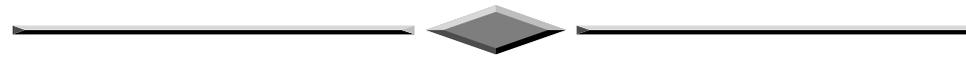
Please contact Finance Director Marcia Baragary at 503-434-2350 or [Marcia.Baragary@ci.mcminnville.or.us](mailto:Marcia.Baragary@ci.mcminnville.or.us) for additional information regarding the Financial Overview.



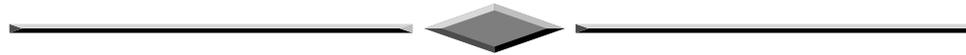
City Wide Financial Overview

Description	2015 - 2016 Amended Budget	2016 - 2017 Proposed Budget	Percent Change
<b>RESOURCES</b>			
Beginning Fund Balance	\$53,524,660	\$51,009,591	-5%
Property Taxes	14,008,600	14,478,800	3%
Special Assessments	74,000	72,300	-2%
Licenses & Permits	3,756,050	3,831,600	2%
Intergovernmental	4,874,606	7,738,880	59%
Charges for Services	16,254,366	17,366,345	7%
Fines & Forfeitures	553,250	558,200	1%
Miscellaneous	671,646	996,239	48%
Current Revenue	40,192,518	45,042,364	12%
Transfers In	10,159,260	10,409,792	2%
<b>TOTAL ALL RESOURCES</b>	<b>\$103,876,438</b>	<b>\$106,461,747</b>	<b>2%</b>
<b>REQUIREMENTS</b>			
Personnel Services	20,996,851	21,974,650	5%
Materials & Services	14,865,025	14,163,848	-5%
Capital Outlay	10,022,801	17,488,433	74%
Special Payments	224,100	42,330	-81%
Debt Service	2,650,925	3,675,493	39%
Operating Budget	48,759,702	57,344,754	18%
Transfers Out	10,159,260	10,409,792	2%
Non-operating Budget	10,159,260	10,409,792	2%
Contingency	3,916,172	3,477,632	-11%
Ending Fund Balance	41,041,304	35,229,569	-14%
<b>TOTAL ALL REQUIREMENTS</b>	<b>103,876,438</b>	<b>\$106,461,747</b>	<b>2%</b>

Excludes Urban Renewal construction loan



# FUND DEFINITIONS



- Budget Organization Chart



# Fund Definitions

## - Budget Basis

2016-2017 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 fourteen governmental funds, including the two urban renewal funds; three enterprise funds; and two internal service funds.

### **Governmental Funds: General Fund**

#### General Fund

The General Fund is the City's primary operating fund. Principal sources of revenue are operating property taxes, licenses and permits, franchise fees, and intergovernmental revenues. Primary expenditures are for City administration, financial services, 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. The City's Community Development Block Grant is also being accounted for in this fund.

#### Telecommunications Fund

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

#### Transient Lodging Tax Fund

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

## **Fund Definitions – Budget Basis**

### **Page II**

#### Emergency Communications Fund

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

#### Street Fund

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

#### Airport Maintenance Fund

This fund accounts for fees for airport services, including building, hangar, and land lease rental payments. Revenue is committed to be used for airport operations. In addition, Federal Aviation Administration (FAA) grant revenue is accounted for in this fund. FAA grant dollars are used for runway and taxiway rehabilitation and reconstruction. Typically, the City is required to provide a 10% match for FAA grant funded projects.

### **Governmental Funds: Capital Projects Funds**

Capital projects funds account for the acquisition and construction of major capital projects other than those accounted for in enterprise funds or internal services funds.

#### Public Safety Facilities Construction Fund

This fund was used to account for the \$13.1 million Public Safety & Courtroom/Civic Building bond proceeds received in 2006 and used for construction of the Public Safety Building and the Civic Hall. Both buildings were completed in 2009-10. Approximately \$11,000 in bond proceeds are being held in this fund for payment to the IRS, if it is determined that an arbitrage liability exists.

#### Transportation Fund

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

In 2013, the City entered into a loan agreement with the Oregon Transportation Infrastructure Bank to fund the City's share of the local match for the Newberg-Dundee bypass project. Principal and interest payments on the loan are accounted for in the Transportation Fund.

#### Park Development Fund

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

**Fund Definitions – Budget Basis**  
**Page III**

Urban Renewal Fund

This fund is used to account for administrative costs, professional services, program costs, and capital projects for the Urban Renewal District. Although the Urban Renewal Fund is included in the City's budget document to provide a more complete picture of the budget, the Urban Renewal District is an entity separate from the City. The Urban Renewal Agency Board is responsible for adopting the Urban Renewal budget.

Wastewater Capital Fund

This fund is used to account for the design and construction of major wastewater system capital projects, including expansion and construction 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**

Urban Renewal Debt Service Fund

This fund accounts for Urban Renewal Agency debt service payments on loans or bonds. Per Oregon statute, tax increment revenue from property taxes can only be spent on debt service. Accordingly, tax increment dollars are budgeted in this fund to repay loans from the General Fund or other third party debt.

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. Sewer user fees are also transferred to the Wastewater Capital Fund to pay for major capital projects.

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.

## Fund Definitions – Budget Basis

### Page IV

#### 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. Operating departments reimburse the IS Fund for all costs incurred by the IS Fund. Personnel Services expenses for computer support are reimbursed through transfers and are shown as Transfers Out expenditures in the operating departments; the IS Fund records corresponding Transfers In. Expenses for equipment, hardware and software are reimbursed directly and are shown as Materials and Services or Capital Outlay 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.

**Budget Organization Chart:** The chart on the following page separates the components of the "Operating Budget" from "Other Requirements." The total "Operating Budget" (\$59.5 million) includes Personnel Services, Materials and Services, Capital Outlay, Special Payments, and Debt Service expenditures. "Other Requirements" include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$49.1 million). Total "Operating Budget" and "Other Requirements" in the 2016-17 proposed budget are \$108.6 million.

For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board. In the City's budget, transactions between the two entities are treated as inter-agency transactions.

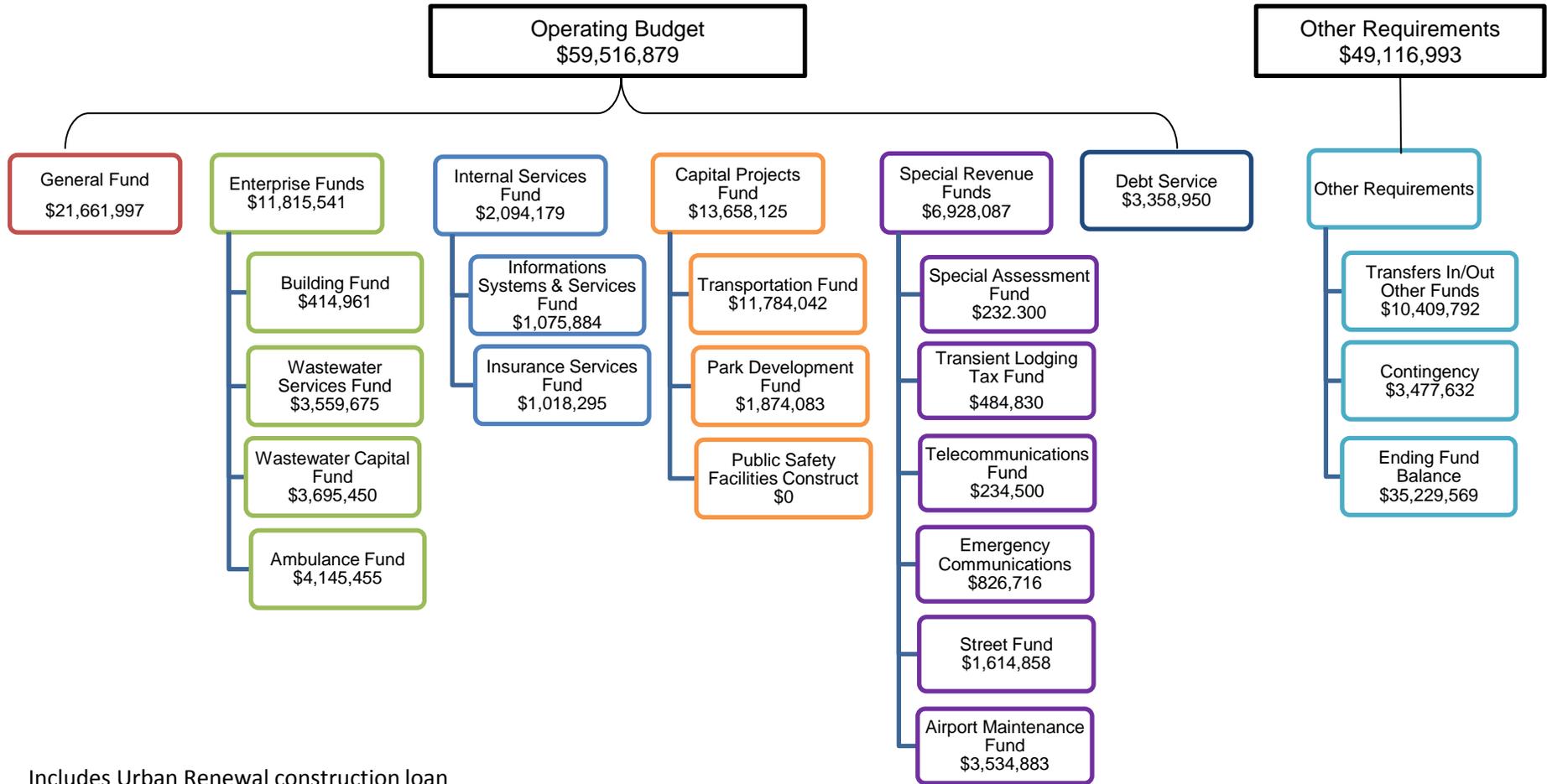
The Urban Renewal Fund and Urban Renewal Debt Service Fund are not included in the City Budget Organization Chart on the following page. However, all inter-agency transactions affecting the City's 2016-17 proposed budget are included.



# Budget Organization Chart

2016 - 2017 Proposed Budget

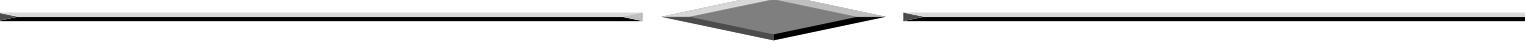
**Total 2016 - 2017 Proposed Budget  
\$108,633,872**



Includes Urban Renewal construction loan



# **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

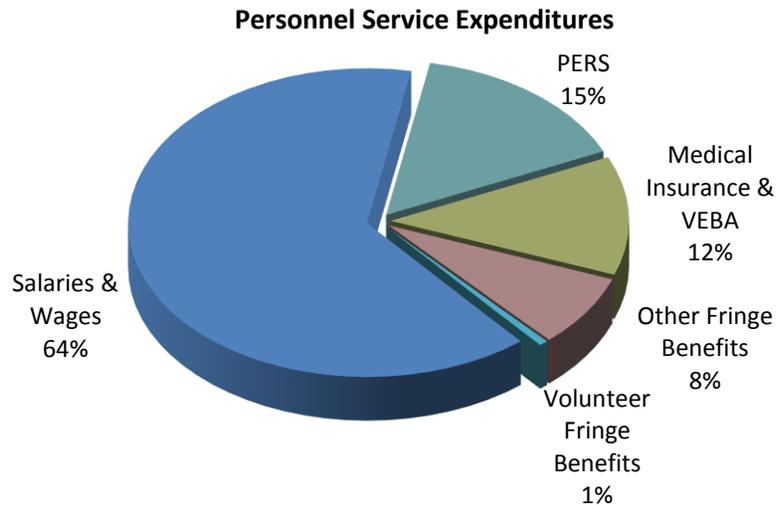
2016–2017 Proposed Budget

## Introduction

City of McMinnville personnel services expenditures account for 33% of the City's total 2016-17 proposed budget expenditures and include salaries and wages and fringe benefits for City personnel. In the 2016-17 proposed budget, total personnel services cost for all funds is \$22.0 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 36% of total personnel services expenditures, or \$7.9 million in the 2016-17 proposed budget. As PERS and medical insurance costs combined are \$6.1 million in the proposed budget, changes in rates for these fringe benefits have a significant impact on the City's budget.

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

	<u>Employer Contribution</u>	
	<u>2013-15</u>	<u>2015-17</u>
• PERS Tier 1/Tier 2 members	~18%	~21%
• OPSRP General Service members	~14%	~14%
• OPSRP Police and Fire members	~17%	~18%
• IAP – all members	6%	6%

Approximately 41% of PERS eligible employees are Tier 1/Tier 2 members; 41% are OPSRP General Service members; and 18% are OPSRP Police and Fire members. To be eligible for PERS, an employee must work 600 or more hours in a year.

**Personnel Services Overview**  
**Page II**

Medical Insurance

For 2017, the City's medical insurance premiums are expected to increase by 4.5%. The employee portion of the total premium is approximately 16%. In 2016, to limit the impact of higher premiums for General Service employees, the City implemented a higher deductible medical insurance plan with a Volunteer Employees' Benefit Association (VEBA) account. A VEBA account is a healthcare cost reimbursement account, funded by the employer. The 2016-17 proposed budget provides for the City to fund the employee's VEBA account for the 2017 plan year with 50% of the copay plan deductible, a decrease from the 100% funding in 2015-16. Only employees choosing health insurance coverage through the City are eligible for a VEBA account.

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

Other Fringe Benefits provided to employees by the City include FICA (Social Security and Medicare), life insurance, long term disability insurance, workers compensation insurance, and unemployment benefits.

**Change in Personnel**

The 2016-17 proposed budget reflects an overall increase of 5.75 full-time equivalents (FTE). The tables immediately following this overview provide more detailed information:

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

Table #2 Change in FTE from the "2016 Adopted to 2017 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 COLA is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Portland-Salem area for the second half of the year. The CPI-W increase for the second half of 2015 was 0.3%. The 2016-17 proposed budget includes a 0.3% COLA for General Service employees.

Pursuant to the terms of a collective bargaining agreements, the 2016-17 proposed budget also includes a 2.0% COLA for Police and Fire Union members.

**Salary Survey Adjustments**

A salary survey of General Service positions was completed in April 2015. The survey indicated that many General Service employees are below market pay rates, when compared to comparable positions in similar-sized Oregon cities. Salary adjustments included in the 2016-17 proposed budget reflect the second phase of implementing the recommendations included in the survey. It is anticipated that additional adjustments will be made in the next several years to fully implement survey recommendations and to bring General Service employees within 5% of average pay for comparable Oregon cities.

**Personnel Services Overview**  
**Page III**

**Significant Department Changes**

The 2016-17 proposed budget for Administration includes a full-time HR Director, an increase of 0.5 FTE in Human Resources. Also included in the Administration budget is a full-time City Recorder/Legal Assistant, an increase of 0.5 FTE.

The 2016-17 budget also continues a full-time Information Systems (IS) Director that was hired in September 2015 after the contract with Yamhill County was terminated.

For Fire and Ambulance, the 2016-17 proposed budget includes one additional full-time Firefighter, split between Fire and Ambulance budgets. This position should, to some extent, alleviate the growing cost of overtime. Two part-time plus positions are also being added to provide additional coverage during peak service hours. These part-time employees will be stationed in Amity.

In addition, the 2016-17 proposed budget includes the hiring of a Building Inspector III, contingent on expected increases in Building Department activity and corresponding growth in building permit revenue.

An increase in Parks & Recreation is primarily due to the minimum wage increase and coverage for the new Oregon sick leave law. Also included is an increase in temporary staff in the Community Center and Senior Center to allow full-time staff to reduce front desk time and devote more time to developing programs.

The Library is proposing an increase of 0.41 FTE to allow restoration of Saturday morning hours at the Library.

In an effort to restore service levels in the Parks, two Utility Worker positions are included in the 2016-17 proposed budgets. These positions are budgeted to begin in October 2016.

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

**Summary**

Personnel services expenditures in the 2016-17 proposed budget reflect the City's commitment to "restoring core services." Please refer to the Budget Officer's Message at the beginning of this document for additional information on personnel services.

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

**Table #1**

<b>Department</b>	<b>Adopted 2012-13</b>	<b>Adopted 2013-14</b>	<b>Adopted 2014-15</b>	<b>Adopted 2015-16</b>	<b>Proposed 2016-17</b>
Administration	3.30	3.30	3.30	3.30	4.30
Finance	7.08	7.01	6.91	6.81	6.80
Engineering	5.60	5.89	6.33	6.89	6.90
Planning	4.00	3.50	3.50	3.65	3.65
Police	44.39	43.86	46.59	45.93	45.56
Municipal Court	4.38	4.32	3.80	3.80	4.38
Fire	14.03	14.48	14.47	14.75	15.47
Parks & Recreation					
Administration	2.06	1.96	2.40	2.70	2.71
Aquatic Center	11.08	11.20	11.20	11.07	11.34
Community Center & Rec Programs	5.60	5.60	5.70	5.74	6.22
Kids On The Block	7.13	7.13	8.80	8.81	9.09
Recreation Sports	4.13	4.32	4.18	4.28	4.26
Senior Center	2.67	2.67	2.60	2.33	2.50
Park Maintenance	10.00	9.06	9.06	9.07	10.57
Library	15.55	15.38	15.52	15.45	15.86
<b>General Fund - Total</b>	<b>141.00</b>	<b>139.68</b>	<b>144.36</b>	<b>144.58</b>	<b>149.61</b>
<b>Street Fund</b>	<b>8.90</b>	<b>8.66</b>	<b>8.68</b>	<b>8.71</b>	<b>8.74</b>
<b>Building</b>	<b>2.00</b>	<b>1.90</b>	<b>2.00</b>	<b>3.25</b>	<b>3.25</b>
Wastewater Services					
Administration	3.06	3.06	3.06	3.06	2.10
Plant	8.00	8.00	9.00	9.00	9.44
Environmental Services	4.00	4.00	4.00	4.00	4.44
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
<b>Wastewater Services - Total</b>	<b>20.46</b>	<b>20.46</b>	<b>21.46</b>	<b>21.46</b>	<b>21.38</b>
<b>Ambulance</b>	<b>22.40</b>	<b>22.65</b>	<b>22.65</b>	<b>22.95</b>	<b>23.72</b>
<b>Information Systems &amp; Services</b>	<b>3.00</b>	<b>3.00</b>	<b>3.50</b>	<b>4.00</b>	<b>4.00</b>
<b>Total City Employees - FTE's</b>	<b>197.76</b>	<b>196.35</b>	<b>202.65</b>	<b>204.95</b>	<b>210.70</b>
<b>Difference from prior year</b>				<b>+ 5.75</b>	

## City of McMinnville

### Change in Full Time Equivalent (FTE) 2016 Adopted to 2017 Proposed Budget

**Table #2**

<u>Positions - By Department</u>	<u>Change in FTE</u>	<u>Positions - By Department</u>	<u>Change in FTE</u>	<u>Positions - By Department</u>	<u>Change in FTE</u>
<b><u>Administration</u></b>					
Admin Assistant / HR Analyst	(1.00)	<b><u>Parks &amp; Recreation - Administration</u></b>	<b><u>0.01</u></b>	<b><u>Library</u></b>	
Human Resources Director	1.00	Rec Leadership - Park Ranger		Librarian II - Reference	(0.32)
City Recorder / Legal Assistant	1.00			Librarian I - Reference	0.13
	<b><u>1.00</u></b>	<b><u>Aquatic Center</u></b>		Library Tech Assistant - Circulation	0.97
<b><u>Finance</u></b>					
Extra Help - Ambulance Billing	<b><u>(0.01)</u></b>	Extra Help - Aquatics I, II, & III (Lifeguard)	0.22	Library Assistant - Children's	0.38
<b><u>Engineering</u></b>					
Senior Engineering Technician	(1.00)	Extra Help - Aquatics I, II, & III (Office)	0.02	Library Assistant - Circulation	0.01
Engineering Technician	1.00	Extra Help - Aquatics I, II, & III (Swim Lessons)	(0.04)	Library Page	<b><u>(0.76)</u></b>
Extra Help - Engineering	0.01	Extra Help - Aquatics I, II, & III (Fitness Classes)	0.07		
	<b><u>0.01</u></b>		<b><u>0.27</u></b>	<b><u>Street</u></b>	
<b><u>Planning</u></b>					
No Changes	<b><u>0.00</u></b>	<b><u>Community Center</u></b>		Senior Utility Worker	0.92
<b><u>Police</u></b>					
Police Officer - Patrol	(1.00)	Recreation Program Supervisor	1.00	Utility Worker II	(0.92)
Police Officer - Investigations	1.00	Recreation Program Coordinator I	(1.00)	Extra Help - Street	0.03
Facilities Maintenance Specialist II - Police	(0.80)	Extra Help - Community Center	0.31		<b><u>0.03</u></b>
Facilities Maintenance Technician - PD & Civic Hall	0.80	Extra Help - Community Center Security	(0.01)	<b><u>Building</u></b>	
Extra Help - Investigations	0.01	Classes & Programs Labor	0.15	No Changes	<b><u>0.00</u></b>
Extra Help - Training Facility	(0.38)	Assistant Site Director - STARS	0.13	<b><u>Wastewater Services</u></b>	
	<b><u>(0.37)</u></b>	Rec Leadership - Summer STARS	(0.10)	Operator II - WRF	(1.00)
<b><u>Municipal Court</u></b>					
City Prosecutor	0.38	<b><u>Kids On The Block</u></b>		Operator I - WRF	1.00
Judge	0.20	Extra Help - Management Assistant	0.18	Extra Help - WWS	(0.08)
	<b><u>0.58</u></b>	Site Director II	0.88		<b><u>(0.08)</u></b>
<b><u>Fire</u></b>					
Assistant Fire Chief	(0.50)	Site Director	(1.68)	<b><u>Ambulance</u></b>	
Fire Battalion Chief	1.05	Assistant Site Director	(0.23)	Assistant Fire Chief	(0.50)
Fire Captain	(1.05)	Rec Leadership - KOB Elementary	1.13	Emergency Medical Services Chief	1.00
Firefighter	8.75		<b><u>0.28</u></b>	Emergency Medical Services Division Chief	(1.00)
Firefighter / Paramedic	(6.05)	<b><u>Recreation Sports</u></b>		Fire Battalion Chief	1.95
Firefighter / EMT	(1.85)	Extra Help - Management Assistant	(0.18)	Fire Captain	(1.95)
Mechanic	(0.30)	Extra Help - Office	(0.01)	Firefighter	16.25
Extra Help - Fire	0.14	Program Assistant	0.20	Firefighter / Paramedic	(11.24)
Fire Marshall	1.00	RP Labor - Adult Sports	0.04	Firefighter / EMT	(3.44)
Fire & Life Safety Division Chief	(1.00)	RP Labor - Youth Soccer	0.03	Mechanic	(0.30)
Emergency Management Coordinator	0.48	RP Labor - Youth Basketball	(0.03)		<b><u>0.77</u></b>
Extra Help - Fire Prevention	0.05	RP Labor - Youth Baseball/Softball	(0.07)	<b><u>Information Systems</u></b>	
	<b><u>0.72</u></b>		<b><u>(0.02)</u></b>	Information Systems Director	1.00
<b><u>Senior Center</u></b>					
<b><u>Park Maintenance</u></b>					
Extra Help - Senior Center	0.22	Senior Utility Worker	0.92	Information Systems III	(1.00)
Classes & Programs Labor	(0.03)	Utility Worker II	(0.92)		<b><u>0.00</u></b>
Extra Help - Senior Center - Day Tours	(0.02)	Utility Worker I	1.50	<b>Total Change in Full Time Equivalent (FTE)</b>	
	<b><u>0.17</u></b>		<b><u>1.50</u></b>		<b><u>5.75</u></b>

**City of McMinnville**  
**Number of Employees and Volunteers**  
**March 2016 Actual**

**Table #3**

<b>Department</b>	<b>Employees</b>		<b>Volunteers</b>	<b>Grand Total</b>
	<b>Full Time</b>	<b>Part Time</b>	See Volunteer Roster	
Administration	3	1	23	27
Finance	6	1	-	7
Engineering	6	-	-	6
Planning	4	-	39	43
Police	43	2	12	57
Municipal Court	3	5	1	9
Fire				
Fire Administration & Operations	12	1	53	66
Fire Prevention & Life Safety	2	1	100	103
Parks & Recreation				
Administration	1	1	1	3
Aquatic Center	3	32	4	39
Community Center & Rec Programs	2	7	58	67
Kids On The Block	1	54	25	80
Mayor's Charity Ball	-	-	105	105
Recreation Sports	1	9	190	200
Senior Center	1	5	120	126
Park Maintenance	6	2	314	322
Library	9	12	261	282
<b>General Fund - Total</b>	<b>103</b>	<b>133</b>	<b>1,306</b>	<b>1,542</b>
<b>Street</b>	<b>8</b>	<b>1</b>	<b>-</b>	<b>9</b>
<b>Airport Maintenance</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>6</b>
<b>Building</b>	<b>2</b>	<b>1</b>	<b>12</b>	<b>15</b>
Wastewater Services				
Administration	2	-	-	2
Plant	9	-	-	9
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
<b>Wastewater Services - Total</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>21</b>
<b>Ambulance</b>	<b>22</b>	<b>-</b>	<b>-</b>	<b>22</b>
<b>Information Systems &amp; Services</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>
<b>Total City Employees &amp; Volunteers</b>	<b>160</b>	<b>135</b>	<b>1,324</b>	<b>1,619</b>

## City of McMinnville Volunteer Roster - 2015

Table #4

Department	# of Volunteers	Notes
<b>Administration</b>		
City Council	7	
Budget Committee	7	
Mayor's Charity Ball Advisory Board	9	
	<u>23</u>	
<b>Police</b>		
Police Reserves (a)	3	(a) <b>Police Reserves</b> 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)	9	(b) <b>Other Police Volunteers</b> include the police auxiliary and police parking patrol.
	<u>12</u>	
<b>Municipal Court</b>		
Volunteer (c)	1	(c) <b>Municipal Court Volunteer</b> assists with fingerprinting of defendants.
<b>Library</b>		
Volunteers	<u>261</u>	
<b>Building</b>		
Board of Appeals	5	
Building Code Advisory Board	7	(d) <b>Fire &amp; EMS Volunteers</b> are paid a reimbursement for emergency calls based on a point basis computed on number of calls.
	<u>12</u>	
<b>Planning</b>		
Citizen's Advisory Committee	3	(e) <b>The McMinnville Swim Club and High School</b> 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.
Historic Landmarks Committee	5	(f) <b>The Survival Swimming Program</b> 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.
Landscape Review Committee	5	
McMinnville Urban Area Management Commission	7	
McMinnville Urban Renewal Advisory Committee	10	
Planning Commission	9	
	<u>39</u>	
<b>Fire &amp; Ambulance</b>		
Fire & EMS Volunteers (d)	53	
Citizens Emergency Response Team (CERT)	100	
	<u>153</u>	
<b>Parks &amp; Recreation</b>		
Aquatic Center (e) (f)	4	(g) <b>Park and Recreation</b> sponsored "Annual Sprint Triathlon" enjoys support from 50 - 75 event volunteers each May.
Park Watch Program	1	
Community Center (g)	58	
Kids On The Block	25	(h) <b>Recreational Sports Volunteers</b> serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports (these 190 people coached 265 teams).
Recreational Sports (h)	190	
Senior Center Volunteers (i)	120	(i) <b>Senior Center Volunteers</b> contribute over 4,000 hours of their time each year helping in the front office, meal site, Meals on Wheels, special events, support groups, entertainment, grounds & building maintenance, class & program instructors, trip escorts, guest speakers, library, computer lab, attorney consultation, hearing aid assistance, blood pressure checks, Wortman Park Art Gallery, McMinnville Senior Citizens, Inc.
Park Project Volunteers	314	
Mayor's Charity Ball	105	
	<u>817</u>	
<b>Airport</b>		
Airport Commission	<u>6</u>	
<b>Total Volunteers</b>	<u>1,324</u>	

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

July 1, 2016

Adopted Salary Market Adjustments & 0.3% COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
City Attorney	363	3,997	4,197	4,405	4,627	4,859	5,101
Community Development Director							
Fire Chief	362	3,900	4,094	4,298	4,514	4,740	4,977
Police Chief							
Finance Director/City Recorder	359	3,620	3,802	3,991	4,192	4,400	4,622
Parks & Recreation Director	357	3,446	3,619	3,799	3,989	4,189	4,398
Planning Director							
Police Captain - Field Operation	356	3,362	3,530	3,706	3,892	4,087	4,291
Police Captain - Inv & Supp Div							
Emergency Medical Services Chief	355	3,280	3,444	3,617	3,796	3,987	4,186
Fire Marshal							
Information Systems Director							
Library Director							
Wastewater Services Manager	354	3,201	3,359	3,528	3,704	3,890	4,085
Building Official	350	2,899	3,043	3,197	3,356	3,523	3,700
Superintendent - Public Works							
Engineering Services Manager	349	2,829	2,970	3,117	3,274	3,437	3,610
Principal Planner	348	2,759	2,897	3,041	3,196	3,354	3,522
Information Systems Analyst III	344	2,499	2,625	2,756	2,894	3,038	3,191
Operations Superintendent - WRF							
Supvr - Environmental Svcs - WRF							
Building Inspector III	342	2,379	2,498	2,623	2,754	2,892	3,036
Project Manager - Engineering							
Human Resources Director	340	2,264	2,378	2,496	2,622	2,752	2,891
Recreation Program Mgr - Aquatic							
Recreation Program Mgr - KOB							
Recreation Program Mgr - Seniors							
Recreation Program Mgr - Sports							

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Supervisor - Park Maintenance Supervisor - SS & SD Maintenance Supervisor - Street Maintenance							
Associate Planner	339	2,210	2,321	2,436	2,558	2,685	2,819
City Recorder / Legal Assistant GIS/CAD System Specialist Information Systems Analyst II Support Services Mgr -Police							
Library Services Manager Sr Environmental Tech	338	2,154	2,263	2,377	2,495	2,620	2,750
Sr Laboratory Tech - WRF	337	2,102	2,209	2,320	2,435	2,557	2,684
Engineering Technician Sr Mechanic/SCADA Tech - WRF	336	2,053	2,153	2,262	2,376	2,493	2,619
Information Systems Analyst I Senior Operator - WRF	335	2,002	2,101	2,208	2,317	2,433	2,555
Librarian III - Children's Svcs Librarian III - Circulation Librarian III - Reference Senior Accountant	334	1,953	2,050	2,152	2,260	2,374	2,492
Admin Assistant/HR Analyst	333	1,905	2,001	2,100	2,206	2,315	2,431
Accountant II Accountant II - Payroll Environmental Tech II Mechanic - Fire Dept - PT+ Mechanic - WRF Senior Utility Worker - Pk Maint Senior Utility Worker - Street Senior Utility Worker - WWS	332	1,859	1,952	2,049	2,151	2,259	2,373
Operator II - WRF Rec Program Supervisor - Aquatic Rec Program Supervisor - CC	331	1,813	1,904	1,999	2,099	2,205	2,314
Accountant I Accounts Rec Billing Coord -Fire Firefighter/Paramedic - PT+ Laboratory Technician - WRF	330	1,768	1,858	1,951	2,048	2,149	2,258

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Librarian II - Children's							
Librarian II - Reference							
Librarian II - Young Adult							
Office Manager - Fire							
Permit Technician - Comb Depts	329	1,725	1,812	1,903	1,998	2,098	2,204
Permit Technician - Eng/Bldg							
Facilities Maint Tech-PD&CivHall	328	1,684	1,767	1,857	1,950	2,047	2,148
Mechanic - Public Works							
Operations Supp Specialist - PW							
Utility Worker II - Public Works							
Utility Worker II - Street							
Utility Worker II - WWS							
Operator I - WRF	327	1,644	1,724	1,810	1,902	1,997	2,097
Rec Program Coord II - Aquatic							
Rec Program Coordinator II - SC							
Accounts Rec Billing Spec - Fire	326	1,603	1,683	1,766	1,856	1,949	2,046
Executive Secretary - Planning							
Librarian I - Children's							
Librarian I - Reference							
Librarian I - Technical Services							
Senior Court Clerk - MC							
Utility Worker I - Public Works	324	1,526	1,602	1,681	1,766	1,855	1,948
Utility Worker I - Street							
Rec Program Coordinator I	323	1,488	1,563	1,642	1,722	1,808	1,900
Administrative Spec II - Fire	322	1,451	1,525	1,601	1,680	1,765	1,854
Court Clerk II - MC							
Firefighter/EMT - PT+							
Library Tech Assistant							
Library Tech Asst - Children's							
Library Tech Asst - Circulation							
Library Tech Asst - Tech Svcs							
Emergency Management Coordinator	321	1,416	1,486	1,562	1,641	1,721	1,807
Library Asst - Children's	320	1,381	1,451	1,524	1,600	1,679	1,764
Library Asst - Circulation							
Library Asst - Technical Svcs							

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Administrative Spec I - Admin Court Clerk I - MC Office Specialist II - WRF	318	1,316	1,380	1,450	1,523	1,600	1,678
Office Specialist I - Police Recreation Specialist - Aquatic	316	1,253	1,315	1,379	1,449	1,523	1,599
Library Page	302	887	931	976	1,025	1,077	1,130

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

July 1, 2016

Adopted 2% COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Police Sergeant - 12 Hour	165	2,794	2,934	3,079	3,234	3,395	3,565
Police Sergeant	160	2,660	2,792	2,934	3,079	3,234	3,395
Police Officer - 12 Hour	155	2,418	2,539	2,666	2,799	2,941	3,087
Police Officer	150	2,302	2,418	2,539	2,666	2,799	2,941
Police Comm Support Coordinator	140	1,890	1,984	2,083	2,187	2,296	2,412
Parking & Code Enforcement	130	1,833	1,925	2,022	2,122	2,228	2,339
Police Evidence & Property Tech							
Police Records Specialist	120	1,705	1,790	1,880	1,974	2,073	2,176

**Other / Certification Pay - Police Union Employees**

<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
AA / AS Degree	59	2%	150	F
BA / BS Degree	118	4%	150	F
Intermediate Certificate	118	4%	150	F
Advanced Certificate	235	8%	150	F
Bilingual	147	5%	150	F
ASL Certified	147	5%	150	F
Detective (including sergeant)	147	5%	150	F
K-9	147	5%	150	F
School Resource Officer	147	5%	150	F
Police Training Officer	1.70 / Hour	5%	150	F
Motorcycle Duty	1.70 / Hour	5%	150	F
Officer in Charge	1.70 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

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**Extra Help - Police Employees**

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<b>Title</b>	<b>Amount</b>	<b>Step</b>
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	

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

July 1, 2016

Adopted 2% COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Fire Battalion Chief	245	2,908	3,053	3,205	3,365	3,534	3,711
Fire Lieutenant	235	2,535	2,660	2,794	2,933	3,081	3,233
Firefighter	220	2,366	2,485	2,608	2,739	2,875	3,020
Fire Prevention Specialist	205	1,760	1,848	1,940	2,038	2,140	2,246

**Other / Certification Pay - Fire Union Employees**

<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
AA / AS Degree *	30	1%	220	F
BA / BS Degree	60	2%	220	F
Bilingual	60	2%	220	F
Field Training Officer	91	3%	220	F
Intermediate / Advanced Certificate	91	3%	220	F
Paramedic	302	10%	220	F
Standby (Duty Officer) **	111	3%	245	F

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

\*\* Applicable to Battalion Chiefs only.

**City of McMinnville**  
**SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS**

July 1, 2016

Adopted 0.3% COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
City Manager	099	6,188					
Judge	068	1,451					
City Prosecutor	066	1,349					

**Other / Certification Pay - General Service Employees**

<b>Title</b>	<b>Amount</b>
Department Head Extra Duty Pay	2% of Base Salary
Pager Pay	17.68 / 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**  
**Supplemental Salary Schedule**

July 1, 2016

Minimum Wage Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>
Extra Help - Ambulance Billing	092 H	9.75	9.75	10.40	11.40	12.40	13.40	14.40	15.40	16.40	17.40
Extra Help - Finance											
Extra Help - Clerical II	084 H	19.85	20.00	26.00	30.00	36.00	42.00				
Extra Help - Finance II											
Extra Help - Investigations											
Extra Help - Training Facility											
Extra Help - Clerical	082 H	10.00	12.69	13.32	14.00						
Extra Help - Community Relations											
Extra Help - Prkng & Code Enforc											
Extra Help - EMT	075 H	12.60	17.00	23.01							
Extra Help - Fire											
Extra Help - Fire Prevention	074 H	10.00	14.00	16.73							
Municipal Court - Interpreter	064 H	10.00	12.50								
Program Assistant - Library	058 H	10.82									
Extra Help - Mgmt Assistant - RS	050 H	12.85	13.24	13.63	14.04	14.46	14.90	15.34	15.80	16.19	16.67
Extra Help - Mgmt Assistant - KOB											
Site Director II - KOB											
Site Director - KOB	049 H	12.60	12.98	13.37	13.77	14.18	14.61	15.05	15.50		
Site Director - Summer STARS											
Extra Help - Aquatics 3	048 H	10.60	10.92	11.25	11.58	11.93	12.29	12.66	13.04	13.63	14.03
Program Assistant - Rec Sports											
Program Assistant - SC											
Rec Program Instructor - CC											
Rec Program Instructor - SC											
Rec Program Instructor - Sports											

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>
Assistant Site Director - KOB	046 H	10.10	10.35	10.61	10.88	11.15	11.43	11.71	12.01	12.34	
Assistant Site Director - STARS											
Extra Help - Office - Rec Sports											
Rec Leadership - Park Ranger											
Extra Help - Aquatics 2	044 H	9.90	10.15	10.40	10.66	10.93	11.20	11.48	11.77		
Classes & Programs Labor - CC	042 H	9.75	9.99	10.24	10.50	10.76	11.03	11.31	11.59	11.71	
Classes & Programs Labor - SC											
Extra Help - Aquatics 1											
Extra Help - Community Center											
Extra Help - RP Labor - RecSports											
Extra Help - SC Events & Rentals											
Extra Help - Senior Center											
Extra Help - Senior Ctr Day Tour											
Rec Leadership - KOB Elementary											
Rec Leadership - Summer STARS											
Extra Help - Park Maintenance	032 H	10.00									
Extra Help - Streets											
Extra Help - WWS											
Extra Help - Engineering	024 H	17.00									



**GENERAL FUND  
BEGINNING FUND BALANCE**





# General Fund – Beginning Fund Balance

2016 – 2017 Proposed Budget --- Budget Summary

## General Fund – Beginning Fund Balance

### Beginning Fund Balance

Beginning Fund Balance represents the reserve amount carried over from the previous fiscal year. At July 1, 2016, the beginning fund balance for fiscal year 2016-17 is estimated to be \$7,209,000.

- **Draw down of General Fund reserve** --- The 2016-17 proposed budget continues the trend of spending down the beginning fund balance or the reserve in a fiscally conservative manner to fund current operations. The General Fund beginning balance is *budgeted* to decrease from \$7,209,000 at July 1, 2016 to \$5,587,000 at June 30, 2017. This is a *budgeted* decrease of approximately \$1,622,000.
- However, the City typically achieves “savings” during the budget year. “Savings” may reflect actual revenue that exceeds budgeted amounts and /or actual expenditures that are less than budgeted amounts. It is anticipated that “savings” for fiscal year 2016-17 will be approximately \$1,300,000, resulting in a fund balance of \$6,887,000 at June 30, 2017. These “savings” are consistent with “savings” achieved in prior years. With this assumption, the spend down of the General Fund reserve during fiscal year 2016-17 is *estimated* to be approximately \$322,000.

### **Designated Beginning Fund Balance – Facility Improvements ---**

The proposed 2016-17 budget includes \$60,000 for engineering and design for the Fire Hall living area remodel. The cost is allocated between the Fire Department (75%) and the Ambulance Fund (25%). The Designated Beginning Fund Balance of \$75,000 represents funds that have been “earmarked” for the construction costs related to the project. Currently, estimated cost of construction is between \$350,000 and \$400,000.

### **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, 2016 is approximately \$565,000. Expenses for the LOSAP are included in the Fire Department proposed budget for 2016-17.

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
562,639	557,316	515,280	<b>4001-07 Designated Begin FB-General Fd - LOSAP</b> Designated carryover from 2015-16 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	565,000	565,000	565,000
600,000	1,351,766	109,000	<b>4001-15 Designated Begin FB-General Fd - Fire - Vehicle Reserve</b>	0	0	0
0	0	0	<b>4001-25 Designated Begin FB-General Fd - Facility Improvements</b>	75,000	75,000	75,000
7,139,269	8,076,314	7,208,461	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.	6,569,178	6,569,178	6,457,365
<b>8,301,909</b>	<b>9,985,396</b>	<b>7,832,741</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>7,209,178</b>	<b>7,209,178</b>	<b>7,097,365</b>
<b>8,301,909</b>	<b>9,985,396</b>	<b>7,832,741</b>	<b>TOTAL RESOURCES</b>	<b>7,209,178</b>	<b>7,209,178</b>	<b>7,097,365</b>

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## **ADMINISTRATION DEPARTMENT**

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### **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

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

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

### City Manager's Office

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

### City Hall & City Property

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

### Mayor & City Council

- Includes 0.40 FTE of City Recorder / Legal Assistant who is responsible for preparing City Council packets and minutes and performing other support functions for the Mayor and City Councilors. Also included 0.20 FTE of the Administrative Specialist I. Includes \$30,000 for Community Outreach programs such as the National Citizen Survey.

### Legal

- Includes 0.90 FTE of the City Attorney, 0.50 FTE of the City Recorder / Legal Assistant and 0.20 FTE of the Administrative Specialist I.

### 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 1.0 FTE for the Human Resources Director for Personnel Matters

## Core Services

### City Manager's Office

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

### City Attorney's Office

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



# General Fund – Administration

2016 – 2017 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.

### 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

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>26,494</b>	<b>46,100</b>	<b>47,000</b>	<b>900</b>
Personnel Services	491,713	493,243	592,097	98,854
Materials & Services	374,679	390,053	502,763	112,710
Capital Outlay	7,850	2,015	-	(2,015)
<b>Total Expenditures</b>	<b>874,242</b>	<b>885,311</b>	<b>1,094,860</b>	<b>209,549</b>
Net Expenditures	(847,749)	(839,211)	(1,047,860)	208,649

## Full-Time Equivalents (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>3.30</b>		
Human Resources Director		1.00	
City Recorder / Legal Assistant		1.00	
Admin Assistant / HR Analyst		(1.00)	
<b>FTE Proposed Budget</b>		<b>1.00</b>	<b>4.30</b>

# General Fund – Administration

## Historical Highlights



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



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



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



- 2015** City Council establishes a Destination Marketing Organization, Visit McMinnville

# General Fund - Administration

## 2016-2017 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>
<b><u>City Attorney</u></b>	1	363	122,422		
General Fund					
Administration					
Legal (0.90 FTE)				9	110,180
Municipal Court					
Court (0.10 FTE)				62	12,242
<b><u>City Recorder / Legal Assistant</u></b>	1	339	53,030		
General Fund					
Administration					
City Manager's Office (0.10 FTE)				2	5,303
Mayor & City Council (0.40 FTE)				7	21,212
Legal (0.50 FTE)				9	26,515
<b><u>Administrative Specialist I</u></b>	1	318	14,618		
General Fund					
Administration					
Mayor & City Council (0.20 FTE)				7	7,309
Legal (0.20 FTE)				9	7,309

Budget Document Report

**01 - GENERAL FUND**

Department :01 - ADMINISTRATION  
 Section :002 - CITY MANAGER'S OFFICE  
 Program :N/A

2017 PROPOSED BUDGET      2017 APPROVED BUDGET      2017 ADOPTED BUDGET

**REQUIREMENTS**

**PERSONNEL SERVICES**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
168,216	183,093	172,218	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> City Manager - 1.00 FTE City Recorder / Legal Assistant - 0.10 FTE	153,803	155,432	155,432
0	7,336	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
1,821	2,550	2,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	800	800	800
650	1,408	1,841	<b>7000-25</b>	<b>Salaries &amp; Wages - City Employee Recognition</b> Outstanding Public Service (OPS) Awards: Monthly OPS Awards \$100 (net of employee tax) Yearly OPS Award \$500 (net of employee tax)	2,200	2,200	2,200
9,900	6,518	4,200	<b>7000-30</b>	<b>Salaries &amp; Wages - Auto Allowance</b> City Manager's \$350 per month automobile allowance.	4,200	4,200	4,200
0	7,789	0	<b>7000-32</b>	<b>Salaries &amp; Wages - Moving Allowance</b>	0	0	0
8,622	9,396	9,114	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	7,862	7,962	7,962
2,556	2,906	2,621	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	2,335	2,358	2,358
43,842	28,717	38,244	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	32,830	33,274	33,274
15,755	16,001	16,094	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	13,480	13,728	13,728
0	0	2,800	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	1,300	1,275	1,275
176	166	176	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	118	122	122
898	860	932	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	822	828	828
535	607	590	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	588	594	594
43	45	49	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	37	38	38
<b>253,017</b>	<b>267,391</b>	<b>251,379</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>220,375</b>	<b>222,811</b>	<b>222,811</b>

**MATERIALS AND SERVICES**

0	0	1,200	<b>7520</b>	<b>Public Notices &amp; Printing</b>	1,000	1,000	1,000
31	31	400	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	500	500	500

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
1,784	6,712	2,500	<b>7550</b>	<b>Travel &amp; Education</b>		7,000	7,000	7,000
				Professional association conferences, seminars, travel and meal costs, professional memberships, dues and subscriptions. Includes allowance for leadership training and development for City staff.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Training	1	6,500	6,500	
				Conferences	1	500	500	
800	800	1,100	<b>7610-05</b>	<b>Insurance - Liability</b>		900	900	900
981	1,028	1,200	<b>7620</b>	<b>Telecommunications</b>		1,200	1,200	1,200
48	131	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		250	250	250
767	753	2,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,000	1,000	1,000
19	60	200	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		200	200	200
7,446	22,990	2,270	<b>7750</b>	<b>Professional Services</b>		1,720	1,720	1,720
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	20	20	
				Audit fee allocation	1	1,700	1,700	
6,558	5,242	5,165	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,707	4,707	4,707
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,707	4,707	
238	7,500	1,700	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>		0	0	0
23,006	22,617	24,075	<b>8000</b>	<b>City Memberships</b>		43,200	34,950	34,950
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mid Willamette Valley Council of Governments, 1/2 year	1	8,250	8,250	
				League of Oregon Cities	1	22,000	22,000	
				Oregon City and County Managers Association	1	350	350	
				McMinnville Area Chamber of Commerce	1	3,250	3,250	
				Portland State University Comp Study Access Agreement	1	1,100	1,100	
<b>41,678</b>	<b>67,864</b>	<b>42,310</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>61,677</b>	<b>53,427</b>	<b>53,427</b>
			<b>CAPITAL OUTLAY</b>					
0	513	1,054	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
<b>0</b>	<b>513</b>	<b>1,054</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>294,695</b>	<b>335,768</b>	<b>294,743</b>	<b>TOTAL REQUIREMENTS</b>			<b>282,052</b>	<b>276,238</b>	<b>276,238</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
11,334	11,595	11,700	<b>5400-02 Property Rentals - Chamber of Commerce</b> Chamber of Commerce monthly rental income increases in October depending on the June 30, 2016 CPI-W increase.	11,800	11,800	11,800
13,837	14,249	14,400	<b>5400-03 Property Rentals - Parking Lot</b> Cornerstone Express Downtown Economic Improvement District (DEID) payment offset by parking lot rental revenue	15,200	15,200	15,200
<b>25,171</b>	<b>25,844</b>	<b>26,100</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>25,171</b>	<b>25,844</b>	<b>26,100</b>	<b>TOTAL RESOURCES</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>

# 01 - GENERAL FUND

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

2017 PROPOSED BUDGET      2017 APPROVED BUDGET      2017 ADOPTED BUDGET

## REQUIREMENTS

### MATERIALS AND SERVICES

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
224	74	500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	500	500	500
13,988	16,667	14,500	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	12,500	12,500	12,500

Description	Units	Amt/Unit	Total
City Hall heating fuel	1	2,000	2,000
Civic Hall natural gas	1	1,000	1,000
City Hall electric	1	4,000	4,000
Civic Hall electric	1	5,500	5,500

700	900	1,200	<b>7610-05</b>	<b>Insurance - Liability</b>	1,100	1,100	1,100
7,300	9,200	9,400	<b>7610-10</b>	<b>Insurance - Property</b>	12,200	12,200	12,200
5,264	5,543	5,500	<b>7620</b>	<b>Telecommunications</b>	5,800	5,800	5,800
4,380	4,380	5,000	<b>7650-10</b>	<b>Janitorial - Services</b>	4,500	4,500	12,570

Description	Units	Amt/Unit	Total
City Hall	1	6,385	6,385
Civic Hall	1	6,185	6,185

691	584	1,000	<b>7650-15</b>	<b>Janitorial - Supplies</b>	900	900	900
0	0	100	<b>7660</b>	<b>Materials &amp; Supplies</b>	100	100	100
188	596	500	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>	500	500	500
9,625	6,602	10,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>	10,000	10,000	10,000
2,225	4,992	5,600	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>	5,600	5,600	5,600
3,617	835	25,000	<b>7720-12</b>	<b>Repairs &amp; Maintenance - Grounds</b>	25,000	25,000	25,000
0	0	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	0	0	0
0	7,115	0	<b>7720-34</b>	<b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>	31,150	31,150	31,150

Expenses moved from the Street fund in 2014-15.

Description	Units	Amt/Unit	Total
Insurance - liability	1	4,400	4,400
Insurance - property	1	5,700	5,700
Flower basket program	1	3,300	3,300
Elevator permit fee	1	200	200
Elevator phone service	1	550	550
Maintenance and repair projects	1	11,000	11,000
Lighting	1	6,000	6,000

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
4,104	2,913	6,200	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>		6,850	6,850	6,850
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - liability	1	200	200	
				Insurance - property	1	1,200	1,200	
				Miscellaneous rental repairs and maintenance	1	5,000	5,000	
				Parking lot sweeping service Chamber	1	450	450	
378	338	500	<b>7750</b>	<b>Professional Services</b>		500	500	500
0	10,320	20,000	<b>7780-17</b>	<b>Contract Services - Parking Structure &amp; Lots</b>		6,720	6,720	6,720
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parking lot sweeping	1	4,440	4,440	
				Janitorial	1	360	360	
				Elevator maintenance	1	1,920	1,920	
15,331	15,493	15,500	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		15,500	15,500	10,700
				Security system, janitorial services, floor mat cleaning, heating system maintenance, portable toilets.				
3,000	4,500	4,500	<b>7790-05</b>	<b>Maintenance &amp; Rental Contracts - Water &amp; Light Fiber Net</b>		4,500	4,500	5,400
0	0	1,400	<b>7800</b>	<b>M &amp; S Equipment</b>		500	500	500
<b>71,015</b>	<b>91,053</b>	<b>126,400</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>144,420</b>	<b>144,420</b>	<b>148,590</b>
				<b><u>CAPITAL OUTLAY</u></b>				
0	6,170	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
<b>0</b>	<b>6,170</b>	<b>0</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>71,015</b>	<b>97,223</b>	<b>126,400</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>144,420</b>	<b>144,420</b>	<b>148,590</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

5,643	5,789	6,041	<b>7000-05</b> Salaries & Wages - Regular Full Time City Recorder / Legal Assistant - 0.40 FTE	21,212	19,962	19,962
6,189	5,638	6,771	<b>7000-10</b> Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE	7,309	7,309	7,309
455	690	600	<b>7000-20</b> Salaries & Wages - Overtime	200	200	200
743	721	832	<b>7300-05</b> Fringe Benefits - FICA - Social Security	1,780	1,702	1,702
174	169	195	<b>7300-06</b> Fringe Benefits - FICA - Medicare	416	399	399
2,720	2,699	3,164	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	7,294	6,954	6,954
1,318	2,244	2,410	<b>7300-20</b> Fringe Benefits - Medical Insurance	7,854	7,420	7,420
0	0	314	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,314	1,214	1,214
17	38	40	<b>7300-25</b> Fringe Benefits - Life Insurance	68	64	64
35	61	66	<b>7300-30</b> Fringe Benefits - Long Term Disability	154	146	146
37	38	44	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	106	102	102
10	10	10	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	21	20	20
386	313	446	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	349	349	349
<b>17,728</b>	<b>18,409</b>	<b>20,933</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>48,077</b>	<b>45,841</b>	<b>45,841</b>

**MATERIALS AND SERVICES**

0	0	500	<b>7520</b> Public Notices & Printing	500	500	500
453	467	500	<b>7620</b> Telecommunications	500	500	500
0	0	300	<b>7660</b> Materials & Supplies	150	150	150
1,118	867	2,000	<b>7660-05</b> Materials & Supplies - Office Supplies	1,500	1,500	1,500
36	88	250	<b>7660-15</b> Materials & Supplies - Postage	150	150	150
5	5	10	<b>7750</b> Professional Services	6,760	6,760	6,760

Description	Units	Amt/Unit	Total
Section 125 administration fee	1	10	10
City Manager evaluation	1	6,750	6,750

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
9,546	14,598	22,000	<b>7750-06</b>	<b>Professional Services - Community Outreach</b>		30,000	30,000	30,000
			Continuing the City Council's public communication efforts					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Citizen survey	1	26,500	26,500		
			Other public communication efforts	1	2,500	2,500		
			Publish annual report in P&R Brochure	1	1,000	1,000		
0	10,484	12,671	<b>7840</b>	<b>M &amp; S Computer Charges</b>		11,507	11,507	11,507
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department M&S costs shared city-wide	1	11,507	11,507		
19,516	6,500	6,500	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>		6,500	6,500	6,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			AgendaQuick renewal	1	6,500	6,500		
15,562	28,943	16,000	<b>8005</b>	<b>Mayor/City Council Expenses</b>		25,000	25,000	25,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Conferences and training	1	7,200	7,200		
			Meals for City Council meetings and other events	1	7,000	7,000		
			City Council goal setting and retreat	1	8,000	8,000		
			Miscellaneous	1	2,800	2,800		
<b>46,236</b>	<b>61,951</b>	<b>60,731</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>82,567</b>	<b>82,567</b>	<b>82,567</b>
			<b>CAPITAL OUTLAY</b>					
0	1,027	2,531	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
<b>0</b>	<b>1,027</b>	<b>2,531</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>63,964</b>	<b>81,387</b>	<b>84,195</b>	<b>TOTAL REQUIREMENTS</b>			<b>130,644</b>	<b>128,408</b>	<b>128,408</b>

Budget Document Report

**01 - GENERAL FUND**

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

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

105,923	108,751	113,613	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> City Attorney - 0.90 FTE City Recorder / Legal Assistant - 0.50 FTE	136,695	134,486	134,486
6,189	5,638	6,771	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Administrative Specialist I - 0.20 FTE	7,309	7,309	7,309
0	52	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	1,000	1,000	1,000
0	0	0	<b>7000-32</b>	<b>Salaries &amp; Wages - Moving Allowance</b>	0	0	0
6,784	6,953	7,032	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	8,771	8,634	8,634
1,611	1,642	1,745	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	2,104	2,072	2,072
26,958	27,545	32,300	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	31,019	30,417	30,417
5,060	6,044	6,234	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	24,248	23,586	23,586
0	0	1,014	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	2,964	2,839	2,839
118	139	142	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	176	172	172
565	606	634	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	790	778	778
223	176	192	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	305	297	297
34	33	38	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	55	54	54
<b>153,465</b>	<b>157,579</b>	<b>169,715</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>215,436</b>	<b>211,644</b>	<b>211,644</b>

**MATERIALS AND SERVICES**

29	29	400	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	400	400																
3,718	1,760	3,500	<b>7550</b>	<b>Travel &amp; Education</b> Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Attorney.	4,000	4,000	4,000																
700	800	1,000	<b>7610-05</b>	<b>Insurance - Liability</b>	900	900	900																
554	561	800	<b>7620</b>	<b>Telecommunications</b>	800	800	800																
120	169	500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>	11,000	11,000	11,000																
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Desk and chair - City Attorney</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Desk and chair - City Recorder/Legal Assistant</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Miscellaneous office supplies</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> </tbody> </table>								Description	Units	Amt/Unit	Total	Desk and chair - City Attorney	1	5,000	5,000	Desk and chair - City Recorder/Legal Assistant	1	5,000	5,000	Miscellaneous office supplies	1	1,000	1,000
Description	Units	Amt/Unit	Total																				
Desk and chair - City Attorney	1	5,000	5,000																				
Desk and chair - City Recorder/Legal Assistant	1	5,000	5,000																				
Miscellaneous office supplies	1	1,000	1,000																				
62	57	100	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>	100	100	100																

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	12,000	<b>7750-09</b>	<b>Professional Services - Legal</b>		15,000	15,000	15,000
				Contract legal services to provide City Attorney with assistance on projects.				
1,312	1,430	2,875	<b>7840</b>	<b>M &amp; S Computer Charges</b>		1,569	1,569	1,569
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	1,569	1,569	
65	0	975	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		4,400	4,400	4,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Surface Pro + docking station	1	2,400	2,400	
				Electronic Municipal Code software	1	2,000	2,000	
<b>6,558</b>	<b>4,806</b>	<b>22,150</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>38,169</b>	<b>38,169</b>	<b>38,169</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	140	580	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
<b>0</b>	<b>140</b>	<b>580</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>160,023</b>	<b>162,524</b>	<b>192,445</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>253,605</b>	<b>249,813</b>	<b>249,813</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
138	0	10,000	<b>6490 Donations - Public Art</b> Public donations for the Public Art Program	10,000	10,000	10,000
3,500	650	10,000	<b>6490-10 Donations - Public Art - Dedicated</b> Public donations for specific pieces of artwork for the Public Art Program	10,000	10,000	10,000
<b>3,638</b>	<b>650</b>	<b>20,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>3,638</b>	<b>650</b>	<b>20,000</b>	<b>TOTAL RESOURCES</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
12,845	24,778	13,000	<b>8010 Holiday Lighting</b> City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd Street kiosks.	15,000	15,000	15,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Electricity for 3rd Street kiosks	1	2,100	2,100
			Contribution to McMinnville Downtown Association	1	6,500	6,500
			Contribution to Chamber of Commerce	1	500	500
			Holiday lights for City buildings	1	5,900	5,900
13,596	14,943	12,500	<b>8012 M&amp;S Downtown Public Art Program</b> 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	<b>8012-05 M&amp;S Downtown Public Art Program - Donations - Public Art</b> Public art purchases funded through revenue account 6490, Donations-Public Art.	10,000	10,000	10,000
3,500	650	10,000	<b>8012-10 M&amp;S Downtown Public Art Program - Donations - Dedicated</b> 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
15,900	19,300	30,000	<b>8015 Community Services</b>	30,000	55,000	55,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Your Community Mediators	1	21,000	21,000
			Homeward Bound Pets	1	4,000	4,000
			Zero Waste - Matching funds	1	5,000	5,000
			Union Gospel Mission	1	25,000	25,000
14,000	15,450	14,000	<b>8020 McMinnville Downtown Association</b> 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	<b>8025 Yamhill Co - YCTA</b> Public transportation program support.	22,500	22,500	22,500
38,245	39,100	39,882	<b>8060 Economic Development</b>	60,000	60,000	60,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			McMinnville Economic Development Partnership	1	42,000	42,000
			Yamhill Parkway Committee Support	1	18,000	18,000
<b>120,585</b>	<b>136,721</b>	<b>151,882</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>171,500</b>	<b>196,500</b>	<b>196,500</b>
<b>120,585</b>	<b>136,721</b>	<b>151,882</b>	<b>TOTAL REQUIREMENTS</b>	<b>171,500</b>	<b>196,500</b>	<b>196,500</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
28,216	28,944	30,206	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		70,133	66,878	66,878
				Human Resources Director - 1.00 FTE				
2,277	3,187	2,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		0	0	0
1,809	1,910	2,028	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		4,348	4,147	4,147
423	447	474	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		1,017	970	970
7,404	7,803	8,911	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		19,104	18,217	18,217
5,627	5,716	5,750	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		11,842	11,362	11,362
0	0	1,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>		1,000	1,000	1,000
63	63	62	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		108	104	104
148	152	160	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		364	348	348
88	96	108	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		259	248	248
16	17	17	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		34	33	33
<b>46,071</b>	<b>48,335</b>	<b>51,216</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>108,209</b>	<b>103,307</b>	<b>103,307</b>
<b>MATERIALS AND SERVICES</b>								
0	0	500	<b>7520</b>	<b>Public Notices &amp; Printing</b>		500	500	500
0	0	100	<b>7530</b>	<b>Safety Training/OSHA</b>		100	100	100
344	1,604	500	<b>7550</b>	<b>Travel &amp; Education</b>		500	500	500
				Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials for the Administrative Assistant/HR Analyst.				
698	601	800	<b>7620</b>	<b>Telecommunications</b>		800	800	800
17	126	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		500	500	500
337	744	1,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,500	1,500	1,500
333	198	500	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		500	500	500
23	9,010	30	<b>7750</b>	<b>Professional Services</b>		30	30	30
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	30	30	
<b>1,751</b>	<b>12,284</b>	<b>4,430</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>4,430</b>	<b>4,430</b>	<b>4,430</b>
<b>47,822</b>	<b>60,618</b>	<b>55,646</b>	<b>TOTAL REQUIREMENTS</b>			<b>112,639</b>	<b>107,737</b>	<b>107,737</b>



# **FINANCE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

**01-03-013**  
**01-03-016**



## Budget Highlights

### Accounting Section

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

For the 2016-17 proposed budget, full time positions in Accounting remain at 5.0 full-time equivalent (FTE) consistent with 2015-16. The Proposed Budget also includes an Extra Help-Temporary Finance II position, budgeted at 0.05 FTE. The employee in this position typically works from August through November and focuses primarily on preparation of the City's Comprehensive Annual Financial Report (CAFR).

### Ambulance Billing Section

Ambulance Billing staff contribute significantly to the ability of the City to provide emergency medical services to residents of the McMinnville area. In fiscal year 2014-15, over 4,500 transports were billed, totaling approximately \$3.0 million in billable charges. This revenue is the most significant funding source for the City's Fire and Ambulance activities.

Staffing level of 1.75 FTE for the Ambulance Billing Section remains consistent with 2015-16.

## Core Services

### Accounting Section

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

### Ambulance Billing Section

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

# General Fund – Finance

2016 – 2017 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

### Accounting Section

- Continue to provide excellent financial and accounting services to City Council, management, and operating departments, while assuming additional duties related to Transient Lodging Tax, Urban Renewal Agency accounting, debt issuance, etc.
- Continue working with the City Manager, Planning Director, and consultants to manage Urban Renewal accounting and financing, as tax increment funds increase and related projects expand over the next several years
- Implement eSuite, a Logos module which will enable employees to access payroll information remotely
- Explore options for managing future increases in PERS employer contribution rates
- Continue partnering with departments to provide financial system training, identify opportunities to maximize operating efficiencies, and promote internal controls and compliance

### Ambulance Billing

- Implement ESO ambulance billing software, increasing billing efficiencies
- Remain informed regarding changing billing procedures and rulings at the State and Federal level, including provisions of health care reform such as new ICD-10 billing codes; integrate these changes into the City's ambulance billing process
- Meet the challenges of coordinating Medicare and Medicaid billing as well as working with a wide variety of payment processing systems

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>26,129</b>	<b>25,500</b>	<b>28,000</b>	<b>2,500</b>
Personnel Services	601,729	644,340	673,785	29,445
Materials & Services	67,736	78,996	78,069	(927)
Capital Outlay	840	1,008	-	(1,008)
<b>Total Expenditures</b>	<b>670,305</b>	<b>724,344</b>	<b>751,854</b>	<b>27,510</b>
Net Expenditures	(644,177)	(698,844)	(723,854)	25,010

## Full-Time Equivalents (FTE)

	2015-16		2016-17
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>6.81</b>		
Extra Help - Ambulance Billing		(0.01)	
<b>FTE Proposed Budget</b>		<b>(0.01)</b>	<b>6.80</b>



## General Fund – Finance

## Historical Highlights

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



Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
17,925	26,000	25,000	<b>5310 On-Line Lien Search Fees</b> 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.	27,500	27,500	27,500
<b>17,925</b>	<b>26,000</b>	<b>25,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>
<b>MISCELLANEOUS</b>						
-5,328	129	500	<b>6600-94 Other Income - Finance</b> Miscellaneous Finance Department collections.	500	500	500
<b>-5,328</b>	<b>129</b>	<b>500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>12,597</b>	<b>26,129</b>	<b>25,500</b>	<b>TOTAL RESOURCES</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>

Budget Document Report

**01 - GENERAL FUND**

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

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	3,250	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
308,121	320,175	334,832	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Finance Director / City Recorder - 1.00 FTE Senior Accountant - 1.00 FTE Accountant II - 2.00 FTE Accountant I - 1.00 FTE	336,638	336,638	336,638
2,761	3,308	4,200	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Finance II - 0.05 FTE	4,620	4,620	4,620
199	1,650	2,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	5,000	5,000	5,000
0	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
18,416	19,177	21,143	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	21,469	21,469	21,469
4,307	4,485	4,945	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	5,020	5,020	5,020
70,969	73,458	83,760	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	89,877	89,877	89,877
41,941	49,110	42,868	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	60,562	60,562	60,562
0	0	8,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	5,500	5,500	5,500
630	630	630	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	540	540	540
1,710	1,767	1,844	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,820	1,820	1,820
941	1,017	1,127	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	1,281	1,281	1,281
151	153	177	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	172	172	172
<b>450,147</b>	<b>474,929</b>	<b>510,526</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>532,499</b>	<b>532,499</b>	<b>532,499</b>

**MATERIALS AND SERVICES**

455	281	500	<b>7500</b>	<b>Credit Card Fees</b>	500	500	500
2,578	1,645	3,000	<b>7520</b>	<b>Public Notices &amp; Printing</b>	2,500	2,500	2,500
122	123	600	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	900	900	900
13,298	18,333	17,000	<b>7550</b>	<b>Travel &amp; Education</b> Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	17,000	17,000	17,000
2,800	3,000	4,200	<b>7610-05</b>	<b>Insurance - Liability</b>	3,600	3,600	3,600
3,382	3,478	5,000	<b>7620</b>	<b>Telecommunications</b>	5,000	5,000	5,000
3,531	3,904	5,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>	5,000	5,000	5,000

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
255	1,513	2,000	<b>7660-10</b>	<b>Materials &amp; Supplies - Office Supplies Inventory</b>		1,500	1,500	1,500
3,598	3,718	3,500	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		4,000	4,000	4,000
0	0	250	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		250	250	250
3,507	2,549	3,990	<b>7750</b>	<b>Professional Services</b>		3,950	3,950	3,950
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit filing fees Secretary of State and GFOA	1	900	900		
			Section 125 administration fee	1	50	50		
			Financial consultant	1	3,000	3,000		
1,824	3,182	1,600	<b>7750-24</b>	<b>Professional Services - Audit</b>		1,800	1,800	1,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	1,800	1,800		
7,360	10,370	10,000	<b>7750-27</b>	<b>Professional Services - Net Assets</b>		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.					
350	1,688	750	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		1,550	1,550	1,550
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			2006 GO Bond paying agent fee	1	750	750		
			Final arbitrage rebate calculation for 2006 GO bonds	1	800	800		
2,600	2,677	3,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		3,000	3,000	3,000
			Printer / scanner / copier lease and per page cost.					
2,480	0	1,400	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>		1,000	1,000	1,000
6,995	8,578	10,381	<b>7840</b>	<b>M &amp; S Computer Charges</b>		8,369	8,369	8,369
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department M&S costs shared city-wide	1	8,369	8,369		
282	2,698	5,775	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>		7,150	7,150	7,150
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Lexmark fuser	1	850	850		
			Lexmark printer maintenance	1	300	300		
			Replacement workstations	2	1,800	3,600		
			Surface Pro + docking station	1	2,400	2,400		
<b>55,416</b>	<b>67,736</b>	<b>77,946</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>78,069</b>	<b>78,069</b>	<b>78,069</b>
			<b>CAPITAL OUTLAY</b>					
0	840	2,058	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	840	2,058	<b>TOTAL CAPITAL OUTLAY</b>	0	0	0
505,563	543,505	590,530	<b>TOTAL REQUIREMENTS</b>	610,568	610,568	610,568

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
49,014	50,325	52,668	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Accounts Receivable Billing Coordinator - 1.00 FTE	54,204	54,204	54,204
32,754	33,273	35,801	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Accounts Receivable Billing Specialist - 0.75 FTE	36,821	36,821	36,821
564	0	250	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
5	160	500	<b>7000-20 Salaries &amp; Wages - Overtime</b>	750	750	750
4,887	4,982	5,532	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	5,690	5,690	5,690
1,143	1,165	1,294	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,331	1,331	1,331
18,462	18,922	21,650	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	22,340	22,340	22,340
16,662	16,922	17,024	<b>7300-20 Fringe Benefits - Medical Insurance</b>	17,538	17,538	17,538
0	0	3,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	1,500	1,500	1,500
252	252	252	<b>7300-25 Fringe Benefits - Life Insurance</b>	216	216	216
462	475	486	<b>7300-30 Fringe Benefits - Long Term Disability</b>	496	496	496
252	269	295	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	340	340	340
56	54	62	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	60	60	60
<b>124,513</b>	<b>126,800</b>	<b>138,814</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>141,286</b>	<b>141,286</b>	<b>141,286</b>
<b>MATERIALS AND SERVICES</b>						
23	0	0	<b>7750 Professional Services</b> Section 125 administration fee	0	0	0
<b>23</b>	<b>0</b>	<b>0</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>124,535</b>	<b>126,800</b>	<b>138,814</b>	<b>TOTAL REQUIREMENTS</b>	<b>141,286</b>	<b>141,286</b>	<b>141,286</b>



# **ENGINEERING DEPARTMENT**





## General Fund – Engineering 2016 – 2017 Proposed Budget --- Budget Summary

### Budget Highlights

During fiscal year 2016-17, 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 completing the City's planned capital improvements, including:

- Commencing construction of the Runway 4-22 reconstruction project at the airport (Airport Fund);
- Extending sanitary sewer lines & removing the old FBO building at the Airport (Airport Fund);
- Commencing construction of the Alpine Avenue improvements project (Transportation Bond & Urban Renewal funds);
- Finishing the design of the OR 99W & 2<sup>nd</sup> Street signals upgrade project (Transportation Bond & ODOT funds);
- Completing construction of the 5<sup>th</sup> Street corridor improvements project (Transportation Bond).
- Completing the design, and beginning construction of the Hill Road corridor improvements project (Transportation Bond);
- Constructing the Ford Street sidewalk improvements project (Transportation Bond);
- Finishing the design of the 1<sup>st</sup> & 2<sup>nd</sup> Street pedestrian improvements project (Transportation Bond);
- Commencing construction of pedestrian & safety improvement projects (Transportation Bond);
- Constructing the 2016 Contract Overlays (Transportation Bond) & 2016 Slurry Seals (State Gas Taxes) projects;
- Initiating the design of the Old Sheridan Road corridor improvements project (Transportation Bond);
- Replacing the 3-mile Ln #3 Pump Station (Wastewater Capital fund);
- Finishing construction of the Cook School area sewer rehab project (Wastewater Capital Fund); and
- Starting design of the WRF tertiary filtration system expansion project (Wastewater Capital Fund).

As in past years, the proposed fiscal year 2016-17 budget also includes funding for an Engineering Intern during the summer months (mid-May through August) to assist capital project planning, administration, and inspection; asset management data gathering; mapping; and other related activities. During the summer of 2016, the intern will participate in the McMinnville Economic Partnership's (MEDP) award winning "McMinnville Works" internship program. That program will add training, networking, and career development elements to the intern's experience.

### Core Services

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

### Future Challenges and Opportunities

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

# General Fund – Engineering

2016 – 2017 Proposed Budget --- Budget Summary



To date, the Engineering Department has evaluated 1,892 private sewer laterals.

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>59,218</b>	<b>41,000</b>	<b>20,500</b>	<b>(20,500)</b>
Personnel Services	671,338	817,644	811,083	(6,561)
Materials & Services	60,619	87,705	91,617	3,912
Capital Outlay	498	932	-	(932)
<b>Total Expenditures</b>	<b>732,455</b>	<b>906,281</b>	<b>902,700</b>	<b>(3,581)</b>
Net Expenditures	(673,237)	(865,281)	(882,200)	16,919

## Full-Time Equivalents (FTE)

	2015-16		2016-17
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>6.89</b>		
Senior Engineering Technician		(1.00)	
Engineering Technician		1.00	
Extra Help - Engineering		0.01	
<b>FTE Proposed Budget</b>		<b>0.01</b>	<b>6.90</b>



## 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.



The Engineering Department received 2,388 locate requests in 2015.

# General Fund - Engineering

## 2016-2017 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>
<b><u>Permit Technician</u></b>	1	329	53,786		
General Fund					
Engineering (0.50 FTE)				20	26,893
Building Fund (0.50 FTE)				205	26,893
<b><u>Permit Technician</u></b>	1	329	53,786		
General Fund					
Engineering (0.10 FTE)				20	5,379
Planning (0.65 FTE)				24	34,960
Building Fund (0.25 FTE)				205	13,447

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>CHARGES FOR SERVICES</b>							
14,866	57,190	40,000	<b>5320</b>	<b>Engineering Fees</b> 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.	20,000	20,000	20,000
<b>14,866</b>	<b>57,190</b>	<b>40,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>MISCELLANEOUS</b>							
859	2,028	1,000	<b>6600-96</b>	<b>Other Income - Engineering</b>	500	500	500
<b>859</b>	<b>2,028</b>	<b>1,000</b>	<b>TOTAL MISCELLANEOUS</b>		<b>500</b>	<b>500</b>	<b>500</b>
<b>15,725</b>	<b>59,218</b>	<b>41,000</b>	<b>TOTAL RESOURCES</b>		<b>20,500</b>	<b>20,500</b>	<b>20,500</b>

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	5,525	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
427,570	439,238	514,922	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> 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 - Eng / Bldg - 0.50 FTE Permit Technician - Combined Depts - 0.10 FTE	518,606	518,606	518,606
10,515	10,365	9,500	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Engineering - 0.30 FTE	10,780	10,780	10,780
8	662	500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	500	500	500
5,940	6,480	6,480	<b>7000-30</b>	<b>Salaries &amp; Wages - Auto Allowance</b> Community Development Director's \$540 per month automobile allowance.	6,480	6,480	6,480
0	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,200	1,200	1,200
26,423	27,187	32,215	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	32,374	32,374	32,374
6,189	6,372	7,704	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	7,795	7,795	7,795
99,628	102,291	132,623	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	130,280	130,280	130,280
66,842	66,306	84,222	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	81,088	81,088	81,088
0	0	15,800	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	7,400	7,400	7,400
706	693	830	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	712	712	712
2,341	2,401	2,814	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	2,776	2,776	2,776
8,447	9,163	9,794	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	10,857	10,857	10,857
183	180	240	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	235	235	235
<b>654,792</b>	<b>671,338</b>	<b>826,144</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>811,083</b>	<b>811,083</b>	<b>811,083</b>

**MATERIALS AND SERVICES**

102	102	600	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	900	900	900
2,687	3,188	7,800	<b>7550</b>	<b>Travel &amp; Education</b> Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	11,000	11,000	11,000
1,588	1,293	2,750	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	2,000	2,000	2,000

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
3,347	3,057	3,900	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		3,650	3,650	3,650
					Department's share of Community Development Center's electricity expense, ~38%.			
2,900	3,100	4,500	<b>7610-05</b>	<b>Insurance - Liability</b>		4,600	4,600	4,600
1,200	1,400	1,500	<b>7610-10</b>	<b>Insurance - Property</b>		1,900	1,900	1,900
4,300	4,557	5,850	<b>7620</b>	<b>Telecommunications</b>		5,750	5,750	5,750
2,205	2,282	2,400	<b>7650</b>	<b>Janitorial</b>		2,700	2,700	3,100
					Department's share of Community Development Center janitorial service and supply costs, ~38%.			
5,399	9,915	11,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		10,000	10,000	10,000
					Uniforms, safety equipment, office, engineering, and surveying materials and supplies.			
82	3,385	1,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		2,100	2,100	2,100
					Vehicle and equipment repairs and maintenance.			
3,163	763	3,800	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		3,800	3,800	3,800
					Department's share of Community Development Center's repairs and improvements, ~38%.			
1,099	1,388	2,700	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		3,200	3,200	3,200
					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%.			
4,670	7,235	9,500	<b>7750</b>	<b>Professional Services</b>		6,300	6,300	6,300
				<u>Description</u>				
					<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	100	100	
				Audit fee allocation	1	1,200	1,200	
				Miscellaneous professional services	1	5,000	5,000	
654	732	800	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		870	870	870
					Large format copier maintenance contract			
1,097	1,242	1,550	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		2,700	2,700	2,700
					Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.			
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
4,661	5,080	9,580	<b>7840</b>	<b>M &amp; S Computer Charges</b>		9,342	9,342	9,342
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	9,342	9,342	

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
11,088	11,898	16,975	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>		20,805	20,805	20,805
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Autocad license	1	5,000	5,000	
				Plotter maintenance	1	1,700	1,700	
				Replacement workstations - 33%, shared with Plan & Eng	2	1,800	4,140	
				Accela permits-15%, Shared with Plan & Bldg	1	2,400	2,400	
				AutoCAD maintenance-66%, shared with Planning	1	2,490	2,490	
				ESRI Arcview-17%, Shared with Bldg, Plan, Street, WWS	1	1,950	1,950	
				Hansen sewer database 25% - shared with Street, Park Maint, WWS	1	3,125	3,125	
<b>50,242</b>	<b>60,619</b>	<b>86,705</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>91,617</b>	<b>91,617</b>	<b>92,017</b>
				<b><u>CAPITAL OUTLAY</u></b>				
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
0	498	1,932	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>0</b>	<b>498</b>	<b>1,932</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>705,035</b>	<b>732,455</b>	<b>914,781</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>902,700</b>	<b>902,700</b>	<b>903,100</b>



# **PLANNING DEPARTMENT**



### Budget Highlights

The Planning Department's 2016-17 proposed budget will allow the Department to:

- Provide timely response to current planning responsibilities;
- Provide support and guidance to McMinnville's Urban Renewal program, Council directed goals, various committees (e.g., Planning Commission, Historic Landmarks Committee, Landscape Review Committee, and McMinnville Urban Renewal Advisory Committee); and
- Support the McMinnville Economic Development Partnership (MEDP) and the City's economic development program.

To partially address the increasing workload in the Planning Department, the 2016-17 Proposed Budget includes \$57,600 in professional services for hiring a consultant to assist with Planning Department projects. However, staffing remains at a level that may cause work on currently assigned long-range planning and related Council directed goals (e.g., urban renewal, economic development) to occasionally be delayed in order to ensure timely response to current planning demands (i.e., processing land use applications, providing assistance to the public, etc.). The department's ability to take on additional projects will need to be closely monitored, especially as development activity in the community continues to regain strength. In light of this, the proposed budget includes funding for the new Director to lead the department through a "strategic" planning session to help identify staffing alternatives that can best meet current and future long range planning needs for McMinnville.

In recent years, development and economic activity have shown consistent and steady signs of improvement from the recent nationwide economic downturn. While we remain hopeful that this trend will continue and the local economy improves, for purposes of this budget, revenues are projected to be only slightly higher than this past year.

- Historically, the General Fund supports approximately 90 percent of the Department's budget, with the remaining ten percent from land-use fees. No adjustments in the fee structure are proposed.

- Long-range planning activities (e.g., comprehensive planning, ordinance reviews, special projects) are General Fund and/or grant supported.

### 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.
- Inform the City Council on matters of land use policy that affect McMinnville.

#### 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, MEDP, and the McMinnville Downtown Association (MDA).



In 2015, The American Planning Association awarded McMinnville's Third Street as one of only five "Great Streets in America." This award recognizes places of exemplary character, quality, and planning.

# General Fund – Planning

## 2016 – 2017 Proposed Budget --- Budget Summary

### Future Challenges and Opportunities

- Provide funding for the department adequate to support an active and effective long-range planning program.
- Provide adequate training and support to the department's various committees – Historic Landmark Committee, Landscape Review Committee, McMinnville Urban Renewal Advisory Committee, McMinnville Urban Area Management Commission, Citizens' Advisory Committee, and Planning Commission.
- Continue to participate actively with the McMinnville Economic Development Partnership in matters of economic development.
- Continue to support and implement the Urban Renewal Plan.
- Provide on-going training to staff and elected and appointed officials regarding land use.
- Support activities and plans as may be directed by the City Council.

### Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>88,878</b>	<b>84,675</b>	<b>42,700</b>	<b>(41,975)</b>
Personnel Services	377,994	401,224	412,686	11,462
Materials & Services	37,004	68,770	135,366	66,596
Capital Outlay	498	485	-	(485)
<b>Total Expenditures</b>	<b>415,495</b>	<b>470,479</b>	<b>548,052</b>	<b>77,573</b>
Net Expenditures	(326,617)	(385,804)	(505,352)	119,548

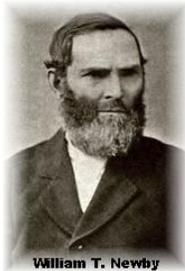
### Full-Time Equivalents (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>3.65</b>		
No change		-	
<b>FTE Proposed Budget</b>		-	<b>3.65</b>



Working alongside the City's Urban Renewal Agency Board, advisory committee, and Engineering and Finance Department staffs, the Planning Department will continue to assist in advancing the design and construction of Alpine Avenue this coming year.

**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 15<sup>th</sup> most populated city at over 30,000 people.

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



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



# General Fund – Planning Dept

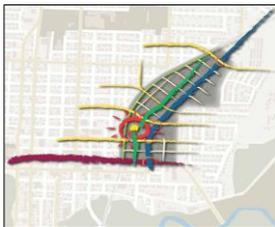
## Historical Highlights

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

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



**2011** Initiated the Northeast Gateway Plan and Implementation Strategy.



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

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

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



**2013** Principal Planner Ron Pomeroy elected MDA Board President.

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

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



**2014** The Council adopts an updated Economic Opportunities Analysis.

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

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

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



# General Fund - Planning

## 2016-2017 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
<b><u>Permit Technician</u></b>		1	329	53,786		
General Fund						
	Engineering (0.10 FTE)				20	5,379
	Planning (0.65 FTE)				24	34,960
Building Fund (0.25 FTE)						
					205	13,447

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
0	22,510	10,000	<b>4250-03 Planning Fees - Land Use Fees</b> Fees for processing land use applications (e.g., variances, conditional use permits, zone changes, and plan amendments).	13,000	13,000	13,000
5,750	0	0	<b>4250-05 Planning Fees - Land Use Fees - Administrative</b> Land Use Fees were rolled into account 01-07-4250-03 beginning 7/1/14.	0	0	0
12,220	0	0	<b>4250-10 Planning Fees - Land Use Fees - Planning Comm</b> Land Use Fees were rolled into account 01-07-4250-03 beginning 7/1/14.	0	0	0
1,035	0	0	<b>4250-15 Planning Fees - Land Use Fees - City Council</b> Land Use Fees were rolled into account 01-07-4250-03 beginning 7/1/14.	0	0	0
0	0	1,550	<b>4250-20 Planning Fees - Annexation Fees</b> Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.	1,600	1,600	1,600
3,071	3,794	2,750	<b>4250-25 Planning Fees - Building Permit Review Fees</b> Fees to cover Planning Department costs associated with the review of building permit applications.	3,000	3,000	3,000
0	0	13,000	<b>4250-30 Planning Fees - Election Fees - Annexations</b> Annexation measure applicant "deposit" for the May 2017 non-primary election.	13,000	13,000	13,000
<b>22,076</b>	<b>26,304</b>	<b>27,300</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>30,600</b>	<b>30,600</b>	<b>30,600</b>
<b>INTERGOVERNMENTAL</b>						
0	6,153	0	<b>4535 Federal NPS CLG Grant</b> Federal National Park System (NPS) Certified Local Government (CLG) grant for expenses associated with the preservation of local historic structures and their histories. Grant funds available on a biennium.	12,000	12,000	12,000
54,748	56,226	57,350	<b>5070-05 Water &amp; Light - Economic Development</b> McMinnville Water and Light Department economic development support to help fund City economic development functions and Planning Department current and long-range planning activities was discontinued in 2015-16	0	0	0
<b>54,748</b>	<b>62,379</b>	<b>57,350</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>MISCELLANEOUS</b>						
0	196	25	<b>6600-99 Other Income - Planning</b> Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges.	100	100	100
<b>0</b>	<b>196</b>	<b>25</b>	<b>TOTAL MISCELLANEOUS</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>76,824</b>	<b>88,878</b>	<b>84,675</b>	<b>TOTAL RESOURCES</b>	<b>42,700</b>	<b>42,700</b>	<b>42,700</b>

**01 - GENERAL FUND**

Department :07 - PLANNING  
 Section :N/A  
 Program :N/A

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
242,601	256,742	277,942	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 1.00 FTE Principal Planner - 1.00 FTE Executive Secretary - 1.00 FTE Permit Technician - Combined Depts - 0.65 FTE	258,057	258,057	266,625
0	191	100	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	100	100	100
0	0	0	<b>7000-32</b>	<b>Salaries &amp; Wages - Moving Allowance</b>	0	0	7,564
14,470	15,417	16,433	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	16,005	16,005	17,006
3,384	3,605	3,843	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,743	3,743	3,977
58,903	62,383	72,198	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	67,027	67,027	67,185
40,006	33,910	36,774	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	55,275	55,275	57,175
0	0	5,950	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	6,475	6,475	7,975
441	441	460	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	394	394	378
1,324	1,362	1,446	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,406	1,406	1,454
3,622	3,846	3,950	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	4,080	4,080	5,226
103	105	128	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	124	124	120
13,996	-8	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
<b>378,850</b>	<b>377,994</b>	<b>419,224</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>412,686</b>	<b>412,686</b>	<b>434,785</b>

**MATERIALS AND SERVICES**

1,830	2,071	3,000	<b>7520</b>	<b>Public Notices &amp; Printing</b> Legal notices for Citizens Advisory Committee (CAC), Historic Landmark Committee (HLC), Planning Commission and City Council hearings on land-use; printing brochures, forms, and plan documents including the Zoning Ordinance. Also included are publication, notification and ballot preparation expenses.	3,000	3,000	3,000
63	64	500	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	600	600	600
1,060	1,217	2,000	<b>7550</b>	<b>Travel &amp; Education</b> Memberships in professional organizations, and Planning Commission and staff training and work session expenses.	3,500	3,500	3,500
139	99	200	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	150	150	150

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
3,259	2,977	3,800	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		3,550	3,550	3,550
					Department's share of Community Development Center electricity expense, ~37%.			
1,800	1,700	2,400	<b>7610-05</b>	<b>Insurance - Liability</b>		2,100	2,100	2,100
1,000	1,100	1,100	<b>7610-10</b>	<b>Insurance - Property</b>		1,300	1,300	1,300
2,939	2,892	3,000	<b>7620</b>	<b>Telecommunications</b>		3,000	3,000	3,000
2,147	2,222	2,300	<b>7650</b>	<b>Janitorial</b>		2,600	2,600	3,000
					Department's share of Community Development Center janitorial service and supply costs, ~37%.			
2,189	2,025	2,800	<b>7660</b>	<b>Materials &amp; Supplies</b>		2,800	2,800	2,800
					Office supplies and planning publications.			
206	0	0	<b>7660-27</b>	<b>Materials &amp; Supplies - Downtown Project Develop/Improve</b>		0	0	0
0	6,153	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		12,000	12,000	12,000
					Federal National Park Service (NPS) Certified Local Government (CLG) grant for expenses associated with the inventory and rehabilitation of and education related to historic properties in McMinnville.			
2,307	757	3,700	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		3,700	3,700	3,700
					Department's share of Community Development Center's repairs and improvements, ~37%.			
1,070	1,352	2,600	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		3,150	3,150	3,150
					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%.			
539	955	850	<b>7750</b>	<b>Professional Services</b>		66,350	66,350	45,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				Audit fee allocation with Single Audit	1	4,700	4,700	
				Department strategic plan	1	4,000	4,000	
				Consulting services	1	36,300	36,300	
0	0	0	<b>7750-30</b>	<b>Professional Services - Annexation Elections</b>		13,000	13,000	13,000
					Election expenses related to the May 2017 Non-Primary election; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation.			
2,405	0	0	<b>7760-07</b>	<b>Professional Svcs - Plan/Study - Downtown Master Plan</b>		0	0	0
					Contract services for the preparation of an Urban Renewal Report and Plan.			
1,257	1,174	1,500	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		2,600	2,600	2,600
					Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%.			
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
5,535	5,080	5,000	<b>7840</b>	<b>M &amp; S Computer Charges</b>		6,256	6,256	6,256
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	6,256	6,256	

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
6,061	5,166	15,520	<b>7840-15</b>	<b>M &amp; S Computer Charges - Planning</b>		5,710	5,710	5,710
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Accela Permits Plus-15%, shared with Eng, Bldg	1	2,400	2,400		
			AutoCAD Maintenance-33%, shared with Engineering	1	850	850		
			ESRI Arcview-17%, shared with Bldg, Eng, Pk Maint, Street	1	1,950	1,950		
			Workstation replacement-33%, shared with Eng, Bldg	0	1,700	510		
<b>35,807</b>	<b>37,004</b>	<b>50,270</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>135,366</b>	<b>135,366</b>	<b>114,466</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	498	985	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
<b>0</b>	<b>498</b>	<b>985</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>414,657</b>	<b>415,495</b>	<b>470,479</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>548,052</b>	<b>548,052</b>	<b>549,251</b>



# **POLICE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

**01-11-040**  
**01-11-043**  
**01-11-046**



## Budget Highlights

The Police Department (PD) is committed to the safety and livability of our community. The 2016-17 proposed budget reflects our best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues.



## 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 Resource Officer (SRO)
- 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 Community Relations
- o Facilitate community safety and educational events; i.e., National Night Out, Kids’ Bicycle and Safety Fair, Parent-aid Drug Awareness Program, Citizens’ Police Academy, and Senior Citizen Safety and Awareness programs

## Future Challenges and Opportunities

### Professional Standards

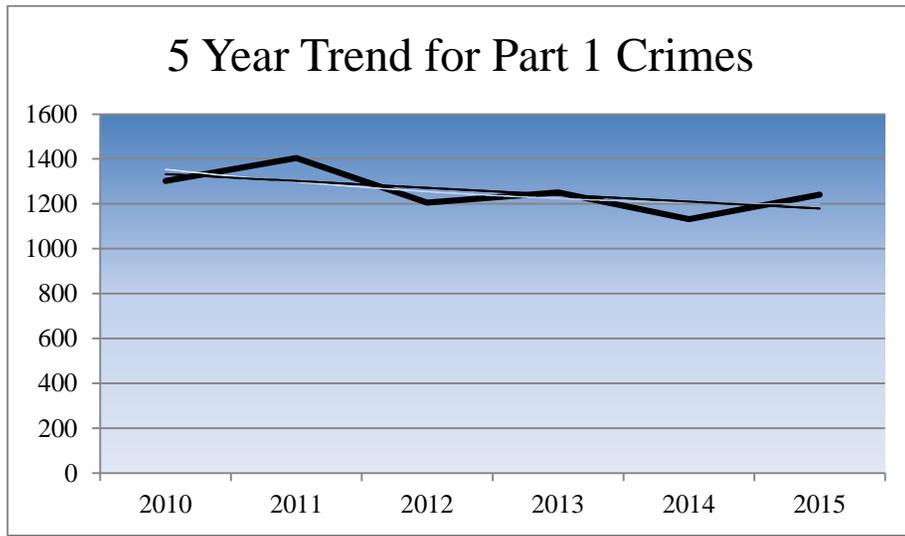
To ensure the highest standards and to ensure best practices in law enforcement, the McMinnville Police Department maintains Accreditation through the Oregon Accreditation Alliance (OAA). Accreditation through the Alliance helps to ensure that the department’s policies and practices are consistent with Oregon and Federal law, as well as state and national standards. In the spring of 2016 the Police Department was reaccredited through the OAA

### Organizational Structure

- |                           |                                |
|---------------------------|--------------------------------|
| 1 Chief of Police         | 1 Support Services Manager     |
| 2 Captains                | 3 Records Specialists          |
| 5 Patrol Sergeants        | 1 Community Support Coord      |
| 21 Police Officers        | 1 Evidence/Property Tech       |
| 1 Detective Sergeant      | 1 Parking Enforcement Officer  |
| 5 Detectives              | 1 Clerical Assistant (P/T)     |
| 1 Narcotics Detective     | 1 Facilities Maintenance (P/T) |
| 1 School Resource Officer |                                |

### Crime Trends in McMinnville

In 2015 preliminary Uniform Crime Report data showed a 4.2% increase in crime from 2014. Crime data indicated that Part 1 Crimes (serious person/property crimes) increased 9% while Part 3 Crimes (behavioral crimes/personal conduct crimes) increased almost 6%. Part 2 Crimes (less serious person/property crimes) remained relatively flat.



Source FBI UCR data

### 2015 Traffic Data in McMinnville

In 2015 McMinnville Police officers conducted 6,396 traffic stops. From those stops officers

- Issued 6,188 total warnings from the stops
- Issued 2,650 total citations from the stops

Officers arrested 94 DUI's 87 of which were alcohol related and 7 were found to be drug related.

Lastly, officers responded to 284 traffic crashes in McMinnville.

### How Busy was McMinnville PD in 2015

MPD officers responded to 31,047 Calls for service and average of 87 calls per day, an increase of 4.1% from 2014.

Officers arrested 1,550 adults and 260 juveniles for crimes committed.



Canine Tucker

# General Fund – Police

## 2016 – 2017 Proposed Budget --- Budget Summary

### Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>135,206</b>	<b>118,455</b>	<b>140,660</b>	<b>22,205</b>
Personnel Services	5,992,836	6,399,761	6,618,780	219,019
Materials & Services	795,428	954,526	891,331	(63,195)
Capital Outlay	130,788	83,976	104,044	20,068
<b>Total Expenditures</b>	<b>6,919,051</b>	<b>7,438,263</b>	<b>7,614,155</b>	<b>175,892</b>
Net Expenditures	(6,783,845)	(7,319,808)	(7,473,495)	153,687



MPD hosting a Latino Law Enforcement Forum

### Full-Time Equivalent (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>45.93</b>		
Police Officer - Patrol		(1.00)	
Police Officer - Investigations		1.00	
Facilities Maintenance Specialist II - Police		(0.80)	
Facilities Maintenance Tech - PD & Civic Hall		0.80	
Extra Help - Investigations		0.01	
Extra Help - Training Facility		<u>(0.38)</u>	
<b>FTE Proposed Budget</b>		<b><u>(0.37)</u></b>	<b>45.56</b>



MPD Patrol Team

# General Fund – Police

## Historical Highlights

**2006** Police Department begins deploying tasers.



**2006** Voters passed a bond for construction of a new 34,000 square foot Public Safety Building.

**2007** New Evidence Records Management System implemented to ensure proper tracking and disposition of evidence and seized property.

**2008** Police move into new Public Safety Building.



**2008** Crime Mapping for the City of McMinnville available to the public on the internet.

**2009** Police Department initiates an ongoing City-Wide Medication Disposal Program.

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

**2011** Tactical support team created through grants and donations.



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

**2013** Department receives Accreditation Award from the Oregon Accreditation Alliance.

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

**2014** Department Strategic Plan adopted

**2014** Addition of two full-time police officers.

**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 personnel to add staffing to patrol section

**2015** Department introduces the You Have Options Program to enhance services to its citizens



**2016** Detective Section case load increases, causing a man power shift from patrol to detectives.

**2016** Department begins Coffee with a Cop program, allowing citizens and police to interact one on one.

**2016** Department continues Latino community outreach through the aLERT program.

# General Fund - Police

## 2016-2017 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 Section Program				Page	Amount
<u>Police Community Support Coordinator</u>		1	140	63,052		
General Fund	Police					
	Investigations and Support					
	Code / Parking Enforcement (0.98 FTE)				48	61,791
Street Fund (0.02 FTE)					168	1,261

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**POLICE DEPARTMENT  
Chief's Office**

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**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**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
200	250	200	<b>4490 Licenses &amp; Permits - Misc</b> Permit fee for second hand merchants and pawnbrokers.	250	250	250
<b>200</b>	<b>250</b>	<b>200</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>INTERGOVERNMENTAL</b>						
10,116	0	0	<b>4547-20 Federal Stimulus Funds - Justice Assist Recovery Grant</b>	0	0	0
2,310	440	4,000	<b>4560 BVP Grant</b> Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	5,200	5,200	5,200
0	0	0	<b>4600 Traffic Safety Grant-DUII</b> 2016 grant - application to be processed	10,000	10,000	10,000
0	0	0	<b>4610 Traffic Safety Grant-Safety Belt</b> 2016 grant - application to be processed	5,000	5,000	5,000
<b>12,426</b>	<b>440</b>	<b>4,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>20,200</b>	<b>20,200</b>	<b>20,200</b>
<b>CHARGES FOR SERVICES</b>						
5,436	5,508	6,000	<b>5330 Police Fees</b> Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 10 Photocopy per police report	6,000	6,000	6,000
25,834	25,834	27,855	<b>5400-30 Property Rentals - YCOM</b> Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	28,410	28,410	28,410
<b>31,270</b>	<b>31,342</b>	<b>33,855</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>34,410</b>	<b>34,410</b>	<b>34,410</b>
<b>MISCELLANEOUS</b>						
3,455	2,574	2,500	<b>6400 Donations - Police</b>	3,500	3,500	3,500
42,441	24,295	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b> 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
971	767	2,000	<b>6600-25 Other Income - PD Reserves</b> Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	1,200	1,200	1,200

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
17,346	15,190	20,000	<b>6600-95 Other Income - Police</b> Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage, primarily received from Linfield College and McMinnville School District #40.	20,000	20,000	20,000
<b>64,212</b>	<b>42,827</b>	<b>24,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>24,700</b>	<b>24,700</b>	<b>24,700</b>
<b>108,108</b>	<b>74,859</b>	<b>62,555</b>	<b><u>TOTAL RESOURCES</u></b>	<b>79,560</b>	<b>79,560</b>	<b>79,560</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
170,865	161,205	177,533	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Police Chief - 1.00 FTE Support Services Manager - 1.00 FTE	188,986	188,986	188,986
18,781	17,367	19,426	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Office Specialist I - 0.60 FTE	19,898	19,898	19,898
598	30	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
6,075	4,113	4,200	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b> Police Chief's \$350 per month automobile allowance.	4,200	4,200	4,200
0	0	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,200	1,200	1,200
12,040	11,063	12,447	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	12,856	12,856	12,856
2,816	2,587	2,917	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	3,108	3,108	3,108
45,303	41,952	50,259	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	53,393	53,393	53,393
10,363	21,299	21,434	<b>7300-20 Fringe Benefits - Medical Insurance</b>	22,086	22,086	22,086
0	0	4,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	2,000	2,000	2,000
368	378	378	<b>7300-25 Fringe Benefits - Life Insurance</b>	324	324	324
946	1,002	1,082	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,130	1,130	1,130
5,184	5,269	5,098	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	5,919	5,919	5,919
83	80	91	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	89	89	89
5	9	9	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	8	8	8
<b>273,428</b>	<b>266,353</b>	<b>298,874</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>315,197</b>	<b>315,197</b>	<b>315,197</b>

**MATERIALS AND SERVICES**

790	383	500	<b>7520 Public Notices &amp; Printing</b> Advertising for employment positions, community events, and newspaper subscriptions.	1,000	1,000	1,000
4,232	2,793	1,700	<b>7530 Safety Training/OSHA</b>	1,825	1,825	1,825
786	780	2,300	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	4,500	4,500	4,500
6,509	3,633	4,200	<b>7550 Travel &amp; Education</b> Memberships and training for Chief, Support Services Manager and Chaplains	7,200	7,200	7,200
3,287	2,644	3,000	<b>7570 Dept Employee Recognition</b> Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.	3,000	3,000	3,000
661	423	500	<b>7590 Fuel - Vehicle &amp; Equipment</b>	500	500	500

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
58,500	64,400	87,000	<b>7610-05</b>	<b>Insurance - Liability</b>		86,400	86,400	86,400
8,100	9,300	11,400	<b>7610-10</b>	<b>Insurance - Property</b>		14,800	14,800	14,800
8,147	8,884	11,204	<b>7620</b>	<b>Telecommunications</b>		10,921	10,921	10,921
				<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 for main lines	1	1,120	1,120	
				Frontier - lines for fire panel alarms	1	1,116	1,116	
				Wireless service - mifi	1	960	960	
				Cell service - park rangers	1	525	525	
1,025	721	1,200	<b>7630-05</b>	<b>Uniforms - Employee</b>		900	900	900
				Uniforms for Chief / Support Services Manager				
14,543	13,009	15,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		15,000	15,000	15,000
0	0	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
3,455	2,574	2,500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		3,500	3,500	3,500
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.				
0	0	0	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		0	0	0
1,218	47	500	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		150	150	150
18,299	38,969	15,235	<b>7750</b>	<b>Professional Services</b>		14,405	14,405	14,405
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	10,000	10,000	
				Miscellaneous services	1	2,200	2,200	
				Pre-employment physicals / psychs for new reserves	3	735	2,205	
10,116	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
39,900	39,282	39,135	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		41,646	41,646	41,646
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Aircard usage	1	9,348	9,348	
				Photocopier lease and photo copies	1	6,700	6,700	
				Maintenance - PowerDMS policy management	1	2,490	2,490	
				Maintenance - PowerDMS accreditation module	1	1,749	1,749	
				Maintenance - Lexipol	1	2,850	2,850	
				Maintenance - Rapid	1	1,614	1,614	
				Maintenance - police officer training software	1	2,380	2,380	
				Maintenance - website backup	1	288	288	
				Maintenance - scheduling software	1	3,600	3,600	
				Maintenance - parking citation module	1	3,480	3,480	
				Other maintenance / contracts	1	7,147	7,147	

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	0	<b>7800 M &amp; S Equipment</b>	0	0	0
4,620	881	8,000	<b>7820 M &amp; S Equipment - Grants</b> 2016 BVP Grant - Purchasing 13 replacement vests that will be expiring during the 2016-2017 fiscal year.	10,400	10,400	10,400
<b>184,188</b>	<b>188,723</b>	<b>203,374</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>216,147</b>	<b>216,147</b>	<b>216,147</b>
			<b><u>CAPITAL OUTLAY</u></b>			
0	0	0	<b>8720 Equipment - Grants</b>	0	0	0
17,006	0	0	<b>8850 Vehicles</b>	0	0	0
<b>17,006</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>474,621</b>	<b>455,076</b>	<b>502,248</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>531,344</b>	<b>531,344</b>	<b>531,344</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :580 - RECORDS			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
156,142	141,413	153,191	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		161,051	161,051	161,051
				Police Records Specialist - 3.00 FTE				
19	0	509	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		514	514	514
9,308	8,414	9,529	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		10,017	10,017	10,017
2,177	1,968	2,228	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		2,341	2,341	2,341
33,645	28,325	30,894	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		32,471	32,471	32,471
57,463	54,845	59,338	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		63,794	63,794	63,794
399	378	378	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		324	324	324
801	777	812	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		842	842	842
455	445	572	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		669	669	669
87	90	102	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		102	102	102
<b>260,495</b>	<b>236,654</b>	<b>257,553</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>272,125</b>	<b>272,125</b>	<b>272,125</b>
<b>MATERIALS AND SERVICES</b>								
864	3,146	1,500	<b>7550</b>	<b>Travel &amp; Education</b>		1,500	1,500	1,500
1,069	1,231	900	<b>7630-05</b>	<b>Uniforms - Employee</b>		0	0	0
4,664	4,315	4,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		4,500	4,500	4,500
98	135	140	<b>7750</b>	<b>Professional Services</b>		140	140	140
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	140	140	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
6,309	6,543	6,600	<b>8040</b>	<b>Regional Automated Info Network</b>		7,300	7,300	7,300
<b>13,004</b>	<b>15,369</b>	<b>13,640</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>13,440</b>	<b>13,440</b>	<b>13,440</b>
<b>273,499</b>	<b>252,023</b>	<b>271,193</b>	<b>TOTAL REQUIREMENTS</b>			<b>285,565</b>	<b>285,565</b>	<b>285,565</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :589 - IS - TECHNOLOGY				2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>									
<b>MATERIALS AND SERVICES</b>									
53,338	66,718	81,007	<b>7840</b>	<b>M &amp; S Computer Charges</b>			70,100	70,100	70,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS Department M&S costs shared city-wide	1	70,100	70,100			
74,026	56,264	75,924	<b>7840-20</b>	<b>M &amp; S Computer Charges - Police</b>			69,840	69,840	69,840
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			APS annual hosting fee	1	800	800			
			APS e-ticketing-67%, shared with Muni Ct	1	6,840	6,840			
			City Netmotion expansion-50%, shared with Fire, Amb	1	3,000	3,000			
			Dragon Speak Naturally software	1	150	150			
			e-Ticketing Zebra printer replacements	2	1,000	2,000			
			Evidence OnQ maintenance	1	8,500	8,500			
			External CDROMs for tablets	5	50	250			
			Interview Room DVR	1	1,400	1,400			
			Motor Officer tablet	1	2,200	2,200			
			Netmotion maintenance-50%, shared with Fire, Amb	1	2,500	2,500			
			Replacement workstations	2	1,800	3,600			
			Surface Pro tablet PCs	4	2,200	8,800			
			Tritech e-ticketing import	1	1,300	1,300			
			Tritech message switch support	1	2,900	2,900			
			Tritech mobile support	1	7,500	7,500			
			Tritech remote support	1	400	400			
			Tritech RMS maintenance	1	8,800	8,800			
			WebLEDS maintenance	1	1,000	1,000			
			Data 911 Hardware maintenance	1	7,900	7,900			
<b>127,365</b>	<b>122,982</b>	<b>156,931</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>139,940</b>	<b>139,940</b>	<b>139,940</b>
<b>CAPITAL OUTLAY</b>									
0	6,534	15,736	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			0	0	0
41,772	8,216	0	<b>8750-20</b>	<b>Capital Outlay Computer Charges - Police</b>			21,664	21,664	21,664
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Mobile Data Terminal w / Verus camera system- M7	2	10,832	21,664			
<b>41,772</b>	<b>14,750</b>	<b>15,736</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>21,664</b>	<b>21,664</b>	<b>21,664</b>
<b>169,137</b>	<b>137,732</b>	<b>172,667</b>	<b>TOTAL REQUIREMENTS</b>				<b>161,604</b>	<b>161,604</b>	<b>161,604</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :592 - COMMUNITY EDUCATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>MATERIALS AND SERVICES</b>								
0	502	500	<b>7520</b>	<b>Public Notices &amp; Printing</b>		500	500	500
2,003	3,885	5,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		4,600	4,600	4,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				National night out	1	500	500	
				Turkey Rama	1	300	300	
				McGruff costume cleaning	1	250	250	
				Marketing materials	1	2,000	2,000	
				Brochure / flyer printing	1	1,250	1,250	
				Citizen forums / meetings	1	300	300	
<b>2,003</b>	<b>4,386</b>	<b>5,500</b>		<b>TOTAL MATERIALS AND SERVICES</b>		<b>5,100</b>	<b>5,100</b>	<b>5,100</b>
<b>2,003</b>	<b>4,386</b>	<b>5,500</b>		<b>TOTAL REQUIREMENTS</b>		<b>5,100</b>	<b>5,100</b>	<b>5,100</b>

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**POLICE DEPARTMENT  
Field Operations**

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**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**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

96,713	98,539	105,254	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	108,223	108,223	108,223
1,355	2,338	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
5,791	6,018	6,526	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,710	6,710	6,710
1,354	1,407	1,526	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,569	1,569	1,569
23,811	24,493	28,671	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	29,479	29,479	29,479
16,956	18,654	15,906	<b>7300-20</b> Fringe Benefits - Medical Insurance	16,390	16,390	16,390
0	0	3,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,500	1,500	1,500
126	126	126	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
510	508	560	<b>7300-30</b> Fringe Benefits - Long Term Disability	566	566	566
4,044	4,674	4,273	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,827	4,827	4,827
30	31	35	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	34	34	34
<b>150,690</b>	<b>156,787</b>	<b>165,877</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>169,406</b>	<b>169,406</b>	<b>169,406</b>

**MATERIALS AND SERVICES**

960	185	1,600	<b>7530</b> Safety Training/OSHA	1,000	1,000	1,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Bloodbourne pathogens supplies	1	1,000	1,000
962	2,467	2,000	<b>7550</b> Travel & Education Membership and training	2,000	2,000	2,000
1,076	717	1,200	<b>7590</b> Fuel - Vehicle & Equipment	1,200	1,200	1,200
21,425	21,034	24,295	<b>7620</b> Telecommunications Includes telecommunications for entire Field Operations Division.	23,645	23,645	23,645
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom landlines	14	750	10,500
			Telecom voicemail boxes	23	65	1,495
			Cell phones for field operations	1	11,000	11,000
			Blackbox services-programming and moving phones	1	650	650
956	233	900	<b>7630-05</b> Uniforms - Employee	900	900	900
611	450	500	<b>7660</b> Materials & Supplies	1,000	1,000	1,000

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
1,290	510	5,050	<b>7750</b>	<b>Professional Services</b>		5,050	5,050	5,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		<u>Total</u>
				Section 125 administration fee	1	50		50
				In custody hospital bills for blood draws	1	5,000		5,000
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		200	200	200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		<u>Total</u>
				Narcan replacement syringes	5	40		200
<b>27,281</b>	<b>25,596</b>	<b>35,545</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>34,995</b>	<b>34,995</b>	<b>34,995</b>
			<b>CAPITAL OUTLAY</b>					
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
22,529	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>22,529</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>200,499</b>	<b>182,384</b>	<b>201,422</b>	<b>TOTAL REQUIREMENTS</b>			<b>204,401</b>	<b>204,401</b>	<b>204,401</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,758,543	2,101,856	2,130,533	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Sergeant - Patrol - 5.00 FTE Police Officer - Patrol - 21.00 FTE	2,143,602	2,143,602	2,143,602
29,700	9,480	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
333,546	363,659	375,030	<b>7000-20</b> Salaries & Wages - Overtime	375,021	375,021	375,021
129,839	152,433	156,706	<b>7300-05</b> Fringe Benefits - FICA - Social Security	156,154	156,154	156,154
30,605	35,902	36,647	<b>7300-06</b> Fringe Benefits - FICA - Medicare	36,521	36,521	36,521
457,011	556,083	655,738	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	654,919	654,919	654,919
425,595	531,186	571,744	<b>7300-20</b> Fringe Benefits - Medical Insurance	581,736	581,736	581,736
2,992	3,323	3,402	<b>7300-25</b> Fringe Benefits - Life Insurance	2,808	2,808	2,808
8,980	10,432	10,902	<b>7300-30</b> Fringe Benefits - Long Term Disability	10,614	10,614	10,614
87,295	107,989	102,617	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	112,331	112,331	112,331
841	930	918	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	888	888	888
13,624	7,772	15,998	<b>7300-40</b> Fringe Benefits - Unemployment	10,000	10,000	10,000
<b>3,278,572</b>	<b>3,881,045</b>	<b>4,060,235</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>4,084,594</b>	<b>4,084,594</b>	<b>4,084,594</b>

**MATERIALS AND SERVICES**

6,843	4,131	9,750	<b>7550</b> Travel & Education	7,900	7,900	7,900
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Membership and training for patrol division	1	5,000	5,000
			Leadership training for sergeants	1	2,000	2,000
			Instructor development course Trauma First Aid	1	900	900
0	0	1,150	<b>7550-25</b> Travel & Education - Tactical Support	0	0	0
63,654	52,295	58,900	<b>7590</b> Fuel - Vehicle & Equipment	50,000	50,000	50,000
20,914	21,603	26,885	<b>7630-05</b> Uniforms - Employee	21,000	21,000	21,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Uniforms for patrol division	1	21,000	21,000
0	0	0	<b>7630-25</b> Uniforms - Tactical Support	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
14,288	17,201	12,495	<b>7660</b>	<b>Materials &amp; Supplies</b>		12,875	12,875	12,875
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Batteries, CD's, forms and equipment for patrol	1	9,500	9,500	
				Trauma kit supplies	1	2,875	2,875	
				Honor guard equipment	1	500	500	
0	0	7,050	<b>7660-23</b>	<b>Materials &amp; Supplies - Tactical Support</b>		0	0	0
0	2,277	1,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		2,200	2,200	2,200
				Calibration year for all patrol radars				
54,105	41,839	38,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		42,000	42,000	42,000
1,832	1,813	2,500	<b>7720-20</b>	<b>Repairs &amp; Maintenance - Vehicle Electronics</b>		2,500	2,500	2,500
				Video's, DVD's, mobile radios				
180	218	410	<b>7750</b>	<b>Professional Services</b>		380	380	380
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	240	240	
				Other	1	140	140	
18,343	19,823	12,649	<b>7800</b>	<b>M &amp; S Equipment</b>		8,537	8,537	8,537
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Stalker dual antenna mobile radars	3	1,615	4,845	
				Portable scene light	2	641	1,282	
				Patrol camera lens upgrade	1	800	800	
				Tripod for patrol camera	1	100	100	
				Portable stand alone video system	1	800	800	
				Radar trailer alarm	1	300	300	
				Go Pro camera	1	410	410	
0	0	3,870	<b>7800-25</b>	<b>M &amp; S Equipment - Tactical Support</b>		0	0	0
<b>180,160</b>	<b>161,198</b>	<b>174,659</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>147,392</b>	<b>147,392</b>	<b>147,392</b>
				<b><u>CAPITAL OUTLAY</u></b>				
0	105,670	76,140	<b>8850</b>	<b>Vehicles</b>		82,380	82,380	82,380
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				2016 patrol sedan-new equipment and set up	1	38,255	38,255	
				Decommission vehicles	1	685	685	
				2016 patrol SUV - new equipment and set up	1	43,440	43,440	
<b>0</b>	<b>105,670</b>	<b>76,140</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>82,380</b>	<b>82,380</b>	<b>82,380</b>
<b>3,458,732</b>	<b>4,147,913</b>	<b>4,311,034</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>4,314,366</b>	<b>4,314,366</b>	<b>4,314,366</b>

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :043 - FIELD OPERATIONS  
 Program :556 - TRAFFIC

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
74,428	0	0	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	0	0	0
17,801	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
6,116	0	0	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	0	0	0
1,430	0	0	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	0	0	0
22,393	0	0	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	0	0	0
20,337	0	0	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	0	0	0
126	0	0	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	0	0	0
377	0	0	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	0	0	0
3,767	0	0	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	0	0	0
31	0	0	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>146,808</b>	<b>0</b>	<b>0</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>							
68	0	0	<b>7550</b>	<b>Travel &amp; Education</b>	0	0	0
545	864	1,500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	1,500	1,500	1,500
292	0	0	<b>7630-05</b>	<b>Uniforms - Employee</b>	0	0	0
18	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>	0	0	0
2,879	533	3,550	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	3,550	3,550	3,550
				Motorcycle repairs & maintenance for two motors			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Tire replacements	6	275	1,650
				Spare tires	2	250	500
				Brake replacements	2	700	1,400
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0	0
<b>3,802</b>	<b>1,397</b>	<b>5,050</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>5,050</b>	<b>5,050</b>	<b>5,050</b>
<b>CAPITAL OUTLAY</b>							
0	0	0	<b>8850</b>	<b>Vehicles</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>150,610</b>	<b>1,397</b>	<b>5,050</b>	<b>TOTAL REQUIREMENTS</b>		<b>5,050</b>	<b>5,050</b>	<b>5,050</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :562 - RESERVES			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
1,318	695	3,000	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>		3,000	3,000	3,000
				Extra Help - Police Reserves - 0.06 FTE				
82	43	186	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		186	186	186
19	10	44	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		44	44	44
84	92	0	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		0	0	0
60	34	122	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		134	134	134
1	1	2	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		2	2	2
150	116	999	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>		0	0	0
785	676	800	<b>7400-05</b>	<b>Fringe Benefits - Volunteers - Life Insurance</b>		700	700	700
943	810	975	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>		895	895	895
<b>3,443</b>	<b>2,477</b>	<b>6,128</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>4,961</b>	<b>4,961</b>	<b>4,961</b>
<b>MATERIALS AND SERVICES</b>								
95	416	1,720	<b>7550</b>	<b>Travel &amp; Education</b>		1,640	1,640	1,640
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon Reserve Officer Association membership dues	6	40	240	
				Mid Valley Reserve Training Academy	3	400	1,200	
				Training courses	1	200	200	
540	919	8,260	<b>7630-10</b>	<b>Uniforms - Volunteer</b>		7,000	7,000	7,000
				<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	2,000	6,000	
72	152	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		200	200	200
<b>707</b>	<b>1,488</b>	<b>10,480</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>8,840</b>	<b>8,840</b>	<b>8,840</b>
<b>4,150</b>	<b>3,964</b>	<b>16,608</b>	<b>TOTAL REQUIREMENTS</b>			<b>13,801</b>	<b>13,801</b>	<b>13,801</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
0	0	0	<b>6400</b> Donations - Police	2,000	2,000	2,000
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :043 - FIELD OPERATIONS  
 Program :565 - CANINE

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
3,635	8,271	11,780	<b>7550</b>	<b>Travel &amp; Education</b>	3,780	3,780
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>
				Memberships and training	1	3,780
				<u>Total</u>		3,780
7,874	6,734	8,425	<b>7660</b>	<b>Materials &amp; Supplies</b>	8,425	8,425
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>
				Medical care	1	3,800
				Dog food	1	2,500
				Training aids, leashes, miscellaneous equipment	1	1,000
				Boarding	1	1,000
				Licenses	1	125
				<u>Total</u>		125
0	0	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>	2,000	2,000
0	0	1,130	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0
0	0	8,150	<b>7800-26</b>	<b>M &amp; S Equipment - Canine</b>	0	0
<b>11,509</b>	<b>15,004</b>	<b>29,485</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>14,205</b>	<b>14,205</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	10,368	0	<b>8710-15</b>	<b>Equipment - Canine</b>	0	0
<b>0</b>	<b>10,368</b>	<b>0</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>
<b>11,509</b>	<b>25,372</b>	<b>29,485</b>		<b><u>TOTAL REQUIREMENTS</u></b>	<b>14,205</b>	<b>14,205</b>



**POLICE DEPARTMENT**  
**Investigations & Support Division**



**Organization Set – Programs**

**Organization Set #**

- |                            |               |
|----------------------------|---------------|
| • Administration           | 01-11-046-501 |
| • Building Maintenance     | 01-11-046-550 |
| • Code/Parking Enforcement | 01-11-046-559 |
| • Investigations           | 01-11-046-568 |
| • Narcotics                | 01-11-046-571 |
| • School Resource          | 01-11-046-574 |
| • In-Service Training      | 01-11-046-577 |
| • Evidence                 | 01-11-046-583 |
| • Professional Standards   | 01-11-046-586 |

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

185,192	100,797	105,254	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	104,756	104,756	104,756
17,765	0	2,500	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
12,192	5,904	6,681	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,495	6,495	6,495
2,851	1,381	1,562	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,519	1,519	1,519
49,278	24,473	29,352	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	28,535	28,535	28,535
34,507	15,806	15,906	<b>7300-20</b> Fringe Benefits - Medical Insurance	16,390	16,390	16,390
0	0	3,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,500	1,500	1,500
252	126	126	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
982	537	560	<b>7300-30</b> Fringe Benefits - Long Term Disability	566	566	566
8,209	4,480	4,375	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,672	4,672	4,672
63	29	35	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	34	34	34
917	955	1,572	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	950	950	950
<b>312,209</b>	<b>154,489</b>	<b>170,923</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>165,525</b>	<b>165,525</b>	<b>165,525</b>

**MATERIALS AND SERVICES**

2,332	2,201	2,750	<b>7550</b> Travel & Education	2,000	2,000	2,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships	1	350	350
			Other training	1	1,650	1,650
866	1,002	1,500	<b>7590</b> Fuel - Vehicle & Equipment	1,500	1,500	1,500
17,384	17,807	19,151	<b>7620</b> Telecommunications Includes telecommunications for entire Special Operations Division.	23,712	23,712	23,712
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom - landlines - 15	12	834	10,008
			Telecom - voicemail box for school resource officer	1	65	65
			Cell phones - 15 phones	12	825	9,900
			Evidence facility landline	1	445	445
			Ipad data service - 5 Ipads	12	155	1,860
			Blackbox services	1	450	450
			Wireless service - Mifi	12	82	984
1,184	324	600	<b>7630-05</b> Uniforms - Employee	600	600	600

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
227	668	400	<b>7660</b>	<b>Materials &amp; Supplies</b>		400	400	400
0	204	1,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		2,500	2,500	2,500
2,384	1,895	7,500	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		4,500	4,500	4,500
3,526	2,334	8,050	<b>7750</b>	<b>Professional Services</b>		10,050	10,050	10,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				DNA testing, transcription service, computer forensics	1	10,000	10,000	
0	0	2,700	<b>7800</b>	<b>M &amp; S Equipment</b>		600	600	600
2,447	5,705	7,400	<b>7800-06</b>	<b>M &amp; S Equipment - Weapons</b>		4,900	4,900	4,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Sig Sauer rifle with lights	2	1,750	3,500	
				Glock 22 handgun with lights	2	700	1,400	
<b>30,350</b>	<b>32,139</b>	<b>51,051</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>50,762</b>	<b>50,762</b>	<b>50,762</b>
			<b><u>CAPITAL OUTLAY</u></b>					
22,638	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>22,638</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>365,197</b>	<b>186,628</b>	<b>221,974</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>216,287</b>	<b>216,287</b>	<b>216,287</b>

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :046 - INVESTIGATIONS AND SUPPORT  
 Program :550 - BUILDING MAINTENANCE

2017 PROPOSED BUDGET  
 2017 APPROVED BUDGET  
 2017 ADOPTED BUDGET

**REQUIREMENTS**

**PERSONNEL SERVICES**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
32,735	34,872	39,175	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	41,280	41,280	41,280
				Facilities Maintenance Technician - PD & Civic Hall - 0.80 FTE			
496	0	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
2,060	2,162	2,429	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	2,559	2,559	2,559
482	506	568	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	599	599	599
6,656	6,985	7,843	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	8,265	8,265	8,265
0	0	0	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	0	0	0
85	82	82	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	70	70	70
206	203	204	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	220	220	220
1,517	1,654	1,547	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	1,758	1,758	1,758
27	27	28	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	28	28	28
<b>44,264</b>	<b>46,491</b>	<b>51,876</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>54,779</b>	<b>54,779</b>	<b>54,779</b>

**MATERIALS AND SERVICES**

44,674	41,315	46,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	45,000	45,000	45,000
1,100	1,500	2,000	<b>7610-05</b>	<b>Insurance - Liability</b>	1,900	1,900	1,900
8,300	9,800	9,900	<b>7610-10</b>	<b>Insurance - Property</b>	11,800	11,800	11,800
95	0	100	<b>7630-05</b>	<b>Uniforms - Employee</b>	100	100	100
23,400	23,400	26,500	<b>7650-10</b>	<b>Janitorial - Services</b>	27,070	27,070	24,300
1,569	2,746	3,000	<b>7650-15</b>	<b>Janitorial - Supplies</b>	3,000	3,000	3,000
44,010	45,654	50,773	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>	53,033	53,033	53,033
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Maintenance contracts	1	33,933	33,933
				Other maintenance costs - lights, chemicals etc	1	4,500	4,500
				Projects - painting, repairs, etc	1	14,600	14,600
<b>123,148</b>	<b>124,414</b>	<b>138,273</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>141,903</b>	<b>141,903</b>	<b>139,133</b>

**CAPITAL OUTLAY**

14,967	0	0	<b>8710</b>	<b>Equipment</b>	0	0	0
<b>14,967</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
182,379	170,906	190,149	<b>TOTAL REQUIREMENTS</b>	196,682	196,682	193,912

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
1,013	1,031	500	6115 Code Enforcement	200	200	200
<b>1,013</b>	<b>1,031</b>	<b>500</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>1,013</b>	<b>1,031</b>	<b>500</b>	<b><i>TOTAL RESOURCES</i></b>	<b>200</b>	<b>200</b>	<b>200</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

110,298	115,163	118,663	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> Police Community Support Coordinator - 0.98 FTE Parking & Code Enforcement - 1.00 FTE	122,384	122,384	122,384
0	0	1,482	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	1,495	1,495	1,495
6,623	6,905	7,449	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	7,681	7,681	7,681
1,549	1,615	1,743	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	1,797	1,797	1,797
24,514	25,592	28,594	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	29,429	29,429	29,429
21,559	26,707	32,414	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	34,853	34,853	34,853
250	250	250	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	214	214	214
581	609	620	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	620	620	620
4,556	5,270	4,878	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	5,526	5,526	5,526
58	58	68	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	68	68	68
1,035	1,130	1,048	<b>7400-10</b> <b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	1,101	1,101	1,101
<b>171,023</b>	<b>183,299</b>	<b>197,209</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>205,168</b>	<b>205,168</b>	<b>205,168</b>

**MATERIALS AND SERVICES**

150	309	1,300	<b>7550</b> <b>Travel &amp; Education</b> Memberships and training	700	700	700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Code enforcement conference	1	400	400
			Membership - code enforcement of Oregon	2	50	100
			Volunteer training	1	100	100
			Other training	1	100	100
3,233	2,524	3,500	<b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b> Fuel for parking scooter, code enforcement vehicle and the volunteer parking patrol vehicle.	3,500	3,500	3,500
1,086	1,429	1,500	<b>7630-05</b> <b>Uniforms - Employee</b> Uniforms for code/parking enforcement staff and volunteers	1,500	1,500	1,500
2,168	3,321	2,500	<b>7660</b> <b>Materials &amp; Supplies</b>	2,000	2,000	2,000
1,237	2,107	3,500	<b>7720-14</b> <b>Repairs &amp; Maintenance - Vehicles</b>	3,000	3,000	3,000
44	44	50	<b>7750</b> <b>Professional Services</b>	50	50	50
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	50	50

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
			Section :046 - INVESTIGATIONS AND SUPPORT				
			Program :559 - CODE/PARKING ENFORCEMENT				
2,430	1,190	3,500	<b>7750-08</b>	<b>Professional Services - Code Enforcement</b>	2,500	2,500	2,500
				Services to clean up yard debris and grass abatements.			
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>	100	100	100
<b>10,349</b>	<b>10,924</b>	<b>15,850</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>13,350</b>	<b>13,350</b>	<b>13,350</b>
<b>181,371</b>	<b>194,222</b>	<b>213,059</b>	<b><i>TOTAL REQUIREMENTS</i></b>		<b>218,518</b>	<b>218,518</b>	<b>218,518</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

388,176	353,774	403,230	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Police Sergeant - Special Operations - 1.00 FTE Police Officer - Investigations - 5.00 FTE	502,646	502,646	502,646
6,099	4,367	5,500	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Investigations - 0.12 FTE	6,500	6,500	6,500
41,717	77,218	55,004	<b>7000-20 Salaries &amp; Wages - Overtime</b>	64,988	64,988	64,988
2,200	1,600	2,000	<b>7000-35 Salaries &amp; Wages - Clothing Allowance</b> Detectives' \$450 annual clothing allowance.	2,700	2,700	2,700
26,845	26,652	28,876	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	35,765	35,765	35,765
6,278	6,269	6,754	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	8,364	8,364	8,364
98,119	98,561	120,384	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	150,209	150,209	150,209
97,283	81,843	106,346	<b>7300-20 Fringe Benefits - Medical Insurance</b>	138,513	138,513	138,513
630	530	630	<b>7300-25 Fringe Benefits - Life Insurance</b>	648	648	648
1,881	1,662	1,970	<b>7300-30 Fringe Benefits - Long Term Disability</b>	2,388	2,388	2,388
17,765	18,427	18,827	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	25,605	25,605	25,605
166	152	174	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	208	208	208
0	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>687,160</b>	<b>671,055</b>	<b>749,695</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>938,534</b>	<b>938,534</b>	<b>938,534</b>

**MATERIALS AND SERVICES**

2,525	4,900	7,900	<b>7550 Travel &amp; Education</b>	9,000	9,000	9,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Annual child abuse summit	1	500	500
			Field experiential trauma interview (FETI) course	2	500	1,000
			New investigator training	1	500	500
			Investigative training courses	1	4,000	4,000
			Out of state/area investigations	1	2,500	2,500
			Detective sergeant - supervisor training	1	500	500
6,115	6,329	7,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	6,000	6,000	6,000
961	468	600	<b>7630-05 Uniforms - Employee</b>	1,200	1,200	1,200

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
1,560	1,306	3,600	<b>7660</b>	<b>Materials &amp; Supplies</b>		4,000	4,000	4,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Investigative funds	1	500	500	
				Batteries, camera, CD/DVD's, etc	1	1,000	1,000	
				Digital recorder, binoculars, evidence storage items	1	2,500	2,500	
1,807	4,390	4,500	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		4,500	4,500	4,500
439	907	950	<b>7750</b>	<b>Professional Services</b>		912	912	912
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Comcast line	12	26	312	
				The last one (TLO) database search fee	1	600	600	
5,627	8,413	6,224	<b>7800</b>	<b>M &amp; S Equipment</b>		4,650	4,650	4,650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				APX mobile radio	1	2,700	2,700	
				Compact surefire lights/holsters	6	325	1,950	
<b>19,034</b>	<b>26,713</b>	<b>30,774</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>30,262</b>	<b>30,262</b>	<b>30,262</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	23,100	<b>8850</b>	<b>Vehicles</b>		0	0	2,000
<b>0</b>	<b>0</b>	<b>23,100</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>2,000</b>
<b>706,193</b>	<b>697,767</b>	<b>803,569</b>	<b>TOTAL REQUIREMENTS</b>			<b>968,796</b>	<b>968,796</b>	<b>970,796</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	5200 YCINT - ERAD Grant	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FINES AND FORFEITURES</u></b>						
6,501	7,466	0	6110-10 Drug Forfeitures - State	0	0	0
<b>6,501</b>	<b>7,466</b>	<b>0</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>6,501</b>	<b>7,466</b>	<b>0</b>	<b><i>TOTAL RESOURCES</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
76,080	79,623	81,120	<b>7000-05</b> Salaries & Wages - Regular Full Time <small>Police Officer - Narcotics - 1.00 FTE</small>	82,736	82,736	82,736
15,035	19,220	15,001	<b>7000-20</b> Salaries & Wages - Overtime	15,184	15,184	15,184
400	400	400	<b>7000-35</b> Salaries & Wages - Clothing Allowance <small>Detective's \$450 annual clothing allowance.</small>	450	450	450
5,608	6,085	5,984	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,099	6,099	6,099
1,311	1,423	1,400	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,426	1,426	1,426
18,742	18,266	23,769	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	24,221	24,221	24,221
20,337	20,798	22,494	<b>7300-20</b> Fringe Benefits - Medical Insurance	24,182	24,182	24,182
126	126	126	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
381	381	388	<b>7300-30</b> Fringe Benefits - Long Term Disability	388	388	388
3,709	4,215	3,902	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,367	4,367	4,367
35	35	34	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	34	34	34
<b>141,764</b>	<b>150,572</b>	<b>154,618</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>159,195</b>	<b>159,195</b>	<b>159,195</b>
<b>MATERIALS AND SERVICES</b>						
64	108	1,000	<b>7550</b> Travel & Education	500	500	500
451	1,692	2,000	<b>7590</b> Fuel - Vehicle & Equipment	1,500	1,500	1,500
824	639	800	<b>7620</b> Telecommunications	800	800	800
0	0	200	<b>7630-05</b> Uniforms - Employee	200	200	200
5,161	5,026	5,500	<b>7660</b> Materials & Supplies	5,050	5,050	5,050
0	0	750	<b>7720-14</b> Repairs & Maintenance - Vehicles	0	0	0
0	0	0	<b>7800</b> M & S Equipment	325	325	325
<b>6,501</b>	<b>7,466</b>	<b>10,250</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>8,375</b>	<b>8,375</b>	<b>8,375</b>
<b>148,265</b>	<b>158,037</b>	<b>164,868</b>	<b>TOTAL REQUIREMENTS</b>	<b>167,570</b>	<b>167,570</b>	<b>167,570</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
44,939	47,951	49,600	<b>5020-05 McMinnville School Dist #40 - SRO - High School</b> McMinnville School District #40 shares in the cost of the High School Resource Officer by paying the City 50% of the officer's salary and fringe benefits for the nine-month school year.	51,600	51,600	51,200
<b>44,939</b>	<b>47,951</b>	<b>49,600</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>51,600</b>	<b>51,600</b>	<b>51,200</b>
<b>44,939</b>	<b>47,951</b>	<b>49,600</b>	<b>TOTAL RESOURCES</b>	<b>51,600</b>	<b>51,600</b>	<b>51,200</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
75,346	93,432	83,898	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		82,872	82,872	82,872
				Police Officer - High School Resource Officer - 1.00 FTE				
10,123	7,611	11,992	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		8,503	8,503	8,503
5,244	6,220	5,945	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		5,665	5,665	5,665
1,226	1,455	1,391	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		1,325	1,325	1,325
20,752	24,533	26,121	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		21,844	21,844	21,844
16,986	13,762	16,370	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		24,182	24,182	24,182
125	115	126	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		108	108	108
364	352	388	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		388	388	388
3,181	3,907	3,893	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		4,075	4,075	4,075
32	33	34	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		34	34	34
<b>133,379</b>	<b>151,419</b>	<b>150,158</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>148,996</b>	<b>148,996</b>	<b>148,996</b>
<b>MATERIALS AND SERVICES</b>								
531	1,973	2,750	<b>7550</b>	<b>Travel &amp; Education</b>		1,500	1,500	1,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Child abuse summit	1	250	250	
				School resource officer conference	1	750	750	
				Other training (field experiential trauma, active shooter)	1	500	500	
18	0	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		50	50	50
				Miscellaneous youth services program materials and supplies.				
<b>549</b>	<b>1,973</b>	<b>3,250</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,550</b>	<b>1,550</b>	<b>1,550</b>
<b>133,928</b>	<b>153,393</b>	<b>153,408</b>	<b>TOTAL REQUIREMENTS</b>			<b>150,546</b>	<b>150,546</b>	<b>150,546</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
3,000	3,900	5,800	<b>5380-02 Facility Rentals - Training Facility</b> Revenue received from neighboring agencies for use of the Firearms Facility.	7,300	7,300	7,300
<b>3,000</b>	<b>3,900</b>	<b>5,800</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>7,300</b>	<b>7,300</b>	<b>7,300</b>
<b>3,000</b>	<b>3,900</b>	<b>5,800</b>	<b>TOTAL RESOURCES</b>	<b>7,300</b>	<b>7,300</b>	<b>7,300</b>

Budget Document Report

**01 - GENERAL FUND**

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

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
2,680	0	15,600	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
0	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
166	0	967	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	0	0	0
39	0	226	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	0	0	0
119	0	633	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	0	0	0
2	0	13	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>3,006</b>	<b>0</b>	<b>17,439</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>							
20	1,358	500	<b>7550</b>	<b>Travel &amp; Education</b> Hazardous materials, first aid and other training materials	250	250	250
531	0	2,400	<b>7550-05</b>	<b>Travel &amp; Education - Defensive Tactics</b>	2,400	2,400	2,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Defensive tactics instructor course	2	500	1,000
				Simunitions instructor course	2	300	600
				Taser instructor course	1	800	800
11	0	2,500	<b>7550-10</b>	<b>Travel &amp; Education - Driving Training</b>	2,600	2,600	2,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Repair and maintenance of training vehicles	1	1,600	1,600
				Instructor development / training	1	500	500
				Training - per diem	1	500	500
477	275	1,200	<b>7550-15</b>	<b>Travel &amp; Education - Emergency Management</b> Beginning in 2016-17, Emergency Management appropriations are included in the Fire Department budget.	0	0	0
1,685	2	3,500	<b>7550-20</b>	<b>Travel &amp; Education - Firearms Training</b>	2,000	2,000	2,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Instructor update course	1	2,000	2,000

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE				2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
25,638	35,935	29,314	<b>7660</b>	<b>Materials &amp; Supplies</b>			29,820	29,820	29,820
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Defensive tactics - training bags, misc training equipment	1	2,500	2,500		
				Taser supplies- cartridges, holsters, repair work	1	5,300	5,300		
				Simunitions - conversions, ammo, safety equipment	1	5,500	5,500		
				Firearms - ammunition	1	11,000	11,000		
				Firearms - targets, supplies,maintenance	1	4,120	4,120		
				Emergency operations center supplies	1	200	200		
				Taser - battery packs	1	1,200	1,200		
5,199	7,402	7,100	<b>7720-18</b>	<b>Repairs &amp; Maintenance - Training Facility</b>			7,100	7,100	7,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Road maintenance	1	2,700	2,700		
				Tractor maintenance	1	550	550		
				Range construction	1	1,500	1,500		
				Supplies	1	2,000	2,000		
				Chem-can rental	1	350	350		
2,884	3,774	7,800	<b>7800</b>	<b>M &amp; S Equipment</b>			8,400	8,400	8,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Taser X26P - part two of two replacement process	7	1,200	8,400		
<b>36,443</b>	<b>48,746</b>	<b>54,314</b>		<b>TOTAL MATERIALS AND SERVICES</b>			<b>52,570</b>	<b>52,570</b>	<b>52,570</b>
<b>39,449</b>	<b>48,746</b>	<b>71,753</b>		<b>TOTAL REQUIREMENTS</b>			<b>52,570</b>	<b>52,570</b>	<b>52,570</b>

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :046 - INVESTIGATIONS AND SUPPORT  
 Program :583 - EVIDENCE

2017  
**PROPOSED BUDGET**

2017  
**APPROVED BUDGET**

2017  
**ADOPTED BUDGET**

**REQUIREMENTS**

**PERSONNEL SERVICES**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
51,957	54,512	56,337	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Police Evidence and Property Technician - 1.00 FTE	57,433	57,433	57,433
412	978	1,482	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	1,495	1,495	1,495
3,181	3,373	3,585	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	3,654	3,654	3,654
744	789	838	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	855	855	855
10,489	11,115	11,711	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	11,935	11,935	11,935
20,337	20,798	22,494	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	24,182	24,182	24,182
126	126	126	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	108	108	108
289	303	308	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	308	308	308
158	172	261	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	296	296	296
30	31	34	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	34	34	34
<b>87,723</b>	<b>92,195</b>	<b>97,176</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>100,300</b>	<b>100,300</b>	<b>100,300</b>

**MATERIALS AND SERVICES**

50	93	400	<b>7550</b>	<b>Travel &amp; Education</b>	400	400	400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Memberships dues	1	100	100
				Miscellaneous training	1	300	300
323	301	500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	400	400	400
494	567	400	<b>7630-05</b>	<b>Uniforms - Employee</b>	550	550	550
3,326	3,939	3,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	3,500	3,500	3,500
33	0	500	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	350	350	350
0	239	300	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b> Evidence storage building alarm contract	250	250	250
200	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0	0
<b>4,426</b>	<b>5,139</b>	<b>5,100</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>5,450</b>	<b>5,450</b>	<b>5,450</b>
<b>92,149</b>	<b>97,334</b>	<b>102,276</b>	<b>TOTAL REQUIREMENTS</b>		<b>105,750</b>	<b>105,750</b>	<b>105,750</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	1,700	1,800	<b>7550</b>	Travel & Education	1,800	1,800
2,006	70	200	<b>7660</b>	Materials & Supplies	200	200
<b>2,006</b>	<b>1,770</b>	<b>2,000</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>2,000</b>	<b>2,000</b>
<b>2,006</b>	<b>1,770</b>	<b>2,000</b>		<b>TOTAL REQUIREMENTS</b>	<b>2,000</b>	<b>2,000</b>



# **MUNICIPAL COURT**



## **Organization Set – Sections**

- Court**
- Parking Tickets**

## **Organization Set #**

**01-13-060**  
**01-13-063**



# General Fund – Municipal Court

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

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

## Core Services

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

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

## Future Challenges and Opportunities

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

## 2015 Statistics

- ❖ 42 citizens over the age of 50 attended a driving refresher course sponsored by AARP.
- ❖ 24 DUII convictions and 45 DUII diversions were ordered.
- ❖ 387 accounts were reinstated through the courts reinstatement program to allow citizens to obtain their drivers license.
- ❖ 21 juveniles assigned to BUSTED, the under-age substance abuse class
- ❖ 323 people participated in the online driving refresher course
- ❖ 502 people used the courts "Fix It" Ticket
- ❖ 120 defendants who were assigned court-appointed attorneys were ordered to pay the court appointed attorney fees
- ❖ 242 files were sent to collections

# General Fund – Municipal Court

2016 – 2017 Proposed Budget --- Budget Summary

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>483,902</b>	<b>523,750</b>	<b>531,350</b>	<b>7,600</b>
Personnel Services	271,487	296,552	378,488	81,936
Materials & Services	143,134	169,171	86,515	(82,656)
Capital Outlay	933	1,008	-	(1,008)
<b>Total Expenditures</b>	<b>415,555</b>	<b>466,731</b>	<b>465,003</b>	<b>(1,728)</b>
Net Expenditures	68,347	57,019	66,347	(9,328)

## Full-Time Equivalents (FTE)

	2015-16		2016-17
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>3.80</b>		
Judge		0.20	
City Prosecutor		0.38	
<b>FTE Proposed Budget</b>		<b>0.58</b>	<b>4.38</b>



## General Fund – Municipal Court

## Historical Highlights

- |             |  |             |   |             |   |
|-------------|--|-------------|---|-------------|---|
| <b>1846</b> | 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.  | <b>1876</b> | 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. | <b>2009</b> | Court sessions held in new Civic Hall.              |
| <b>1846</b> | First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.  | <b>1924</b> | Possession of or smoking a cigarette by a minor under 14 was punishable by a fine of \$5.00.  | <b>2014</b> | Honorable Cynthia Kaufman Noble appointed as Judge. |
| <b>1847</b> | 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. | <b>1971</b> | First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.  | <b>2016</b> | Aron-Perez-Selsky appointed to be City Prosecutor.  |
| <b>1848</b> | First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.  | <b>1991</b> | Personal computers first used for Municipal Court docket and citation tracking.   |             |   |
|             |  | <b>2004</b> | Municipal Court transitions to windows-based Caselle Software.  |             |   |
|             |  | <b>2006</b> | Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.  |             |   |

# General Fund - Municipal Court

## 2016-2017 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>Range</u>	<u>Total</u>	<u>Page</u>	<u>Amount</u>
<u>Department</u>	<u>Employees</u>		<u>Salary</u>		
<b><u>City Attorney</u></b>	1	363	122,422		
General Fund					
Administration					
Legal (0.90 FTE)				9	110,180
Municipal Court					
Court (0.10 FTE)				62	12,242
<b><u>Court Clerk I</u></b>	1	318	17,540		
General Fund					
Municipal Court					
Court (0.29 FTE)				62	10,524
Parking Tickets (0.19 FTE)				66	7,016

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>FINES AND FORFEITURES</b>						
536,065	459,262	500,000	<b>6120 Fines &amp; Bail Forfeitures</b> The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court.	500,000	500,000	500,000
3,839	1,954	750	<b>6140 Peer Court Assessment</b> Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. In 2012, the legislature adopted new fine schedules that cannot be increased with additional assessments. The Court will continue to collect assessments on citations issued prior to 2012.	500	500	500
7,416	7,588	7,000	<b>6150 Court Appointed Attorney Fees</b> 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.	6,000	6,000	6,000
<b>547,319</b>	<b>468,804</b>	<b>507,750</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>506,500</b>	<b>506,500</b>	<b>506,500</b>
<b>MISCELLANEOUS</b>						
744	863	1,000	<b>6600-93 Other Income - Municipal Court</b>	850	850	850
<b>744</b>	<b>863</b>	<b>1,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>850</b>	<b>850</b>	<b>850</b>
<b>548,063</b>	<b>469,667</b>	<b>508,750</b>	<b>TOTAL RESOURCES</b>	<b>507,350</b>	<b>507,350</b>	<b>507,350</b>

Budget Document Report

**01 - GENERAL FUND**

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

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
155,214	146,065	153,174	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> City Attorney - 0.10 FTE Senior Court Clerk - 2.00 FTE Court Clerk II - 1.00 FT	156,920	156,920	156,920
26,205	13,909	82,450	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Judge - 0.20 FTE City Prosecutor - 0.38 FTE Court Clerk I - 0.29 FTE Municipal Court - Interpreter - 0.05 FTE	83,433	83,433	83,433
The positions of Municipal Court Judge and City Prosecutor were contract positions January 2014 until July 2015. As contract positions they were budgeted under 01-13-060-7750-12 and 060-7750-18.							
6,180	6,631	8,500	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Municipal Court Security - 0.17 FTE	8,800	8,800	8,800
168	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	0	<b>7000-32</b>	<b>Salaries &amp; Wages - Moving Allowance</b>	0	0	0
11,022	9,727	17,933	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	15,424	15,424	15,424
2,581	2,277	2,567	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,614	3,614	3,614
36,055	33,670	37,044	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	42,536	42,536	42,536
45,502	47,756	48,004	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	50,534	50,534	50,534
0	0	9,264	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	4,814	4,814	4,814
398	433	432	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	370	370	370
795	861	894	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	906	906	906
638	570	267	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	399	399	399
114	106	126	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	143	143	143
0	0	100	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	202	202	202
<b>284,871</b>	<b>262,004</b>	<b>360,755</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>368,095</b>	<b>368,095</b>	<b>368,095</b>

**MATERIALS AND SERVICES**

7,214	6,103	5,200	<b>7500</b>	<b>Credit Card Fees</b> Credit card fees for Municipal Court collections.	6,200	6,200	6,200
1,239	651	1,000	<b>7520</b>	<b>Public Notices &amp; Printing</b>	1,000	1,000	1,000

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
75	76	200	<b>7540</b>	<b>Employee Events</b>		400	400	400
				Costs shared city-wide for employee training, materials, and events.				
3,365	1,163	4,500	<b>7550</b>	<b>Travel &amp; Education</b>		4,500	4,500	4,500
				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.				
1,800	1,900	2,200	<b>7610-05</b>	<b>Insurance - Liability</b>		2,000	2,000	2,000
5,620	6,055	5,000	<b>7620</b>	<b>Telecommunications</b>		6,200	6,200	6,200
1,497	887	1,500	<b>7630</b>	<b>Uniforms</b>		2,200	2,200	2,200
9,507	6,904	8,600	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		8,600	8,600	8,600
3,849	3,437	4,000	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		4,000	4,000	4,000
8,857	1,166	700	<b>7750</b>	<b>Professional Services</b>		700	700	700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	700	700	
24,545	38,940	1,940	<b>7750-12</b>	<b>Professional Services - Contract Judge</b>		1,000	1,000	1,000
				The Municipal Court Judge was a contracted position January, 2014 until July 2015. It has been returned to a part-time position.				
20,614	21,407	30,000	<b>7750-15</b>	<b>Professional Services - Court Appointed Attorney</b>		30,000	30,000	30,000
				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.				
14,678	35,970	4,000	<b>7750-18</b>	<b>Professional Services - Contract Prosecutor</b>		500	500	500
				The position of City Prosecutor was a contracted position January, 2014 until July 2015. It has been returned to a part-time position. Also included is a back-up prosecutor if necessary to cover City Prosecutor's absences and legal conflicts.				
60	60	100	<b>7750-21</b>	<b>Professional Services - Security</b>		100	100	100
				Security contract to provide panic button monitoring.				
3,839	1,954	750	<b>7750-22</b>	<b>Professional Services - Peer Court Assessment</b>		500	500	500
				Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.				
1,432	0	1,000	<b>7800</b>	<b>M &amp; S Equipment</b>		1,000	1,000	2,340
8,744	9,531	10,381	<b>7840</b>	<b>M &amp; S Computer Charges</b>		9,415	9,415	9,415
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	9,415	9,415	
16,829	6,563	12,250	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>		7,200	7,200	7,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				APS e-ticketing-33%, shared with Police	1	4,000	4,000	
				Caselle maintenance	1	3,200	3,200	

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
106	369	800	<b>8050</b>	<b>Trial Expense</b> Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.	1,000	1,000	1,000
<b>133,868</b>	<b>143,134</b>	<b>94,121</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>86,515</b>	<b>86,515</b>	<b>87,855</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	933	2,058	<b>8750</b>	<b>Capital Outlay Computer Charges</b>	0	0	0
<b>0</b>	<b>933</b>	<b>2,058</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>418,739</b>	<b>406,072</b>	<b>456,934</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>454,610</b>	<b>454,610</b>	<b>455,950</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>FINES AND FORFEITURES</b>						
24,028	14,235	15,000	<b>6130 Parking Tickets</b> Downtown Parking Patrol and Police Officer parking citations revenue.	24,000	24,000	24,000
<b>24,028</b>	<b>14,235</b>	<b>15,000</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>24,028</b>	<b>14,235</b>	<b>15,000</b>	<b>TOTAL RESOURCES</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
5,663	6,399	6,500	<b>7000-10</b> Salaries & Wages - Regular Part Time Court Clerk I - 0.19 FTE	7,016	7,016	7,016
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
349	381	403	<b>7300-05</b> Fringe Benefits - FICA - Social Security	435	435	435
82	89	94	<b>7300-06</b> Fringe Benefits - FICA - Medicare	102	102	102
1,134	1,282	1,302	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	1,405	1,405	1,405
207	1,240	1,210	<b>7300-20</b> Fringe Benefits - Medical Insurance	1,248	1,248	1,248
0	0	109	<b>7300-22</b> Fringe Benefits - VEBA Plan	109	109	109
5	28	28	<b>7300-25</b> Fringe Benefits - Life Insurance	24	24	24
6	35	34	<b>7300-30</b> Fringe Benefits - Long Term Disability	36	36	36
12	21	10	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	11	11	11
7	7	7	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	7	7	7
0	0	100	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
<b>7,465</b>	<b>9,483</b>	<b>9,797</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>10,393</b>	<b>10,393</b>	<b>10,393</b>
<b>7,465</b>	<b>9,483</b>	<b>9,797</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>10,393</b>	<b>10,393</b>	<b>10,393</b>



# **FIRE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

**01-15-070**  
**01-15-073**



### Budget Highlights

- This year's budget includes costs for the engineering and design for the Fire station living area remodel.

The Fire Station, while a beautiful building, was built in 1986. The facility was designed in 1986 and finished construction in 1988. The facility was designed primarily to manage a large volunteer staff along with one paid staff member per shift and the remaining living space allocated to what were termed as students.

The current challenges due to the original design include:

- Not designed to house female members
  - Gang showers
  - Plumbing leaks that have caused mold development in floors and walls
  - No doors on sleeping rooms
  - Staff laundry in the women's shower area
  - No locker rooms
  - Size of living space not adequate to accommodate the number of 24 /7 employees
    - i. Kitchen
    - ii. Day room
  - Sleeping areas over vehicle stalls
  - All crews wake up to all calls
- This year we are adding one person to offset the cost of overtime. Our overtime costs are directly related to the minimum staffing requirements to meet the service levels to the community. Vacancies and Family Medical Leave Act (FMLA) time off have continually climbed over the last several years and are projected to continue at current levels. The added position will actually create a combined cost reduction in Fire and Ambulance of an estimated \$45,000 in salary and benefits since the position will be covering vacancies at straight time rather than time and one half.

### Core Services

#### Fire Operations

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

#### Fire & Life Safety

- Implement a fee schedule to assist with enforcement of the fire codes
- Maintain fire and life safety code enforcement
- Maintain or improve partnerships within local and State organizations
- Review plans for new building construction
- Complete on-site fire inspections of commercial property
- Investigate fires for cause and origin
- Investigate fires involving juvenile fire setters
- Provide for delivery of public fire education courses

### Future Challenges and Opportunities

- 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
- Develop a plan to market department services

# General Fund – Fire

## 2016 – 2017 Proposed Budget --- Budget Summary

CALL TYPE	SUB-TYPE	Calls For Service 2014	Calls For Service 2015	Percentage of Calls
FIRE	Structural	53	66	
	Brush/Wildland	38	82	
	Vehicle	15	21	
	Other	708	720	
	<b>Fire Sub-Total</b>	<b>814</b>	<b>889</b>	<b>11.8%</b>
EMS	All EMS Calls	6034	6649	88.2 %
<b>Total</b>		<b>6848</b>	<b>7538</b>	<b>100%</b>



### Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>386,385</b>	<b>365,158</b>	<b>399,829</b>	<b>34,671</b>
Personnel Services	1,897,122	2,117,747	2,180,823	63,076
Materials & Services	452,416	481,909	564,135	82,226
Capital Outlay	1,335,170	100,619	45,000	(55,619)
Debt Service	115,291	115,295	115,295	-
<b>Total Expenditures</b>	<b>3,800,000</b>	<b>2,815,570</b>	<b>2,905,253</b>	<b>89,683</b>
Net Expenditures	(3,413,615)	(2,450,412)	(2,505,424)	55,012

### Full-Time Equivalents (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>14.75</b>		
Assistant Fire Chief		(0.50)	
Fire Marshall		1.00	
Fire & Life Safety Division Chief		(1.00)	
Fire Battalion Chief		1.05	
Fire Captain		(1.05)	
Firefighter		8.75	
Firefighter / Paramedic		(6.05)	
Firefighter / EMT		(1.85)	
Mechanic		(0.30)	
Emergency Management Coordinator		0.48	
Extra Help - Fire		0.14	
Extra Help - Fire Prevention		0.05	
<b>FTE Proposed Budget</b>		<b>0.72</b>	<b>15.47</b>



## General Fund – Fire

## Historical Highlights

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

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



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

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

# General Fund – Fire

## Historical Highlights

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

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

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

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

**2009** Fire Prevention receives exempt status from the State. McMinnville Fire is one of 12 Departments state-wide responsible for code enforcement in place of the state.

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



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

**2010** Budget challenges force the elimination of the student program at the Fire Department.

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

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

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

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



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

**2016** One FTE is added to reduce the overtime costs of the department

# General Fund - Fire

## 2016-2017 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

### Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<b><u>Fire Chief</u></b>	1	362	119,437		
General Fund					
Fire					
Administration & Operations (0.75 FTE)				69	89,578
Ambulance Fund (0.25 FTE)				231	29,859
<b><u>Fire Battalion Chief</u></b>	3	245	305,896		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				69	107,064
Ambulance Fund (1.95 FTE)				231	198,832
<b><u>Fire Lieutenant</u></b>	3	235	239,818		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				69	83,936
Ambulance Fund (1.95 FTE)				231	155,882
<b><u>Firefighter</u></b>	25	220	1,849,094		
General Fund					
Fire					
Administration & Operations (8.75 FTE)				69	647,183
Ambulance Fund (16.25 FTE)				231	1,201,911

### Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<b><u>Firefighter / Paramedic</u></b>	1	330	43,173		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				69	15,111
Ambulance Fund (0.46 FTE)				231	28,062
<b><u>Firefighter / EMT</u></b>	1	322	35,440		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				69	12,404
Ambulance Fund (0.46 FTE)				231	23,036
<b><u>Office Manager</u></b>	1	330	53,125		
General Fund					
Fire					
Administration & Operations (0.35 FTE)				69	18,594
Ambulance Fund (0.65 FTE)				231	34,531
<b><u>Administrative Specialist II</u></b>	1	322	38,260		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				69	9,565
Ambulance Fund (0.75 FTE)				231	28,695

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
0	0	0	<b>4490 Licenses &amp; Permits - Misc</b> Permit fees per Fire Department fee schedule	500	500	500
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4545-05 Federal FEMA Grant - HAM Radio Project</b>	0	0	0
0	0	0	<b>4545-10 Federal FEMA Grant - CERT Enhancement Project</b>	0	0	23,200
13,842	2,586	2,800	<b>4840-05 OR Conflagration Reimbursement - Personnel</b>	2,800	2,800	2,800
5,840	1,696	5,000	<b>4840-10 OR Conflagration Reimbursement - Equipment</b>	5,000	5,000	5,000
317,844	327,379	337,198	<b>5030-05 McMinnville Rural Fire District - Contract Fire Protection</b> McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2016-17 proposed budget assumes 3% increase in contract.	347,314	347,314	347,314
<b>337,526</b>	<b>331,661</b>	<b>344,998</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>355,114</b>	<b>355,114</b>	<b>378,314</b>
<b>CHARGES FOR SERVICES</b>						
2,955	1,836	2,000	<b>5340 Fire Department Service Fees</b> Non-resident motor vehicle incident charges for Fire Department required services.	2,000	2,000	2,000
0	0	0	<b>5400 Property Rentals</b> Verizon lease of cell tower on Fire Department property	20,000	20,000	20,000
<b>2,955</b>	<b>1,836</b>	<b>2,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>
<b>FINES AND FORFEITURES</b>						
0	0	0	<b>6115 Code Enforcement</b> Code enforcement fees per Fire Department fee schedule.	500	500	500
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>MISCELLANEOUS</b>						
566	1,967	0	<b>6310-02 Interest - Loan Proceeds</b>	0	0	0
18,435	17,419	14,160	<b>6310-07 Interest - LOSAP</b> Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	15,090	15,090	15,090
2,257	1,883	2,000	<b>6410 Donations - Fire</b> Donations received to help support the Fire Department.	1,125	1,125	1,125
7,145	30,590	500	<b>6600 Other Income</b>	500	500	500
0	0	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
914	1,029	1,500	<b>6600-07</b>	<b>Other Income - LOSAP</b> Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).	5,000	5,000	5,000
<b>29,316</b>	<b>52,888</b>	<b>18,160</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>21,715</b>	<b>21,715</b>	<b>21,715</b>
<b><u>OTHER FINANCING SOURCE</u></b>							
1,370,000	0	0	<b>6830-05</b>	<b>Loan Proceeds - Fire Vehicle</b>	0	0	0
<b>1,370,000</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL OTHER FINANCING SOURCE</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>1,739,797</b>	<b>386,385</b>	<b>365,158</b>	<b><u>TOTAL RESOURCES</u></b>		<b>399,829</b>	<b>399,829</b>	<b>423,029</b>

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	22,750	<b>7000 Salaries &amp; Wages</b>	0	0	0
858,699	902,638	960,064	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Fire Chief - 0.75 FTE Fire Battalion Chief - 1.05 FTE Fire Lieutenant - 1.05 FTE Firefighter - 8.75 FTE Office Manager - 0.35 FTE Administrative Specialist II - 0.25 FTE	955,922	955,922	955,922
12,504	13,059	17,030	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Firefighter / Paramedic - 0.25 FTE Firefighter / EMT - 0.25 FTE  Removing 0.30 FTE Mechanic - Fire Department. Adding Staffing for Peak Unit Amity.	27,515	27,515	27,515
280	1,922	1,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Fire - 0.17 FTE	5,000	5,000	5,000
22,515	18,255	25,000	<b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b> 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.	30,000	30,000	30,000
125,993	134,743	120,000	<b>7000-20 Salaries &amp; Wages - Overtime</b> The 2016-17 budgeted amount is reduced to reflect savings from the hiring of an additional Firefighter, shared with Ambulance. The overall savings to the combined department salaries and benefits is projected to be \$44,000.	120,000	120,000	120,000
61,708	64,656	69,634	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	70,546	70,546	70,546
14,432	15,121	16,286	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	16,514	16,514	16,514
224,066	239,170	281,532	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	281,172	281,172	281,172
144,174	150,648	163,844	<b>7300-20 Fringe Benefits - Medical Insurance</b>	175,330	175,330	175,330
31,620	31,749	39,740	<b>7300-22 Fringe Benefits - VEBA Plan</b>	41,900	41,900	41,900
1,578	1,573	1,614	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,398	1,398	1,398
4,509	4,670	5,036	<b>7300-30 Fringe Benefits - Long Term Disability</b>	4,976	4,976	4,976
38,552	41,158	41,343	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	44,938	44,938	44,938
539	534	585	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	604	604	604
374	74	2,500	<b>7300-40 Fringe Benefits - Unemployment</b>	999	999	999
2,367	2,099	2,500	<b>7400-05 Fringe Benefits - Volunteers - Life Insurance</b>	2,500	2,500	2,500

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
11,818	12,736	12,755	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	12,415	12,415	12,415
24,672	23,736	98,000	<b>7400-15</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current</b> 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
8,681	7,954	10,000	<b>7400-21</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins</b> Volunteer Length of Service Awards (LOSA) Program includes \$20,000 of life insurance for active fire volunteers.	10,000	10,000	10,000
7,520	7,521	8,000	<b>7400-25</b>	<b>Fringe Benefits - Volunteers - Volunteer Accident Insurance</b>	8,000	8,000	8,000
<b>1,596,601</b>	<b>1,674,016</b>	<b>1,911,463</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>1,899,729</b>	<b>1,899,729</b>	<b>1,899,729</b>

**MATERIALS AND SERVICES**

0	517	500	<b>7530</b>	<b>Safety Training/OSHA</b>	500	500	500
224	225	800	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,500	1,500	1,500
11,216	16,243	22,000	<b>7550</b>	<b>Travel &amp; Education</b> Expected Costs listed in transactions.	22,000	22,000	22,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				National Fire Academy Class	3	500	1,500
				Oregon Executive Development Institute	3	1,500	4,500
				Oregon Fire Chiefs Conference	6	1,000	6,000
				Wildland Engine Boss Training	3	1,200	3,600
				Metro Fire Officer Class	3	1,000	3,000
				Incident Management Class	1	3,400	3,400
27,801	19,125	20,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	20,000	20,000	20,000
19,627	17,000	19,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	19,000	19,000	19,000
11,800	12,600	17,900	<b>7610-05</b>	<b>Insurance - Liability</b>	17,400	17,400	17,400
17,400	14,700	17,400	<b>7610-10</b>	<b>Insurance - Property</b>	30,000	30,000	30,000
14,426	23,807	22,000	<b>7620</b>	<b>Telecommunications</b> 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
6,490	7,624	10,000	<b>7630-05</b>	<b>Uniforms - Employee</b> Career, part-time, and volunteer fire uniforms. Increase to return to pre 2009 replacement schedule for uniforms	11,000	11,000	11,000
30,506	23,534	25,000	<b>7630-15</b>	<b>Uniforms - Protective Clothing</b> 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.	25,000	25,000	25,000
4,390	5,190	6,000	<b>7650</b>	<b>Janitorial</b> Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.	6,000	6,000	7,000

Budget Document Report

01 - GENERAL FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
18,239	14,682	24,700	<b>7660</b>	<b>Materials &amp; Supplies</b>		22,000	22,000	22,000
				Supplies for fire operations, fire prevention, administration.				
2,051	1,396	4,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		1,000	1,000	1,000
2,450	2,438	700	<b>7700</b>	<b>Hazardous Materials</b>		3,000	3,000	3,000
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
5,342	4,344	6,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		6,000	6,000	6,000
6,382	6,007	5,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		5,000	5,000	5,000
24,604	27,370	30,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		30,000	30,000	30,000
26,879	28,075	35,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		50,000	50,000	50,000
				Increase represents shift from in house mechanic to outsourcing repairs.				
1,292	991	3,000	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		3,000	3,000	3,000
6,744	2,812	8,000	<b>7720-22</b>	<b>Repairs &amp; Maintenance - Breathing Apparatus</b>		10,000	10,000	10,000
				Increase represents Hydrostatic testing for 50% of the SCBA cylinders required every 5 years.				
41,951	53,117	47,480	<b>7750</b>	<b>Professional Services</b>		53,950	53,950	53,950
				Increase is due to actuarial valuation required for LOSAP program				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	3,600	3,600	
				Section 125 administration fee	1	100	100	
				Labor negotiations arbitrator fee shared 65% with Ambulance	1	750	750	
				NFPA medical physicals	1	42,500	42,500	
				LOSAP Valuation	1	7,000	7,000	
18,800	0	0	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		0	0	0
5,307	6,270	10,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		20,000	20,000	20,000
				Generator system, fire sprinkler system, HVAC system, and fire alarm system maintenance contracts. Increase accounts for required NFPA vehicle inspections and pump tests				
9,847	10,334	18,000	<b>7800</b>	<b>M &amp; S Equipment</b>		10,000	10,000	10,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Chain saw replacement	1	1,400	1,400	
				RIT BAG and equipment	1	5,000	5,000	
				Rope Team harnesses & hardware	1	3,600	3,600	
99,880	4,912	5,000	<b>7800-09</b>	<b>M &amp; S Equipment - Radios</b>		7,500	7,500	7,500
1,199	3,290	5,000	<b>7800-30</b>	<b>M &amp; S Equipment - Breathing Apparatus</b>		10,000	10,000	10,000
				50 SCBA units and 90 masks are 7 years old and starting to require more parts and maintenance.				
0	0	12,000	<b>7820</b>	<b>M &amp; S Equipment - Grants</b>		0	0	23,200

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A				2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
25,358	28,593	30,023	<b>7840</b>	<b>M &amp; S Computer Charges</b>			24,060	24,060	24,060
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department M&S costs shared city-wide	1	24,060	24,060		
8,981	18,995	20,645	<b>7840-30</b>	<b>M &amp; S Computer Charges - Fire</b>			30,750	30,750	30,750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESO - 100% RMS maint,-50%, shared with Amb for Personnel module	1	5,500	5,500		
				Netmotion MDT maintenance-25%, shared with Amb, Police	1	1,200	1,200		
				Target Vehicle maintenance-50%, shared with Amb	1	3,000	3,000		
				Tritech maintenance-65%, shared with Amb	1	5,200	5,200		
				City Netmotion Expansion-25%, shared with Police, Amb	1	1,500	1,500		
				Dispatch printer replacement	1	1,200	1,200		
				Surface tablet PCs	2	2,200	4,400		
				Training Laptop	1	1,700	1,700		
				Tritech Mobile License	1	1,650	1,650		
				Video Display Workstation	1	1,800	1,800		
				Workstation replacements	2	1,800	3,600		
59,332	59,768	59,611	<b>8090</b>	<b>Hydrant Rental &amp; Maintenance</b>			60,400	60,400	60,400
				Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light.					
9,429	17,774	18,000	<b>8110</b>	<b>Hoses, Nozzles, &amp; Adapters</b>			15,000	15,000	15,000
				Fire hose, nozzles, and adapters with values under \$5,000.					
4,598	4,241	5,000	<b>8120</b>	<b>Hose &amp; Ladder Testing</b>			7,500	7,500	7,500
				Testing of all department hose and ground ladder inventory per National Fire Protection Association and safety standards. Increase due to new requirements to test all nozzles also.					
<b>522,541</b>	<b>435,975</b>	<b>507,759</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>544,560</b>	<b>544,560</b>	<b>568,760</b>
<b><u>CAPITAL OUTLAY</u></b>									
7,413	0	0	<b>8710</b>	<b>Equipment</b>			0	0	0
0	2,800	5,911	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			0	0	0
61,320	0	0	<b>8800</b>	<b>Building Improvements</b>			45,000	45,000	45,000
				Design and engineering for remodel split 75%/25% with Ambulance					
0	1,332,370	97,708	<b>8850</b>	<b>Vehicles</b>			0	0	0
<b>68,733</b>	<b>1,335,170</b>	<b>103,619</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>45,000</b>	<b>45,000</b>	<b>45,000</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b><u>DEBT SERVICE</u></b>						
0	68,594	75,530	<b>9442-05 2014 Fire Vehicle Financing - Principal</b> Principal payment for loan authorized in 2014-15. Loan proceeds used to purchase new ladder truck, engine and used water tender	77,890	77,890	77,890
0	46,698	39,765	<b>9442-10 2014 Fire Vehicle Financing - Interest</b> Interest payment for loan authorized in 2014-15	37,405	37,405	37,405
<b>0</b>	<b>115,291</b>	<b>115,295</b>	<b><u>TOTAL DEBT SERVICE</u></b>	<b>115,295</b>	<b>115,295</b>	<b>115,295</b>
<b>2,187,875</b>	<b>3,560,453</b>	<b>2,638,136</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>2,604,584</b>	<b>2,604,584</b>	<b>2,628,784</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

128,487	136,628	144,454	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Fire Marshall - 1.00 FTE Fire Prevention Specialist - 1.00 FTE	155,257	155,257	155,257
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Emergency Management Coordinator - 0.48 FTE	18,906	18,906	18,906
2,413	2,681	2,100	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Fire Prevention - 0.12 FTE	3,500	3,500	3,500
820	500	0	<b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b>	0	0	0
4,017	4,362	5,000	<b>7000-20 Salaries &amp; Wages - Overtime</b>	5,000	5,000	5,000
8,457	8,995	9,396	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	11,325	11,325	11,325
1,978	2,104	2,197	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,650	2,650	2,650
32,172	34,232	41,283	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	44,003	44,003	44,003
23,837	24,281	25,214	<b>7300-20 Fringe Benefits - Medical Insurance</b>	28,630	28,630	28,630
1,500	1,500	4,500	<b>7300-22 Fringe Benefits - VEBA Plan</b>	3,000	3,000	3,000
252	252	252	<b>7300-25 Fringe Benefits - Life Insurance</b>	216	216	216
720	765	804	<b>7300-30 Fringe Benefits - Long Term Disability</b>	848	848	848
5,892	6,666	5,836	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	7,581	7,581	7,581
63	64	73	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	89	89	89
0	0	100	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
75	76	75	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	89	89	89
<b>210,683</b>	<b>223,105</b>	<b>241,284</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>281,094</b>	<b>281,094</b>	<b>281,094</b>

**MATERIALS AND SERVICES**

36	37	100	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	200	200	200
4,983	4,962	4,000	<b>7550 Travel &amp; Education</b> Training and travel costs for critical areas of certification and required fire training with professional development provided.	4,000	4,000	4,000
0	0	0	<b>7550-15 Travel &amp; Education - Emergency Management</b> New line item for City Emergency Management Coordinator; appropriations previously included in Police Department budget	1,200	1,200	1,200
0	0	0	<b>7660-40 Materials &amp; Supplies - Emergency Management</b> New line item for supplies for Emergency Operations Center	2,000	2,000	2,000

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
206	487	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		125	125	125
68	45	50	<b>7750</b>	<b>Professional Services</b>		50	50	50
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
11,952	10,911	12,000	<b>8080</b>	<b>Fire Prevention Education</b>		12,000	12,000	12,000
				Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures.				
<b>17,245</b>	<b>16,442</b>	<b>16,150</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>19,575</b>	<b>19,575</b>	<b>19,575</b>
<b>227,928</b>	<b>239,547</b>	<b>257,434</b>	<b>TOTAL REQUIREMENTS</b>			<b>300,669</b>	<b>300,669</b>	<b>300,669</b>



# **PARKS & RECREATION**



<b><u>Organization Set – Sections</u></b>	<b><u>Organization Set #</u></b>
• 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

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

- Our three recreation centers (Aquatic, Community and Senior), open a combined 177.5 hours per week, are often filled with various recreation classes and programs as well as other community uses. Our many classes and events offer thousands of special interest program hours that directly serve the interests of families and individuals in McMinnville and surrounding communities. Along with our daily Kids on the Block (KOB) after school enrichment program, our year-round youth/adult sports leagues as well as the unlimited hours of un-programmed park experiences offered along our many trails, atop our skate parks, or within our many playgrounds, picnic sites and open space, the benefits of our budget investments outlined here-in impact our community far beyond the numbers; Parks and Recreation services and facilities significantly enrich the lives of our citizens and fundamentally support the quality of life in McMinnville.
- The overall Parks and Recreation Department budget for 2016-17 represents a self-supporting level of about 58.7%, with anticipated revenues of \$1,474,133 (and a general fund support of \$1,035,632). On the expenditure side, the budget includes part-time wage adjustments throughout the Department totaling approximately \$22,000 (including fringe benefits) to accommodate state mandated minimum wage increases and sick leave allowance for part-time, temporary staff beginning in July 2016. This initial minimum wage bump of .50 cents (\$9.25 to \$9.75) is the first of six increases that will eventually establish our new regional minimum wage at \$13.50/hr.

The Parks and Recreation Department schedules about 52,500 hours of part-time staff hours annually. Approximately 80% of our part-time staff will be impacted by this initial wage increase. Subsequent annual adjustments will eventually increase all current part-time wages and the annual financial cost impact will be more significant. In 2016-17, increased costs related to sick leave and minimum wage increases are scheduled to be off-set

by increases in program fees, facility rental fees and other related cost recovery adjustments. Further discussion about expenditures is provided in the various sub-department budget summaries to follow. Overall, the Department budget remains generally conservative.

- In the Parks and Recreation Administration budget, there is an increase in the Travel and Education expenditure line. This reflects a consolidation of typically unused funds that were previously budgeted within our respective sub-departments. These funds will remain available to all staff throughout the Department who may wish to attend a professional conference or training workshop. Overall Department costs for Travel and Education have remained the same from previous years.

## Core Services

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

# General Fund – Parks & Recreation -Administration

2016 – 2017 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

- McMinnville’s Park, Recreation and Open Space Master Plan, adopted in 1999, is scheduled to be updated in 2017-18. McMinnville residents value their many parks and greenways, recreation centers and the many City sponsored recreation programs and services that enrich their lives. We realize the community is changing, the Aquatic and Community Centers are aging and less flexible today than in the past to meet indoor recreation needs, and our parks and park amenities must continue to evolve to stay relevant in providing for our residents. Engaging our citizens in this review will identify community-wide recreation program and facility development priorities, determine citizen’s willingness to pay to implement those priorities and further address critical park system funding. The City sponsored National Citizens Survey planned in the coming year and other informal patron surveys throughout our Department will help shape the substance of our Master Plan initiative and process in 2017-18.

## Park Development and Improvement Issues

- Final design and engineering and construction documents for the NW Neighborhood Park will be completed by the fall of 2016. It is anticipated that the construction bid process for the new park will be initiated in January of 2017 with construction taking place from March through June 2017 (park open, summer 2017).

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>19,636</b>	<b>28,500</b>	<b>28,500</b>	<b>-</b>
Personnel Services	192,764	209,581	220,399	10,818
Materials & Services	55,784	53,840	58,337	4,497
Capital Outlay	93	224	-	(224)
<b>Total Expenditures</b>	<b>248,641</b>	<b>263,645</b>	<b>278,736</b>	<b>15,091</b>
Net Expenditures	(229,006)	(235,145)	(250,236)	15,091

## Full-Time Equivalent (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>2.70</b>		
Rec Leadership - Park Ranger		0.01	
<b>FTE Proposed Budget</b>			<b>2.71</b>



## General Fund – Parks & Recreation – Administration

### Historical Highlights

- 1948** McMinnville voters pass park betterment millage property tax levy on May 21<sup>st</sup> @ 2 mills (~\$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance.
- 1968** First Director of Parks and Recreation, Galen McBee is hired.
- 1968** Recreation Commission abolished.
- 1969** City hires first Swimming Pool Manager.
- 1977** City hires first city-funded Recreation Coordinator. Federal grant dollars had previously supported a 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.

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
6,000	6,044	7,500	<b>6420 Donations - Parks &amp; Recreation</b> Donations received from various community organizations and businesses primarily to support our summer concerts program.	7,500	7,500	7,500
13,549	5,433	15,000	<b>6600 Other Income</b> Income received from sale of advertising space within seasonal Parks & Recreation brochure (supports expenditure in line item 7520); also includes income from sale of metal detecting permits and misc. park concessions.	15,000	15,000	15,000
656	8,159	6,000	<b>6600-26 Other Income - Park Rangers</b> McMinnville Downtown Association support to help fund Downtown Park Ranger program (MDA decision to continue support in 2017 is pending).	6,000	6,000	6,000
<b>20,205</b>	<b>19,636</b>	<b>28,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>
<b>20,205</b>	<b>19,636</b>	<b>28,500</b>	<b><i>TOTAL RESOURCES</i></b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	5,200	<b>7000</b> Salaries & Wages	0	0	0
100,591	103,230	107,795	<b>7000-05</b> Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE	110,901	110,901	110,901
19,399	35,722	39,660	<b>7000-15</b> Salaries & Wages - Temporary Rec Leadership - Park Ranger - Parks - 1.20 FTE Rec Leadership - Park Ranger - Downtown - 0.51 FTE	39,660	39,660	39,660
Park Rangers are assigned to monitor activities in Discovery Meadows, City Park and other park venues from May through October. Downtown Rangers are assigned along Third Street and the Downtown business core. The McMinnville Downtown Association decision to donate \$6000 to support the Downtown Rangers in 2017 is pending. (Revenue line item 6600-26 Other Income - Park Rangers)						
72	249	100	<b>7000-20</b> Salaries & Wages - Overtime	120	120	120
7,180	8,392	9,148	<b>7300-05</b> Fringe Benefits - FICA - Social Security	9,342	9,342	9,342
1,679	1,963	2,139	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,185	2,185	2,185
24,424	25,367	33,357	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	34,207	34,207	34,207
15,563	12,407	10,082	<b>7300-20</b> Fringe Benefits - Medical Insurance	16,390	16,390	16,390
0	0	2,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,500	1,500	1,500
126	126	126	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
536	551	574	<b>7300-30</b> Fringe Benefits - Long Term Disability	580	580	580
3,026	4,140	3,956	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,414	4,414	4,414
59	84	94	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	93	93	93
0	0	100	<b>7300-40</b> Fringe Benefits - Unemployment	399	399	399
383	535	450	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	500	500	500
<b>173,037</b>	<b>192,764</b>	<b>217,581</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>220,399</b>	<b>220,399</b>	<b>220,399</b>

**MATERIALS AND SERVICES**

29,695	34,012	30,000	<b>7520</b> Public Notices & Printing Publication of four seasonal Parks and Recreation Program brochures. \$15,000 of the total expenses are General Fund supported. The balance is funded through the sale of advertisement space within the brochure. The brochure is the Depts. most effective communication link with the public, announcing programs and opportunities on a seasonal basis.	30,000	30,000	30,000
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Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
18	18	300	<b>7540</b>	<b>Employee Events</b>		400	400	400
				Costs shared city-wide for employee training, materials, and events.				
992	1,084	2,000	<b>7550</b>	<b>Travel &amp; Education</b>		6,695	6,695	6,695
				Professional development conferences and workshop fees including membership fees for State and National Park and Recreation Association for Director. Also, approx. \$4800 of total is available to other Department staff to request attendance at workshops and conferences. These dollars were previously disbursed throughout the Dept. but typically remained unused. They are now generally available upon request and approval.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Misc. Dept. staff education opportunities	1	5,675	5,675	
				Director Prof. memberships, ORPA conference, misc.	1	1,020	1,020	
700	700	1,000	<b>7610-05</b>	<b>Insurance - Liability</b>		900	900	900
100	100	100	<b>7610-10</b>	<b>Insurance - Property</b>		200	200	200
1,380	1,472	1,450	<b>7620</b>	<b>Telecommunications</b>		1,200	1,200	1,200
2,221	2,319	1,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		2,200	2,200	2,200
				Includes office supplies as well as materials needed for Park Ranger Program and other materials related to community information. Increase reflects costs of resupplying Ranger uniforms.				
6,000	6,044	7,500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		7,500	7,500	7,500
				Summer Concert related expenditures funded with community donations received in revenue account 6420.				
573	1,000	750	<b>7750</b>	<b>Professional Services</b>		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	
874	953	2,240	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,092	2,092	2,092
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	2,092	2,092	
1,200	2,829	1,200	<b>7840-35</b>	<b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
4,835	5,252	5,500	<b>8140</b>	<b>Summer Concerts</b>		5,500	5,500	5,500
				The overall summer concert budget proposed for 2016-17 is \$13,000 providing for 5 concerts in July and August. \$5,500 of the total comes from the City. The balance of additional concert series related expenditures will be covered through community donations included in Revenues in the Administration Donations account 6420 and expended through Donations account 7680.				
<b>48,589</b>	<b>55,784</b>	<b>53,540</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>58,337</b>	<b>58,337</b>	<b>58,337</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>						
0	93	524	Capital Outlay Computer Charges	0	0	0
<b>0</b>	<b>93</b>	<b>524</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>221,626</b>	<b>248,641</b>	<b>271,645</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>278,736</b>	<b>278,736</b>	<b>278,736</b>

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**PARKS & RECREATION  
Aquatic Center**

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**Organization Set – Programs**

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

**Organization Set #**

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



# General Fund – Parks & Recreation

## - Aquatic Center

2016 – 2017 Proposed Budget --- Budget Summary

### Budget Highlights

- The Aquatic Center (AC) budget in 2016-17 is 60% self-supporting with anticipated revenues of \$444,425. Anticipated General Fund support for the AC is \$289,931, which is \$42,105 less than budgeted last year, due to a combination of completed, one time maintenance/building improvements and increased revenues. The 60% cost recovery is a very good achievement and reflects our Aquatic staff's strategic attention to price setting and growing opportunities for patrons.
- Increased revenues in AC memberships are significant and reflect the success of “value added” pricing and program structure; as of last July, AC memberships include participation in all fitness classes at the Center without the previous additional fitness class cost to member participants. Our member revenue and participation has increased as a result. New revenues also reflect the new Healthways Insurance Network partnership which allows qualifying senior participants whose health insurance falls within the Healthways network umbrella to participate free in AC fitness programs and services. Healthways tracks participation and pays the AC an agreed upon fee for their member visits. This partnership has inspired new levels of participation. We anticipate that revenues will continue to grow in the coming year. Slight fee increases across the board will help defray costs associated with mandated sick leave and minimum wage adjustments for part-time, temporary staff.
- Repairs and Maintenance: In addition to annual licenses and general day-to-day repairs, the proposed budget carries one project forward from 2015-16 (weight room floor mats) and continues our annual door replacement of deteriorated interior doors resulting from previous exposure to high chloramine levels, conditions that were corrected several years ago.

- Materials and Supplies – Equipment: Includes \$4,000 to replace an aging ab/back machine in the weight room, as needed; \$800 for office chairs or tables as needed; and miscellaneous computer equipment items.

### Core Services

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

### Future Challenges and Opportunities

- Sustain quality programs while creatively maximizing pool hours
- Continue strong membership retention efforts
- Effectively manage impacts of program growth to sustain patron satisfaction
- Investigate feasibility of enclosing patio area and expanding weight room and cardio-fitness equipment and related programs to sustain success and meet rapidly growing demand. Expanded program opportunities in this area will generate new revenues to support operations.



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

# General Fund – Parks & Recreation -Aquatic Center

## 2016 – 2017 Proposed Budget --- Budget Summary

### Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>404,815</b>	<b>418,750</b>	<b>444,425</b>	<b>25,675</b>
Personnel Services	497,538	508,649	517,647	8,998
Materials & Services	231,111	241,577	212,709	(28,868)
Capital Outlay	37,743	560	4,000	3,440
<b>Total Expenditures</b>	<b>766,392</b>	<b>750,786</b>	<b>734,356</b>	<b>(16,430)</b>
Net Expenditures	(361,577)	(332,036)	(289,931)	(42,105)

### Full-Time Equivalent (FTE)

	2015-16		2016-17
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>11.07</b>		
Extra Help - Aquatics I, II, III (Lifeguard)		0.22	
Extra Help - Aquatics I, II, III (Office)		0.02	
Extra Help - Aquatics I, II, III (Swim Lessons)		(0.04)	
Extra Help - Aquatics I, II, III (Fitness Classes)		0.07	
<b>FTE Proposed Budget</b>		<b>0.27</b>	<b>11.34</b>



### Ron Kam Survival Swimming Program

#### Partnership Program for over 35 Years!

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



### Mac High Swim Team (Grizzlies)

#### Partner Program for over 50 Years!



### Chemeketa Community College

#### Partner Program for 7 Years!

Partners for a "More Fit Tomorrow".



## General Fund – Parks & Recreation – Aquatic Center

### Historical Highlights

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

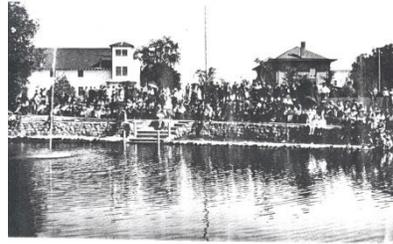
**1908** McMinnville's first community Pavilion was constructed on the site of the present day AquaticCenter – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

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

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



1910 to 1927

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



1927 to 1950's

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

**1975** The facility is remodeled.



1956 to 1985

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

# General Fund – Parks & Recreation– Aquatic Center

## Historical Highlights

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

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



**1986 to present**

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

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

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

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

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

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

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



Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
34,852	36,964	44,500	<b>5360-05 Admissions - Child/Student</b> Aquatic Center daily child/student admission fees.	49,000	49,000	50,000
68,519	52,752	60,000	<b>5360-10 Admissions - Adult/Seniors</b> Aquatic Center daily adult/senior admission fees.	60,000	60,000	60,000
			Budget Note: Reflects Fee Increase.			
90,762	85,709	99,000	<b>5370-05 Memberships - Family</b> Aquatic Center 12, 6, and 3-month family memberships.	106,000	106,000	110,000
			Budget Note: Reflects Fee Increase.			
57,338	69,359	63,500	<b>5370-10 Memberships - Individual</b> Aquatic Center 12, 6 and 3-month individual memberships.	89,000	89,000	97,000
			Budget Note: Reflects Fee Increase.			
12,684	12,301	12,000	<b>5380-05 Facility Rentals - Pool &amp; Facility</b> Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, annual triathlon and other organizations.	12,000	12,000	12,000
10,329	13,391	10,000	<b>5380-10 Facility Rentals - McM Swim Club &amp; McM High School</b> 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 \$19,000-\$20,000 in family and single memberships.			
2,788	2,805	3,250	<b>5380-15 Facility Rentals - Lockers &amp; Equipment</b>	3,500	3,500	3,500
<b>277,272</b>	<b>273,281</b>	<b>292,250</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>329,500</b>	<b>329,500</b>	<b>342,500</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6420 Donations - Parks &amp; Recreation</b>	0	0	0
89	880	500	<b>6420-05 Donations - Parks &amp; Recreation - Scholarships</b> Donations that fund expenditure account 7680, Materials & Supplies-Donations. These donations provide swim lesson scholarships (Ken Hill Scholarship Fund).	500	500	500
0	0	50	<b>6420-10 Donations - Parks &amp; Recreation - Equipment</b> Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. These are donations used to purchase Aquatic Center equipment.	0	0	0
252	1,411	200	<b>6600 Other Income</b>	200	200	200
<b>340</b>	<b>2,291</b>	<b>750</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>277,612</b>	<b>275,572</b>	<b>293,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>330,200</b>	<b>330,200</b>	<b>343,200</b>

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2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

159,383	164,445	169,515	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Recreation Specialist - 1.00 FTE	170,121	170,121	170,121
21,629	23,942	26,213	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Recreation Program Coordinator II - 0.60 FTE	23,670	23,670	23,670
132,049	138,125	130,998	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - Lifeguard - 5.42 FTE Extra Help - Aquatics I, II, III - Office - 0.98 FTE	138,503	138,503	138,503
299	139	200	<b>7000-20 Salaries &amp; Wages - Overtime</b>	200	200	200
0	0	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	720	720	720
18,976	19,759	20,269	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	20,658	20,658	20,658
4,438	4,621	4,740	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4,832	4,832	4,832
61,582	61,139	64,578	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	66,893	66,893	66,893
36,533	37,105	37,340	<b>7300-20 Fringe Benefits - Medical Insurance</b>	38,476	38,476	38,476
0	0	7,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	3,500	3,500	3,500
504	504	504	<b>7300-25 Fringe Benefits - Life Insurance</b>	432	432	432
988	1,030	1,054	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,028	1,028	1,028
14,945	16,164	12,915	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	14,165	14,165	14,165
333	337	339	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	344	344	344
0	0	100	<b>7300-40 Fringe Benefits - Unemployment</b>	99	99	99
10	6	4	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	11	11	11
<b>451,667</b>	<b>467,316</b>	<b>475,769</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>483,652</b>	<b>483,652</b>	<b>483,652</b>

**MATERIALS AND SERVICES**

6,955	6,880	6,500	<b>7500 Credit Card Fees</b>	7,200	7,200	7,200
0	0	100	<b>7530 Safety Training/OSHA</b> 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.	100	100	100
65	65	200	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	400	400

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2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
3,878	1,224	3,000	<b>7550</b>	<b>Travel &amp; Education</b>		1,050	1,050	1,050
				Registration fees and other expenses associated with professional development workshops, conference, and re-certification training for Aquatic Center staff. Other education funding is available through the Director's office.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Misc. workshops	1	140	140	
				Lifeguard Recertifications	1	400	400	
				Prof. Memberships - ORPA & NRPA	3	170	510	
84,258	74,363	86,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		84,000	84,000	84,000
2,300	2,600	3,600	<b>7610-05</b>	<b>Insurance - Liability</b>		3,100	3,100	3,100
5,600	6,500	6,600	<b>7610-10</b>	<b>Insurance - Property</b>		7,800	7,800	7,800
3,197	3,241	3,500	<b>7620</b>	<b>Telecommunications</b>		3,500	3,500	3,500
19,200	19,200	19,776	<b>7650-10</b>	<b>Janitorial - Services</b>		21,312	21,312	23,787
5,335	4,801	5,000	<b>7650-15</b>	<b>Janitorial - Supplies</b>		5,000	5,000	5,000
846	1,422	2,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		2,000	2,000	2,000
0	0	500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		500	500	500
				Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).				
12,233	11,547	13,000	<b>7690</b>	<b>Chemicals</b>		11,000	11,000	11,000
				Chemicals used to sanitize, oxidize, and test pool water as prescribed by state code; i.e., chlorine, carbon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium thiosulfate.				
30,462	65,437	53,150	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		27,700	27,700	27,700
				General day to day repairs and maintenance of the AC building including electrical, plumbing and mechanical systems.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Pool licenses	1	900	900	
				General day to day repairs	1	20,000	20,000	
				Replace men's public restroom door & frame	1	3,800	3,800	
				Replace weight room matting	1	3,000	3,000	
712	1,537	1,350	<b>7750</b>	<b>Professional Services</b>		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	

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2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION				2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
10,452	12,248	13,350	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>			14,270	14,270	14,270
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				HVAC preventive maintenance	1	6,000	6,000		
				Annual chlorinator service	1	2,500	2,500		
				Weight room preventive maintenance	1	2,000	2,000		
				Fire system inspection & service	1	1,000	1,000		
				Garbage service	1	850	850		
				Copy machine service contract	1	750	750		
				New employee background checks	1	200	200		
				Fire alarm monitoring	1	550	550		
				Parking lot sweeping	1	420	420		
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>			0	0	0
1,037	776	850	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>			800	800	800
				Miscellaneous office equipment such as tables, chairs and advertising screens.					
3,540	370	1,500	<b>7800-36</b>	<b>M &amp; S Equipment - Weight Room</b>			0	0	0
0	0	0	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>			0	0	0
				Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.					
4,372	4,766	5,751	<b>7840</b>	<b>M &amp; S Computer Charges</b>			6,277	6,277	6,277
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department M&S costs shared city-wide	1	6,277	6,277		
2,713	5,876	4,250	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>			4,800	4,800	4,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Adobe Acrobat licenses	2	300	600		
				Miscellaneous peripherals, Activenet computers	1	1,000	1,000		
				Replacement datacard printer	1	1,000	1,000		
				Smart Display - back room	1	1,000	1,000		
				Activenet annual maintenance	1	1,200	1,200		
2,423	3,418	3,500	<b>8130</b>	<b>Recreation Program Expenses</b>			3,500	3,500	3,500
				Purchase of general recreation program supplies.					
<b>199,577</b>	<b>226,272</b>	<b>233,477</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>205,359</b>	<b>205,359</b>	<b>207,834</b>

**CAPITAL OUTLAY**

6,261	0	0	<b>8710</b>	<b>Equipment</b>			4,000	4,000	4,000
				New diving board to replace the existing 30+ year old board that is showing age/use related deterioration.					
0	467	1,160	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			0	0	0
0	37,276	0	<b>8800</b>	<b>Building Improvements</b>			0	0	0

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
6,261	37,743	1,160	<b><u>TOTAL CAPITAL OUTLAY</u></b>	4,000	4,000	4,000
657,505	731,331	710,406	<b><u>TOTAL REQUIREMENTS</u></b>	693,011	693,011	695,486

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
78,811	86,004	84,000	<b>5350</b> Registration Fees Aquatic Center - Swim Lessons	87,000	87,000	87,000
<b>78,811</b>	<b>86,004</b>	<b>84,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>87,000</b>	<b>87,000</b>	<b>87,000</b>
<b>78,811</b>	<b>86,004</b>	<b>84,000</b>	<b>TOTAL RESOURCES</b>	<b>87,000</b>	<b>87,000</b>	<b>87,000</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
20,669	21,311	21,992	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 1.03 FTE	20,995	20,995	20,995
1,282	1,321	1,366	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,304	1,304	1,304
300	309	319	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	304	304	304
276	1,850	2,200	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,099	2,099	2,099
0	0	868	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	895	895	895
36	37	38	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	33	33	33
<b>22,563</b>	<b>24,828</b>	<b>26,783</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>25,630</b>	<b>25,630</b>	<b>25,630</b>
<b>MATERIALS AND SERVICES</b>						
629	727	1,000	<b>8130 Recreation Program Expenses</b> Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).	1,000	1,000	1,000
<b>629</b>	<b>727</b>	<b>1,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>23,192</b>	<b>25,556</b>	<b>27,783</b>	<b>TOTAL REQUIREMENTS</b>	<b>26,630</b>	<b>26,630</b>	<b>26,630</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
35,297	34,104	32,500	<b>5350 Registration Fees</b> Reduction in fitness class fees reflects fee structure changes. As of 2015-16 membership fees now include participation in fitness classes. As a result, fitness class fees have decreased while membership fees have increased. Revenue shown is received from non-member "walk-in" participants.	18,000	18,000	15,000
<b>35,297</b>	<b>34,104</b>	<b>32,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>18,000</b>	<b>18,000</b>	<b>15,000</b>
<b>35,297</b>	<b>34,104</b>	<b>32,500</b>	<b>TOTAL RESOURCES</b>	<b>18,000</b>	<b>18,000</b>	<b>15,000</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
3,077	4,568	4,504	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.29 FTE	6,503	6,503	6,503
			Increase due to moving some fitness staff expenses from lifeguarding budget to fitness class to more accurately assign costs. Lifeguarding wages in AC Admin temp wage account was equally reduced.			
191	283	280	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	403	403	403
45	66	65	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	95	95	95
664	469	450	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	650	650	650
0	0	177	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	277	277	277
5	8	7	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	11	11	11
<b>3,981</b>	<b>5,394</b>	<b>5,483</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>7,939</b>	<b>7,939</b>	<b>7,939</b>
<b>MATERIALS AND SERVICES</b>						
1,171	1,380	1,500	<b>8130 Recreation Program Expenses</b> Fitness program supplies (i.e. exercise belts & hand weights).	1,500	1,500	1,500
<b>1,171</b>	<b>1,380</b>	<b>1,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>5,152</b>	<b>6,774</b>	<b>6,983</b>	<b>TOTAL REQUIREMENTS</b>	<b>9,439</b>	<b>9,439</b>	<b>9,439</b>

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2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
6,161	6,812	7,500	<b>5410 Sales</b> Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	7,250	7,250	7,250
<b>6,161</b>	<b>6,812</b>	<b>7,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>7,250</b>	<b>7,250</b>	<b>7,250</b>
<b>6,161</b>	<b>6,812</b>	<b>7,500</b>	<b>TOTAL RESOURCES</b>	<b>7,250</b>	<b>7,250</b>	<b>7,250</b>

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2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
4,264	2,383	3,750	<b>7660 Materials &amp; Supplies</b> Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,750	3,750	3,750
<b>4,264</b>	<b>2,383</b>	<b>3,750</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>
<b>4,264</b>	<b>2,383</b>	<b>3,750</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>

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2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
1,555	2,087	1,500	<b>5350 Registration Fees</b> Aquatic Center - Classes & Programs (Lifeguard Training)	1,750	1,750	1,750
<b>1,555</b>	<b>2,087</b>	<b>1,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b>1,555</b>	<b>2,087</b>	<b>1,500</b>	<b>TOTAL RESOURCES</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>

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2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	253	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.01 FTE	249	249	249
0	0	14	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	15	15	15
0	0	4	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4	4	4
0	0	25	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	24	24	24
0	0	11	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	11	11	11
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>307</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>303</b>	<b>303</b>	<b>303</b>
<b>MATERIALS AND SERVICES</b>						
0	234	1,000	<b>8130 Recreation Program Expenses</b> Lifeguard Training Class materials and student certification fees.	1,000	1,000	1,000
<b>0</b>	<b>234</b>	<b>1,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>0</b>	<b>234</b>	<b>1,307</b>	<b>TOTAL REQUIREMENTS</b>	<b>1,303</b>	<b>1,303</b>	<b>1,303</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
1,995	236	250	<b>5350</b> Registration Fees Aquatic Center - Special Events	225	225	225
<b>1,995</b>	<b>236</b>	<b>250</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>225</b>	<b>225</b>	<b>225</b>
<b>1,995</b>	<b>236</b>	<b>250</b>	<b>TOTAL RESOURCES</b>	<b>225</b>	<b>225</b>	<b>225</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
1,686	0	253	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.01 FTE	100	100	100
105	0	14	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	6	6	6
24	0	4	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2	2	2
118	0	25	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	11	11	11
0	0	11	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	4	4	4
3	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>1,936</b>	<b>0</b>	<b>307</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>123</b>	<b>123</b>	<b>123</b>
<b>MATERIALS AND SERVICES</b>						
330	114	250	<b>8130 Recreation Program Expenses</b> Materials & Supplies for Special Events	100	100	100
<b>330</b>	<b>114</b>	<b>250</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>2,266</b>	<b>114</b>	<b>557</b>	<b>TOTAL REQUIREMENTS</b>	<b>223</b>	<b>223</b>	<b>223</b>

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**PARKS & RECREATION**  
**Community Center & Rec Programs**

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**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

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2016-17 proposed budget for the Community Center (CC) provides for a cost recovery level of approximately 52.9% with anticipated revenues of \$261,050. Anticipated General Fund support for the CC is \$232,136. The Center is open to the public 57 hours per week, Tuesdays through Saturdays and available 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.
- The 2016-17 budget includes a request for a 400 hr. increase of part-time temporary hours so the CC Recreation Program Supervisor can reduce her front desk time about 8 hours/week to concentrate more effectively on recreation program development and provide more flexibility to visit program partners in the community. Since her arrival in September, recreation programs are growing and our program revenues from anticipated growth in recreation classes and programs reflects those continued increases in 2016-17.
- Materials & Services - Equipment includes \$2,400 for 16 new round banquet tables and two table carts.
- Repairs and Maintenance includes \$2,800 and \$2,500 for one window replacement and one door repair respectively.

## Core Services

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

## Future Challenges and Opportunities

- The Community Center, still known as “The People Place”, remains very busy as a great venue for receptions, meetings and community events. Recreation programming is increasing and recreational opportunities will continue to be expanded to meet community interests and respond to public input as expressed through recent surveys. Yet, with an aging, 35 year old facility with limited parking and limited programming flexibility, community programs and needs may outgrow the facilities’ capacity. Some “re-purposing” of center spaces is being studied and may be prudent in the future.



This is the 5th year that we have offered gymnastics classes at the Community Center. Participants who have been with our program for 5 years were invited to go to an OSU gymnastics meet in January. The Gymnastics program held a Gymnastics Showcase in October and we had 35 kids show off their skills for their parents and families.

# General Fund – Parks & Recreation - Community Center

2016 – 2017 Proposed Budget --- Budget Summary

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>220,362</b>	<b>238,825</b>	<b>261,050</b>	<b>22,225</b>
Personnel Services	225,501	247,323	276,647	29,324
Materials & Services	209,175	223,930	216,539	(7,391)
Capital Outlay	373	448	-	(448)
<b>Total Expenditures</b>	<b>435,050</b>	<b>471,701</b>	<b>493,186</b>	<b>21,485</b>
Net Expenditures	(214,688)	(232,876)	(232,136)	(740)



## Full-Time Equivalents (FTE)

	2015-16		2016-17
	Adopted	Change	Proposed
	Budget		Budget
<b>FTE Adopted Budget</b>	<b>5.74</b>		
Recreation Program Supervisor		1.00	
Recreation Program Coordinator I		(1.00)	
Extra Help - Community Center		0.31	
Extra Help - Community Center Security		(0.01)	
Classes & Programs Labor - CC		0.15	
Assistant Site Director - STARS		0.13	
Recreation Leadership - Summer STARS		(0.10)	
<b>FTE Proposed Budget</b>		<b>0.48</b>	<b>6.22</b>



Our goal is to offer a wide variety of youth and adult classes and special events including art classes, OMSI/Lego classes, fitness classes and Parent's Night Out events.



## 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 6<sup>th</sup> 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 1<sup>st</sup> and Galloway Streets, where seniors had been meeting, was demolished when the Post Office was moved to its current location.

**1993** Spring Break Quake damages Community Center.

**1994** Major seismic retrofit and renovation is completed, funded from the Insurance Reserve Fund.

**1995** Seniors move from Community Center to new McMinnville Senior Center upon its completion.

**2005** New carpet and other cosmetic renovations upgrade Center facilities. 56,000 participants attend 887 meetings at the Center.

**2011** Parks & Recreation Department implements ActiveNet Online Registration, improving customer service and staff efficiency.

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
39,609	38,074	45,000	<b>5380-20 Facility Rentals - Meeting Rooms</b> Community Center general meeting room rentals.	46,800	46,800	46,800
5,230	10,663	6,500	<b>5380-25 Facility Rentals - Auditorium</b> Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	7,000	7,000	7,000
4,182	2,242	4,000	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Community Center flat-fee kitchen use fees generated from rental groups and revenue from a new, single-provider catering contractor.	5,500	5,500	5,500
7,414	8,220	9,000	<b>5380-35 Facility Rentals - Athletic Facilities</b> Community Center "athletic membership" fees for locker room, track, racquetball, and gym use; including new pickleball and table tennis programs.	7,500	7,500	8,500
4,963	4,140	6,000	<b>5380-40 Facility Rentals - Staff Fees</b> Staff fees charged to user groups when the Community Center is rented beyond normal operating hours. Also includes fees collected when McMinnville Police Department staff is required for event supervision.	5,000	5,000	5,000
204	133	250	<b>5380-42 Facility Rentals - Contract Event Security</b> Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	50	50	50
<b>61,602</b>	<b>63,472</b>	<b>70,750</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>71,850</b>	<b>71,850</b>	<b>72,850</b>
<b>MISCELLANEOUS</b>						
650	1,307	1,000	<b>6600 Other Income</b> Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc .	800	800	800
<b>650</b>	<b>1,307</b>	<b>1,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>62,251</b>	<b>64,779</b>	<b>71,750</b>	<b>TOTAL RESOURCES</b>	<b>72,650</b>	<b>72,650</b>	<b>73,650</b>

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

72,553	78,807	86,955	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Supervisor - 2.00 FTE	97,024	97,024	97,024
20,147	25,999	28,000	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Community Center - 1.56 FTE	32,400	32,400	32,400
<p>Increase in part-time wages reflect 400 additional hours (8 hrs./wk. x 50 weeks) to reduce our Rec. Prog. Supervisor registration desk time and increase her effective program development time and flexibility to meet and coordinate with new instructors and community program/event partners. Also addresses mandated sick leave &amp; minimum wage increases totaling \$2000.</p>						
13	1,752	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
5,646	6,395	7,128	<b>7300-05</b> Fringe Benefits - FICA - Social Security	8,025	8,025	8,025
1,320	1,495	1,667	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,877	1,877	1,877
12,672	17,411	20,208	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	22,664	22,664	22,664
8,576	14,409	21,434	<b>7300-20</b> Fringe Benefits - Medical Insurance	11,392	11,392	11,392
0	0	4,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,000	1,000	1,000
252	231	252	<b>7300-25</b> Fringe Benefits - Life Insurance	216	216	216
424	423	488	<b>7300-30</b> Fringe Benefits - Long Term Disability	534	534	534
1,462	1,629	1,401	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,709	1,709	1,709
98	108	114	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	122	122	122
370	8	201	<b>7300-40</b> Fringe Benefits - Unemployment	202	202	202
666	79	116	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	74	74	74
<b>124,199</b>	<b>148,746</b>	<b>171,964</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>177,239</b>	<b>177,239</b>	<b>177,239</b>

**MATERIALS AND SERVICES**

4,071	5,429	4,100	<b>7500</b> Credit Card Fees	4,100	4,100	4,500
33	33	100	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200
3,000	2,731	2,800	<b>7550</b> Travel & Education Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association. Other education funds are available through the Director's office.	1,640	1,640	1,640

Description	Units	Amt/Unit	Total
ORPA Conference attendance	2	650	1,300
ORPA and NRPA Memberships	2	170	340

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
66,247	57,072	67,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		66,000	66,000	66,000
2,500	3,100	4,300	<b>7610-05</b>	<b>Insurance - Liability</b>		3,800	3,800	3,800
13,500	15,500	15,800	<b>7610-10</b>	<b>Insurance - Property</b>		18,800	18,800	18,800
4,010	4,171	4,200	<b>7620</b>	<b>Telecommunications</b>		4,500	4,500	4,500
31,080	31,080	32,000	<b>7650-10</b>	<b>Janitorial - Services</b>		32,640	32,640	38,483
1,697	2,715	2,500	<b>7650-15</b>	<b>Janitorial - Supplies</b>		2,500	2,500	2,500
1,269	2,199	2,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		2,200	2,200	2,200
8,107	46,847	28,300	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		18,800	18,800	30,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Routine maintenance	1	7,000	7,000	
				Elevator maintenance and repair	1	2,000	2,000	
				HVAC repair	1	4,500	4,500	
				Window replacement	1	2,800	2,800	
				Door repair	1	2,500	2,500	
				Exterior stucco repair	1	12,000	12,000	
1,213	1,015	700	<b>7750</b>	<b>Professional Services</b>		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	
11,288	11,989	15,650	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		16,175	16,175	16,175
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Back flow test	1	300	300	
				Carpet cleaning	1	4,000	4,000	
				Copy machine lease and maintenance contract	1	3,150	3,150	
				Elevator annual maintenance contract	1	1,950	1,950	
				Employee background checks	1	125	125	
				Fire alarm & sprinkler system annual inspection	1	800	800	
				Fire alarm system monitoring	1	400	400	
				Garbage service	1	2,450	2,450	
				HVAC system annual maintenance contract	1	3,000	3,000	
0	0	2,800	<b>7800</b>	<b>M &amp; S Equipment</b>		2,800	2,800	2,800
				Purchase of round banquet tables to replace old broken inventory. Includes table carts.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Round banquet tables	16	150	2,400	
				Table carts	2	200	400	

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
3,498	3,812	4,580	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,184	4,184	4,184
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,184	4,184	
2,832	3,117	4,400	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>		3,300	3,300	3,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
				Drawing software	1	300	300	
				Workstation Replacement - Activenet #2	1	1,800	1,800	
204	119	225	<b>8130-50</b>	<b>Recreation Program Expenses - Contract Event Security</b>		50	50	50
				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.				
<b>154,548</b>	<b>190,930</b>	<b>191,455</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>182,439</b>	<b>182,439</b>	<b>200,682</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
0	373	948	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
<b>0</b>	<b>373</b>	<b>948</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>278,748</b>	<b>340,050</b>	<b>364,367</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>359,678</b>	<b>359,678</b>	<b>377,921</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
73,500	84,000	90,000	<b>5350 Registration Fees</b> Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.	110,000	110,000	115,000
190	0	325	<b>5350-12 Registration Fees - Piano</b> Registration fees for students taking piano lessons.	100	100	100
<b>73,690</b>	<b>84,000</b>	<b>90,325</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>110,100</b>	<b>110,100</b>	<b>115,100</b>
<b>MISCELLANEOUS</b>						
210	0	0	<b>6420-27 Donations - Parks &amp; Recreation - Piano</b> Local donations for the piano lesson program.	400	400	400
<b>210</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>400</b>	<b>400</b>	<b>400</b>
<b>73,900</b>	<b>84,000</b>	<b>90,325</b>	<b>TOTAL RESOURCES</b>	<b>110,500</b>	<b>110,500</b>	<b>115,500</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
33,981	34,775	35,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Classes & Programs Labor - 1.30 FTE	48,000	48,000	48,000
			Increase due to growth of special interest recreational classes and programs.			
2,107	2,156	2,170	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	2,976	2,976	2,976
493	504	507	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	696	696	696
5,926	6,177	3,500	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	9,610	9,610	9,610
1,718	1,888	1,641	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2,477	2,477	2,477
30	30	40	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	45	45	45
<b>44,256</b>	<b>45,530</b>	<b>42,858</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>63,804</b>	<b>63,804</b>	<b>63,804</b>
<b>MATERIALS AND SERVICES</b>						
4,271	9,287	10,000	<b>8130 Recreation Program Expenses</b> Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors.	13,200	13,200	13,200
309	504	325	<b>8130-33 Recreation Program Expenses - Piano</b> Contract payments for piano instructor as well as other incidental support fees; i.e. piano tuning.	500	500	500
<b>4,580</b>	<b>9,791</b>	<b>10,325</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>13,700</b>	<b>13,700</b>	<b>13,700</b>
<b>48,836</b>	<b>55,320</b>	<b>53,183</b>	<b>TOTAL REQUIREMENTS</b>	<b>77,504</b>	<b>77,504</b>	<b>77,504</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,721	5,883	6,000	<b>5350 Registration Fees</b> Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	7,000	7,000	7,000
<b>5,721</b>	<b>5,883</b>	<b>6,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>5,721</b>	<b>5,883</b>	<b>6,000</b>	<b>TOTAL RESOURCES</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
641	268	800	<b>8130 Recreation Program Expenses</b> Materials and supplies needed to support Tiny Tots Indoor Playpark.	800	800	800
<b>641</b>	<b>268</b>	<b>800</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>641</b>	<b>268</b>	<b>800</b>	<b>TOTAL REQUIREMENTS</b>	<b>800</b>	<b>800</b>	<b>800</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
13,493	12,150	15,500	<b>5350 Registration Fees</b> Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, annual Sprint Triathlon, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	12,000	12,000	12,000
<b>13,493</b>	<b>12,150</b>	<b>15,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>13,493</b>	<b>12,150</b>	<b>15,500</b>	<b>TOTAL RESOURCES</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
9,621	8,843	10,500	<b>8130 Recreation Program Expenses</b> Expenses for major community events such as Missoula Children's Theater Summer Residency, annual Sprint Triathlon, and other department-sponsored special events.	9,000	9,000	9,000
<b>9,621</b>	<b>8,843</b>	<b>10,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>9,621</b>	<b>8,843</b>	<b>10,500</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
45,100	53,550	55,150	<b>5350 Registration Fees</b> Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children; program intended to be self-supporting.	58,800	58,800	58,800
<b>45,100</b>	<b>53,550</b>	<b>55,150</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>58,800</b>	<b>58,800</b>	<b>58,800</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	100	<b>6420-50 Donations - Parks &amp; Recreation - STARS</b> Donations that provide additional STARS Program materials and supplies through expenditure account 7680, Materials & Supplies-Donations.	100	100	100
<b>0</b>	<b>0</b>	<b>100</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>45,100</b>	<b>53,550</b>	<b>55,250</b>	<b><u>TOTAL RESOURCES</u></b>	<b>58,900</b>	<b>58,900</b>	<b>58,900</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
25,503	26,533	26,529	<b>7000-15 Salaries &amp; Wages - Temporary</b> Site Director - Summer STARS - 0.17 FTE Assistant Site Director - Summer STARS - 0.30 FTE Recreation Leadership - Summer STARS - 0.89 FTE  Increase includes mandated sick leave and minimum wage increases totaling \$946 as well as anticipated staff needs this summer. All increases will be recovered through program fees.	28,952	28,952	28,952
44	21	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
1,584	1,646	1,645	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,795	1,795	1,795
370	385	384	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	420	420	420
4,240	1,835	2,653	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,895	2,895	2,895
701	760	1,244	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,494	1,494	1,494
43	45	46	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	48	48	48
<b>32,486</b>	<b>31,226</b>	<b>32,501</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>35,604</b>	<b>35,604</b>	<b>35,604</b>
<b>MATERIALS AND SERVICES</b>						
0	0	100	<b>7680 Materials &amp; Supplies - Donations</b> STARS Program materials and supplies funded through revenue account 6420-50, Donations-Parks & Recreation-STARS.	100	100	100
7,505	9,343	10,250	<b>8130 Recreation Program Expenses</b> Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts.	10,500	10,500	10,500
<b>7,505</b>	<b>9,343</b>	<b>10,350</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>10,600</b>	<b>10,600</b>	<b>10,600</b>
<b>39,991</b>	<b>40,569</b>	<b>42,851</b>	<b>TOTAL REQUIREMENTS</b>	<b>46,204</b>	<b>46,204</b>	<b>46,204</b>



**PARKS & RECREATION**  
**Kids on the Block**





# General Fund – Parks & Recreation

## - Kids on the Block

2016 – 2017 Proposed Budget --- Budget Summary

### Budget Highlights

- Kids on the Block (KOB) is offered for 1<sup>st</sup> through 5<sup>th</sup> grade elementary school boys and girls from 2:30 pm to 5:30 pm, Monday through Friday (when school is in session) for approximately 135 program days throughout the school year. Overall, approximately 405 program hours are planned and scheduled to provide a variety of recreational activities and other special enrichment experiences including fun, age appropriate science, technology, engineering, and math (S.T.E.M.) activities, music lessons and experiences, OMSI science traveling workshops, hands-on cooking and nutrition, as well as homework assistance. We help build successful kids in a safe, exciting, supervised, and above all, fun, recreational and positive environment during these after-school hours.
- The 2016-17 KOB budget is 91.1% self-supporting; anticipated general fund support for 2016-17 is only \$35,000 (an additional \$10,000 of indirect City staff and related costs also support the program.) Other financial support comes from Linfield College work study funds that pay three-quarters of the staff wages for qualifying students who work in the program (approximately \$28,000 annually). McMinnville School District #40 provides bus transportation as well daily afternoon meals for KOB participants. Kids on the Block, Inc, the supportive citizen advisory committee, also works to raise funds via the Mayor's Ball and other means; KOB, Inc's reserve fund, accumulated during years when federal grants funded a great portion of past programs, provides over \$100,000 to help fund KOB. Current reserves are scheduled to last for the next 7 years unless Mayor's Ball and other donations are raised in significant amounts to keep reserve funds healthy, and the KOB program sustainable in the future.
- Increase in staff budget reflects adjustments for minimum wage and sick leave mandates, increase in staff training hours, as well as a consolidation of Site Director I and II positions to the higher Site Director II part-time wage scale to keep these critical

positions competitive with like opportunities in the School District and community (fee increases will off-set these specific increases).

- Approximately 70% of KOB participants qualify for and receive financial assistance to attend the KOB program. Program staff, in partnership with KOB, Inc. Board of Directors and the Mayor's Charity Ball Advisory Board will continue to monitor the KOB program needs and continue developing financial resources to keep this essential program successfully sustainable beyond current projections.

### Core Services

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

### Future Challenges and Opportunities

- Registration revenues are growing and moderate fee increases in 2016-17 will further help reduce the level of reserve funding needed to balance the KOB program budget. Still, it is imperative that a long-term strategic plan be implemented in 2016-17 to ensure that current funding sources are renewed and strengthened and new funding support secured for a sustainable program future. It's all about the kids, our most precious resource. Anyone wanting to join this effort and help meet this challenge, should contact KOB Program Manager, Janet Adams.

# General Fund – Parks & Recreation - Kids on the Block

2016 – 2017 Proposed Budget --- Budget Summary

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>297,578</b>	<b>341,523</b>	<b>361,966</b>	<b>20,443</b>
Personnel Services	277,395	297,809	318,049	20,240
Materials & Services	55,089	78,490	78,917	427
Capital Outlay	93	224	-	(224)
<b>Total Expenditures</b>	<b>332,578</b>	<b>376,523</b>	<b>396,966</b>	<b>20,443</b>
Net Expenditures	(35,000)	(35,000)	(35,000)	-



This year, KOB After-School Enrichment added STEM & Strategy as a regular daily activity to help KOB Kids learn more about science, technology, engineering, math, and problem solving. In addition to close encounters with a variety of a mammals and reptiles, KOB Kids also enjoyed hands-on chemistry experiments and building projects.

## Full-Time Equivalents (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>8.81</b>		
Extra Help - Management Assistant		0.18	
Site Director II		0.88	
Site Director		(1.68)	
Assistant Site Director		(0.23)	
Recreation Leadership		1.13	
<b>FTE Proposed Budget</b>		<b>0.28</b>	<b>9.09</b>



Linfield College continues to support the KOB After-School Enrichment program by dedicating more than \$28,000 of their federal work-study funding to help pay the hourly wages of many of our KOB Recreation Leaders each semester.



## General Fund – Parks & Rec – Kids on the Block

### Historical Highlights

- 1989** Kids On The Block (KOB) After-School Program begins three days a week at three schools.
- 1990** KOB, Inc., a non-profit corporation, forms with Dale Tomlinson as President of the Board of Directors. KOB, Inc. receives Mayor's Charity Ball proceeds and oversees the KOB Program.
- 1990** First Mayor's Charity Ball held raising ~\$9,000. All profits donated to KOB, Inc. which in turn donates needed funds back to the City.
- 1990** Part-time Volunteer Coordinator hired for KOB After-School Program. Program expands to five schools, three days per week.
- 1992** KOB expands to five days per week.
- 2000** 10<sup>th</sup> Annual Mayor's Charity Ball raised ~\$72,000 for KOB.
- 2010** Mayor Rick Olson and wife Candy host the 21<sup>st</sup> annual Mayors Ball and raise \$125,000 for KOB.
- 2013** The 2013-2014 fiscal year marks the city's 25<sup>th</sup> anniversary of operating the KOB program.



Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
55,000	0	0	<b>5020-15 McMinnville School Dist #40 - Kids on the Block</b>	0	0	0
<b>55,000</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
131,792	169,186	177,750	<b>5350-05 Registration Fees - KOB - Elementary</b> Kids on the Block After-School Program registration fees. Fee increases will help off-set increases for planned and mandated staff costs.	198,000	198,000	198,000
23,639	292	0	<b>5350-10 Registration Fees - KOB - Power Hour</b>	0	0	0
<b>155,431</b>	<b>169,478</b>	<b>177,750</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>198,000</b>	<b>198,000</b>	<b>198,000</b>
<b>MISCELLANEOUS</b>						
39	0	50	<b>6420 Donations - Parks &amp; Recreation</b> Budget Note: Donations from sources other than Kids on the Block, Inc. earmarked for specific enrichment projects & programs.	50	50	1,000
42,745	103,556	120,323	<b>6420-15 Donations - Parks &amp; Recreation - KOB, Inc. - Elementary</b> Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. KOB, Inc. receives most of its funding from the annual Mayor's Charity Ball.	120,716	120,716	120,716
15,848	20,439	24,000	<b>6420-20 Donations - Parks &amp; Recreation - KOB, Inc. - Enrichment</b> Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. KOB, Inc. receives most of its funding from the annual Mayor's Charity Ball.	24,000	24,000	24,000
958	2,655	3,900	<b>6420-25 Donations - Parks &amp; Recreation - KOB, Inc. - Misc</b> Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. KOB, Inc. receives most of its funding from the annual Mayor's Charity Ball.	4,000	4,000	4,000
24,000	920	15,000	<b>6420-30 Donations - Parks &amp; Recreation - Mayor's Ball</b> Mayor's Charity Ball Director and/or coordination specialists funded by Ball proceeds.	15,000	15,000	15,000
1,281	530	500	<b>6600 Other Income</b>	200	200	200
<b>84,870</b>	<b>128,100</b>	<b>163,773</b>	<b>TOTAL MISCELLANEOUS</b>	<b>163,966</b>	<b>163,966</b>	<b>164,916</b>
<b>295,301</b>	<b>297,578</b>	<b>341,523</b>	<b>TOTAL RESOURCES</b>	<b>361,966</b>	<b>361,966</b>	<b>362,916</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

64,321	66,036	69,111	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	69,826	69,826	69,826
123,260	158,351	167,900	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Management Assistant - 0.47 FTE Site Director II - 1.51 FTE Assistant Site Director - 1.40 FTE Recreation Leadership - 4.71 FTE  Increase reflects some adjustment of Site Director I positions to Site Director II hourly wage scale; estimated use of newly legislated sick leave as well as minimum wage increases and addition of 5 hours per week for KOB program manager's part-time assistant. Program fee increases and increased support from the KOB, Inc. reserves will cover these new costs.	184,628	184,628	184,628
148	61	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
11,574	13,847	14,695	<b>7300-05</b> Fringe Benefits - FICA - Social Security	15,775	15,775	15,775
2,707	3,238	3,436	<b>7300-06</b> Fringe Benefits - FICA - Medicare	3,690	3,690	3,690
23,377	23,337	30,626	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	32,443	32,443	32,443
5,408	5,493	5,528	<b>7300-20</b> Fringe Benefits - Medical Insurance	5,696	5,696	5,696
0	0	1,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	500	500	500
126	126	126	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
361	371	388	<b>7300-30</b> Fringe Benefits - Long Term Disability	382	382	382
2,973	3,634	3,175	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	3,665	3,665	3,665
240	290	304	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	312	312	312
584	2,594	1,501	<b>7300-40</b> Fringe Benefits - Unemployment	999	999	999
16	17	19	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	25	25	25
<b>235,094</b>	<b>277,395</b>	<b>297,809</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>318,049</b>	<b>318,049</b>	<b>318,049</b>

**MATERIALS AND SERVICES**

4,324	4,798	5,000	<b>7500</b> Credit Card Fees	6,250	6,250	6,250
18	18	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200
1,100	500	700	<b>7610-05</b> Insurance - Liability	600	600	600
691	679	1,300	<b>7620</b> Telecommunications	1,000	1,000	1,000
3	31	0	<b>7660-05</b> Materials & Supplies - Office Supplies	25	25	25

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	50	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		50	50	1,000
742	860	600	<b>7750</b>	<b>Professional Services</b>		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	500	500	
24,000	920	15,000	<b>7750-39</b>	<b>Professional Services - Mayor's Ball Director</b>		15,000	15,000	15,000
				Mayor's Charity Ball Director and/or stipends for assigned Mayor's Ball coordinators (ie: Overall coordinator, decorations, logistics, silent auction, fundraising) funded by Ball proceeds. In-house staff may assume limited coordination duties in 2017. These positions funded with Ball proceeds.				
874	953	2,240	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,092	2,092	2,092
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	2,092	2,092	
2,465	4,050	1,200	<b>7840-50</b>	<b>M &amp; S Computer Charges - Kids on the Block</b>		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	
11,353	12,034	14,000	<b>8130</b>	<b>Recreation Program Expenses</b>		14,000	14,000	14,000
				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.				
23,489	0	0	<b>8130-30</b>	<b>Recreation Program Expenses - Power Hour Fees</b>		0	0	0
15,848	20,439	24,000	<b>8130-35</b>	<b>Recreation Program Expenses - Enrichment Programs</b>		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.				
958	2,655	3,900	<b>8130-40</b>	<b>Recreation Program Expenses - Miscellaneous</b>		4,000	4,000	4,000
				Kids on the Block expenses for miscellaneous program and staff meeting supplies.				
9,344	7,152	10,000	<b>8130-45</b>	<b>Recreation Program Expenses - Workstudy</b>		10,000	10,000	10,000
				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.				
<b>95,207</b>	<b>55,089</b>	<b>78,190</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>78,917</b>	<b>78,917</b>	<b>79,867</b>
			<b>CAPITAL OUTLAY</b>					
0	93	524	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
<b>0</b>	<b>93</b>	<b>524</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
330,301	332,578	376,523	<b>TOTAL REQUIREMENTS</b>	396,966	396,966	397,916

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## **PARKS & RECREATION Recreational Sports**

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### **Organization Set – Programs**

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

### **Organization Set #**

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



# General Fund – Parks & Recreation

## - Recreational Sports

2016 – 2017 Proposed Budget --- Budget Summary

### Budget Highlights

- The 2016-17 proposed budget for the Recreational Sports (RS) division of the Parks and Recreation Department is expected to achieve a 75.2% cost recovery level with anticipated overall revenues (registration fees, field rentals, donations, concessions and sponsorships) of \$219,792. Anticipated General Fund support for our Recreational Sports division for 2016-17 is \$72,455.
- Increased costs due to mandated sick leave and minimum wage increases in 2016-17 will be recovered through slight program fee increases in the coming year. All individual sports within Youth and Adults Sports areas recover more than 100% of their basic program costs including half of the overall division administrative costs to manage these programs. Overall, the RS proposed budget is about the same as last year.
- There are 3,500 registered participants in the 20 youth and adult sports programs offered annually. This translates to nearly 100,000 “participant hours” during which players are recreating in these programs each year.
- Approximately 1,900 youth and adult recreation sports league games or matches are scheduled each year (1,500 at Dancer Park). New programs include adult coed soccer, adult dodgeball, and youth dodgeball.
- About 120 youth and adult sport games/matches (field rentals) are also scheduled at Dancer Park for “independent” teams annually.
- The community livability values of these programs and opportunities for both youth and adults remains significant.



### Core Services

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

### Future Challenges and Opportunities

- Reduced professional staffing resulting from budget reductions in the 2012-13 fiscal year will continue to require that our program manager focus on sustaining quality services and outcomes within existing programs before extending slowly to other program areas. Coed adult sports will see some added programming in the coming year.
- Maximize public use of facilities while protecting facilities from over-use and damage.



# General Fund – Parks & Recreation - Recreational Sports

2016 – 2017 Proposed Budget --- Budget Summary

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>230,992</b>	<b>215,700</b>	<b>219,792</b>	<b>4,092</b>
Personnel Services	169,117	204,064	206,855	2,791
Materials & Services	88,620	91,890	85,392	(6,498)
Capital Outlay	187	224	-	(224)
<b>Total Expenditures</b>	<b>257,924</b>	<b>296,178</b>	<b>292,247</b>	<b>(3,931)</b>
Net Expenditures	(26,932)	(80,478)	(72,455)	(8,023)

## Full-Time Equivalents (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>4.28</b>		
Extra Help - Management Assistant		(0.18)	
Extra Help - Office		(0.01)	
Program Assistant		0.20	
Rec Program Labor - Adult Sports		0.04	
Rec Program Labor - Youth Soccer		0.03	
Rec Program Labor - Youth Basketball		(0.03)	
Rec Program Labor - Youth Baseball/Softball		(0.07)	
<b>FTE Proposed Budget</b>		<b>(0.02)</b>	<b>4.26</b>



825-865 soccer participants for each of two seasons, with 80 teams per season, including teams from Sheridan, Willamina, Amity, Dayton, & Carlton.



First youth sports program to alter games from halves to 3 periods, in order to increase participation. In the 2015-16 season, we had a volunteer coach run weekly skills session for the girl's teams.



## General Fund – Parks & Recreation – Recreational Sports

### Historical Highlights

- |  |  |  |
|--|--|--|
| <p><b>1968</b> First Director of Parks and Recreation hired. Helps organize men’s and women’s softball programs.</p>   | <p><b>1983</b> McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water &amp; 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.</p> | <p><b>1990</b> Dancer Park Phase II expands irrigation systems and completes new soccer field areas.</p>   |
| <p><b>1975</b> 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.</p> | <p><b>1985</b> City hires first full-time Youth/Adult Sports Coordinator.</p>  | <p><b>1991</b> At the request of McMinnville Area Little League, Parks and Recreation Department assumes responsibility for youth baseball/softball.</p>   |
| <p><b>1977</b> 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.</p>  | <p><b>1985</b> 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.</p>  | <p><b>1996</b> 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.</p> |
| <p><b>1982</b> Fall season Youth Soccer Program begins.</p>  | <p><b>1986</b> Parks and Recreation Department assumes responsibility for youth basketball, previously run by volunteer Jaycee’s.</p>  | <p><b>2000</b> 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.</p>   |
|  |  | <p><b>2001</b> Parks and Recreation Department assumes responsibility for Babe Ruth Baseball which becomes MAX Baseball for 13 and 14 year old players.</p>  |

- 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 4<sup>th</sup>, 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.

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
6,390	5,305	5,500	<b>5380-60 Facility Rentals - Field Rentals</b> Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery Meadows Parks. Facility use fees charged to leagues and event sponsors who are independent of Park and Recreation sponsored programs.	5,000	5,000	5,000
<b>6,390</b>	<b>5,305</b>	<b>5,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>6,390</b>	<b>5,305</b>	<b>5,500</b>	<b>TOTAL RESOURCES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

61,210	65,770	73,090	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	73,570	73,570	73,570
12,881	15,073	22,825	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Management Assistant - 0.25 FTE Extra Help - Office - 0.17 FTE Program Assistant - 0.44 FTE	22,825	22,825	22,825
60	12	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
4,444	4,871	5,947	<b>7300-05</b> Fringe Benefits - FICA - Social Security	5,976	5,976	5,976
1,039	1,139	1,391	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,398	1,398	1,398
15,199	18,418	22,192	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	22,323	22,323	22,323
11,254	11,415	11,496	<b>7300-20</b> Fringe Benefits - Medical Insurance	11,842	11,842	11,842
0	0	2,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,000	1,000	1,000
126	126	126	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
329	354	388	<b>7300-30</b> Fringe Benefits - Long Term Disability	382	382	382
884	2,391	1,131	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,230	1,230	1,230
50	52	64	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	64	64	64
290	0	499	<b>7300-40</b> Fringe Benefits - Unemployment	500	500	500
2,317	3,316	2,637	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,201	3,201	3,201
<b>110,083</b>	<b>122,935</b>	<b>143,786</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>144,419</b>	<b>144,419</b>	<b>144,419</b>

**MATERIALS AND SERVICES**

3,632	4,149	4,000	<b>7500</b> Credit Card Fees	4,200	4,200	5,150
18	18	100	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	100	100	100
136	260	1,000	<b>7550</b> Travel & Education Professional Memberships and Misc. workshops. Conference attendance funding is available through the Directors office.	300	300	300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Miscellaneous workshops	1	130	130
			Professional memberships - ORPA & NRPA	1	170	170
202	120	500	<b>7590</b> Fuel - Vehicle & Equipment	300	300	300
600	700	900	<b>7610-05</b> Insurance - Liability	800	800	800

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
200	200	200	<b>7610-10</b>	<b>Insurance - Property</b>		300	300	300
1,507	1,510	1,500	<b>7620</b>	<b>Telecommunications</b>		1,500	1,500	1,500
2	25	0	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		0	0	0
776	723	500	<b>7750</b>	<b>Professional Services</b>		400	400	400
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Audit fee allocation		1	400	400	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
1,749	1,906	2,240	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,092	2,092	2,092
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			IS Department M&S costs shared city-wide		1	2,092	2,092	
2,933	1,200	2,900	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>		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	
55	0	0	<b>8130-15</b>	<b>Recreation Program Expenses - Concessions</b>		0	0	0
<b>11,809</b>	<b>10,812</b>	<b>13,840</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>11,192</b>	<b>11,192</b>	<b>12,142</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	187	524	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
<b>0</b>	<b>187</b>	<b>524</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>121,892</b>	<b>133,934</b>	<b>158,150</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>155,611</b>	<b>155,611</b>	<b>156,561</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
19,332	23,604	24,200	<b>5350 Registration Fees</b> Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	27,000	27,000	27,000
<b>19,332</b>	<b>23,604</b>	<b>24,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>19,332</b>	<b>23,604</b>	<b>24,200</b>	<b>TOTAL RESOURCES</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
2,552	2,025	4,202	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.23 FTE	5,001	5,001	5,001
158	126	261	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	310	310	310
37	29	61	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	73	73	73
89	87	420	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	500	500	500
126	33	197	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	258	258	258
4	3	7	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	8	8	8
<b>2,967</b>	<b>2,303</b>	<b>5,148</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>6,150</b>	<b>6,150</b>	<b>6,150</b>
<b>MATERIALS AND SERVICES</b>							
12,105	12,287	12,500	<b>8130</b>	<b>Recreation Program Expenses</b> Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program.	12,500	12,500	12,500
<b>12,105</b>	<b>12,287</b>	<b>12,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>12,500</b>	<b>12,500</b>	<b>12,500</b>
<b>15,072</b>	<b>14,590</b>	<b>17,648</b>	<b>TOTAL REQUIREMENTS</b>		<b>18,650</b>	<b>18,650</b>	<b>18,650</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
90,277	95,262	91,000	<b>5350 Registration Fees</b> Recreational Sports registration fees for fall and spring Youth Soccer seasons. Increase will off-set mandated minimum wage & sick leave expenses.	92,500	92,500	92,500
1,426	436	500	<b>5380-55 Facility Rentals - Concessions</b> Soccer concessionaire profit sharing with City.	500	500	500
<b>91,703</b>	<b>95,698</b>	<b>91,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>93,000</b>	<b>93,000</b>	<b>93,000</b>
<b>91,703</b>	<b>95,698</b>	<b>91,500</b>	<b>TOTAL RESOURCES</b>	<b>93,000</b>	<b>93,000</b>	<b>93,000</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
12,512	15,915	16,600	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.86 FTE	17,999	17,999	17,999
			Increase reflects program growth and mandated sick leave (\$200) & minimum wage (\$800) increases. Youth Soccer revenue growth will cover these increases.			
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
776	986	1,029	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,116	1,116	1,116
182	231	241	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	261	261	261
120	85	1,660	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,800	1,800	1,800
661	389	779	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	929	929	929
24	30	29	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	29	29	29
<b>14,275</b>	<b>17,636</b>	<b>20,338</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>22,134</b>	<b>22,134</b>	<b>22,134</b>
<b>MATERIALS AND SERVICES</b>						
27,177	21,354	27,500	<b>8130 Recreation Program Expenses</b> Soccer equipment, team t-shirts, field supplies, and printing, etc.	24,000	24,000	24,000
<b>27,177</b>	<b>21,354</b>	<b>27,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>41,452</b>	<b>38,990</b>	<b>47,838</b>	<b>TOTAL REQUIREMENTS</b>	<b>46,134</b>	<b>46,134</b>	<b>46,134</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
20,010	19,620	19,000	<b>5350 Registration Fees</b> Recreational Sports registration fees and team sponsorships for Youth Basketball. Slight increases will cover new costs associated with mandated sick leave and minimum wage adjustments.	18,100	18,100	18,100
<b>20,010</b>	<b>19,620</b>	<b>19,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>18,100</b>	<b>18,100</b>	<b>18,100</b>
<b>20,010</b>	<b>19,620</b>	<b>19,000</b>	<b>TOTAL RESOURCES</b>	<b>18,100</b>	<b>18,100</b>	<b>18,100</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
7,934	7,728	8,698	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.41 FTE	8,687	8,687	8,687
Projected part-time wages will now include mandated sick leave and minimum costs totaling \$485. Slight program fee increases will cover these new expenses.						
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
492	479	539	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	539	539	539
115	112	126	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	126	126	126
460	241	870	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	868	868	868
384	241	408	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	448	448	448
15	14	15	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	14	14	14
<b>9,399</b>	<b>8,815</b>	<b>10,656</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>10,682</b>	<b>10,682</b>	<b>10,682</b>
<b>MATERIALS AND SERVICES</b>						
1,722	5,181	3,650	<b>8130 Recreation Program Expenses</b> T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program.	3,650	3,650	3,650
<b>1,722</b>	<b>5,181</b>	<b>3,650</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>3,650</b>	<b>3,650</b>	<b>3,650</b>
<b>11,122</b>	<b>13,996</b>	<b>14,306</b>	<b>TOTAL REQUIREMENTS</b>	<b>14,332</b>	<b>14,332</b>	<b>14,332</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
56,396	59,155	59,500	<b>5350 Registration Fees</b> Recreational Sports registration fees for Youth Baseball and Softball Programs. Program fees will off-set new costs associated with sick leave and minimum wage increases.	60,692	60,692	60,692
0	0	500	<b>5380-55 Facility Rentals - Concessions</b> Baseball/Softball concessionaire profit sharing with City.	500	500	500
<b>56,396</b>	<b>59,155</b>	<b>60,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>61,192</b>	<b>61,192</b>	<b>61,192</b>
<b>MISCELLANEOUS</b>						
12,977	22,650	12,000	<b>6420-35 Donations - Parks &amp; Recreation - Base/Softball Sponsorships</b> Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8.	12,000	12,000	15,500
3,204	4,197	3,000	<b>6420-40 Donations - Parks &amp; Recreation - Base/Softball Fundraisers</b> Net income received from annual Youth Baseball and Softball Fundraiser.	3,000	3,000	3,000
<b>16,181</b>	<b>26,847</b>	<b>15,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>15,000</b>	<b>15,000</b>	<b>18,500</b>
<b>72,576</b>	<b>86,002</b>	<b>75,000</b>	<b>TOTAL RESOURCES</b>	<b>76,192</b>	<b>76,192</b>	<b>79,692</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
17,940	15,834	19,601	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.89 FTE	19,034	19,034	19,034
Part-time labor costs will include mandated sick leave (\$200) and increased minimum wage costs (\$837). These specific costs will be funded through slight registration fee increases.						
0	10	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
1,112	982	1,215	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,180	1,180	1,180
260	230	284	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	276	276	276
227	157	1,960	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,903	1,903	1,903
936	186	919	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	982	982	982
33	29	33	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	31	31	31
<b>20,509</b>	<b>17,427</b>	<b>24,012</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>23,406</b>	<b>23,406</b>	<b>23,406</b>
<b>MATERIALS AND SERVICES</b>						
13,094	21,687	12,000	<b>7680 Materials &amp; Supplies - Donations</b> 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.	12,000	12,000	15,500
20,945	17,299	22,000	<b>8130 Recreation Program Expenses</b> Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	22,000	22,000	22,000
<b>34,039</b>	<b>38,986</b>	<b>34,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>34,000</b>	<b>34,000</b>	<b>37,500</b>
<b>54,548</b>	<b>56,413</b>	<b>58,012</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>57,406</b>	<b>57,406</b>	<b>60,906</b>

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**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
1,334	764	500	<b>5350 Registration Fees</b> Recreational Sports registration fees for several summer skill development youth sports camps and classes.	500	500	500
<b>1,334</b>	<b>764</b>	<b>500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>1,334</b>	<b>764</b>	<b>500</b>	<b>TOTAL RESOURCES</b>	<b>500</b>	<b>500</b>	<b>500</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
21	0	99	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.01 FTE	51	51	51
1	0	7	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	3	3	3
0	0	2	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1	1	1
0	0	10	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	5	5	5
1	0	5	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	3	3	3
0	0	1	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	1	1	1
<b>24</b>	<b>0</b>	<b>124</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>64</b>	<b>64</b>	<b>64</b>
<b>MATERIALS AND SERVICES</b>						
0	0	100	<b>8130 Recreation Program Expenses</b> Incidental equipment or supplies to support youth sports camps and classes as needed.	50	50	50
<b>0</b>	<b>0</b>	<b>100</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>24</b>	<b>0</b>	<b>224</b>	<b>TOTAL REQUIREMENTS</b>	<b>114</b>	<b>114</b>	<b>114</b>

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**PARKS & RECREATION  
Senior Center**

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**Organization Set – Programs**

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

**Organization Set #**

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



# General Fund – Parks & Recreation

## - Senior Center

2016 – 2017 Proposed Budget --- Budget Summary

### Budget Highlights

- In 2016-17, the Senior Center will continue to be open to the public 42 hours/week, with operating hours Mondays and Thursdays from 9:00 am to 9:00 pm, Tuesdays and Wednesdays from 9:00 am to 4:00 pm, and Fridays from 9:00 am to 1:00 pm (the Center may be rented during “off-hours.”) Two annual, one-week closures will occur in August and December. In 2016-17, the overall Senior Center budget is projected to achieve a 50.4% self-support level (first time in many years above 50%) with planned revenues of \$158,400. Anticipated General Fund support in 2016-17 is \$155,874.
- Revenues from donations are shown in three separate line items: 6420-45 Donations P&R Seniors (\$4,000); 6420-46 Donation P&R Fry Family Trust (\$10,000); and 6420-60 Donations P&R Building Improvements (\$20,000). At this time, we anticipate spending only the \$4,000 from 6420-45 and these expenditures are accounted for in expense line items 7680 M&S Donation (\$2,500); 7720-24 R&M Donations Seniors (\$500); and 7810 M&S Equipment Donations (\$1,000). However, the balance of the unused funds from the Fry Family Trust and Building Fund donations totaling \$30,000 is also included as a placeholder for yet-to-be-determined future expenditures in line item 7720-24 R&M Donations Seniors; that expenditure line item shows a total of \$30,500 (as mentioned, only \$500 is planned at this time, for expenditure from this fund in 2016-17) Unexpended funds will carry forward to 2017-18.
- Proposed increase in Temporary Wages (7000-15) reflects minimum wage and sick leave adjustments as well as 400 hours for part-time hours to allow Recreation Program Coordinator to spend less registration desk time and more program planning and coordination time for special interests classes and workshops and events. Additionally, the added hours will also provide room set-up assistance (80 hrs/year). It is anticipated

that program growth and subsequent revenue growth will help achieve improved programming and improved cost recovery levels overall.

- The Wortman Café, a new Tuesday/Thursday lunch program started in January of 2016 at the SC will continue. Revenues from the program, will be shown in line item 5410-05 Sales-Wortman Café; Expenses shown in 7660-37 M&S-Wortman Café. This popular program will replace the past food service program managed by the North West Senior and Disability Services, an intergovernmental organization formed in Clatsop, Marion, Polk, Tillamook, and Yamhill Counties. NWSDS will continue to manage the kitchen and food preparation for the Café on Tuesday and Thursdays, but will serve only meals on wheels Mondays and Wednesdays (no Friday meal service). The net revenue gained from the Café will off-set the slight reduction of monthly rental payments to the SC from NWSDS (as shown in line item 5380-50 Facility rentals – Meal Site.) The popular Wortman Café has averaged about 60-65 lunch participants each day since it opened.

### Core Services

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

# General Fund – Parks & Recreation - Senior Center

2016 – 2017 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

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

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>120,456</b>	<b>137,588</b>	<b>158,400</b>	<b>20,812</b>
Personnel Services	144,458	151,986	162,327	10,341
Materials & Services	119,435	139,004	151,947	12,943
Capital Outlay	280	336	-	(336)
<b>Total Expenditures</b>	<b>264,174</b>	<b>291,326</b>	<b>314,274</b>	<b>22,948</b>
Net Expenditures	(143,718)	(153,738)	(155,874)	2,136

## Full-Time Equivalents (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>2.33</b>		
Extra Help - Senior Center		0.22	
Classes & Programs Labor - SC		(0.03)	
Extra Help - Senior Center - Day Tours		(0.02)	
<b>FTE Proposed Budget</b>		<b>0.17</b>	<b>2.50</b>



Wortman Park Café opened January 5, 2016 and served over 1,000 patrons in the first two months



Fitness class attendance for fiscal year 2014-2015 was 1,829. Fitness class attendance for the first 8 months of fiscal year 2015-2016 was 1,885.



## General Fund – Parks & Recreation – Senior Center

### Historical Highlights

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

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

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

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

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



Over 4,100 participants in special interest recreation

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

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

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

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

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

**2016** The “Wortman Park Café,” a new Tuesday/Thursday lunch bar of fresh salad, homemade soup and fresh baked cookies was very well received as more than 60 participants enjoyed the new format. This new collaborative with the State Senior and Disabilities Services division will replace the long standing daily meals program on these days. Home delivered meals will continue Monday-Thursday.



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

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
7,265	7,967	9,000	<b>5380-20 Facility Rentals - Meeting Rooms</b> Senior Center meeting room rentals.	8,800	8,800	8,800
73	73	100	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Senior Center kitchen facility rentals.	200	200	200
4,198	5,283	4,700	<b>5380-40 Facility Rentals - Staff Fees</b> Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	4,500	4,500	4,500
7,637	10,484	13,000	<b>5380-45 Facility Rentals - Reception Facilities</b> Senior Center main hall rentals.	10,200	10,200	10,200
6,000	6,000	6,000	<b>5380-50 Facility Rentals - Meal Site</b> Mid-Willamette Valley Senior Services Agency fees paid for the use of Senior Center kitchen and dining areas for daily Senior Meals Program; contract renewed every two years.	4,800	4,800	4,800
0	0	0	<b>5410-05 Sales - Wortman Park Cafe</b>	19,400	19,400	19,400
2,130	1,745	2,000	<b>5420 Newsletter</b> Senior Program subscription fees for monthly senior newsletter.	1,700	1,700	1,700
<b>27,302</b>	<b>31,552</b>	<b>34,800</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>49,600</b>	<b>49,600</b>	<b>49,600</b>
<b><u>MISCELLANEOUS</u></b>						
5,421	6,898	3,000	<b>6420-45 Donations - Parks &amp; Recreation - Seniors</b> Miscellaneous contributions to support McMinnville Senior Center and senior activities.	4,000	4,000	4,000
10,000	0	9,288	<b>6420-46 Donations - Parks &amp; Recreation - SC-Fry Family Irrevocable Trust</b> Unused portion of \$10,000 estate donation received in 2013-14. Unused donation funds will carry forward year-to-year until funds are exhausted.	10,000	10,000	10,000
0	0	15,000	<b>6420-60 Donations - Parks &amp; Recreation - Building Improvements</b> Donations received from the Friends of the McMinnville Senior Center (\$10,000), Virginia Klein Estate (\$5,000) and other individuals for future SC roof replacement. Funds will carry over year-to-year until project is initiated (2-3 years).	20,000	20,000	20,000
786	800	1,000	<b>6600 Other Income</b> Senior Center announcement board fees and other incidental revenues.	300	300	300
436	653	1,000	<b>6600-35 Other Income - Wortman Gallery</b> 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.	1,000	1,000	1,000
<b>16,643</b>	<b>8,351</b>	<b>29,288</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>35,300</b>	<b>35,300</b>	<b>35,300</b>
<b>43,944</b>	<b>39,903</b>	<b>64,088</b>	<b><u>TOTAL RESOURCES</u></b>	<b>84,900</b>	<b>84,900</b>	<b>84,900</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

65,221	66,936	70,011	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	70,276	70,276	70,276
25,728	25,081	30,660	<b>7000-10</b> Salaries & Wages - Regular Part Time Recreation Program Coordinator II - 0.80 FTE	32,598	32,598	32,598
8,480	11,200	9,500	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Senior Center - 0.68 FTE	14,369	14,369	14,369
<p>Increase in part-time wages reflect 320 additional hours (8 hrs./wk. x 40 weeks) of front desk assistance to reduce our Rec. Prog. Supervisor registration desk time and increase her effective program development time; an additional 80 hrs. for room set-up assistance throughout the year; \$300 for sick leave absences and \$569 to cover minimum wage adjustments.</p>						
8	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	0	0	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	2,160	2,160	2,160
5,979	6,322	6,831	<b>7300-05</b> Fringe Benefits - FICA - Social Security	7,403	7,403	7,403
1,398	1,479	1,598	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,731	1,731	1,731
18,580	21,276	26,160	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	27,626	27,626	27,626
15,563	6,513	0	<b>7300-20</b> Fringe Benefits - Medical Insurance	0	0	0
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	0	0	0
257	252	252	<b>7300-25</b> Fringe Benefits - Life Insurance	216	216	216
526	534	552	<b>7300-30</b> Fringe Benefits - Long Term Disability	556	556	556
1,907	2,764	2,931	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	3,365	3,365	3,365
72	72	79	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	86	86	86
10	0	100	<b>7300-40</b> Fringe Benefits - Unemployment	99	99	99
1,004	1,387	1,266	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,300	1,300	1,300
<b>144,733</b>	<b>143,814</b>	<b>149,940</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>161,785</b>	<b>161,785</b>	<b>161,785</b>

**MATERIALS AND SERVICES**

1,730	1,415	2,000	<b>7500</b> Credit Card Fees	1,500	1,500	1,500
18	18	100	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
1,553	2,323	2,000	<b>7550</b>	<b>Travel &amp; Education</b>		1,635	1,635	1,635
				Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				McMinnville Chamber Leadership Development Program	1	500	500	
				ORPA conference attendance	1	650	650	
				Membership in National Council on Aging	1	145	145	
				Professional membership in ORPA & NRPA	2	170	340	
10,352	8,847	10,200	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		10,500	10,500	10,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Electricity	1	6,900	6,900	
				Natural gas	1	3,600	3,600	
700	800	1,600	<b>7610-05</b>	<b>Insurance - Liability</b>		1,400	1,400	1,400
2,200	2,500	2,600	<b>7610-10</b>	<b>Insurance - Property</b>		3,100	3,100	3,100
4,010	4,515	4,000	<b>7620</b>	<b>Telecommunications</b>		4,500	4,500	4,500
8,400	8,400	8,650	<b>7650-10</b>	<b>Janitorial - Services</b>		9,240	9,240	9,488
1,973	1,786	2,000	<b>7650-15</b>	<b>Janitorial - Supplies</b>		2,000	2,000	2,000
1,320	441	1,200	<b>7660</b>	<b>Materials &amp; Supplies</b>		1,800	1,800	1,800
0	0	0	<b>7660-37</b>	<b>Materials &amp; Supplies - Wortman Park Cafe</b>		16,500	16,500	16,500
1,602	2,697	1,500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		2,500	2,500	2,500
				Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
16,649	6,042	8,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		8,000	8,000	8,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				General HVAC repairs	1	3,000	3,000	
				Routine and unanticipated repairs	1	5,000	5,000	
2,662	4,168	25,425	<b>7720-24</b>	<b>Repairs &amp; Maintenance - Donations - Seniors</b>		30,500	30,500	30,500
				Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors and donation accts. 6420-46 and 6420-60. Only \$500 of this line-item total is planned for expenditure. The balance is "in-holding" unless needed unexpectedly.				
1,304	696	500	<b>7750</b>	<b>Professional Services</b>		400	400	400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	400	400	

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
5,911	5,781	6,699	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		7,834	7,834	7,834
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parking lot sweeping	1	884	884	
				Garbage service	1	1,235	1,235	
				Copier lease	1	1,248	1,248	
				Fire sprinkler and related annual inspection	1	1,350	1,350	
				HVAC maintenance	1	700	700	
				Fire alarm monitoring service	1	342	342	
				Roof and gutter preventative maintenance	1	550	550	
				Pest control	1	594	594	
				Background screenings	1	250	250	
				Per copy charges	1	681	681	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
1,157	33	500	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		1,000	1,000	1,000
				Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
2,623	2,859	3,410	<b>7840</b>	<b>M &amp; S Computer Charges</b>		3,138	3,138	3,138
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	3,138	3,138	
0	3,345	1,200	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Active annual maintenance	1	1,200	1,200	
629	842	1,050	<b>8130-05</b>	<b>Recreation Program Expenses - Newsletter</b>		700	700	700
				Production and mailing senior newsletter, a monthly publication mailed to over 200 seniors; expenses recovered through subscription fees in revenue account 5420, Newsletter.				
480	647	770	<b>8135</b>	<b>Wortman Gallery Expenses</b>		800	800	800
				Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.				
<b>65,272</b>	<b>58,156</b>	<b>83,404</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>108,447</b>	<b>108,447</b>	<b>108,695</b>
			<b>CAPITAL OUTLAY</b>					
0	280	736	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
<b>0</b>	<b>280</b>	<b>736</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>210,005</b>	<b>202,251</b>	<b>234,080</b>	<b>TOTAL REQUIREMENTS</b>			<b>270,232</b>	<b>270,232</b>	<b>270,480</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
21,808	25,962	25,000	<b>5350 Registration Fees</b> Senior Center fees for recreational and special interest classes and programs.	38,000	38,000	38,000
<b>21,808</b>	<b>25,962</b>	<b>25,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>38,000</b>	<b>38,000</b>	<b>38,000</b>
<b>21,808</b>	<b>25,962</b>	<b>25,000</b>	<b>TOTAL RESOURCES</b>	<b>38,000</b>	<b>38,000</b>	<b>38,000</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
3,597	270	1,200	<b>7000-15 Salaries &amp; Wages - Temporary</b> Classes & Programs Labor - 0.01 FTE	200	200	200
223	17	74	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	12	12	12
52	4	17	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	3	3	3
-173	0	120	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	20	20	20
127	8	32	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	6	6	6
6	0	1	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>3,832</b>	<b>300</b>	<b>1,444</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>241</b>	<b>241</b>	<b>241</b>
<b><u>MATERIALS AND SERVICES</u></b>						
7,430	16,048	14,900	<b>8130 Recreation Program Expenses</b> Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	14,500	14,500	14,500
<b>7,430</b>	<b>16,048</b>	<b>14,900</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>14,500</b>	<b>14,500</b>	<b>14,500</b>
<b>11,262</b>	<b>16,347</b>	<b>16,344</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>14,741</b>	<b>14,741</b>	<b>14,741</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
7,027	190	500	<b>5350 Registration Fees</b> Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	1,000	1,000	1,000
<b>7,027</b>	<b>190</b>	<b>500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>7,027</b>	<b>190</b>	<b>500</b>	<b>TOTAL RESOURCES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
3,739	52	200	<b>8130 Recreation Program Expenses</b> Costs associated with Senior Center special fund raising events and other major programs.	500	500	500
<b>3,739</b>	<b>52</b>	<b>200</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>3,739</b>	<b>52</b>	<b>200</b>	<b>TOTAL REQUIREMENTS</b>	<b>500</b>	<b>500</b>	<b>500</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
14,238	15,500	18,000	<b>5350 Registration Fees</b> Registration income from Senior Center sponsored day-long field trip and tour event registration fees; examples include Rose Parade, Lincoln City Salmon Bake, performing arts events in Portland, etc.	19,500	19,500	19,500
<b>14,238</b>	<b>15,500</b>	<b>18,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>19,500</b>	<b>19,500</b>	<b>19,500</b>
<b>14,238</b>	<b>15,500</b>	<b>18,000</b>	<b>TOTAL RESOURCES</b>	<b>19,500</b>	<b>19,500</b>	<b>19,500</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
975	311	500	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Senior Center Day Tours - 0.01 FTE	250	250	250
60	19	31	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	15	15	15
14	5	7	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4	4	4
0	0	50	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	25	25	25
34	9	13	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	7	7	7
2	1	1	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>1,086</b>	<b>344</b>	<b>602</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>301</b>	<b>301</b>	<b>301</b>
<b>MATERIALS AND SERVICES</b>						
10,735	12,200	13,100	<b>8130 Recreation Program Expenses</b> Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	15,500	15,500	15,500
<b>10,735</b>	<b>12,200</b>	<b>13,100</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>
<b>11,821</b>	<b>12,544</b>	<b>13,702</b>	<b>TOTAL REQUIREMENTS</b>	<b>15,801</b>	<b>15,801</b>	<b>15,801</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
39,950	38,900	30,000	<b>5350 Registration Fees</b> Revenues received from Senior Center sponsored overnight trip registration fees for multi-day tours and other trips which require major transportation and accommodation planning; examples include Canadian Rockies, Vancouver BC, etc.	15,000	15,000	15,000
<b>39,950</b>	<b>38,900</b>	<b>30,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>39,950</b>	<b>38,900</b>	<b>30,000</b>	<b>TOTAL RESOURCES</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
34,514	32,979	27,000	<b>8130 Recreation Program Expenses</b> In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions.	13,000	13,000	13,000
<b>34,514</b>	<b>32,979</b>	<b>27,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>34,514</b>	<b>32,979</b>	<b>27,000</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>



# **PARK MAINTENANCE**





# General Fund – Park Maintenance

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2016-17 Park Maintenance budget includes restored service levels relative to recent years, and is in alignment with the City's continued commitment to a quality park system. The proposal enables the Division to add back key service level elements reduced in recent years, to begin to address backlogged maintenance items, and to better position itself to assume maintenance of the new four acre park facility planned for NW McMinnville. The proposal includes two new fulltime Utility Worker I positions, and significant additional resources for materials, supplies and contract services.

The framework of the proposal is based on the same underlying priorities as in years past:

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

Service levels changes will include restoring irrigation and mowing programs at neighborhood parks, increased park services (restroom cleaning/restocking, litter removal, graffiti removal, vandalism repair/reporting), increased play equipment/court cleaning, and increased tree replacements. In addition, maintenance responsibility for landscaping maintenance at downtown parking lots has been shifted to Park Maintenance. The proposal will enable the Division to begin addressing maintenance backlogs. A few examples would include replacing aging piping in the water feature, enhanced shrub/bed maintenance efforts system wide, restroom partition/changing station replacements, picnic table repairs, sports turf maintenance projects and irrigation repairs system wide.

- Staff will continue to partner with key volunteer and inmate work groups. Examples are landscape bed maintenance at Discovery Meadows (church groups), trail maintenance (Youth Conservation Corps, local school teams, local service clubs), soccer goal area restoration (McMinnville Youth Soccer), and various labor intensive landscape cleanup projects (Yamhill County Corrections) and dog park projects. Materials, staff support, and supervisory oversight for these projects are typically provided by the City.
- Some maintenance needs will continue to be addressed through the use of independent contractors. This can be work that requires specialized licenses, equipment, or expertise. Contract forces are also used to address work for which there is no staff capacity. The work is a mix of demand and planned work. Contract services represent approximately 9% of the Division's operating budget.

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

## Core Services

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

## Park Services

Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year round. This core service will be modified to allow for increased staff visits (“rounds”) to various types of facilities. It increases services to restrooms, keeps both Wortman Park restrooms open year round, and increases services to neighborhood parks. Overall, this service level is increased approximately 30% relative to current levels.

## Turf/Landscape Maintenance

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. This core service will be restored to provide irrigation maintenance and mowing at all facilities, including neighborhood parks, with irrigated turf stands.
- 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.
- 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. Additional resources will also allow staff to begin to address backlogged items such as boardwalk/bridge maintenance, culvert maintenance, sign repairs, etc.
- Park Maintenance staff assists with the maintenance and operation of the irrigation systems for various Street Department assets (landscaped beautification areas). Additionally, Park Maintenance staff has been tasked with landscape and irrigation maintenance for downtown parking facilities.

## Sports Turf Maintenance

- This work is primarily performed in Dancer Park in support of City recreation programs. Sports turf is irrigated, fertilized, 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, improves user safety and supports the City’s programmed recreational sports efforts. The additional resources in this budget proposal will enable the Division to re-implement important athletic turf stand maintenance practices such as deep aeration and top dressing. With the high usage levels at Dancer, these practices help to alleviate compaction issues in the turf stand. Service level costs are offset by program revenues.

## 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 include 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 service level will be increased, allowing for programmed replacements each year, as well as replacements related to storm damage. This core service is a key element in the City’s annual “Tree City USA” designation.



Jeff Hendricks, left, Parks Maintenance (11 years), removing hazardous tree at the Chamber of Commerce.

# General Fund – Park Maintenance

2016 – 2017 Proposed Budget --- Budget Summary

## Park Amenities

- Maintain courts, water feature, shelters, drinking fountains, interpretive signage, lighting, etc. The budget proposal allows for increased frequency for various court cleanings. The Discovery Meadows water feature, operated under Oregon Public Health Division's administrative rules, is cleaned and inspected on a specific schedule, and is remotely monitored via web-based telemetry. Additional resources will allow the Division to address backlogged maintenance items related to the water feature.

## Park Building Maintenance

- Building lighting, security, and plumbing systems are repaired 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. Additional resources will allow cleaning cycles to move from every other year to an annual frequency.

## Community Event/Volunteer support

- Prepare facilities for special community events.

## Emergency Response

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



Kristine Reed, right, Parks Maintenance (13 years), clearing storm drain during December 2015 rains.

## Future Challenges and Opportunities

### Maintenance planning

- Continued utilization of computerized maintenance management to plan, schedule, and track work. Using this tool, staff continues to make use of the data to track work against service levels, identify problem trends, and identify opportunities to improve work practices.

### Capital Planning

- As the park system overall continues to age, planning for and funding capital improvements will continue to be critical. Buildings, play structures, pavements, park amenities, vehicles, equipment and irrigation systems all will continue to age, and will eventually need to be replaced or removed. The challenge will be to identify those elements, develop replacement strategies, and begin to plan for those replacements in a manner that fits available resources.

### Continue to develop strategies to provide acceptable maintenance levels

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

# General Fund – Park Maintenance

2016 – 2017 Proposed Budget --- Budget Summary

## Develop and implement water conservation strategies

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

## Americans with Disability Act (ADA) Compliance

- Evaluate and address ADA issues within the park system; identify opportunities to remedy problems as projects are scoped and developed.

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>10,229</b>	<b>9,050</b>	<b>9,450</b>	<b>400</b>
Personnel Services	642,333	700,883	828,471	127,588
Materials & Services	263,178	286,340	353,159	66,819
Capital Outlay	327	28,392	-	(28,392)
<b>Total Expenditures</b>	<b>905,838</b>	<b>1,015,615</b>	<b>1,181,630</b>	<b>166,015</b>
Net Expenditures	(895,609)	(1,006,565)	(1,172,180)	165,615



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

## Full-Time Equivalents (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>9.07</b>		
Senior Utility Worker		0.92	
Utility Worker II		(0.92)	
Utility Worker I		1.50	
<b>FTE Proposed Budget</b>		<b>1.50</b>	<b>10.57</b>

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



## General Fund – Parks Maintenance

### Historical Highlights

<b>1994</b>	James Addition park -1.29 acre park - developed with turf, irrigation, benches, and play equipment.	<b>2000</b>	Development of Bend-O-River Park - 0.33 acre - including play equipment, basketball hoop, lawn area, and irrigation system.	<b>2005</b>	BPA Pathway completed – 8.43 acres – with 51 miles of concrete path and five benches.
<b>1995</b>	Senior Center built in West Wortman Park along with upgrades to the grounds.	<b>2002</b>	Development of Thompson Park - 2.40 acre - with restroom facility, play equipment, horseshoe court, basketball court, and shelter.	<b>2005</b>	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.
<b>1996</b>	Dancer Park Phase II completed, increasing the total acreage maintained to 35 acres.	<b>2003</b>	Ash Meadows Park upgraded - 1.29 acres - with turf, irrigation, benches, and plantings.	<b>2006</b>	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.
<b>1996</b>	Installation of recreation station in UpperCityPark.	<b>2004</b>	Dancer Park Phase III completed increasing the total acreage maintained to 75 acres.	<b>2007</b>	Computerized maintenance management program implemented, including a work order system and an asset management system.
<b>1997</b>	Parks Maintenance managerial oversight transferred to Public Works Superintendent and becomes part of the newly created Community Development Department.	<b>2004</b>	McMinnville Rotary donates completed Tice Park - 32.82 acres - with 1.2 miles of paths, 2 kiosks, pond, bridges, restroom facility, and irrigation.	<b>2007</b>	Dancer and Star Mill Parks play areas renovated with new play equipment, fall protection surfaces, walks, benches and landscaping.
<b>1997</b>	Goucher Street Linear Pathway - 2.46 acres - developed with turf, irrigation, benches, and plantings.	<b>2005</b>	Remodel of City Park and Wortman Park completed.		
<b>1998</b>	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

## 2016-2017 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
<b><u>Public Works Superintendent</u></b>	1	350	90,193		
General Fund					
Park Maintenance (0.50 FTE)				137	45,096
Street Fund (0.50 FTE)				168	45,097
<b><u>Park Maintenance Supervisor</u></b>	1	340	70,253		
General Fund					
Park Maintenance (0.95 FTE)				137	66,740
Street Fund (0.05 FTE)				168	3,513
<b><u>Street Maintenance Supervisor</u></b>	1	340	72,814		
General Fund					
Park Maintenance (0.05 FTE)				137	3,641
Street Fund (0.95 FTE)				168	69,173
<b><u>Mechanic - Public Works</u></b>	1	328	48,927		
General Fund					
Park Maintenance (0.45 FTE)				137	22,017
Street Fund (0.45 FTE)				168	22,017
Wastewater Services Fund					
Administration (0.10 FTE)				210	4,893
<b><u>Operations Support Specialist</u></b>	1	328	48,536		
General Fund					
Park Maintenance (0.50 FTE)				137	24,268
Street Fund (0.50 FTE)				168	24,268

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>CHARGES FOR SERVICES</u></b>							
8,919	9,934	8,750	<b>5390</b>	<b>Park Rentals</b> Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.	9,150	9,150	9,150
<b>8,919</b>	<b>9,934</b>	<b>8,750</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>		<b>9,150</b>	<b>9,150</b>	<b>9,150</b>
<b><u>MISCELLANEOUS</u></b>							
631	295	300	<b>6600</b>	<b>Other Income</b>	300	300	300
<b>631</b>	<b>295</b>	<b>300</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>300</b>	<b>300</b>	<b>300</b>
<b>9,550</b>	<b>10,229</b>	<b>9,050</b>	<b><u>TOTAL RESOURCES</u></b>		<b>9,450</b>	<b>9,450</b>	<b>9,450</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	5,200	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
375,172	388,959	408,294	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Superintendent - Public Works - 0.50 FTE Supervisor - Park Maintenance - 0.95 FTE Supervisor - Street Maintenance - 0.05 FTE Senior Utility Worker - Park Maintenance - 0.92 FTE Utility Worker II - Public Works - 4.08 FTE Utility Worker I - Public Works - 1.50 FTE Mechanic - Public Works - 0.45 FTE Operations Support Specialist - Public Works - 0.50 FTE	478,922	478,922	478,922
23,162	27,833	32,300	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Park Maintenance - 1.62 FTE	33,640	33,640	33,640
5,306	4,503	4,050	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	3,500	3,500	3,500
0	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,200	1,200	1,200
24,106	25,088	27,570	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	32,073	32,073	32,073
5,638	5,867	6,446	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	7,500	7,500	7,500
87,072	85,657	101,525	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	120,522	120,522	120,522
67,616	76,151	77,462	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	104,648	104,648	104,648
0	0	14,500	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	11,750	11,750	11,750
924	938	936	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	970	970	970
2,096	2,163	2,258	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	2,620	2,620	2,620
22,376	24,079	22,726	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	28,763	28,763	28,763
263	274	316	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	363	363	363
1,740	820	2,500	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	2,000	2,000	2,000
<b>615,470</b>	<b>642,333</b>	<b>708,883</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>828,471</b>	<b>828,471</b>	<b>828,471</b>

**MATERIALS AND SERVICES**

436	861	750	<b>7530</b>	<b>Safety Training/OSHA</b>	900	900	900
135	136	400	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	700	700	700
2,873	4,438	4,000	<b>7550</b>	<b>Travel &amp; Education</b> Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.	4,500	4,500	4,500
21,296	18,590	20,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	17,500	17,500	17,500

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :19 - PARK MAINTENANCE			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
			Section :N/A					
			Program :N/A					
26,013	21,958	22,100	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		22,600	22,600	22,600
6,600	7,200	9,900	<b>7610-05</b>	<b>Insurance - Liability</b>		8,900	8,900	8,900
9,200	11,000	11,600	<b>7610-10</b>	<b>Insurance - Property</b>		14,000	14,000	14,000
4,989	5,123	5,225	<b>7620</b>	<b>Telecommunications</b>		6,100	6,100	6,100
1,200	1,200	1,400	<b>7650</b>	<b>Janitorial</b>		1,770	1,770	1,770
12,707	14,839	15,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		18,000	18,000	18,000
4,497	1,642	2,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.		3,500	3,500	3,500
20,110	13,261	24,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		23,000	23,000	23,000
56,852	73,315	70,000	<b>7720-26</b>	<b>Repairs &amp; Maintenance - Park Maintenance</b> Increased costs in this line item are primarily related to returning service levels to pre-2013 levels; addressing backlogged maintenance items; and the anticipation of a new facility coming on line. 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.		94,000	94,000	94,000
2,094	2,849	5,000	<b>7720-27</b>	<b>Repairs &amp; Maintenance - Park Vandalism</b> Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.		5,000	5,000	5,000
7,746	1,976	1,620	<b>7750</b>	<b>Professional Services</b>		1,480	1,480	1,480
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	80	80	
				Audit fee allocation	1	1,400	1,400	
14,894	15,209	15,500	<b>7780-07</b>	<b>Contract Services - Downtown</b> Downtown litter patrol and solid waste disposal		15,500	15,500	15,500
41,468	56,805	63,200	<b>7780-15</b>	<b>Contract Services - Park Maintenance</b> Increased costs in this line item reflect returning service levels to pre-2013 levels; efforts to address backlogged maintenance items and the anticipation of a new facility coming on line. 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.		103,000	103,000	103,000
1,500	3,627	1,500	<b>7800-39</b>	<b>M &amp; S Equipment - Parks</b> Miscellaneous small equipment for operations and maintenance		2,700	2,700	2,700
0	1,291	750	<b>7800-42</b>	<b>M &amp; S Equipment - Shop</b> Miscellaneous small equipment and tools for shop operations and maintenance		750	750	750

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A				2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
3,060	3,336	4,045	<b>7840</b>	<b>M &amp; S Computer Charges</b>			4,184	4,184	4,184
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department M&S costs shared city-wide	1	4,184	4,184		
5,178	4,524	7,450	<b>7840-65</b>	<b>M &amp; S Computer Charges - Park Maintenance</b>			5,075	5,075	5,075
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI Arcview-17%, shared with Plan, Bldg, Eng, Street, WWS	1	1,950	1,950		
				Hansen sewer database,-25%, shared with Eng, Street, WWS	1	3,125	3,125		
<b>242,847</b>	<b>263,178</b>	<b>285,940</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>				<b>353,159</b>	<b>353,159</b>	<b>353,159</b>
			<b><u>CAPITAL OUTLAY</u></b>						
0	327	792	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			0	0	0
0	0	0	<b>8800</b>	<b>Building Improvements</b>			0	0	0
55,094	0	13,000	<b>8850</b>	<b>Vehicles</b>			0	0	0
21,964	0	0	<b>8920</b>	<b>Land Improvements</b>			0	0	0
0	0	15,000	<b>9300-05</b>	<b>Park Improvements - Play Equipment</b>			0	0	0
<b>77,058</b>	<b>327</b>	<b>28,792</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>935,375</b>	<b>905,838</b>	<b>1,023,615</b>	<b><u>TOTAL REQUIREMENTS</u></b>				<b>1,181,630</b>	<b>1,181,630</b>	<b>1,181,630</b>



# **LIBRARY DEPARTMENT**





**Budget Highlights**

**Increased open hours**

This budget includes an increase in Personnel Services to add back three open hours on Saturday mornings at the Library starting in the fall of 2016 in an effort to regain some of the services reduced in 2012. The addition of hours in 2016 will be contingent on favorable economic indicators for 2016-17 and the financial status of the General Fund.

- Additional staff for Saturday morning hours will increase library personnel services budget by 2.6%
- Saturday morning additional hours will require 0.61 FTE, which is a 4% increase in FTE
- Adding 3 hours on Saturday morning will increase the open hours by 6.6%, from 45 to 48 open hours per week.
- Oregon Library Association Public Library Division Standards offer the following measurements for open hours:

Population Served	Essential	Enhanced	Exemplary
0—4,999	20	35	50
5,000—9,999	30	45	60
10,000—24,999	40	55	70
25,000 and above	50	60	75

**Personnel Costs**

Last year’s salary survey resulted in an increase in range for 86% of library staff, with a 2.5% salary increase for these staff members. This year approximately 77% of staff will see another range increase. In addition, 60% of library staff will earn step increases of 5% this year. While all well deserved and appreciated, these increases will show a bump in personnel costs, even if FTE is not changed.

**Computer Charges**

As library services continue to change with the times, technology becomes an ever increasing need for patrons. Additions to the number of staff and patron technology devices are reflected in an increase to the M & S Computer Charges. Public computers are used frequently, and the library wireless internet service has become a necessity. In the 2016-17 fiscal year the library will have 66 PCs, 8 laptops, and 9 tablets for patron and staff use.

**Future Challenges and Opportunities**

**Challenges**

Library patrons, volunteers, and staff have been negatively affected by aging elevator and HVAC equipment. This aging equipment becomes more and more complicated to repair, with parts difficult or impossible to find. A modernization of the elevator is under investigation. The HVAC will continue to be repaired, with hope for an overhaul in 2-3 years.

**Opportunities**

With far reaching fiscal and volunteer support, the Library Plaza enhancement project was recently completed. The project brought together many individuals and community groups to leave a literary legacy through pavers engraved with book titles, harnessing enthusiasm for reading and the library. The opportunity to continue this excitement and support will be explored through collecting stories about the paver title choices, reading challenges, and more.

The library is planning to build on the success of the Book Buddies Bookmobile Program and weekly Teen Game Night through grants and volunteers. Grant applications have been submitted to the Oregon Community Foundation and the Library Services and Technology Act to increase services to teens and Latino families.

Through the Chemeketa Cooperative Regional Library Service (CCRLS) the library will be implementing RFID (radio frequency identification) of library materials. Basic costs associated with the implementation and operation of RFID will covered by CCRLS. RFID offers:

- More rapid checkout
- Greater efficiency with self-check lines leading to less repetitive strain injuries for staff
- Reduction of time spent on circulation procedures, freeing staff for enhanced service
- Greater efficiency with inventory and ability to find lost or misshelved items

The library will be looking into supplies and technology to further harness the capabilities of RFID in the future.

## **Core Services**

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### **Reference and Information Services**

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

### **Children's Services**

- Provide programs for families to engage and educate.
- Connect with children and families to promote ideas, imagination, play, curiosity, and hope.
- Create a literate well-informed group of citizens who are able to make decisions that will take our country into a positive future.
- Encourage children to enjoy and value the richness of our language, culture, and history through literature.
- Enhance and supplement the curriculum of our local education community through available and readily accessible information.
- Meet the needs of children whose parents do not/cannot provide age appropriate books and technology.

- Offer year-round programs to keep children engaged with reading and learning through fun experiences.
- Provide a place of safe intellectual discovery where all children feel welcomed and their interests are valued.
- Provide parents with tools and skills to foster early literacy to encourage lifelong learning.

### **Circulation Services**

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

### **Technical Services**

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

# General Fund – Library

2016 – 2017 Proposed Budget --- Budget Summary

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>198,122</b>	<b>199,694</b>	<b>198,143</b>	<b>(1,551)</b>
Personnel Services	962,689	1,054,026	1,131,735	77,709
Materials & Services	310,267	360,373	342,535	(17,838)
Capital Outlay	5,414	41,717	-	(41,717)
<b>Total Expenditures</b>	<b>1,278,370</b>	<b>1,456,116</b>	<b>1,474,270</b>	<b>18,154</b>
Net Expenditures	(1,080,247)	(1,256,422)	(1,276,127)	19,705

## Full-Time Equivalent (FTE)

	2015-16		2016-17
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>15.45</b>		
Librarian II - Reference		(0.32)	
Librarian I - Reference		0.13	
Library Tech Assistant - Circulation		0.97	
Library Assistant - Childrens		0.38	
Library Assistant - Circulation		0.01	
Library Page		(0.76)	
<b>FTE Proposed Budget</b>		<b>0.41</b>	<b>15.86</b>



## General Fund – Library

## Historical Highlights

**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.

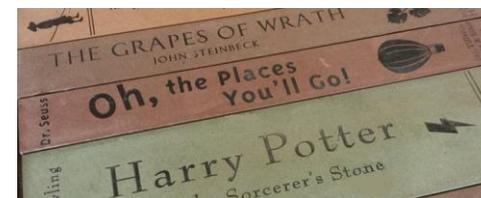


**2005** Teen Homework Help Center opens with a grant from Spirit Mountain Community Fund, and adds a teen services librarian.

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

**2012** McMinnville Public Library celebrates 100 years serving the community.

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



**2016** Library completes plaza enhancement project. Community members sponsor concrete pavers to leave a literary legacy.

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
5,651	5,532	5,000	<b>4780 OR State Aid Grant - Library</b> Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries expended through expenditure account 8150-55, Books & Materials-State Grant Materials.	5,000	5,000	5,000
132,464	140,517	134,994	<b>5050 CCRLS - Library</b> Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay.	150,643	150,643	150,643
<b>138,115</b>	<b>146,049</b>	<b>139,994</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>155,643</b>	<b>155,643</b>	<b>155,643</b>
<b>CHARGES FOR SERVICES</b>						
10,156	9,899	10,000	<b>5430 Outside City User Fee</b> \$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.	9,000	9,000	9,000
<b>10,156</b>	<b>9,899</b>	<b>10,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>FINES AND FORFEITURES</b>						
29,880	31,364	30,000	<b>6160 Fines &amp; Lost Books</b> 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.	27,000	27,000	27,000
<b>29,880</b>	<b>31,364</b>	<b>30,000</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>MISCELLANEOUS</b>						
0	3,379	12,600	<b>6440 Donations - Library</b> General library donations received from the public and local service groups for library books, materials, equipment, and special programs. This money is expended through expenditure account 8160, Donations-Library. The library received a bequest in FY 2015 for over \$12,000. This money will be expended in FY 2016.	400	400	400
0	98	100	<b>6440-05 Donations - Library - Bookmobile</b> Donations received from the public and local service groups for bookmobile materials and expended through expenditure account 8160-05, Donations-Library-Bookmobile Books.	100	100	100
3,434	0	0	<b>6440-10 Donations - Library - Library Foundation</b>	0	0	0
0	0	0	<b>6440-15 Donations - Library - Friends of the Library</b>	0	0	0
0	0	0	<b>6440-20 Donations - Library - Adult Programs</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
2,194	2,011	2,000	<b>6440-25 Donations - Library - Children's Programs</b> Donations received from the public and local service groups and donations and compensation received for trainings performed by children's staff for children's programming, including the Children's Summer Reading Program. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs.	1,500	1,500	1,500
5,397	5,323	5,000	<b>6600-98 Other Income - Library</b> Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	4,500	4,500	4,500
<b>11,025</b>	<b>10,810</b>	<b>19,700</b>	<b>TOTAL MISCELLANEOUS</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>189,175</b>	<b>198,122</b>	<b>199,694</b>	<b>TOTAL RESOURCES</b>	<b>198,143</b>	<b>198,143</b>	<b>198,143</b>

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	7,800	<b>7000 Salaries &amp; Wages</b>	0	0	0
394,727	409,409	447,102	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> 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 - 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	520,246	520,246	520,246
250,146	268,692	279,564	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Librarian II - Reference - 0.46 FTE Librarian I - Children's - 0.75 FTE Librarian I - Reference - 0.38 FTE Library Technical Assistant - Children's - 0.75 FTE Library Technical Assistant - Circulation - 1.72 FTE Library Assistant - Children's - 0.38 FTE Library Assistant - Circulation - 1.26 FTE Library Assistant - Technical Services - 0.70 FTE Library Page - 0.38 FTE	268,893	260,523	260,523
1,743	2,051	1,820	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.08 FTE	1,820	1,820	2,497
5	188	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b> This was not budgeted for initially as it was an unknown cost at the beginning of the fiscal year.	4,800	4,800	4,800
39,226	41,169	45,166	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	49,338	48,818	48,860
9,174	9,628	10,563	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	11,536	11,414	11,424
130,425	145,259	163,518	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	179,467	177,651	177,651
68,436	77,976	82,386	<b>7300-20 Fringe Benefits - Medical Insurance</b>	79,496	79,496	79,496
0	0	15,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	7,000	7,000	7,000
2,016	2,006	2,016	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,620	1,620	1,620
3,382	3,502	3,695	<b>7300-30 Fringe Benefits - Long Term Disability</b>	3,762	3,762	3,762
1,991	2,147	2,405	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2,927	2,896	2,898
489	489	538	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	543	535	536
0	0	100	<b>7300-40 Fringe Benefits - Unemployment</b>	99	99	99

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
98	173	153	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	188	188	188
<b>901,857</b>	<b>962,689</b>	<b>1,066,026</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>1,131,735</b>	<b>1,120,868</b>	<b>1,121,600</b>
<b><u>MATERIALS AND SERVICES</u></b>							
1,336	1,042	1,500	<b>7500</b>	<b>Credit Card Fees</b> 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
277	279	1,000	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,700	1,700	1,700
3,986	6,217	5,000	<b>7550</b>	<b>Travel &amp; Education</b> Membership in professional organizations, registration and travel to workshops, conferences and seminars.	8,000	8,000	8,000
948	1,249	1,000	<b>7580</b>	<b>Volunteer Recognition</b> Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	1,300	1,300	1,300
814	622	1,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b> Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares, including fuel for the bookmobile.	1,000	1,000	1,000
30,664	26,576	35,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	35,000	35,000	35,000
7,200	7,800	11,500	<b>7610-05</b>	<b>Insurance - Liability</b>	9,400	9,400	9,400
7,900	9,000	9,300	<b>7610-10</b>	<b>Insurance - Property</b>	11,000	11,000	11,000
14,294	15,088	16,200	<b>7620</b>	<b>Telecommunications</b> Telephone and cell lines, elevator phone, bookmobile laptop connection, new internet service charges and installation costs, and alarm phones.	16,000	16,000	16,000
19,759	19,282	20,500	<b>7650</b>	<b>Janitorial</b> Contract janitorial services and supplies.	21,000	21,000	22,000
610	514	650	<b>7660</b>	<b>Materials &amp; Supplies</b> General library and staff room supplies.	650	650	650
606	341	400	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b> Inter-library loan books returned by mail and other library mailing costs.	400	400	400
5,914	4,984	5,200	<b>7660-20</b>	<b>Materials &amp; Supplies - Public Services</b> Supplies for reference area, Children's Room, and Homework Help Center; costs for toners and inkjet cartridges, copy paper and supplies for technology wall.	5,000	5,000	5,000
695	1,110	700	<b>7660-30</b>	<b>Materials &amp; Supplies - Public Information</b> Library yellow pages listing, bookmarks with hours and contact information.	1,400	1,400	1,400
3,227	2,461	1,500	<b>7660-60</b>	<b>Materials &amp; Supplies - Administration</b> Miscellaneous expenses for employment ads, name tags and library signage, refreshments for meetings held in the library and other administrative expenses.	1,800	1,800	1,800
6,905	6,542	5,200	<b>7660-63</b>	<b>Materials &amp; Supplies - Library Circulation</b> Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service, DVD security cases, miscellaneous expenses and circulation department supplies.	4,000	4,000	4,000

Budget Document Report

01 - GENERAL FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
7,964	4,794	5,000	<b>7660-64</b>	<b>Materials &amp; Supplies - Library Technical Services</b>		5,000	5,000	5,000
				Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases.				
1,095	1,161	1,200	<b>7660-65</b>	<b>Materials &amp; Supplies - Children's Programs</b>		1,700	1,700	1,700
				Craft supplies, paper and miscellaneous costs for children's programming.				
0	0	0	<b>7680-10</b>	<b>Materials &amp; Supplies - Donations - Adult Programs</b>		0	0	0
3,434	0	0	<b>7680-11</b>	<b>Materials &amp; Supplies - Donations - Library Foundation</b>		0	0	0
				Lanouette Trust principal was disbursed to Library Foundation in 2012-13.				
2,194	2,011	2,000	<b>7680-15</b>	<b>Materials &amp; Supplies - Donations - Children's Programs</b>		1,500	1,500	1,500
				Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.				
0	0	0	<b>7680-16</b>	<b>Materials &amp; Supplies - Donations - Friends of the Library</b>		0	0	0
34,928	26,304	22,470	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		10,000	10,000	10,000
				Estimated fiscal year 2016 is \$10,000 compared to \$22,470 budgeted due to a \$12,470 stucco and window sealant repair that was completed in fiscal year 2015.				
16,480	16,201	18,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		18,000	18,000	18,000
				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.				
107	370	200	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		400	400	400
				Repairs, maintenance and supplies for the library bookmobile.				
1,331	2,463	2,150	<b>7750</b>	<b>Professional Services</b>		1,900	1,900	1,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,900	1,900	
7,951	6,931	7,500	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		7,800	7,800	7,800
				Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.				
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		6,000	6,000	6,000
				Furniture and other items have previously been budgeted in Materials & Supplies. These items will now be tracked here.				
0	0	0	<b>7810-05</b>	<b>M &amp; S Equipment - Donations - Library Foundation</b>		0	0	0
50,715	55,281	69,403	<b>7840</b>	<b>M &amp; S Computer Charges</b>		71,135	71,135	71,135
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	71,135	71,135	

Budget Document Report

01 - GENERAL FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
15,883	15,948	25,150	<b>7840-70</b>	<b>M &amp; S Computer Charges - Library</b>		27,800	27,800	27,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer/Scanner combo	2	800	1,600	
				Scanner	1	1,000	1,000	
				Workstation replacements - Tech Wall laptops	5	1,800	9,000	
				Workstation replacements - Child Reference desk, Main Ref desk	5	1,800	9,000	
				Workstation replacements - Circulation desk, Tech wall 1 & 6	4	1,800	7,200	
18,979	19,650	19,000	<b>8150-05</b>	<b>Books &amp; Materials - Adult Books</b>		20,000	20,000	20,000
				Fiction and non-fiction print and electronic books for adult collections.				
993	1,003	1,000	<b>8150-10</b>	<b>Books &amp; Materials - Reference Books</b>		0	0	0
				Reference books and materials for adult print reference collection. Items previously purchased for the non-circulating reference collection will now be purchased with the Adult Books budget.				
4,007	4,190	4,000	<b>8150-15</b>	<b>Books &amp; Materials - Reference Online Database</b>		4,000	4,000	4,000
				Online subscriptions for public use: Consumer Reports, Global Road Warrior, Maps A to Z, and HeritageQuest.				
13,927	14,002	14,000	<b>8150-20</b>	<b>Books &amp; Materials - Children's Books</b>		14,000	14,000	14,000
				Library books, audio visual, and other materials for children ages 0 - 12.				
4,503	5,125	4,500	<b>8150-25</b>	<b>Books &amp; Materials - Young Adult Books</b>		4,500	4,500	4,500
				Library materials for young adults ages 12 - 17.				
3,943	3,939	4,000	<b>8150-30</b>	<b>Books &amp; Materials - Large Print Books</b>		4,000	4,000	4,000
				Large print books for visually impaired adults.				
3,560	3,025	3,650	<b>8150-35</b>	<b>Books &amp; Materials - Spanish Language Materials</b>		3,650	3,650	3,650
				Books, media, magazines and newspapers in Spanish.				
0	0	0	<b>8150-40</b>	<b>Books &amp; Materials - Bookmobile</b>		0	0	0
5,274	5,355	5,500	<b>8150-45</b>	<b>Books &amp; Materials - Periodicals</b>		5,500	5,500	5,500
				Newspaper and magazine subscriptions, including Spanish language titles.				
5,962	5,965	6,000	<b>8150-50</b>	<b>Books &amp; Materials - Audio Visuals-DVD</b>		6,000	6,000	6,000
				Adult nonfiction and entertainment DVDs.				
5,454	5,421	5,500	<b>8150-51</b>	<b>Books &amp; Materials - Audio Visuals-CD Books</b>		5,500	5,500	5,500
				Fiction and nonfiction books on CD.				
5,651	4,543	5,000	<b>8150-55</b>	<b>Books &amp; Materials - State Grant Materials</b>		5,000	5,000	4,268
				State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library.				
0	3,379	12,600	<b>8160</b>	<b>Donations - Library</b>		400	400	400
				Various library purchases and materials funded through revenue account 6440, Donations- Library. The library received a bequest in FY 2015 for over \$12,000. This money will be expended in FY 2016.				

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
228	98	100	<b>8160-05</b>	<b>Donations - Library - Bookmobile Books</b> Books and materials for the bookmobile funded through revenue account 6440-05, Donations -Library-Bookmobile.	100	100	100
<b>319,697</b>	<b>310,267</b>	<b>353,573</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>342,535</b>	<b>342,535</b>	<b>342,803</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	5,414	13,517	<b>8750</b>	<b>Capital Outlay Computer Charges</b>	0	0	0
0	0	35,000	<b>8800</b>	<b>Building Improvements</b>	0	0	0
<b>0</b>	<b>5,414</b>	<b>48,517</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>1,221,553</b>	<b>1,278,370</b>	<b>1,468,116</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>1,474,270</b>	<b>1,463,403</b>	<b>1,464,403</b>



**GENERAL FUND  
NON-DEPARTMENTAL**





# General Fund - Non- Departmental

2016 – 2017 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 2016-17 proposed budget projects a 4.0% increase in assessed value (AV) compared to 2015-16. The AV increase in 2014-15 was approximately 4.0%.
- Based on the projected assessed value, property taxes levied are estimated to be \$12,479,000.
- The City assumes an uncollectible rate of 8% on property taxes levied, including amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for the 8% uncollectible amount, property tax revenues are estimated at \$11,481,000 for fiscal year 2016-17.

#### Franchise Fees

- McMinnville Water & Light payment in-lieu of tax for 2016-17 is projected to increase by 1.2% compared to the prior year, due primarily to rate increases.
- Franchise fee revenue for cable, telephone, natural gas, and waste collection are projected to be consistent with 2015-16 revenues.

#### Intergovernmental

- Inter-Agency Loan Repayment – According to Oregon statute, urban renewal tax increment dollars can only be spent on debt service. Therefore, tax increment revenue, recorded in the Urban Renewal Debt Service Fund, is used to repay loans from the General Fund to the Urban Renewal Fund. Please refer to the Urban Renewal Fund and Urban Renewal Debt Service Fund in this document for additional information.

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

#### Loan Proceeds – Alpine Avenue – Urban Renewal

The 2016-17 proposed budget includes the City issuance of \$2.0 million in debt. Loan proceeds will be receipted into the General Fund and then loaned to the Urban Renewal Fund for street improvements on a portion of Alpine Avenue.

#### Transfers In

- Reimbursement from other funds for Administration, Finance, and Engineering personnel services support - \$1,154,775
- Reimbursement from other funds for Engineering Materials and Services costs - \$73,723
- Transient Lodging Tax - Represents 30% of the net Tax collected – \$198,913. Please refer to the Transient Lodging Tax Fund in this document for additional information regarding Transient Lodging Tax revenue and expenditures.
- Over several previous years, the reserve in the Insurance Services Fund had increased significantly, due to actual premium costs and claims expense being less than budgeted. In 2014-15, surplus funds in the Insurance Services Fund were distributed to operating departments. There will be no surplus distribution in fiscal year 2016-17.

# General Fund – Non-Departmental

2016 – 2017 Proposed Budget --- Budget Summary

## Expenditures

### Special Payments

- Inter-Agency Loan – Urban Renewal – This account reflects the “transfer” of cash from the City’s General Fund to the Urban Renewal Fund for inter-agency loans.

### Transfers Out

- Transfer to Emergency Communications Fund for police and fire (General Fund) emergency dispatch services is \$695,700. The increased amount is due to an assumed 5% increase in the City’s contribution to YCOM.
- Transfer to Ambulance Fund – General Fund support of the Ambulance Fund is decreased to \$800,000, due to higher transport fee revenues in the Ambulance Fund. In addition, a new ambulance will not be purchased in 2016-17.
- 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 correlated to changes in assessed values. Therefore, new construction and a healthy housing market are significant factors in the growth in property tax revenue and the City’s ability to fund services to the public.

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>15,934,477</b>	<b>16,075,374</b>	<b>18,964,675</b>	<b>2,889,301</b>
Materials & Supplies	73,094	-	-	
Special Payments	-	224,100	2,064,330	1,840,230
Debt Service	-	-	150,125	
Transfers Out	1,643,995	2,126,202	1,816,755	(309,447)
<b>Total Expenditures</b>	<b>1,717,089</b>	<b>2,350,302</b>	<b>4,031,210</b>	<b>(309,447)</b>
Net Expenditures	14,217,387	13,725,072	14,933,465	(1,208,393)



## General Fund – Non-Departmental

## Historical Highlights

<b>1916</b>	Voters establish original operating property tax base.	<b>1996</b>	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.	<b>2002</b>	November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.
<b>1980</b>	First library operations 3-year serial levy passed - \$45,000 per year.			<b>2003</b>	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.
<b>1985</b>	Second library operations 3-year serial levy passed - \$65,000 per year.	<b>1997</b>	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.	<b>2005</b>	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.
<b>1986</b>	First police, library, and transportation 3-year serial levy passed - \$300,000 per year.			<b>2006</b>	Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.
<b>1988</b>	March election passed library operations 1-year serial levy - \$80,000 per year.	<b>1997</b>	May 1997, Oregon voters passed Measure 50 to “clean up” Measure 47 inconsistencies. Measure 50 established district permanent tax rates.		
<b>1988</b>	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.	<b>1997</b>	City’s permanent rate is established at \$5.02.		
<b>1990</b>	November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.	<b>2000</b>	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.

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>PROPERTY TAXES</b>						
10,472,634	10,812,090	10,985,000	<b>4100-05 Property Taxes - Current</b> \$12,479,000 2016-17 Permanent operating property tax levy, \$5.02 per \$1,000 (\$998,000) Less: Uncollectible taxes - 8%. \$11,481,000 2016-17 Current property taxes	11,481,000	11,481,000	11,481,000
445,495	441,414	350,000	<b>4100-10 Property Taxes - Prior</b> Collection of delinquent property taxes due from prior year permanent rate property tax levies.	450,000	450,000	450,000
<b>10,918,129</b>	<b>11,253,504</b>	<b>11,335,000</b>	<b>TOTAL PROPERTY TAXES</b>	<b>11,931,000</b>	<b>11,931,000</b>	<b>11,931,000</b>
<b>LICENSES AND PERMITS</b>						
1,821,624	1,830,726	1,890,000	<b>4205-05 Franchise Fees - McMinnville Water &amp; Light</b> 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.	1,918,000	1,918,000	1,918,000
0	0	0	<b>4205-06 Franchise Fees - Miscellaneous-Telecommunications</b> 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.	700	700	700
30,886	32,785	31,000	<b>4205-07 Franchise Fees - Frontier-Cable</b> 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.	32,000	32,000	32,000
46,593	42,374	44,000	<b>4205-08 Franchise Fees - Frontier-Telephone</b> 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.	42,000	42,000	42,000
166,254	165,804	165,000	<b>4205-15 Franchise Fees - Comcast Communications-Cable</b> 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.	166,000	166,000	166,000
138,051	147,617	145,000	<b>4205-20 Franchise Fees - Recology Western Oregon</b> Recology - Western Oregon collection franchise fee is 3%.	160,000	160,000	160,000
138,693	135,309	145,000	<b>4205-25 Franchise Fees - Northwest Natural</b> NW Natural gas franchise fee is 3%.	135,000	135,000	135,000
3,617	3,540	1,500	<b>4490 Licenses &amp; Permits - Misc</b> Finance Department collects fees for liquor licenses, taxi service licenses, bicycle licenses, vehicle permits, etc.	3,000	3,000	3,000

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET																																								
<b>2,345,718</b>	<b>2,358,155</b>	<b>2,421,500</b>	<b>TOTAL LICENSES AND PERMITS</b>		<b>2,456,700</b>	<b>2,456,700</b>	<b>2,456,700</b>																																								
<b><u>INTERGOVERNMENTAL</u></b>																																															
43,696	43,525	40,000	<b>4720</b>	<b>OR State Cigarette Taxes</b> State Shared Revenue --- Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.	43,000	43,000	43,000																																								
309,150	320,374	320,000	<b>4730</b>	<b>OR State Revenue Sharing</b> State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.	325,000	325,000	325,000																																								
454,906	470,188	485,000	<b>4750</b>	<b>OR State Liquor Taxes</b> State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.	475,000	475,000	475,000																																								
0	5,000	66,100	<b>5080-05</b>	<b>Inter-Agency Loan Repayment - Principal</b> Repayment to City for loans to Urban Renewal Agency as provided for in City/Urban Renewal Agency intergovernmental agreements	201,730	201,730	201,730																																								
<table border="0" style="width:100%"> <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> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td>Repayment of prior year expenses</td> <td style="text-align:right">1</td> <td style="text-align:right">5,000</td> <td style="text-align:right">5,000</td> <td colspan="4"></td> </tr> <tr> <td>Repayment of current year loan to Urban Renewal</td> <td style="text-align:right">1</td> <td style="text-align:right">42,330</td> <td style="text-align:right">42,330</td> <td colspan="4"></td> </tr> <tr> <td>Repayment of 1/3 of Alpine Ave loan for Engineering costs</td> <td style="text-align:right">1</td> <td style="text-align:right">54,400</td> <td style="text-align:right">54,400</td> <td colspan="4"></td> </tr> <tr> <td>Repayment of principal on Alpine Ave construction loan</td> <td style="text-align:right">1</td> <td style="text-align:right">100,000</td> <td style="text-align:right">100,000</td> <td colspan="4"></td> </tr> </tbody> </table>								<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>					Repayment of prior year expenses	1	5,000	5,000					Repayment of current year loan to Urban Renewal	1	42,330	42,330					Repayment of 1/3 of Alpine Ave loan for Engineering costs	1	54,400	54,400					Repayment of principal on Alpine Ave construction loan	1	100,000	100,000				
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																												
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Repayment of principal on Alpine Ave construction loan	1	100,000	100,000																																												
0	0	400	<b>5080-10</b>	<b>Inter-Agency Loan Repayment - Interest</b> Payment of interest on Loan as provided for in City/Urban Renewal Agency intergovernmental agreements	50,125	50,125	50,125																																								
<b>807,752</b>	<b>839,087</b>	<b>911,500</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>1,094,855</b>	<b>1,094,855</b>	<b>1,094,855</b>																																								
<b><u>MISCELLANEOUS</u></b>																																															
44,098	38,116	40,700	<b>6310</b>	<b>Interest</b> Estimated interest income earned on investments	25,700	25,700	25,700																																								
1,527	1,986	1,000	<b>6600</b>	<b>Other Income</b>	1,000	1,000	1,000																																								
<b>45,625</b>	<b>40,102</b>	<b>41,700</b>	<b>TOTAL MISCELLANEOUS</b>		<b>26,700</b>	<b>26,700</b>	<b>26,700</b>																																								
<b><u>OTHER FINANCING SOURCE</u></b>																																															
0	73,094	0	<b>6820-10</b>	<b>Bond Proceeds - Premium</b>	0	0	0																																								
0	0	0	<b>6830-10</b>	<b>Loan Proceeds - Alpine Avenue-Urban Renewal</b>	2,022,000	2,022,000	2,022,000																																								
<b>0</b>	<b>73,094</b>	<b>0</b>	<b>TOTAL OTHER FINANCING SOURCE</b>		<b>2,022,000</b>	<b>2,022,000</b>	<b>2,022,000</b>																																								

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A				2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>									
5,694	5,669	5,817	<b>6900-05</b>	<b>Transfers In - Special Assessments</b>			6,077	6,020	6,020
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Administration and Finance personnel services support.	1	6,020	6,020		
70,762	172,473	182,900	<b>6900-07</b>	<b>Transfers In - Transient Lodging Tax</b>			209,270	209,270	209,270
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Transfer 30% of transient lodging taxes collected.	1	198,913	198,913		
				Finance personnel services support.	1	10,357	10,357		
168,621	178,111	200,375	<b>6900-20</b>	<b>Transfers In - Street</b>			199,123	198,721	198,721
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	182,164	182,164		
				Street Fund support of Engineering operations.	1	16,557	16,557		
61,122	70,702	73,871	<b>6900-25</b>	<b>Transfers In - Airport</b>			75,854	75,721	75,721
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	69,243	69,243		
				Airport Fund support of Engineering operations.	1	6,478	6,478		
48,252	78,727	105,354	<b>6900-45</b>	<b>Transfers In - Transportation</b>			149,670	149,480	149,480
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	136,264	136,264		
				Transportation Fund support of Engineering operations.	1	13,216	13,216		
51,363	51,320	52,236	<b>6900-50</b>	<b>Transfers In - Park Development</b>			55,112	54,999	54,999
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	54,999	54,999		
30,826	29,727	30,954	<b>6900-70</b>	<b>Transfers In - Building</b>			33,751	33,628	33,628
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	33,628	33,628		

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A				2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
232,298	239,210	256,975	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>			259,422	258,977	258,977
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Engineering, Admin, & Finance personnel services support.	1	238,779	238,779			
			Wastewater Services Fund support of Engineering operations.	1	20,198	20,198			
201,081	220,750	230,222	<b>6900-77</b>	<b>Transfers In - Wastewater Capital</b>			203,526	203,109	203,109
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Engineering, Admin, & Finance personnel services support.	1	186,126	186,126			
			Wastewater Capital Fund support of Engineering operations.	1	16,983	16,983			
171,608	180,063	188,467	<b>6900-79</b>	<b>Transfers In - Ambulance</b>			196,985	196,754	196,754
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Administration and Finance personnel including Amb Billing staff	1	196,754	196,754			
41,908	143,782	38,503	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>			44,630	44,196	44,196
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Administration and Finance personnel services support.	1	44,196	44,196			
<b>1,083,535</b>	<b>1,370,534</b>	<b>1,365,674</b>	<b>TOTAL TRANSFERS IN</b>				<b>1,433,420</b>	<b>1,430,875</b>	<b>1,430,875</b>
<b>15,200,760</b>	<b>15,934,477</b>	<b>16,075,374</b>	<b>TOTAL RESOURCES</b>				<b>18,964,675</b>	<b>18,962,130</b>	<b>18,962,130</b>

Budget Document Report

**01 - GENERAL FUND**

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

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b><u>MATERIALS AND SERVICES</u></b>							
0	73,094	0	<b>7750-63</b>	<b>Professional Services - Financing Issuance Cost</b>	0	0	0
<b>0</b>	<b>73,094</b>	<b>0</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>SPECIAL PAYMENTS</u></b>							
0	0	224,100	<b>9395</b>	<b>Inter-Agency Loan - Urban Renewal</b> Loan to the Urban Renewal Agency as provided for in City/Urban Renewal Agency intergovernmental agreements	2,064,330	2,064,330	2,064,330
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Alpine Ave construction loan	1	2,022,000	2,022,000
				Loan for current year operating costs	1	42,330	42,330
<b>0</b>	<b>0</b>	<b>224,100</b>	<b>TOTAL SPECIAL PAYMENTS</b>		<b>2,064,330</b>	<b>2,064,330</b>	<b>2,064,330</b>
<b><u>DEBT SERVICE</u></b>							
0	0	0	<b>9540-05</b>	<b>Alpine Avenue-Urban Renewal - Principal</b> Payment of principal on debt issued by City for construction of Urban Renewal portion of Alpine Ave	100,000	100,000	100,000
0	0	0	<b>9540-10</b>	<b>Alpine Avenue-Urban Renewal - Interest</b> Payment of interest on debt issued by City for construction of Urban Renewal portion of Alpine Ave	50,125	50,125	50,125
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL DEBT SERVICE</b>		<b>150,125</b>	<b>150,125</b>	<b>150,125</b>
<b><u>TRANSFERS OUT</u></b>							
511,900	647,100	662,400	<b>9700-15</b>	<b>Transfers Out - Emergency Communications</b>	695,700	695,700	689,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				General Fund support for YCOM dispatching service for PD & Fire.	1	689,100	689,100
600,000	750,000	1,150,000	<b>9700-79</b>	<b>Transfers Out - Ambulance</b>	800,000	800,000	800,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Subsidy of emergency medical services provided by the City	1	800,000	800,000
229,095	246,895	313,802	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>	321,055	321,055	321,055
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Information Systems personnel services support.	1	321,055	321,055
<b>1,340,995</b>	<b>1,643,995</b>	<b>2,126,202</b>	<b>TOTAL TRANSFERS OUT</b>		<b>1,816,755</b>	<b>1,816,755</b>	<b>1,810,155</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b><u>CONTINGENCIES</u></b>						
0	0	445,500	<b>9800 Contingencies</b>	900,000	900,000	900,000
<b>0</b>	<b>0</b>	<b>445,500</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>
<b><u>ENDING FUND BALANCE</u></b>						
557,316	593,735	468,204	<b>9901-07 Designated End FB - General Fd - LOSAP</b> Designated carryover from 2016-17 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	535,000	535,000	535,000
1,351,766	94,897	0	<b>9901-15 Designated End FB - General Fd - Fire - Vehicle Reserve</b>	0	0	0
0	0	75,000	<b>9901-25 Designated End FB - General Fd - Facility Improvements</b> Designated carryover for Fire Hall remodel, split 75/25 with the Ambulance fund.	112,500	112,500	112,500
8,076,314	7,896,485	4,593,008	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2017, includes the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.	4,039,366	4,039,432	3,919,564
<b>9,985,396</b>	<b>8,585,117</b>	<b>5,136,212</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>4,686,866</b>	<b>4,686,932</b>	<b>4,567,064</b>
<b>11,326,391</b>	<b>10,302,206</b>	<b>7,932,014</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>9,618,076</b>	<b>9,618,142</b>	<b>9,491,674</b>

Budget Document Report

**01 - GENERAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
27,566,508	28,628,274	26,702,383	<b>TOTAL RESOURCES</b>	29,065,618	29,063,073	28,994,510
27,566,509	28,628,274	26,702,383	<b>TOTAL REQUIREMENTS</b>	29,065,618	29,063,073	28,994,510



# **SPECIAL ASSESSMENT FUND**





### Budget Highlights

- **Downtown Economic Improvement District (DEID)** --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments on properties that benefit from the district. The ordinance states that the district shall be in effect for three consecutive years and may be renewed at the end of the third year. The enabling ordinance requires that DEID assessments collected by the City be passed through to the McMinnville Downtown Association (MDA).
- DEID assessments for 2013 through 2016 were based on a rate of \$0.75 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3<sup>rd</sup> Street. For properties in Zone 2, the rate is \$0.375 per square foot. Zone 2 is primarily the downtown portion of 2<sup>nd</sup> Street and 4<sup>th</sup> Street. This compares to rates of \$0.70 and \$0.35 per square foot for 2011 through 2013.
- The 2016-17 fiscal year is the third year of a three-year DEID assessment cycle. This assessment cycle duration will be from August 1, 2016 through July 31, 2019. City Council will review the DEID ordinance and determine if the DEID will be renewed and whether the rates will be increased as of August 1, 2016.
- **Street and Sidewalk Assessments** --- No street or sidewalk assessment districts are anticipated for 2016-17.
- **Community Development Block Grant** – In early 2015, the City was awarded a \$400,000 Community Development Block Grant (CDBG) by the State of Oregon for the purpose of providing housing rehabilitation grants to low and moderate income homeowners. At that time, the City also entered into a subgrant agreement with the Yamhill County Affordable Housing Corporation (YCAHC) to carry out the program. YCAHC pays the costs of projects as they are completed. As the Recipient, the City receives the grant funds from the State and then disburses the grant funds to YCAHC.

An estimated \$244,500 of the grant funds will be received in 2015-16, with the remainder of the grant funds received in fiscal year 2016-17.

### Core Services

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

CDBG funds, which are federal funds, are restricted by the City's agreement with the State of Oregon, federal laws, and federal grant requirements.

### Future Challenges and Opportunities

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

### Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>60,616</b>	<b>474,900</b>	<b>233,000</b>	<b>(241,900)</b>
Materials & Services	59,796	474,100	232,300	(241,800)
Transfers Out	5,669	5,817	6,077	260
<b>Total Expenditures</b>	<b>65,465</b>	<b>479,917</b>	<b>238,377</b>	<b>(241,540)</b>
Net Expenditures	(4,849)	(5,017)	(5,377)	360



## Special Assessment Fund

## Historical Highlights

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

## Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
167,287	164,479	159,610	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2016 carryover from the 2015-2016 fiscal year.	154,512	154,512	154,512
<b>167,287</b>	<b>164,479</b>	<b>159,610</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>154,512</b>	<b>154,512</b>	<b>154,512</b>
<b>INTERGOVERNMENTAL</b>						
0	5,372	400,000	<b>4520-15</b> <b>Community Development Block Grnt - 2015 Housing Rehabilitation</b> Grant funds used to provide housing rehabilitation grants to low and moderate income homeowners	160,000	160,000	160,000
<b>0</b>	<b>5,372</b>	<b>400,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
<b>SPECIAL ASSESSMENTS</b>						
59,515	54,328	74,000	<b>6250</b> <b>Downtown Economic Assessment</b> 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, 2013 to July 31, 2016.	72,300	72,300	72,300
<b>59,515</b>	<b>54,328</b>	<b>74,000</b>	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>72,300</b>	<b>72,300</b>	<b>72,300</b>
<b>MISCELLANEOUS</b>						
870	747	900	<b>6310</b> <b>Interest</b>	700	700	700
2,092	168	0	<b>6310-25</b> <b>Interest - Assessments</b> Interest collected on past due assessment accounts.	0	0	0
<b>2,962</b>	<b>916</b>	<b>900</b>	<b>TOTAL MISCELLANEOUS</b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>229,764</b>	<b>225,095</b>	<b>634,510</b>	<b>TOTAL RESOURCES</b>	<b>387,512</b>	<b>387,512</b>	<b>387,512</b>

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
76	96	100	<b>7750 Professional Services</b>	0	0	0
59,515	54,328	74,000	<b>8020 McMinnville Downtown Association</b> Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	72,300	72,300	72,300
0	5,372	400,000	<b>8220-15 Yamhill Co Affordable Housing - 2015 Comm Dev Block Grant</b> Grant funds used to provide housing rehabilitation grants to low and moderate income homeowners	160,000	160,000	160,000
<b>59,591</b>	<b>59,796</b>	<b>474,100</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>232,300</b>	<b>232,300</b>	<b>232,300</b>
<b><u>TRANSFERS OUT</u></b>						
5,694	5,669	5,817	<b>9700-01 Transfers Out - General Fund</b>	6,077	6,020	6,020
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Administration and Finance personnel services support.	1	6,020	6,020
<b>5,694</b>	<b>5,669</b>	<b>5,817</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>6,077</b>	<b>6,020</b>	<b>6,020</b>
<b><u>CONTINGENCIES</u></b>						
0	0	80,000	<b>9800 Contingencies</b>	80,000	80,000	80,000
<b>0</b>	<b>0</b>	<b>80,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b><u>ENDING FUND BALANCE</u></b>						
164,479	159,630	74,593	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2017, includes the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.	69,135	69,192	69,192
<b>164,479</b>	<b>159,630</b>	<b>74,593</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>69,135</b>	<b>69,192</b>	<b>69,192</b>
<b>229,764</b>	<b>225,095</b>	<b>634,510</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>387,512</b>	<b>387,512</b>	<b>387,512</b>

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
229,764	225,095	634,510	<b>TOTAL RESOURCES</b>	387,512	387,512	387,512
229,764	225,095	634,510	<b>TOTAL REQUIREMENTS</b>	387,512	387,512	387,512



**TRANSIENT LODGING TAX FUND**





# Transient Lodging Tax Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

- Cities and counties are permitted by the State of Oregon to charge a transient lodging tax (TLT) for temporary lodging at hotels, motels, bed & breakfasts, and other temporary lodgings. In 2013, the City Council adopted a TLT ordinance that assesses an 8% tax on the rent charged by a transient lodging provider. The tax is assessed on the occupant, collected by the provider, and turned over to the City of McMinnville.
- While Oregon law requires that at least 70% of revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30% may be appropriated at the City Council's discretion. The 2016-17 proposed budget includes a transfer of those discretionary funds to the General Fund.

## Core Services

- In early 2015, the Transient Lodging Tax Advisory Committee joined forces with leaders and stakeholders from McMinnville's growing tourism industry to increase its understanding of tourism in the region and the role that TLT revenues play in this sector of McMinnville's economy. As a result of recommendations by the Committee, the City Council created Visit McMinnville, a stand-alone, non-profit destination marketing organization (DMO), with the sole purpose of effectively marketing McMinnville as a tourist destination.
- The 2016-17 proposed budget includes a 5% increase in transient lodging tax revenue.
- The 2016-17 proposed budget includes professional services appropriations for contracting with Visit McMinnville and for "audit" fees to ensure that lodging providers are collecting, reporting, and remitting taxes in compliance with the McMinnville Municipal Code.

## Future Challenges and Opportunities

- Ensure that TLT revenues are used effectively to significantly impact tourism and to benefit local businesses and citizens.
- Visit McMinnville has created an achievable business/strategic plan, established a comprehensive financial management system, and adopted policies and procedures that provide appropriate levels of accountability and transparency. City Council will continue to have an oversight role regarding Visit McMinnville's activities.

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>593,851</b>	<b>592,100</b>	<b>694,100</b>	<b>102,000</b>
Materials & Services	136,941	810,344	484,830	(325,514)
Transfers Out	172,473	182,900	209,270	26,370
<b>Total Expenditures</b>	<b>309,414</b>	<b>993,244</b>	<b>694,100</b>	<b>(299,144)</b>
Net Expenditures	284,436	(401,144)	-	(401,144)





## Transient Lodging Tax Fund

## Historical Highlights

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- 2013** Transient Lodging Tax Ordinance No. 4974 adopted by City Council.
- 2014** Transient Lodging Tax (TLT) collected by lodging providers beginning in January 2014.
- 2015** City Council directs TLT bylaws be revised to create a stand-alone, non-profit destination marketing organization. Visit McMinnville, to market McMinnville as a tourist destination.

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	166,894	451,330	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2016 carryover from the 2015-2016 fiscal year.	0	0	0
<b>0</b>	<b>166,894</b>	<b>451,330</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
235,874	574,911	675,000	<b>4220</b> <b>Transient Lodging Tax</b> Transient Lodging Tax collections began in January 2014.	693,000	693,000	693,000
<b>235,874</b>	<b>574,911</b>	<b>675,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>693,000</b>	<b>693,000</b>	<b>693,000</b>
<b><u>MISCELLANEOUS</u></b>						
91	1,859	1,600	<b>6310</b> <b>Interest</b> Interest on past due transient lodging tax payments	600	600	600
1,691	17,080	500	<b>6600</b> <b>Other Income</b> Penalties on past due transient lodging tax payments	500	500	500
<b>1,782</b>	<b>18,939</b>	<b>2,100</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
<b>237,656</b>	<b>760,744</b>	<b>1,128,430</b>	<b><u>TOTAL RESOURCES</u></b>	<b>694,100</b>	<b>694,100</b>	<b>694,100</b>

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**07 - TRANSIENT LODGING TAX FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		500	500	500
0	14,380	43,900	<b>7750</b>	<b>Professional Services</b>		20,200	20,200	20,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Agreed upon procedure - provider compliance	1	19,000	19,000	
				Audit fee allocation	1	1,200	1,200	
0	122,560	883,707	<b>8017</b>	<b>Tourism Promotion &amp; Programs</b>		464,130	464,130	464,130
				Transient Lodging Taxes paid to Visit McMinnville				
<b>0</b>	<b>136,941</b>	<b>928,107</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>484,830</b>	<b>484,830</b>	<b>484,830</b>
<b><u>TRANSFERS OUT</u></b>								
70,762	172,473	200,323	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		209,270	209,270	209,270
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transfer 30% of transient lodging taxes collected	1	198,913	198,913	
				Finance personnel services support.	1	10,357	10,357	
<b>70,762</b>	<b>172,473</b>	<b>200,323</b>		<b><u>TOTAL TRANSFERS OUT</u></b>		<b>209,270</b>	<b>209,270</b>	<b>209,270</b>
<b><u>CONTINGENCIES</u></b>								
0	0	0	<b>9800</b>	<b>Contingencies</b>		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b><u>TOTAL CONTINGENCIES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
166,894	451,330	0	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		0	0	0
				All funds are budgeted as expenditures instead of being carried over to ending fund balance. This allows all available dollars to be spent during the fiscal year.				
<b>166,894</b>	<b>451,330</b>	<b>0</b>		<b><u>TOTAL ENDING FUND BALANCE</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>237,656</b>	<b>760,744</b>	<b>1,128,430</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>694,100</b>	<b>694,100</b>	<b>694,100</b>

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
237,656	760,744	1,128,430	<b>TOTAL RESOURCES</b>	694,100	694,100	694,100
237,656	760,744	1,128,430	<b>TOTAL REQUIREMENTS</b>	694,100	694,100	694,100



# **TELECOMMUNICATIONS FUND**





# Telecommunications Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

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

## Core Services

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

## Future Challenges and Opportunities

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

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>234,270</b>	<b>232,100</b>	<b>234,600</b>	<b>2,500</b>
Materials & Services	234,257	232,000	234,500	2,500
<b>Total Expenditures</b>	<b>234,257</b>	<b>232,000</b>	<b>234,500</b>	<b>2,500</b>
Net Expenditures	14	100	100	-



## Telecommunications Fund

## Historical Highlights

- |  |   |   |
|--|---|---|
| <p><b>1982</b> Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.</p>                                | <p><b>2001</b> City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.</p>   | <p><b>2003</b> January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.</p>  |
| <p><b>1999</b> Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&amp;T Broadband.</p> | <p><b>2001</b> 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.</p> | <p><b>2005</b> MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.</p>  |
| <p><b>2001</b> New franchise agreement with TCI Cablevision of Oregon dba AT&amp;T Broadband signed and becomes effective July 1, 2001.</p>  | <p><b>2001</b> City receives \$453,500 from TCI / AT&amp;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.</p>                  | <p><b>2006</b> January 2006, Major upgrade of <b>mcm11.org</b> website, allowing form submittal and easy access to program listings.</p>  |
| <p><b>2001</b> 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.</p>                        | <p><b>2001</b> City receives \$453,500 from TCI / AT&amp;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.</p>                  | <p><b>2007</b> Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.</p>   |
| <p><b>2001</b> 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.</p>                                    | <p><b>2002</b> April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.</p>  | <p><b>2008</b> MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.</p>  |
|  |   | <p><b>2009</b> “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.</p> |

**10 - TELECOMMUNICATIONS FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,597	1,637	1,736	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2016 carryover from the 2015-16 fiscal year.	1,750	1,750	1,750
<b>1,597</b>	<b>1,637</b>	<b>1,736</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b>LICENSES AND PERMITS</b>						
25,270	26,824	26,500	<b>4205-07</b> <b>Franchise Fees - Frontier-Cable</b> 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.	26,000	26,000	26,000
136,026	135,658	136,500	<b>4205-15</b> <b>Franchise Fees - Comcast Communications-Cable</b> 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.	136,000	136,000	136,000
11,422	12,909	13,000	<b>4275-07</b> <b>Subscriber Fees - PEG - Frontier-Cable</b> \$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	12,500	12,500	12,500
61,351	58,866	60,000	<b>4275-15</b> <b>Subscriber Fees - PEG - Comcast-Cable</b> \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	60,000	60,000	60,000
<b>234,070</b>	<b>234,257</b>	<b>236,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>234,500</b>	<b>234,500</b>	<b>234,500</b>
<b>MISCELLANEOUS</b>						
40	14	100	<b>6310</b> <b>Interest</b>	100	100	100
<b>40</b>	<b>14</b>	<b>100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>235,706</b>	<b>235,907</b>	<b>237,836</b>	<b>TOTAL RESOURCES</b>	<b>236,350</b>	<b>236,350</b>	<b>236,350</b>

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**10 - TELECOMMUNICATIONS FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
136,026	135,658	136,500	<b>8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable</b> Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	136,000	136,000	136,000
25,270	26,824	26,500	<b>8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable</b> Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	26,000	26,000	26,000
61,351	58,866	60,000	<b>8170-15 McMinnville Community Media - PEG Access Support-Comcast</b> City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Frontier. Fee is required to be spent on cable access channel capital equipment.	60,000	60,000	60,000
11,422	12,909	13,000	<b>8170-17 McMinnville Community Media - PEG Access Support-Frontier</b> City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	12,500	12,500	12,500
<b>234,070</b>	<b>234,257</b>	<b>236,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>234,500</b>	<b>234,500</b>	<b>234,500</b>
<b><u>CONTINGENCIES</u></b>						
0	0	1,450	<b>9800 Contingencies</b>	1,450	1,450	1,450
<b>0</b>	<b>0</b>	<b>1,450</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>1,450</b>	<b>1,450</b>	<b>1,450</b>
<b><u>ENDING FUND BALANCE</u></b>						
1,637	1,650	386	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2017, includes excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.	400	400	400
<b>1,637</b>	<b>1,650</b>	<b>386</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>400</b>	<b>400</b>	<b>400</b>
<b>235,707</b>	<b>235,907</b>	<b>237,836</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>236,350</b>	<b>236,350</b>	<b>236,350</b>

**10 - TELECOMMUNICATIONS FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
235,706	235,907	237,836	<b>TOTAL RESOURCES</b>	236,350	236,350	236,350
235,707	235,907	237,836	<b>TOTAL REQUIREMENTS</b>	236,350	236,350	236,350



**EMERGENCY COMMUNICATIONS FUND**





# Emergency Communications Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

- **Frontier – Telephone Franchise Fee** --- The City’s telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to the 911 emergency communications system.
- **Transfers From Other Funds** --- Total transfers from the General Fund and Ambulance Funds equal \$780,700, reflecting an assumed 5% increase in the City’s contribution to Yamhill Communications Agency (YCOM) for dispatch services.
- YCOM provides emergency dispatch services for the City. The City’s cost is allocated as follows:
  - Transfer - General Fund --- 90% (85% Police, 5% Fire)
  - Transfer - Ambulance Fund --- 10%
- **McMinnville Public Safety Radio System** --- Provides public safety radio infrastructure for police and fire, and emergency interoperability with public works, the McMinnville School District and Linfield College. The City is collecting system user fees from McMinnville School District and Linfield, which partially pays for equipment maintenance agreements and equipment repairs.
- **Emergency Operations Center (EOC)** --- The EOC is based in the Police Department facility and is used for major disasters. The communications section is based at the Fire Department and is used for smaller events like mass casualties.

- The YCOM funding formula is based on a distribution of YCOM costs; 85% law enforcement and 15% fire protection and emergency medical services

## Future Challenges and Opportunities

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

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>789,202</b>	<b>808,024</b>	<b>842,790</b>	<b>34,766</b>
Materials & Services	766,164	790,593	826,716	36,123
Capital Outlay	175,556	-	-	-
<b>Total Expenditures</b>	<b>941,720</b>	<b>790,593</b>	<b>826,716</b>	<b>36,123</b>
Net Expenditures	(152,518)	17,431	16,074	1,357

## Core Services

- City of McMinnville’s membership contribution provides the most significant portion of YCOM’s funding – 44%. The next largest member contribution is paid by Yamhill County – 39%.



# 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>
2007 – 2008	542,277
2008 – 2009	580,950
2009 – 2010	596,608
2010 – 2011	621,625
2011 – 2012	649,400
2012 – 2013	669,300
2013 – 2014	686,700
2014 – 2015	726,200
2015 – 2016	765,100
2016 - 2017	780,700

- 2006** YCOM Policy Board votes to change the YCOM 190 inter-governmental agreement reorganizing the YCOM Policy Board management structure to a 5-member Executive Board. The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one “at-large” fire district member, one “at-large” city member, and the County Sheriff who also serves as Board Chairperson.
- 2008** YCOM prepares to move into the City of McMinnville’s new Public Safety Building.
- 2012** McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.

**15 - EMERGENCY COMMUNICATIONS FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
355,128	262,238	104,908	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2016 carryover from the 2015-2016 fiscal year.	134,787	134,787	134,609
<b>355,128</b>	<b>262,238</b>	<b>104,908</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>134,787</b>	<b>134,787</b>	<b>134,609</b>
<b>LICENSES AND PERMITS</b>						
0	0	0	<b>4205-06 Franchise Fees - Miscellaneous-Telecommunications</b> 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.	500	500	500
34,949	31,784	32,000	<b>4205-08 Franchise Fees - Frontier-Telephone</b> 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.	31,000	31,000	31,000
<b>34,949</b>	<b>31,784</b>	<b>32,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>31,500</b>	<b>31,500</b>	<b>31,500</b>
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4760 OR State 911 Emergency Services</b> SB 1559, effective January 1, 2013, requires the State to distribute 911 emergency excise taxes directly to 911 jurisdictions. As a result, 911 taxes are no longer received by the City and passed through to YCOM.	0	0	0
0	17,947	18,000	<b>5040-05 Yamhill Communications Agency - Radio System</b> City funds for radio equipment reserve held by Yamhill County	18,000	18,000	18,000
<b>0</b>	<b>17,947</b>	<b>18,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
<b>CHARGES FOR SERVICES</b>						
13,130	12,480	13,824	<b>5325 System Access Fees</b> Fees charged for access to City's radio system.	12,090	12,090	12,090
<b>13,130</b>	<b>12,480</b>	<b>13,824</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>12,090</b>	<b>12,090</b>	<b>12,090</b>
<b>MISCELLANEOUS</b>						
1,635	791	800	<b>6310 Interest</b>	500	500	500
<b>1,635</b>	<b>791</b>	<b>800</b>	<b>TOTAL MISCELLANEOUS</b>	<b>500</b>	<b>500</b>	<b>500</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A				2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>									
511,900	647,100	662,400	<b>6900-01</b>	<b>Transfers In - General Fund</b>			695,700	695,700	689,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			General Fund support for YCOM dispatching service for PD & Fire.	1	689,100	689,100			
62,600	79,100	81,000	<b>6900-79</b>	<b>Transfers In - Ambulance</b>			85,000	85,000	84,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Ambulance Fund support for YCOM dispatching services.	1	84,200	84,200			
<b>574,500</b>	<b>726,200</b>	<b>743,400</b>	<b><u>TOTAL TRANSFERS IN</u></b>				<b>780,700</b>	<b>780,700</b>	<b>773,300</b>
<b>979,342</b>	<b>1,051,440</b>	<b>912,932</b>	<b><u>TOTAL RESOURCES</u></b>				<b>977,577</b>	<b>977,577</b>	<b>969,999</b>

**15 - EMERGENCY COMMUNICATIONS FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
5,933	9,510	10,000	<b>7720-06</b> <b>Repairs &amp; Maintenance - Equipment</b>	10,000	10,000	10,000
26,258	35,010	37,300	<b>7750</b> <b>Professional Services</b> Maintenance agreement for public safety radio system equipment	36,016	36,016	36,016
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	1,000	1,000
			Maintenance contract	12	2,918	35,016
684,913	721,644	743,293	<b>8180-05</b> <b>YCOM - Other Governmental Services</b> City's member contribution for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).	780,700	780,700	773,300
<b>717,104</b>	<b>766,164</b>	<b>790,593</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>826,716</b>	<b>826,716</b>	<b>819,316</b>
<b>CAPITAL OUTLAY</b>						
0	175,556	0	<b>8710</b> <b>Equipment</b>	0	0	0
<b>0</b>	<b>175,556</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCIES</b>						
0	0	75,000	<b>9800</b> <b>Contingencies</b>	75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>75,000</b>	<b>TOTAL CONTINGENCIES</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>ENDING FUND BALANCE</b>						
262,238	109,721	47,339	<b>9999</b> <b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2017 includes, excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.	75,861	75,861	75,683
<b>262,238</b>	<b>109,721</b>	<b>47,339</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>75,861</b>	<b>75,861</b>	<b>75,683</b>
<b>979,342</b>	<b>1,051,441</b>	<b>912,932</b>	<b>TOTAL REQUIREMENTS</b>	<b>977,577</b>	<b>977,577</b>	<b>969,999</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
979,342	1,051,440	912,932	<b>TOTAL RESOURCES</b>	977,577	977,577	969,999
979,342	1,051,440	912,932	<b>TOTAL REQUIREMENTS</b>	977,577	977,577	969,999



# **STREET FUND**



### Budget Highlights

- The 2016-17 proposed budget is a status quo budget relative to funding levels. The proposal provides increased resources to put a high priority on pavement repair and maintenance activities. Increased funding has been set aside for localized pavement repair work in various locations around the city as well as for professional services work related to pavement management efforts. As with past practice, funds have been transferred to the Transportation Fund to support preservation projects.
- The budget proposal continues to allocate funding to improve traffic signage and pavement markings throughout the community. Staff utilizes condition rating systems for sign retro-reflectivity and pavement markings. Deficient signs and markings are identified and scheduled for replacement over the coming year, with the condition ratings used to establish priorities. Specific signage projects will include the annual nighttime retro-reflectivity surveys and resulting replacements, as well moving into the first phase of a five year program to upgrade residential street signage to the new federal standards.
- Storm water maintenance continues to have no direct funding source and repairs are made on an emergency basis only. The budget proposal carries over funding for a culvert repair/replacement on Edmunston Street in southwest McMinnville.
- The budget continues funding for street lighting. Last year the City partnered with McMinnville Water and Light to develop and implement street lighting standards, which will include LED fixtures as standard. Discussions continue on how best to upgrade existing street lights with LED's. Upgrades would lead to significantly lower energy consumption, but at a higher capital cost than replacing with traditional fixtures. Street lighting comprises approximately 26% of the Street Fund's Materials and Services budget.

### Core Services

The Street Maintenance Division's primary mission is the maintenance of the City's transportation system. This includes 110 centerline miles of street, beautification areas, undeveloped rights of way, reverse frontages, and alleys. Maintenance includes regularly scheduled activities as well as demand-driven responses to weather, vehicular accidents, and special events.

#### Pavement Maintenance

- Preservation projects: pavement overlays and slurry seals. These projects are developed, designed, procured and managed by Engineering staff with support from Street Maintenance staff.
- Street repairs; i.e., partial and full depth, skin patches, pot hole filling and temporary cold mix repairs in inclement weather.
- Crack sealing: this is an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City operates its own crack seal program, and places approximately 15,000 pounds of material each year on candidate streets.



Street crew paving

#### Pedestrian Facilities

- Curb, gutter and sidewalk repairs. Sidewalk repairs are conducted adjacent to City owned properties or in a 50/50 cost share with downtown property owners who are addressing street tree related damages. Outside of the downtown area, private property owners are responsible for sidewalks adjacent to their property. The City is responsible for curb/gutter damage, and conducts that work with both in house staff and contract forces.
- The City partners with property owners completing sidewalk repairs to install ADA compliant curb ramps at street intersections where needed.

# Street (State Gas Tax) Fund

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

## Storm Water

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

## Vehicle/Equipment Maintenance

- City-owned vehicles and equipment are maintained and repaired through a work order system, with the majority of work being performed by City staff. The Public Works Division maintains 51 vehicles and 151 various pieces of equipment at the Riverside Drive facility.



Kris Quinlan, Mechanic

## Right-of-Way (ROW) maintenance

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

## Community Event support

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

## Traffic Operations

- Street signs and regulatory signs are built, installed, and maintained. Signs and pavement markings are installed on a cost-recovery basis for developers. Signs are made on request for other City departments and for major city infrastructure projects.
- Traffic signals are maintained by Oregon Department of Transportation (ODOT) via an intergovernmental agreement.
- Pavement markings are inspected and replaced on a condition based basis.
- Roadway striping is performed with contract forces on an annual basis.
- Curb painting is performed on a three year cycle, with school zones and downtown areas painted annually.



Carlos Ochoa – Street Crew (5 years) – Installing new signage

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

# Street (State Gas Tax) Fund

## Emergency Response

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

## Future Challenges and Opportunities

### Newberg/Dundee By-Pass Local Funding

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

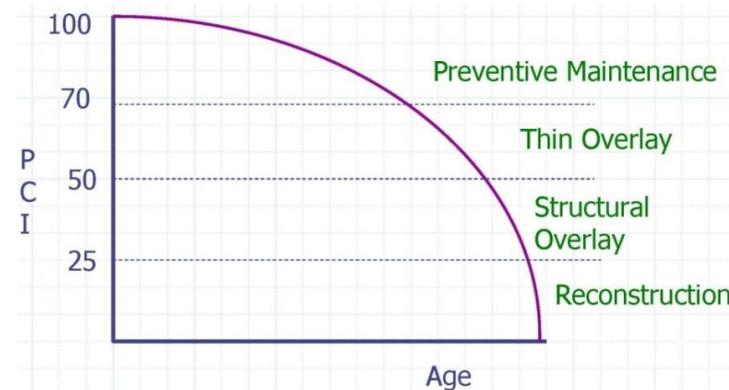
### Maintenance Planning

- Continue using computerized maintenance management software to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts.
- Continuous Improvement: As part of an on-going effort, Street Maintenance staff reviews various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs.

### Pavement Management

- Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a "Pavement Condition Index" (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a "like new" street. A

common industry standard is that \$1 spent on preventive maintenance (slurry seal) can delay and save \$3-10 on rehabilitation (overlays) and perhaps \$30 or more on reconstruction work. Streets that are in "very good" condition have a PCI of 70 or greater. At this point, about 68% of the City's network meets that threshold:



To maintain that level will require an annual investment of approximately \$1.36 million dollars. In recent years, resource availability has limited the City's annual investment to approximately \$525,000. The pending Newberg/Dundee bypass loan requirements will negatively impact that amount. While the recently passed Transportation Bond provides an infusion of approximately \$5.2 million dollars, over time, without additional resources, pavement conditions will continue to fall below the preventive maintenance threshold, leading to higher preservation costs in the future.

### 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

# Street (State Gas Tax) Fund

2016 – 2017 Proposed Budget --- Budget Summary

improvements. At this point, the City is not under a storm water quality mandate. Should this change in the future, it may become necessary to consider a dedicated funding source to address both water quality mandates as well as system improvements.

## Aging Fleet

- The Street Maintenance Division's powered rolling stock includes 23 units with an estimated replacement value of \$1.5 million.

TYPE (# of units owned)	AVERAGE AGE
Street sweepers (1)	16 years
Utility trucks and vans (9)	22.4 years
Dump trucks (4)	23.8 years
Construction / maintenance equip (7) **	25.6 years

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

The challenge continues to be to identify a fiscally sustainable replacement strategy where units are replaced based on condition, usage and need, and not just age. Strategies range from equipment replacements to re-evaluating operations to determine least cost options (contracts, rentals, lease, etc.). Given the focus on other resource demands (pavement preservation, street lighting, and the bypass loan) funds have not been allocated for equipment or vehicle replacement in this budget cycle. However, as time progresses, this will become a more urgent matter in the near future.

## Americans with Disabilities Act (ADA) compliance

- Continue to partner with residents and businesses during sidewalk repairs to install ADA compliant curb ramps.
- Continue to upgrade curb ramps along with street overlays as per Federal requirements.
- Continue work on an ADA Transition Plan to identify pedestrian access challenges throughout the community and in the downtown core, and address as opportunities arise.

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>1,898,749</b>	<b>1,894,250</b>	<b>1,932,850</b>	<b>38,600</b>
Personnel Services	608,350	701,501	734,812	33,311
Materials & Services	712,467	925,185	880,046	(45,139)
Capital Outlay	420	12,304	-	(12,304)
Transfers Out	384,579	308,659	807,604	498,945
<b>Total Expenditures</b>	<b>1,705,816</b>	<b>1,947,649</b>	<b>2,422,462</b>	<b>474,813</b>
Net Expenditures	192,932	(53,399)	(489,612)	436,213

## Full-Time Equivalent (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>8.71</b>		
Senior Utility Worker		0.92	
Utility Worker II		(0.92)	
Extra Help - Street		0.03	
<b>FTE Proposed Budget</b>		<b>0.03</b>	<b>8.74</b>



Jeff York – Street Crew (1 year) – 2015 Public Works Week Touch a Truck



## Street (State Gas Tax) Fund

### Historical Highlights

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

# Street (State Gas Tax) Fund

## Historical Highlights

<b>2010</b>	In 20 <sup>th</sup> year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.	<b>2012</b>	Pedestrian crossing at 15 <sup>th</sup> & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.	<b>2015</b>	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.
<b>2010</b>	Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.	<b>2012</b>	2 <sup>nd</sup> & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks		
<b>2010</b>	Implemented the use of liquid deicer on streets as a tool during snow and ice events.	<b>2013</b>	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.		
<b>2011</b>	City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2 <sup>nd</sup> to Wallace Road.				
<b>2011</b>	8 <sup>th</sup> Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.	<b>2014</b>	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.		
<b>2012</b>	2 <sup>nd</sup> & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.				

# Street Fund

## 2016-2017 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
			<b><u>Public Works Superintendent</u></b>	1	350	90,193		
			General Fund					
			Park Maintenance (0.50 FTE)				137	45,096
			Street Fund (0.50 FTE)				168	45,097
			<b><u>Park Maintenance Supervisor</u></b>	1	340	70,253		
			General Fund					
			Park Maintenance (0.95 FTE)				137	66,740
			Street Fund (0.05 FTE)				168	3,513
			<b><u>Street Maintenance Supervisor</u></b>	1	340	72,814		
			General Fund					
			Park Maintenance (0.05 FTE)				137	3,641
			Street Fund (0.95 FTE)				168	69,173
			<b><u>SS &amp; SD Maintenance Supervisor</u></b>	1	340	67,222		
			Street Fund (0.10 FTE)				168	6,722
			Wastewater Services Fund					
			Conveyance Systems					
			Sanitary (0.90 FTE)				219	60,500
			<b><u>Senior Utility Worker - WWS</u></b>	1	332	58,119		
			Street Fund (0.10 FTE)				168	5,812
			Wastewater Services Fund					
			Conveyance Systems					
			Sanitary (0.90 FTE)				219	52,307

### Position Description

Fund	Department	Section	Program	Number of		Total	<u>Detailed Summary</u>	
				Employees	Range		Salary	Page
			<b><u>Mechanic - Public Works</u></b>	1	328	48,927		
			General Fund					
			Park Maintenance (0.45 FTE)				137	22,017
			Street Fund (0.45 FTE)				168	22,017
			Wastewater Services Fund					
			Administration (0.10 FTE)				210	4,893
			<b><u>Utility Worker II - WWS</u></b>	4	328	202,634		
			Street Fund (0.40 FTE)				168	20,263
			Wastewater Services Fund					
			Conveyance Systems					
			Sanitary (3.60 FTE)				219	182,371
			<b><u>Operations Support Specialist</u></b>	1	328	48,536		
			General Fund					
			Park Maintenance (0.50 FTE)				137	24,268
			Street Fund (0.50 FTE)				168	24,268
			<b><u>Police Community Support Coordinator</u></b>	1	140	63,052		
			General Fund					
			Police					
			Investigations and Support					
			Code / Parking Enforcement (0.98 FTE)				48	61,791
			Street Fund (0.02 FTE)				168	1,261

## Budget Document Report

## 20 - STREET FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>BEGINNING FUND BALANCE</u></b>							
1,357,143	1,603,996	1,807,518	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.	1,935,422	1,935,422	2,046,632
<b>1,357,143</b>	<b>1,603,996</b>	<b>1,807,518</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>		<b>1,935,422</b>	<b>1,935,422</b>	<b>2,046,632</b>
<b><u>LICENSES AND PERMITS</u></b>							
87	40	50	<b>4300</b>	<b>Bicycle Fees</b>	50	50	50
<b>87</b>	<b>40</b>	<b>50</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>		<b>50</b>	<b>50</b>	<b>50</b>
<b><u>INTERGOVERNMENTAL</u></b>							
1,855,763	1,884,072	1,885,000	<b>4740</b>	<b>OR State Gas Taxes</b> State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.	1,925,000	1,925,000	1,925,000
<b>1,855,763</b>	<b>1,884,072</b>	<b>1,885,000</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>1,925,000</b>	<b>1,925,000</b>	<b>1,925,000</b>
<b><u>MISCELLANEOUS</u></b>							
6,643	6,855	7,700	<b>6310</b>	<b>Interest</b>	6,300	6,300	6,300
2,549	2,582	1,500	<b>6600</b>	<b>Other Income</b>	1,500	1,500	1,500
175	0	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>9,367</b>	<b>9,437</b>	<b>9,200</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>7,800</b>	<b>7,800</b>	<b>7,800</b>
<b><u>TRANSFERS IN</u></b>							
0	5,200	0	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>	0	0	0
<b>0</b>	<b>5,200</b>	<b>0</b>	<b><u>TOTAL TRANSFERS IN</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>3,222,360</b>	<b>3,502,744</b>	<b>3,701,768</b>	<b><u>TOTAL RESOURCES</u></b>		<b>3,868,272</b>	<b>3,868,272</b>	<b>3,979,482</b>

**20 - STREET FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
356,094	348,759	383,144	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> 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 - 0.92 FTE Senior Utility Worker - WWS - 0.10 FTE Utility Worker II - Street - 3.08 FTE Utility Worker II - WWS - 0.40 FTE Operations Support Specialist - Public Works - 0.50 FTE Police Community Support Coordinator - 0.02 FTE	404,644	404,644	404,644
26,033	23,231	32,565	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Streets - 1.67 FTE	34,640	34,640	34,640
2,750	3,779	2,750	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	3,500	3,500	3,500
0	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	120	120	120
22,729	22,624	25,946	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	27,461	27,461	27,461
5,316	5,292	6,067	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	6,422	6,422	6,422
76,367	72,271	90,219	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	98,890	98,890	98,890
81,591	94,852	102,340	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	106,080	106,080	106,080
0	0	19,200	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	9,650	9,650	9,650
870	844	888	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	760	760	760
1,968	1,922	2,116	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	2,192	2,192	2,192
33,897	34,529	34,464	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	40,057	40,057	40,057
255	248	301	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	297	297	297
28	0	1,501	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	99	99	99
<b>607,898</b>	<b>608,350</b>	<b>701,501</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>734,812</b>	<b>734,812</b>	<b>734,812</b>

**MATERIALS AND SERVICES**

700	1,901	1,000	<b>7530</b>	<b>Safety Training/OSHA</b>	1,000	1,000	1,000
128	129	400	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	700	700	700

Budget Document Report

**20 - STREET FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET																				
Department :N/A Section :N/A Program :N/A																									
2,437	3,918	3,500	<b>7550</b>	<b>Travel &amp; Education</b>	3,800																				
23,603	17,249	22,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	18,500																				
13,286	10,930	13,750	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	12,200																				
36,900	41,500	56,800	<b>7610-05</b>	<b>Insurance - Liability</b>	45,800																				
9,700	11,100	11,600	<b>7610-10</b>	<b>Insurance - Property</b>	8,700																				
6,141	6,713	6,700	<b>7620</b>	<b>Telecommunications</b>	7,000																				
1,200	1,200	1,400	<b>7650</b>	<b>Janitorial</b>	1,770																				
14,438	15,598	15,500	<b>7660</b>	<b>Materials &amp; Supplies</b>	16,000																				
54,858	51,390	57,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b> Materials and supplies for street maintenance activities	70,000																				
14,290	17,661	27,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>	24,000																				
0	6	0	<b>7720-07</b>	<b>Repairs &amp; Maintenance - Equipment-Inventory</b>	0																				
4,499	1,642	2,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.	3,500																				
1,815	860	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	0																				
7,206	5,999	6,500	<b>7720-28</b>	<b>Repairs &amp; Maintenance - Right of Way</b> Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.	5,500																				
17,655	39,851	34,000	<b>7720-30</b>	<b>Repairs &amp; Maintenance - Sidewalks</b> Repair and construction of city sidewalks and wheelchair ramps.	34,000																				
3,819	6,601	6,500	<b>7720-32</b>	<b>Repairs &amp; Maintenance - Traffic Signal</b> Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.	6,700																				
7,321	-28	17,000	<b>7720-34</b>	<b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>	0																				
0	66,600	100,000	<b>7720-35</b>	<b>Repairs &amp; Maintenance - Storm Drains</b> Repair of the storm drainage system within the public right-of-way.	100,000																				
22,531	12,502	31,520	<b>7750</b>	<b>Professional Services</b>	10,220																				
<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>120</td> <td>120</td> </tr> <tr> <td>Audit fee allocation</td> <td>1</td> <td>2,100</td> <td>2,100</td> </tr> <tr> <td>One Call Utility Locate services-storm system</td> <td>1</td> <td>2,000</td> <td>2,000</td> </tr> <tr> <td>Pavement Rating services</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	120	120	Audit fee allocation	1	2,100	2,100	One Call Utility Locate services-storm system	1	2,000	2,000	Pavement Rating services	1	6,000	6,000
Description	Units	Amt/Unit	Total																						
Section 125 administration fee	1	120	120																						
Audit fee allocation	1	2,100	2,100																						
One Call Utility Locate services-storm system	1	2,000	2,000																						
Pavement Rating services	1	6,000	6,000																						

Budget Document Report

**20 - STREET FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
131,122	127,136	223,100	<b>7780-12</b>	<b>Contract Services - Street Maintenance</b>		245,600	245,600	245,600
				Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Downtown Contract Sweeping	1	18,000	18,000	
				City wide contract sweeping	1	63,000	63,000	
				Inmate work crew	1	3,600	3,600	
				Striping	1	20,000	20,000	
				Snow removal services	1	15,000	15,000	
				Backflow testing	1	1,000	1,000	
				Pavement Repairs	1	125,000	125,000	
3,750	2,623	1,500	<b>7800</b>	<b>M &amp; S Equipment</b>		1,500	1,500	1,500
				Miscellaneous small equipment for operations and maintenance				
0	1,291	750	<b>7800-42</b>	<b>M &amp; S Equipment - Shop</b>		750	750	750
				Miscellaneous small equipment and tools for shop operations and maintenance				
3,935	4,289	5,165	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,231	5,231	5,231
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	5,231	5,231	
7,902	8,768	9,950	<b>7840-75</b>	<b>M &amp; S Computer Charges - Street</b>		10,575	10,575	10,575
				<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	1,950	1,950	
				Hansen sewer database-25%, shared with Eng, Pk Maint, WWS	1	3,125	3,125	
				Street Saver maintenance / subscription	1	3,500	3,500	
				Arcview license	1	2,000	2,000	
12,903	14,755	13,000	<b>8190</b>	<b>Signs</b>		11,000	11,000	11,000
				Street signing materials and supplies, along with replacement of downtown parking signage.				
221,471	234,206	245,000	<b>8200</b>	<b>Street &amp; Parking Lot Lighting</b>		224,000	224,000	224,000
				McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.				
12,063	6,076	12,000	<b>8210</b>	<b>Street Tree Program</b>		12,000	12,000	12,000
				The street tree program includes activities related to planting, removal and pruning of street trees in the downtown core. It also includes work on right of way trees around the community related to storm damage, including clean-up, pruning, and removals.				
<b>635,673</b>	<b>712,467</b>	<b>924,635</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>880,046</b>	<b>880,046</b>	<b>880,046</b>
			<b>CAPITAL OUTLAY</b>					
0	0	11,800	<b>8710</b>	<b>Equipment</b>		0	0	0
0	420	1,054	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0

Budget Document Report

**20 - STREET FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>0</b>	<b>420</b>	<b>12,854</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
168,621	178,111	200,375	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		199,123	198,721	198,721
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Street Fund support of Engineering operations.	1	16,557	16,557		
			Engineering, Admin, & Finance personnel services support.	1	182,164	182,164		
200,000	200,000	100,000	<b>9700-45</b>	<b>Transfers Out - Transportation</b>		600,000	600,000	600,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Gas tax revenues used to fund Transportation Fund expenses.	1	600,000	600,000		
6,173	6,468	8,284	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		8,481	8,481	8,481
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	8,481	8,481		
<b>374,794</b>	<b>384,579</b>	<b>308,659</b>	<b>TOTAL TRANSFERS OUT</b>			<b>807,604</b>	<b>807,202</b>	<b>807,202</b>
<b><u>CONTINGENCIES</u></b>								
0	0	250,000	<b>9800</b>	<b>Contingencies</b>		250,000	250,000	250,000
<b>0</b>	<b>0</b>	<b>250,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
1,603,996	1,796,928	1,504,119	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		1,195,810	1,196,212	1,307,422
			Undesignated carryover for July 1, 2017, including the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.					
<b>1,603,996</b>	<b>1,796,928</b>	<b>1,504,119</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>1,195,810</b>	<b>1,196,212</b>	<b>1,307,422</b>
<b>3,222,361</b>	<b>3,502,744</b>	<b>3,701,768</b>	<b>TOTAL REQUIREMENTS</b>			<b>3,868,272</b>	<b>3,868,272</b>	<b>3,979,482</b>

Budget Document Report

**20 - STREET FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
3,222,360	3,502,744	3,701,768	<b>TOTAL RESOURCES</b>	3,868,272	3,868,272	3,979,482
3,222,361	3,502,744	3,701,768	<b>TOTAL REQUIREMENTS</b>	3,868,272	3,868,272	3,979,482



# **AIRPORT MAINTENANCE FUND**



- **Airport Layout Map**

### Budget Highlights

- The 2016-17 proposed budget includes funds for the removal of the existing FBO building that is now vacant. FBO services are being provided by Konect Aviation which is working out of the B&G Hangar.
- The 2016-17 proposed budget includes Federal Aviation Administration (FAA) grant funds to begin planned rehabilitation / reconstruction of the main runway 4-22. It is anticipated that construction will occur at the end of fiscal year 2016-17 and be completed in October of 2017.

FAA will cover 90% of the design, environmental and construction costs; and the City is responsible for a 10% match.

The City applied for and was successful in securing a ConnectOregon V grant to cover the required 10% match funds.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$10.9 million dollars.

### Core Services

- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.
- MMV is classified as a “Category II – Urban General Aviation Airport” in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and functions to accommodate corporate aviation activities (including business jets and helicopters), and other general aviation activities.

- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.
- The adopted “Minimum Standards for Commercial Aeronautical Activities” for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.
- Per the FAA’s Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airports in Oregon, with an estimated 63,500 total aircraft operations during FAA fiscal year 2009.



There are 129 based aircraft at the McMinnville Municipal Airport.

- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the Fixed Base Operations (FBO) building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

# Airport Maintenance Fund

## 2016 – 2017 Proposed Budget --- Budget Summary

### Future Challenges and Opportunities

- City owned buildings and facilities (including hangers, the FBO building, 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.



FBO building will be demolished in the summer of 2016

- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources (such as the partnership with Evergreen Aviation which funded the City's required 5% match for the 17-35 Runway/Taxiway project completed in 2010; and the successful procurement of a ConnectOregon V grant in 2014 which will fund the City's required 10% match for the runway 4-22 project). With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan.

### Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>437,137</b>	<b>901,223</b>	<b>3,567,783</b>	<b>2,666,560</b>
Materials & Services	258,031	810,005	494,883	(315,122)
Capital Outlay	-	-	3,040,000	3,040,000
Transfers Out	70,702	73,871	75,854	1,983
<b>Total Expenditures</b>	<b>328,733</b>	<b>883,876</b>	<b>3,610,737</b>	<b>2,726,861</b>
Net Expenditures	108,404	17,347	(42,954)	60,301



Photo: Washington Dept. Fish & Wildlife

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

The extremely successful, first annual Oregon Airstrip Attack roll race event was held at the Airport on August 21-22, 2015.

The 2016 Oregon Airstrip Attack is scheduled for September 10-11.





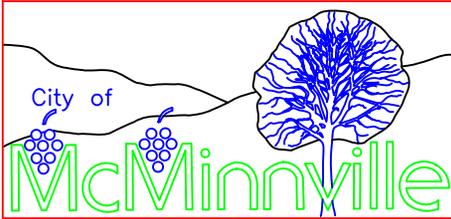
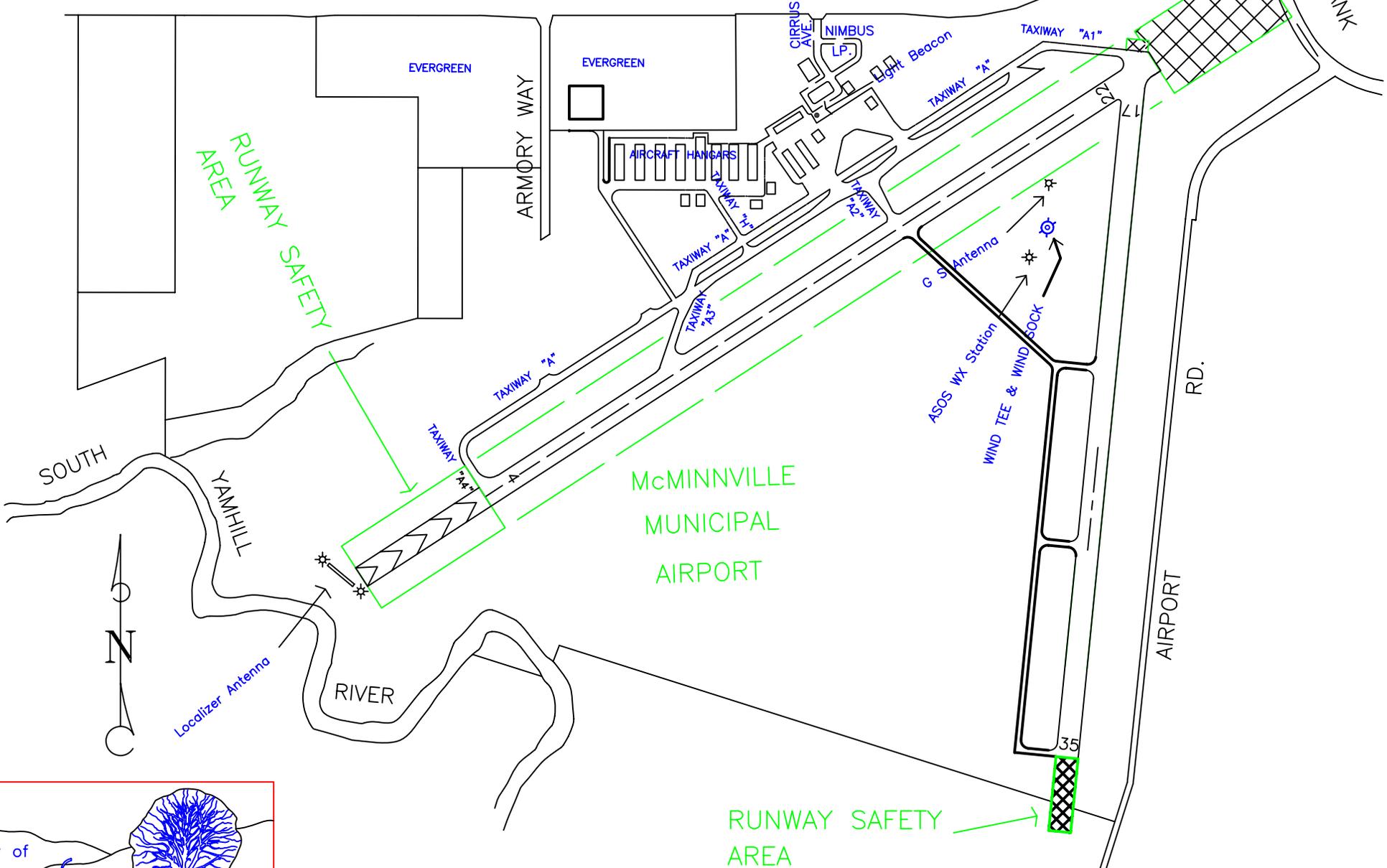
## Airport Maintenance Fund

## Historical Highlights

<b>1942</b>	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.	<b>2001</b>	Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.	<b>2007</b>	Environmental and design work begin for major airport improvements.
<b>1957</b>	East Hangar is constructed.	<b>2003</b>	Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
<b>1973</b>	Airport Layout Plan (ALP) and Master Plan is written.	<b>2004</b>	Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.
<b>1982</b>	Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.	<b>2005</b>	Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.	<b>2009</b>	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.
<b>1987</b>	Annual \$60,000 Transfer to Debt Service Fund eliminated.	<b>2006</b>	FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.	<b>2010</b>	Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
<b>1992</b>	Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.	<b>2006</b>	City and Evergreen Aviation reach agreement on partnership for major airport improvements.	<b>2014</b>	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.
<b>1999</b>	New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.			<b>2016</b>	Konect Aviation takes over as Fixed Base Operator.

( SALMON RIVER HWY. NO. 39 )

CRUCKSHANK RD.



AIRPORT 2011

**25 - AIRPORT MAINTENANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
0	0	0	<b>4025-15</b> Designated Begin FB-Airport Fd - Facility Improvements	50,000	50,000	50,000
749,750	726,852	811,138	<b>4090</b> Beginning Fund Balance Estimated July 1, 2016 carryover from the 2015-2016 fiscal year.	811,684	811,684	818,084
<b>749,750</b>	<b>726,852</b>	<b>811,138</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>861,684</b>	<b>861,684</b>	<b>868,084</b>
<b>INTERGOVERNMENTAL</b>						
0	169,495	646,401	<b>4580</b> FAA Grant FAA grant for environmental and design work related to the rehabilitation and reconstruction of the main runway 4-22 project planned for 2016-17. Grant will fund 90% of the cost; City will match will be 10%.	2,978,355	2,978,355	3,057,458
0	16,152	71,822	<b>4775-10</b> ODOT State Grants - Connect Oregon Connect Oregon V grant funds used for 10% match which is required with FAA grants	330,928	330,928	339,718
<b>0</b>	<b>185,647</b>	<b>718,223</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>3,309,283</b>	<b>3,309,283</b>	<b>3,397,176</b>
<b>CHARGES FOR SERVICES</b>						
13,654	13,654	13,600	<b>5400-05</b> Property Rentals - Crop Share & USDA	13,600	13,600	13,600
57,725	60,010	61,000	<b>5400-10</b> Property Rentals - Land Leases	61,500	61,500	61,500
116,894	119,827	122,800	<b>5400-15</b> Property Rentals - OSP Building	125,400	125,400	125,400
10,092	10,308	10,500	<b>5400-20</b> Property Rentals - Fixed Base Operator Lease	9,700	9,700	9,700
38,510	37,600	40,000	<b>5400-25</b> Property Rentals - City Hangar	37,000	37,000	37,000
<b>236,875</b>	<b>241,400</b>	<b>247,900</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>247,200</b>	<b>247,200</b>	<b>247,200</b>
<b>MISCELLANEOUS</b>						
3,938	3,525	4,100	<b>6310</b> Interest	3,300	3,300	3,300
8,093	6,565	5,000	<b>6600</b> Other Income Includes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	8,000	8,000	8,000
<b>12,031</b>	<b>10,090</b>	<b>9,100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>11,300</b>	<b>11,300</b>	<b>11,300</b>
<b>998,656</b>	<b>1,163,989</b>	<b>1,786,361</b>	<b>TOTAL RESOURCES</b>	<b>4,429,467</b>	<b>4,429,467</b>	<b>4,523,760</b>



Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET																											
<b><u>CAPITAL OUTLAY</u></b>																																			
0	0	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0																											
0	0	0	<b>8920-10</b>	<b>Land Improvements - FAA - Runway &amp; Taxiway Const</b>		3,000,000	3,000,000	2,700,000																											
0	0	0	<b>9120</b>	<b>Sewer Construction</b>		40,000	40,000	40,000																											
Installation of approximately 400 lineal feet of sanitary sewer to serve existing and future hangars east of Cirrus Avenue.																																			
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>3,040,000</b>	<b>3,040,000</b>	<b>2,740,000</b>																											
<b><u>TRANSFERS OUT</u></b>																																			
61,122	70,702	73,871	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		75,854	75,721	75,721																											
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><u>Description</u></td> <td style="width: 10%;"><u>Units</u></td> <td style="width: 10%;"><u>Amt/Unit</u></td> <td style="width: 10%;"><u>Total</u></td> <td colspan="5"></td> </tr> <tr> <td>Airport Fund support of Engineering operations.</td> <td>1</td> <td>6,478</td> <td>6,478</td> <td colspan="5"></td> </tr> <tr> <td>Engineering, Admin, &amp; Finance personnel services support.</td> <td>1</td> <td>69,243</td> <td>69,243</td> <td colspan="5"></td> </tr> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Airport Fund support of Engineering operations.	1	6,478	6,478						Engineering, Admin, & Finance personnel services support.	1	69,243	69,243					
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Airport Fund support of Engineering operations.	1	6,478	6,478																																
Engineering, Admin, & Finance personnel services support.	1	69,243	69,243																																
70,000	0	0	<b>9700-77</b>	<b>Transfers Out - Wastewater Capital</b>		0	0	0																											
<b>131,122</b>	<b>70,702</b>	<b>73,871</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>75,854</b>	<b>75,721</b>	<b>75,721</b>																											
<b><u>CONTINGENCIES</u></b>																																			
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000																											
<b>0</b>	<b>0</b>	<b>300,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>																											
<b><u>ENDING FUND BALANCE</u></b>																																			
0	0	50,000	<b>9925-15</b>	<b>Designated End FB - Airport Fd - Facility Improvements</b>		100,000	100,000	100,000																											
Carryover designated for future facility improvements																																			
726,852	835,256	478,485	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		418,730	418,863	425,264																											
Undesignated carryover for July 1, 2017, including the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.																																			
<b>726,852</b>	<b>835,256</b>	<b>528,485</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>518,730</b>	<b>518,863</b>	<b>525,264</b>																											
<b>998,656</b>	<b>1,163,989</b>	<b>1,786,361</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>4,429,467</b>	<b>4,429,467</b>	<b>4,523,760</b>																											

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
998,656	1,163,989	1,786,361	<b>TOTAL RESOURCES</b>	4,429,467	4,429,467	4,523,760
998,656	1,163,989	1,786,361	<b>TOTAL REQUIREMENTS</b>	4,429,467	4,429,467	4,523,760



**PUBLIC SAFETY FACILITIES  
CONSTRUCTION FUND**





# Public Safety Facilities Construction Fund

2016 – 2017 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. In fiscal year 2010-11, approximately \$107,000, or 90%, of the rebatable arbitrage liability was paid to the Internal Revenue Service.
- Remaining bond proceeds and interest, or 10%, of the arbitrage liability have been retained in this Fund. The final arbitrage calculation will occur in the spring of 2016, at which time the remaining 10% may or may not be owed to the Internal Revenue Service. Any funds remaining will be transferred to the Debt Service Fund in 2016-17 and the fund will be closed.



### 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**

## Future Challenges and Opportunities

- Costs for janitorial services, maintenance and repairs are budgeted in the General Fund, Administration, City Hall and City Property section.
- Because all bond proceeds and interest, except for the amount reserved for the arbitrage liability, have been spent or transferred, costs for the annual financing administration or paying agent fee are accounted for in General Fund Finance Department materials and services expenditures.

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>52</b>	<b>50</b>	<b>200</b>	<b>150</b>
Materials & Services	-	11,693	-	(11,693)
Transfer Out	-	-	8,276	8,276
<b>Total Expenditures</b>	<b>-</b>	<b>11,693</b>	<b>8,276</b>	<b>(3,417)</b>
Net Expenditures	52	(11,643)	(8,076)	(3,567)



## Public Safety Facilities Construction Fund

### Historical Highlights

**1940's** Police Department housed in south administrative area of old Fire Hall Building.

**1940's** When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.

**1960's** In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.

**1986** City of McMinnville purchased the building from McMinnville Water & Light Department.

**1987** City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).

**1987** City of McMinnville Police Department and YCOM move into remodeled facilities.

**1990's** Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.

**2006** City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.

**2006** The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.

**2007** Construction of the new Public Safety Facility, located at the SW corner of 2<sup>nd</sup> St / Adams St, commences.

**2008** The construction of the new Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.

**2009** The construction of the new Civic Hall and Mayor Edward J. Gormley Plaza completed.

**2011** 90% of arbitrage rebate liability paid to Internal Revenue Service. 10% of liability reserved for final arbitrage calculation which will be completed in 2016.

**2012** Projects are complete. Unspent bond proceeds of \$42,337 transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds debt service.



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

Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
11,476	11,476	11,476	<b>4040-05</b> <b>Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve</b>	8,076	8,076	3,276
Proceeds from 2006 issuance of bonds reserved for payment of possible arbitrage rebate liability. Final liability calculation will be completed in 2016.						
59	118	167	<b>4090</b> <b>Beginning Fund Balance</b>	0	0	0
Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.						
<b>11,535</b>	<b>11,594</b>	<b>11,643</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>8,076</b>	<b>8,076</b>	<b>3,276</b>
<b><u>MISCELLANEOUS</u></b>						
59	52	50	<b>6310</b> <b>Interest</b>	200	200	200
0	0	0	<b>6310-30</b> <b>Interest - Bond</b>	0	0	0
<b>59</b>	<b>52</b>	<b>50</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>11,594</b>	<b>11,645</b>	<b>11,693</b>	<b><u>TOTAL RESOURCES</u></b>	<b>8,276</b>	<b>8,276</b>	<b>3,476</b>

Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	11,693	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		0	0	1,100
0	0	0	<b>7750-63</b>	<b>Professional Services - Financing Issuance Cost</b>		0	0	0
<b>0</b>	<b>0</b>	<b>11,693</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>0</b>	<b>0</b>	<b>1,100</b>
<b><u>TRANSFERS OUT</u></b>								
0	0	0	<b>9700-60</b>	<b>Transfers Out - Debt Service</b>		8,276	8,276	2,376
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Closing Public Safety Facility Construction Fund	1	2,376	2,376		
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>8,276</b>	<b>8,276</b>	<b>2,376</b>
<b><u>CONTINGENCIES</u></b>								
0	0	0	<b>9800</b>	<b>Contingencies</b>		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
11,476	11,476	0	<b>9940-05</b>	<b>Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve</b>		0	0	0
Final arbitrage rebate liability calculation completed in April 2016. All remaining bond proceeds are appropriated in Materials & Services to allow payment of rebate to IRS, if required.								
118	169	0	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		0	0	0
Entire amount of fund balance is reserved as Designated Fund Balance-Arbitrage Rebate Reserve.								
<b>11,594</b>	<b>11,645</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>11,594</b>	<b>11,645</b>	<b>11,693</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>8,276</b>	<b>8,276</b>	<b>3,476</b>

Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
11,594	11,645	11,693	<b>TOTAL RESOURCES</b>	8,276	8,276	3,476
11,594	11,645	11,693	<b>TOTAL REQUIREMENTS</b>	8,276	8,276	3,476



# **TRANSPORTATION FUND**





# Transportation Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

- Planned capital improvements during fiscal year 2016-17 include:
  - Commencing construction of the Alpine Avenue improvements project (Transportation Bond & Urban Renewal funds);
  - Finishing the design of the OR 99W & 2<sup>nd</sup> Street signals upgrade project (Transportation Bond & ODOT funds);
  - Completing construction of the 5<sup>th</sup> Street corridor improvements project (Transportation Bond).
  - Completing the design, and beginning construction of the Hill Road corridor improvements project (Transportation Bond);
  - Constructing the Ford Street sidewalk improvements project (Transportation Bond);
  - Finishing the design of the 1<sup>st</sup> & 2<sup>nd</sup> Street pedestrian improvements project (Transportation Bond);
  - Commencing construction of pedestrian & safety improvement projects (Transportation Bond);
  - Constructing the 2016 Contract Overlays (Transportation Bond) & 2016 Slurry Seals (State Gas Taxes) projects;
  - Initiating the design of the Old Sheridan Road corridor improvements project (Transportation Bond);
- The 2016-17 proposed budget includes a transfer of \$600,000 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 2016-17 budget proposal is the \$201,248 principal & interest payment on the ODOT loan for the City's portion of the Newberg – Dundee bypass project. The City will use a portion of our allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment. The remainder of the City's STP funds will be aggregated with future STP allotments and fund exchanged with ODOT in a future fiscal year to help pay for street preservation work.

## Core Services

- Capital improvements to the City's transportation system that increase the system capacity.
- Contracted maintenance projects that extend the life of the City's transportation system.

## Future Challenges and Opportunities

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



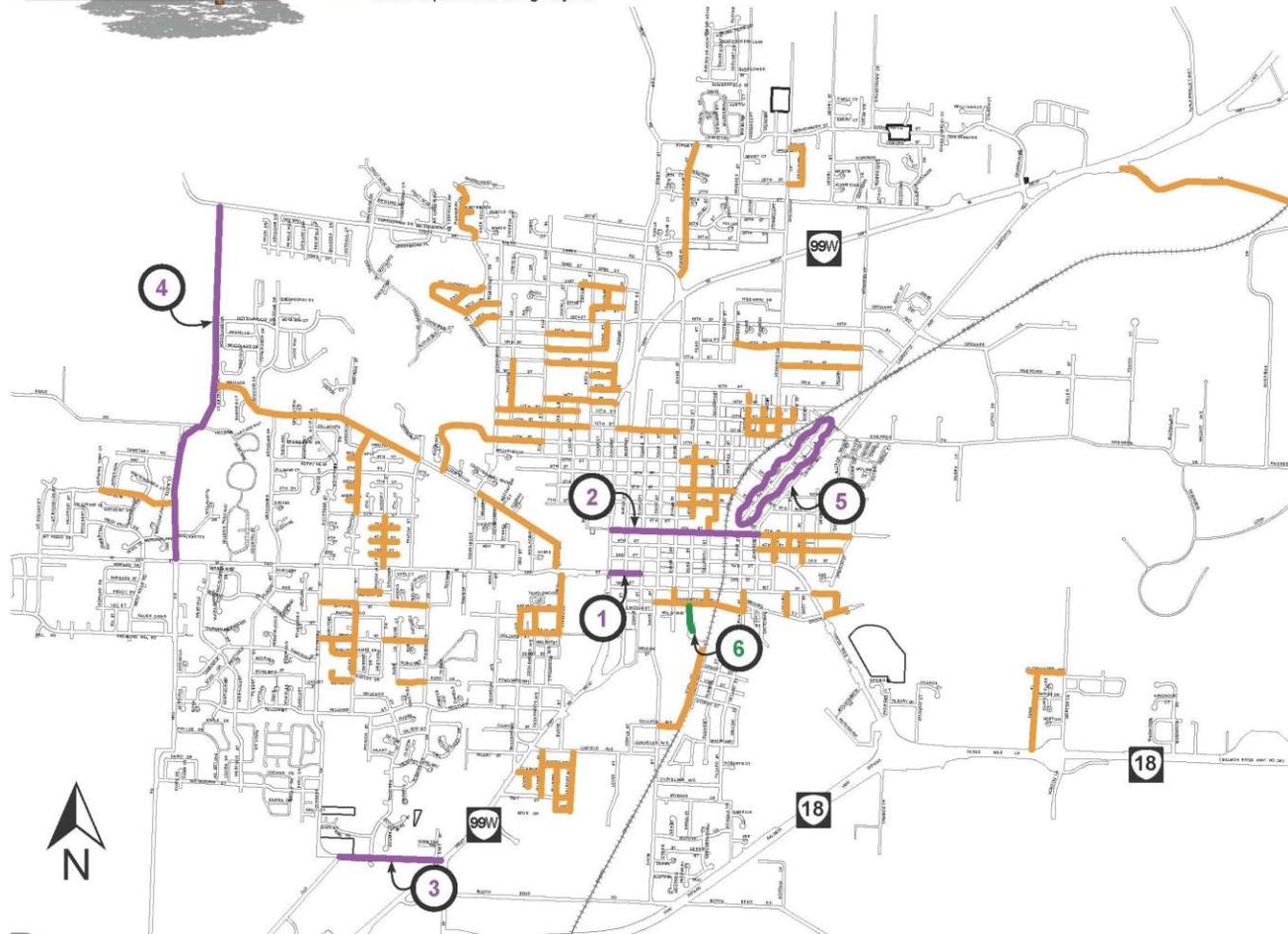
During the summer of 2015, approximately four miles of City streets were repaired and repaved, at a cost of \$1.4-million. These improvements are part of the \$24-million transportation bond measure approved by the voters in 2014.

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>19,149,166</b>	<b>612,979</b>	<b>1,255,448</b>	<b>642,469</b>
Materials & Services	180,068	1,879,150	2,130,794	251,644
Capital Outlay	492,875	3,366,850	9,452,000	6,085,150
Debt Service	-	100,000	201,248	101,248
Transfers Out	78,727	105,354	149,670	44,316
<b>Total Expenditures</b>	<b>751,671</b>	<b>5,451,354</b>	<b>11,933,712</b>	<b>6,482,358</b>
Net Expenditures	18,397,495	(4,838,375)	(10,678,264)	5,839,889



- 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](http://www.ci.mcminnville.or.us)



## Transportation Fund

## Historical Highlights

<b>1856</b>	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 <sup>st</sup> Street / Evans Street / 5 <sup>th</sup> Street.	<b>1983</b>	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	<b>1995</b>	Transportation Fund implemented to account for SDCs and street capital projects.
<b>1900</b>	In the early 1900's, many of the downtown area streets constructed.	<b>1986</b>	Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.	<b>1996</b>	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.
<b>1950</b>	Approximately 15 miles of City streets --- mostly from the downtown area north to 15 <sup>th</sup> Street - both east and west of Adams / Baker Streets.	<b>1990</b>	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.	<b>1997</b>	West 2 <sup>nd</sup> Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
<b>1970</b>	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.	<b>1994</b>	City adopts "Transportation Master Plan."	<b>1997</b>	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.
<b>1975</b>	Voters pass 5-year roadway serial levy - \$120,000 per year.	<b>1995</b>	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.	<b>1997</b>	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.
<b>1980</b>	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	<b>1995</b>	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.	<b>1999</b>	In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.

**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.

Budget Document Report

**45 - TRANSPORTATION FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,538,111	1,704,276	2,037,256	<b>4045-05 Designated Begin FB-Transport Fd - Transportation SDC</b> Estimated system development charge (SDC) designated carryover at July 1, 2016; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	2,186,961	2,186,961	2,251,976
0	0	18,073,688	<b>4045-15 Designated Begin FB-Transport Fd - Bond Proceeds</b> Proceeds carried forward from GO bonds issued in April 2015; designated for projects, as defined in November 2014 ballot measure	15,314,032	15,314,032	14,986,060
212,508	196,407	145,087	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.	24,091	24,091	-15,908
<b>1,750,619</b>	<b>1,900,683</b>	<b>20,256,031</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>17,525,084</b>	<b>17,525,084</b>	<b>17,222,128</b>
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4777 OR Department of Transportation</b> ODOT's contribution to the 2nd Street transportation bond project per IGA #30520	250,000	250,000	250,000
377,188	346,362	353,879	<b>4810 OR Federal Exchange - TEA 21</b> 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. The fund exchange allows the City to spend the money on any City street. Without the fund exchange, the federal dollars would need to be spent on a federal aid project on the City's arterial or collector streets on the federal aid roadway list.	201,248	201,248	201,248
<b>377,188</b>	<b>346,362</b>	<b>353,879</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>451,248</b>	<b>451,248</b>	<b>451,248</b>
<b>CHARGES FOR SERVICES</b>						
157,880	336,637	150,000	<b>5500 System Development Charges</b> 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.	150,000	150,000	150,000
<b>157,880</b>	<b>336,637</b>	<b>150,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>MISCELLANEOUS</b>						
8,561	8,376	9,100	<b>6310 Interest</b>	5,200	5,200	5,200
0	19,103	0	<b>6310-30 Interest - Bond</b>	49,000	49,000	49,000
310	0	0	<b>6600 Other Income</b>	0	0	0
<b>8,871</b>	<b>27,479</b>	<b>9,100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>54,200</b>	<b>54,200</b>	<b>54,200</b>
<b>OTHER FINANCING SOURCE</b>						
0	16,085,000	0	<b>6820-05 Bond Proceeds - Par Amount</b>	0	0	0

Budget Document Report

**45 - TRANSPORTATION FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A				2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	2,153,688	0	<b>6820-10</b>	<b>Bond Proceeds - Premium</b>			0	0	0
<b>0</b>	<b>18,238,688</b>	<b>0</b>	<b><u>TOTAL OTHER FINANCING SOURCE</u></b>				<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>									
200,000	200,000	100,000	<b>6900-20</b>	<b>Transfers In - Street</b>			600,000	600,000	600,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Gas tax revenues used to fund Transportation Fund expenses.	1	600,000	600,000			
<b>200,000</b>	<b>200,000</b>	<b>100,000</b>	<b><u>TOTAL TRANSFERS IN</u></b>				<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>2,494,559</b>	<b>21,049,849</b>	<b>20,869,010</b>	<b><u>TOTAL RESOURCES</u></b>				<b>18,780,532</b>	<b>18,780,532</b>	<b>18,477,576</b>

## 45 - TRANSPORTATION FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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### REQUIREMENTS

#### MATERIALS AND SERVICES

18,570	26,887	35,000	<b>7750</b>	<b>Professional Services</b>	35,400	35,400	35,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit fee allocation	1	7,400	7,400
				Yamhill Parkway Committee support	1	18,000	18,000
				Miscellaneous consulting services	1	10,000	10,000
0	0	1,550	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>	0	0	0
0	143,941	0	<b>7750-63</b>	<b>Professional Services - Financing Issuance Cost</b>	0	0	0
0	0	0	<b>7770-65</b>	<b>Professional Services - Projects - Curb Ramp Replacement</b>	0	0	0
0	6,065	85,100	<b>7770-67</b>	<b>Professional Services - Projects - Street Resurfacing</b>	17,394	17,394	17,394
				Consulting services related to street repair and repaving projects (bond measure)			
0	0	150,000	<b>7770-70</b>	<b>Professional Services - Projects - 2nd Street Improvements</b>	425,000	425,000	425,000
				Consulting services related to 2nd Street improvements project (bond measure)			
0	3,175	412,500	<b>7770-71</b>	<b>Professional Services - Projects - 5th Street Improvements</b>	177,400	177,400	177,400
				Consulting services related to 5th Street improvements project (bond measure)			
0	0	560,000	<b>7770-72</b>	<b>Professional Services - Projects - Alpine Avenue</b>	137,600	137,600	137,600
				Consulting services related to Alpine Avenue improvements project (bond measure)			
0	0	400,000	<b>7770-73</b>	<b>Professional Services - Projects - Hill Road Improvements</b>	973,000	973,000	1,078,000
				Consulting services related to Hill Road improvements project (bond measure)			
0	0	50,000	<b>7770-74</b>	<b>Professional Services - Projects - Old Sheridan Road</b>	50,000	50,000	50,000
				Consulting services related to Old Sheridan Road improvements project (bond measure)			
0	0	85,000	<b>7770-75</b>	<b>Professional Services - Projects - Ford Street Sidewalk</b>	15,000	15,000	30,000
				Consulting services related to Ford Street sidewalk project (bond measure)			
0	0	50,000	<b>7770-76</b>	<b>Professional Services - Projects - 1st &amp; 2nd Pedestrian Improvement</b>	200,000	200,000	244,000
				Consulting services related to 1st and 2nd Street pedestrian safety improvements project (bond measure)			
0	0	50,000	<b>7770-77</b>	<b>Professional Services - Projects - Pedestrian &amp; Safety Improvements</b>	100,000	100,000	115,000
				Consulting services related to pedestrian safety projects (bond measure)			
<b>18,570</b>	<b>180,068</b>	<b>1,879,150</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>2,130,794</b>	<b>2,130,794</b>	<b>2,309,794</b>

#### CAPITAL OUTLAY

67,583	89,701	50,500	<b>9020-05</b>	<b>Street Resurfacing - Seal Coating</b>	100,000	100,000	100,000
				Slurry seal application on various City streets, primarily using fund exchange resources.			
459,471	403,174	0	<b>9020-10</b>	<b>Street Resurfacing - Contract Overlays</b>	250,000	250,000	250,000
				Pavement overlay of various City streets, primarily using fund exchange resources.			

Budget Document Report

**45 - TRANSPORTATION FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	1,400,000	<b>9020-20 Street Resurfacing - Bond Measure</b> Street repair and repaving projects	1,712,000	1,712,000	1,712,000
0	0	0	<b>9030-05 Street Improvements - 2nd Street</b> Improvements to NE 2nd St between Adams and Cowls (bond measure)	1,005,000	1,005,000	1,005,000
0	0	607,900	<b>9030-06 Street Improvements - 5th Street</b> Upgrades to NE 5th St between Lafayette Ave and Adams St (bond measure)	2,110,000	2,110,000	2,110,000
0	0	873,450	<b>9030-07 Street Improvements - Alpine Avenue</b> Improvement of a portion of NE Alpine Ave (bond measure)	1,700,000	1,700,000	1,700,000
0	0	0	<b>9030-08 Street Improvements - Hill Road North</b> Widening and improvement of NW Hill Rd between 2nd St and Baker Cr Rd (bond measure)	1,000,000	1,000,000	1,000,000
0	0	300,000	<b>9030-10 Street Improvements - Ford Street Sidewalk</b> Ford Street sidewalk safety project (bond measure)	400,000	400,000	400,000
0	0	0	<b>9030-11 Street Improvements - 1st &amp; 2nd Street Pedestrian</b> 1st/2nd St pedestrian safety improvements (bond measure)	450,000	450,000	450,000
0	0	135,000	<b>9030-12 Street Improvements - Pedestrian &amp; Safety</b> Sidewalk / pedestrian safety improvements (bond measure)	725,000	725,000	725,000
0	0	0	<b>9150-05 Developer Reimbursement - Storm Drainage</b> Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.	0	0	0
<b>527,054</b>	<b>492,875</b>	<b>3,366,850</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>9,452,000</b>	<b>9,452,000</b>	<b>9,452,000</b>
<b><u>DEBT SERVICE</u></b>						
0	0	0	<b>9472-05 ODOT Loan - Newberg/Dundee Bypass - Principal</b> First principal payment on ODOT loan will be due in 2017 when Phase I of project is complete	128,711	128,711	128,711
0	0	100,000	<b>9472-10 ODOT Loan - Newberg/Dundee Bypass - Interest</b> Estimated interest payment due January 2016 for City's loan balance, as of December 31, 2015	72,537	72,537	72,537
<b>0</b>	<b>0</b>	<b>100,000</b>	<b><u>TOTAL DEBT SERVICE</u></b>	<b>201,248</b>	<b>201,248</b>	<b>201,248</b>
<b><u>TRANSFERS OUT</u></b>						
48,252	78,727	105,354	<b>9700-01 Transfers Out - General Fund</b>	149,670	149,480	149,480
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Transportation Fund support of Engineering operations.	1	13,216	13,216
			Engineering, Admin, & Finance personnel services support.	1	136,264	136,264
<b>48,252</b>	<b>78,727</b>	<b>105,354</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>149,670</b>	<b>149,480</b>	<b>149,480</b>
<b><u>CONTINGENCIES</u></b>						
0	0	500,000	<b>9800 Contingencies</b> Budget Note: As budgeted, contingency is 100% bond proceeds	500,000	500,000	500,000

Budget Document Report

**45 - TRANSPORTATION FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	500,000	<b>TOTAL CONTINGENCIES</b>	500,000	500,000	500,000
<b>ENDING FUND BALANCE</b>						
1,704,276	2,049,290	1,886,251	<b>9945-05 Designated End FB - Transport Fd - Transportation SDC</b> Designated system development charge (SDC) carryover at July 1, 2017; the accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	2,052,815	2,052,815	2,102,909
0	18,110,675	12,748,438	<b>9945-15 Designated End FB - Transport Fd - Bond Proceeds</b> Proceeds from GO bonds issued in April 2015 and carried forward to 2016-17; proceeds designated for transportation projects, as defined in November 2014 ballot measure	4,222,321	4,222,321	3,730,364
196,407	138,213	282,967	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2017, includes the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.	71,684	71,874	31,781
<b>1,900,683</b>	<b>20,298,178</b>	<b>14,917,656</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>6,346,820</b>	<b>6,347,010</b>	<b>5,865,054</b>
<b>2,494,559</b>	<b>21,049,849</b>	<b>20,869,010</b>	<b>TOTAL REQUIREMENTS</b>	<b>18,780,532</b>	<b>18,780,532</b>	<b>18,477,576</b>

Budget Document Report

**45 - TRANSPORTATION FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
2,494,559	21,049,849	20,869,010	<b>TOTAL RESOURCES</b>	18,780,532	18,780,532	18,477,576
2,494,559	21,049,849	20,869,010	<b>TOTAL REQUIREMENTS</b>	18,780,532	18,780,532	18,477,576



# **PARK DEVELOPMENT FUND**



### Budget Highlights

- The 2016-17 proposed budget estimate for park systems development charge (SDC's) revenue is based on approximately 130 single family residential permits generating a total of \$275,340. This estimate does not include any new multi-family complexes that would increase SDC revenue should such development occur, in addition to reaching the 130 new single family residential permit as mentioned.
- Acquisition of the new NW Neighborhood Park site was completed in late 2014. Park master planning processes were completed in the spring of 2015. Final design/engineering plans including construction documents will be completed in the summer/fall of 2016 and a construction bid process planned for January 2017. The budget reflects Professional Services expenditures to help with construction management of this park project; it also reflects anticipated construction costs for the park and adjacent street improvements. These expenditures are shown included in both the Professional Services - NW Neighborhood Park, and the Park Construction – NW Neighborhood Park line items. The park should be completed in the summer of 2017.
- New revenue and expenditure line items also show grant dollars that have been committed to the NW Neighborhood Park including Local Government Grant from Oregon State Parks (\$250,000), The Collins Foundation grant (\$60,000) and the McMinnville Kiwanis Club Foundation donation (\$128,000.) It is anticipated that other grant dollars will also be received by the end of 2016 to support construction of the park and barrier free, inclusive playground.
- The 2016-17 proposed budget includes a \$100,000 transfer to the Debt Service Fund, reducing the amount of the tax levy needed for debt service payments for the Park Improvement Bond passed by voters in November 2000.



### Future Challenges and Opportunities

- With the strong support of citizens, the City is developing a progressive system of parks and open spaces that complement and enhance McMinnville's quality of life. Our park system is highly valued in our community as 89% of McMinnville citizen's use McMinnville parks. The City should remain determined to meet the challenge of improving and sustaining park maintenance staffing/funding levels (as it will in 2016-17) at levels commensurate with the facilities and park functions that serve our growing community in the future.
- Continue to communicate with citizens regarding park project status and park development opportunities and continue to accept public input, leadership, and assistance for ongoing park development success in the future.
- Continue working throughout 2016-17 with the McMinnville Kiwanis Club to promote the new NW Neighborhood Park and particularly, the "barrier-free" playground to directly serve children with cognitive and physical challenges. Kiwanis has raised \$128,000 for the project to date. Overall, the Kiwanis Club continues to be great partners and community advocates for this important playground project. Their assistance has been both critical for our success and much appreciated.
- Park SDC's alone will not support the continued growth of McMinnville's Park System as the community grows and new facilities are needed. The completion of the NW Neighborhood Park in 2017 will essentially end the City's financial capacity to expand our park system at any relevant level without additional resources. While we have created a great park system foundation to serve our existing population, we will be hard pressed to "keep up" with a growing and changing community in the future unless we can successfully secure the same variety of funding opportunities we have enjoyed in the past. Community discussions and goal setting about how to fund future park acquisitions and development projects should be a key component of our Parks, Recreation and Open Space update process that is planned to occur in 2017-18.

# Park Development Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>386,444</b>	<b>392,162</b>	<b>927,660</b>	<b>535,498</b>
Materials & Services	45,168	184,830	172,358	(12,472)
Capital Outlay	368,346	252,300	1,701,725	1,449,425
Transfers Out	151,320	152,236	155,112	2,876
<b>Total Expenditures</b>	<b>564,834</b>	<b>589,366</b>	<b>2,029,195</b>	<b>1,439,829</b>
Net Expenditures	(178,390)	(197,204)	(1,101,535)	904,331



Joe Dancer Park



City Park



## Park Development Fund

## Historical Highlights

- 1906** In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.
- 1909** More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.
- 1917** City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.
- 1927** Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.
- 1956** McMinnville Aquatic Center constructed.
- 1960** Wortman Park acquisition completed - Wortman/ Koch family donations.
- 1968** Quarry Park Site on West Second Street acquired from State of Oregon.
- 1977** Airport Park completed.
- 1979** Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.
- 1979** Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.
- 1979** From 1979 – 1981, old National Guard Armory at 6<sup>th</sup> and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.
- 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.

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,135,583	1,142,958	969,664	<b>4050-05</b> <b>Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds</b> Estimated July 1, 2016 designated carryover of 2001 Park Improvement Bond proceeds.	1,116,782	1,116,782	1,096,982
16,000	16,000	16,000	<b>4050-25</b> <b>Designated Begin FB-Park Dev Fd - Heather Hollow</b> July 1, 2016 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	16,000	16,000
12,500	12,500	10,262	<b>4050-30</b> <b>Designated Begin FB-Park Dev Fd - Howard F Nice Trust</b>	12,500	12,500	12,500
3,440	5,585	0	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.  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.	3,435	3,435	3,435
<b>1,167,524</b>	<b>1,177,043</b>	<b>995,926</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,148,717</b>	<b>1,148,717</b>	<b>1,128,917</b>
<b>INTERGOVERNMENTAL</b>						
0	1,288	60,862	<b>4540</b> <b>Federal LWCF Grant</b> Land and Water Conservation Fund (LWCF) Grant funds to support City Park project design and renovation expenditures described in line items 7770-30 (Professional Services) and 9300-15 (Park Improvements - City Park).	60,862	60,862	60,862
0	0	0	<b>4770-27</b> <b>OR State Park &amp; Recreation Grant - NW Neighborhood Park</b>	260,000	260,000	275,000
			<u>Description</u> State Parks LGG	<u>Units</u> 1	<u>Amt/Unit</u> 275,000	<u>Total</u> 275,000
<b>0</b>	<b>1,288</b>	<b>60,862</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>320,862</b>	<b>320,862</b>	<b>335,862</b>
<b>CHARGES FOR SERVICES</b>						
187,231	379,546	301,000	<b>5500</b> <b>System Development Charges</b> 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.  Budget Note: Current Park SDC is \$2,118 per residential unit. Budget assumes 130 new residential units in 2016-17.	275,340	275,340	275,340
<b>187,231</b>	<b>379,546</b>	<b>301,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>275,340</b>	<b>275,340</b>	<b>275,340</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET														
<b><u>MISCELLANEOUS</u></b>																				
678	781	1,100	<b>6310 Interest</b> Interest earned on SDC, grant, intergovernmental, etc balances	600	600	600														
5,573	4,830	3,600	<b>6310-30 Interest - Bond</b> Interest earned on unspent Park System Improvement Bond proceeds.	4,200	4,200	4,200														
18,000	0	0	<b>6360-15 Grants - Petco Foundation</b>	0	0	0														
0	0	0	<b>6360-16 Grants - The Collins Foundation</b> The Collins Foundation has awarded the City \$60,000 to support the NW Neighborhood Park Barrier Free, Inclusive Playground.	60,000	60,000	60,000														
0	0	600	<b>6450 Donations - Park Development</b> Donations carried over from 2016 to 2017 (\$1000 is for NW Neighborhood Park Playground; \$158 for Dog Park.) Plans on \$500 new donations for NW Park in '16-'17.	1,658	1,658	1,658														
0	0	0	<b>6450-21 Donations - Park Development - NW Neighborhood Park</b> The McMinnville Kiwanis Club will be donating \$128,000 to help fund the Barrier Free, Inclusive Playground within the new NW Neighborhood Park. Other like donation or grants may also be included in this line item if they are secured in the future.	128,000	128,000	128,000														
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><u>Description</u></td> <td style="width: 10%;"><u>Units</u></td> <td style="width: 10%;"><u>Amt/Unit</u></td> <td style="width: 10%;"><u>Total</u></td> <td colspan="3"></td> </tr> <tr> <td>McMinnville Kiwanis Club Donation</td> <td>1</td> <td>128,000</td> <td>128,000</td> <td colspan="3"></td> </tr> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>				McMinnville Kiwanis Club Donation	1	128,000	128,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																	
McMinnville Kiwanis Club Donation	1	128,000	128,000																	
2,900	0	0	<b>6600 Other Income</b>	112,000	112,000	112,000														
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><u>Description</u></td> <td style="width: 10%;"><u>Units</u></td> <td style="width: 10%;"><u>Amt/Unit</u></td> <td style="width: 10%;"><u>Total</u></td> <td colspan="3"></td> </tr> <tr> <td>NW Park Stafford Land Co. cost share Yohn Ranch Dr.</td> <td>1</td> <td>112,000</td> <td>112,000</td> <td colspan="3"></td> </tr> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>				NW Park Stafford Land Co. cost share Yohn Ranch Dr.	1	112,000	112,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																	
NW Park Stafford Land Co. cost share Yohn Ranch Dr.	1	112,000	112,000																	
<b>27,151</b>	<b>5,611</b>	<b>5,300</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>306,458</b>	<b>306,458</b>	<b>306,458</b>														
<b><u>TRANSFERS IN</u></b>																				
0	0	25,000	<b>6900-85 Transfers In - Insurance Services</b> Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement.	25,000	25,000	25,000														
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><u>Description</u></td> <td style="width: 10%;"><u>Units</u></td> <td style="width: 10%;"><u>Amt/Unit</u></td> <td style="width: 10%;"><u>Total</u></td> <td colspan="3"></td> </tr> <tr> <td>Insurance reimbursement - Park shelter</td> <td>1</td> <td>25,000</td> <td>25,000</td> <td colspan="3"></td> </tr> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>				Insurance reimbursement - Park shelter	1	25,000	25,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																	
Insurance reimbursement - Park shelter	1	25,000	25,000																	
<b>0</b>	<b>0</b>	<b>25,000</b>	<b><u>TOTAL TRANSFERS IN</u></b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>														
<b>1,381,906</b>	<b>1,563,487</b>	<b>1,388,088</b>	<b><u>TOTAL RESOURCES</u></b>	<b>2,076,377</b>	<b>2,076,377</b>	<b>2,071,577</b>														

## 50 - PARK DEVELOPMENT FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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### REQUIREMENTS

#### MATERIALS AND SERVICES

0	0	0	<b>7680 Materials &amp; Supplies - Donations</b>	1,658	1,658	1,658
1,444	2,147	1,100	<b>7750 Professional Services</b>	1,300	1,300	1,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	1,300	1,300
500	500	500	<b>7750-57 Professional Services - Financing Administration</b>	3,700	3,700	3,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Arbitrage rebate calculation for 5th Year	1	3,200	3,200
			Paying agent fee	1	500	500
2,669	35,318	148,000	<b>7770-27 Professional Services - Projects - NW Neighborhood Park</b>	159,200	159,200	220,000
			Final NW Neighborhood park master plan refinements, final construction documents and construction management services. Park to be completed in summer of 2017.			
			Budget Note: Project funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding.			
10,805	0	0	<b>7770-29 Professional Services - Projects - Dog Park</b>	0	0	0
0	7,203	35,230	<b>7770-30 Professional Services - Projects - City Park Renovations</b>	6,500	6,500	6,500
			Final professional services costs associated with City Park renovation project.			
<b>15,418</b>	<b>45,168</b>	<b>184,830</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>172,358</b>	<b>172,358</b>	<b>233,158</b>

#### CAPITAL OUTLAY

0	0	0	<b>8725-05 Equipment - Donations - NW Park Playground</b>	188,000	188,000	188,000
			Funds expended in this account come from specified donations and grants as shown.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			McMinnville Kiwanis Club	1	128,000	128,000
			The Collins Foundation	1	60,000	60,000
0	368,346	0	<b>9200-10 Park Acquisition - NW Neighborhood Park</b>	0	0	0
0	0	5,000	<b>9250-20 Park Construction - NE Neighborhood Park</b>	0	0	0
			Pathway connection for new neighborhood access on the north park perimeter.			
0	0	135,000	<b>9250-25 Park Construction - NW Neighborhood Park</b>	1,393,500	1,393,500	1,327,900
			Construction of a NW McMinnville Neighborhood Park. The park (including adjacent streets) is funded with combination of park bond dollars, park SDC's, grants and cost sharing with adjacent property owners.			
			Budget Note: Construction funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding.			
20,082	0	0	<b>9250-30 Park Construction - Dog Park</b>	0	0	0

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	112,300	<b>9300-15</b>	<b>Park Improvements - City Park Renovations</b>		120,225	120,225	120,225
				New footbridge, handicap access pathways to picnic areas, kitchen shelter and security cameras in lower and possible upper City Park areas. These improvements supported by LWCF grant indicated in line item 50-4540. This project will be completed in August or September 2016.				
0	0	0	<b>9300-25</b>	<b>Park Improvements - Heather Hollow City Park</b>		0	0	0
				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.				
18,000	0	0	<b>9300-30</b>	<b>Park Improvements - Dog Park-Petco Foundation grant</b>		0	0	0
<b>38,082</b>	<b>368,346</b>	<b>252,300</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>1,701,725</b>	<b>1,701,725</b>	<b>1,636,125</b>
<b>TRANSFERS OUT</b>								
51,363	51,320	52,236	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		55,112	54,999	54,999
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	54,999	54,999	
100,000	100,000	100,000	<b>9700-60</b>	<b>Transfers Out - Debt Service</b>		100,000	100,000	100,000
				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.				
				Budget Note: Park SDCs available for property tax debt service off-set is proportionate to use of bond money for SDC percentage of bond projects				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transfer of park system development charges (SDC's)	1	100,000	100,000	
<b>151,363</b>	<b>151,320</b>	<b>152,236</b>	<b>TOTAL TRANSFERS OUT</b>			<b>155,112</b>	<b>154,999</b>	<b>154,999</b>
<b>CONTINGENCIES</b>								
0	0	782,722	<b>9800</b>	<b>Contingencies</b>		31,182	31,295	31,295
<b>0</b>	<b>0</b>	<b>782,722</b>	<b>TOTAL CONTINGENCIES</b>			<b>31,182</b>	<b>31,295</b>	<b>31,295</b>
<b>ENDING FUND BALANCE</b>								
1,142,958	965,924	0	<b>9950-05</b>	<b>Designated End FB - Park Dev Fd - Park Development Bond Proceeds</b>		0	0	0
				All funds remaining at June 30, 2017 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.				
16,000	16,000	16,000	<b>9950-25</b>	<b>Designated End FB - Park Dev Fd - Heather Hollow</b>		16,000	16,000	16,000
12,500	12,500	0	<b>9950-30</b>	<b>Designated End FB - Park Dev Fd - Howard F Nice Trust</b>		0	0	0

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
5,585	4,229	0	<b>9999 Unappropriated Ending Fd Balance</b>	0	0	0
All funds remaining at June 30, 2017 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.						
<b>1,177,043</b>	<b>998,653</b>	<b>16,000</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>1,381,906</b>	<b>1,563,487</b>	<b>1,388,088</b>	<b>TOTAL REQUIREMENTS</b>	<b>2,076,377</b>	<b>2,076,377</b>	<b>2,071,577</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
1,381,906	1,563,487	1,388,088	<b>TOTAL RESOURCES</b>	2,076,377	2,076,377	2,071,577
1,381,906	1,563,487	1,388,088	<b>TOTAL REQUIREMENTS</b>	2,076,377	2,076,377	2,071,577



# **URBAN RENEWAL FUND**





# Urban Renewal

## 2016 – 2017 Proposed Budget --- Budget Summary

### Budget Highlights

On July 23, 2013, the McMinnville City Council, acting in its capacity as the Urban Renewal Agency's governing body, adopted the McMinnville Urban Renewal Plan. This plan charts a long-term path designed to foster economic growth and revitalization within a nearly 175 acre area that includes the historic downtown and neighboring lands to the northeast. The projects identified within the plan are directed at improving and extending existing public infrastructure within the district, providing public amenities, and making the area more attractive for private investment. Funding for these improvements will be provided through a combination of private and public resources, with the primary source being tax increment financing. (Tax increment financing is a method by which taxes are reallocated; it is not a new or additional tax). To help guide and direct the Plan's implementation, the Urban Renewal Agency Board established the McMinnville Urban Renewal Advisory Committee. A budget committee has been appointed to review the Urban Renewal District's annual budget.

Consistent with State law, the budget for the McMinnville Urban Renewal program is composed of two funds: the Urban Renewal Fund and the Urban Renewal Debt Service Fund. The Urban Renewal Fund receives revenue from the issuance of debt and expends those funds on projects, administration, and contracts for other services and supplies. The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt.

In this fiscal year, the Urban Renewal Fund proposes expenditures of \$2,064,330, the majority of which is directed at the design and construction of a nearly two-block section of Alpine Avenue. The balance of the expenditures – some \$64,330 – is for administration, contract services, repayment of prior project study costs (feasibility

study and urban renewal plan), and loan interest. Funding for these expenditures is proposed to come from the proceeds of a loan from the City's General Fund, as provided for in the intergovernmental agreement between the two agencies (City and Urban Renewal Agency).

The Debt Service Fund includes projected tax increment revenues of \$178,500, after taking into account an estimated 8% for uncollectible taxes. This revenue projection is based upon a 2012-13 tax roll "frozen base" for the district of \$86,331,273 and payment of taxes on some \$14.8 million increase in value since that time. Tax increment revenue would be used in this fiscal year to repay the loan from the City, should the loan be realized. The balance of the revenue received is held in the ending fund balance and carried forward for future debt service payments.



***Alpine Avenue***



***Alpine Avenue  
Redesign Concept***

# Urban Renewal Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

### Near Term

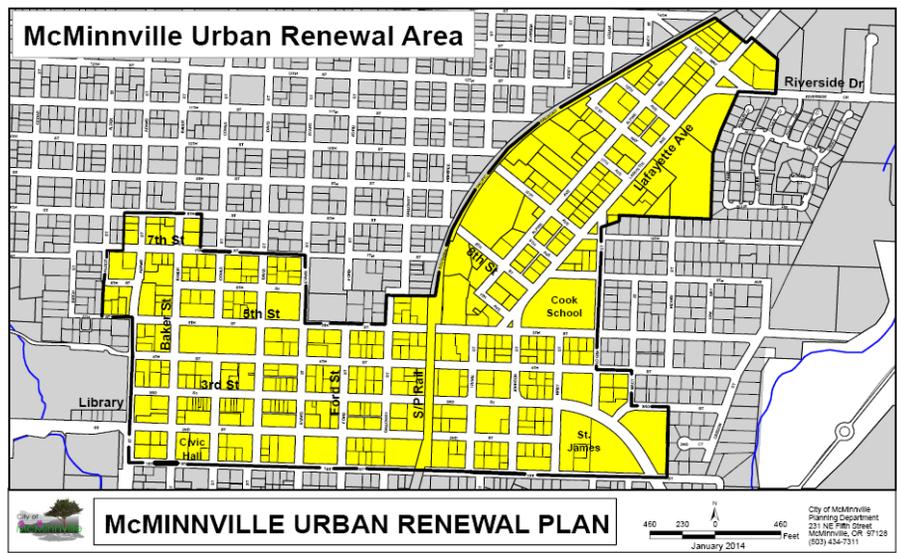
- Review and modify as necessary the Urban Renewal Plan's short and longer term project schedule to match current financial forecasts and opportunities presented by the passage of the transportation bond. Priority should be given to projects/programs that address the Plan's adopted goals.

### Longer Term

- Maintain an ability to effectively manage an evolving and growing urban renewal program while balancing other assigned duties with currently available staff.

## Urban Renewal Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>82,213</b>	<b>341,550</b>	<b>2,244,230</b>	<b>1,902,680</b>
Materials & Services	-	219,100	164,330	(54,770)
Capital Outlay	-	5,000	1,900,000	1,895,000
Debt Service	5,000	66,500	251,855	185,355
<b>Total Expenditures</b>	<b>5,000</b>	<b>290,600</b>	<b>2,316,185</b>	<b>2,025,585</b>
Net Expenditures	77,213	50,950	(71,955)	122,905



**2011** Work begins on the drafting of a state funded Northeast Gateway Plan and Implementation Strategy.



**2011** Council and other interested parties begin exploration of Tax Increment Financing (TIF) as possible source of funds for improvements in the Northeast Gateway District and downtown McMinnville.

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

**2012** Based upon findings of the Feasibility Study, the Council initiates work on a draft Urban Renewal Plan for a 175-acre area that includes the historic downtown and Northeast Gateway area.

**2013** City Council appoints itself as the “McMinnville Urban Renewal Agency;” and, acting in its capacity as the Agency, adopts the McMinnville Urban Renewal Plan.

**2014** McMinnville Urban Renewal Advisory Committee (MURAC) appointed to help guide and advise Agency on urban renewal issues.

**2015** Urban Renewal Agency adopts its first budget; realizes TIF revenue of \$80,550 based upon \$6.5 million increment of growth (“frozen base” of \$86.3 million).

**58 - URBAN RENEWAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET																					
<b>RESOURCES</b>																											
<b>BEGINNING FUND BALANCE</b>																											
0	0	0	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2016 carryover from 2015-2016 fiscal year.	0	0	0																					
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>																					
<b>MISCELLANEOUS</b>																											
0	0	0	<b>6310</b> <b>Interest</b> Estimated interest income earned	0	0	0																					
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>																					
<b>OTHER FINANCING SOURCE</b>																											
0	0	224,100	<b>6840</b> <b>Inter-Agency Loan Proceeds - City</b> Loan proceeds received from the City as provided for in City/Urban Renewal Agency intergovernmental agreements	2,064,330	2,064,330	2,064,330																					
<table border="0" style="width: 100%;"> <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> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>Capital outlay - Alpine Avenue extension</td> <td style="text-align: right;">1</td> <td style="text-align: right;">2,022,000</td> <td style="text-align: right;">2,022,000</td> <td colspan="3"></td> </tr> <tr> <td>Materials and services</td> <td style="text-align: right;">1</td> <td style="text-align: right;">42,330</td> <td style="text-align: right;">42,330</td> <td colspan="3"></td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>				Capital outlay - Alpine Avenue extension	1	2,022,000	2,022,000				Materials and services	1	42,330	42,330			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																								
Capital outlay - Alpine Avenue extension	1	2,022,000	2,022,000																								
Materials and services	1	42,330	42,330																								
<b>0</b>	<b>0</b>	<b>224,100</b>	<b>TOTAL OTHER FINANCING SOURCE</b>	<b>2,064,330</b>	<b>2,064,330</b>	<b>2,064,330</b>																					
<b>0</b>	<b>0</b>	<b>224,100</b>	<b>TOTAL RESOURCES</b>	<b>2,064,330</b>	<b>2,064,330</b>	<b>2,064,330</b>																					

**58 - URBAN RENEWAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	500	<b>7520</b>	<b>Public Notices &amp; Printing</b>		500	500	500
Legal notices for public meetings, printing of plan documents, and informational materials.								
0	0	100	<b>7610-05</b>	<b>Insurance - Liability</b>		1,100	1,100	1,100
0	0	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		500	500	500
0	0	45,000	<b>7750</b>	<b>Professional Services</b>		30,230	30,230	30,230
Contract services for annual audit, project management, design, legal, and other services related to urban renewal projects and programs.								
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	5,200	5,200		
			Other professional services	1	7,500	7,500		
			Association of Oregon Redevelopment Agencies annual membership	1	250	250		
			Consulting services	1	17,280	17,280		
0	0	0	<b>7750-63</b>	<b>Professional Services - Financing Issuance Cost</b>		22,000	22,000	22,000
0	0	163,000	<b>7770-72</b>	<b>Professional Services - Projects - Alpine Avenue</b>		100,000	100,000	100,000
0	0	10,000	<b>8225</b>	<b>Facade Rehabilitation Program</b>		10,000	10,000	10,000
Program designed to provide funds to eligible property owners and tenants to improve building facades within urban renewal district.								
<b>0</b>	<b>0</b>	<b>219,100</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>164,330</b>	<b>164,330</b>	<b>164,330</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	5,000	<b>8920</b>	<b>Land Improvements</b>		0	0	0
0	0	0	<b>9030-07</b>	<b>Street Improvements - Alpine Avenue</b>		1,900,000	1,900,000	1,900,000
<b>0</b>	<b>0</b>	<b>5,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>1,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>
<b><u>CONTINGENCIES</u></b>								
0	0	0	<b>9800</b>	<b>Contingencies</b>		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
0	0	0	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		0	0	0
All funds loaned to Urban Renewal by the City during the fiscal year are anticipated to be spent. As a result, there is no carry forward to the next fiscal year.								
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**58 - URBAN RENEWAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	224,100	<b>TOTAL REQUIREMENTS</b>	2,064,330	2,064,330	2,064,330

Budget Document Report

**58 - URBAN RENEWAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	224,100	<b>TOTAL RESOURCES</b>	2,064,330	2,064,330	2,064,330
0	0	224,100	<b>TOTAL REQUIREMENTS</b>	2,064,330	2,064,330	2,064,330



**URBAN RENEWAL DEBT SERVICE FUND**



Budget Document Report

**59 - URBAN RENEWAL DEBT SERVICE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
0	0	75,750	<b>4059-05</b> Designated Begin Fd Balance-Urban Renewal - Reserved for Debt Service July 1, 2016 designated carryover from the 2015-2016 fiscal year for future debt service payments.	165,485	165,485	148,125
0	0	0	<b>4090</b> Beginning Fund Balance	0	0	0
<b>0</b>	<b>0</b>	<b>75,750</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>165,485</b>	<b>165,485</b>	<b>148,125</b>
<b>PROPERTY TAXES</b>						
0	82,030	115,200	<b>4100-05</b> Property Taxes - Current \$144,425 2016-2017 Estimated Tax increment revenue (\$11,555) Less uncollectible taxes - 8% \$132,870 2016-2017 Total tax increment revenue	178,500	178,500	132,870
0	0	2,000	<b>4100-10</b> Property Taxes - Prior Collection of delinquent taxes from prior year Division of Tax.	1,000	1,000	1,000
<b>0</b>	<b>82,030</b>	<b>117,200</b>	<b>TOTAL PROPERTY TAXES</b>	<b>179,500</b>	<b>179,500</b>	<b>133,870</b>
<b>MISCELLANEOUS</b>						
0	183	250	<b>6310</b> Interest	400	400	400
<b>0</b>	<b>183</b>	<b>250</b>	<b>TOTAL MISCELLANEOUS</b>	<b>400</b>	<b>400</b>	<b>400</b>
<b>0</b>	<b>82,213</b>	<b>193,200</b>	<b>TOTAL RESOURCES</b>	<b>345,385</b>	<b>345,385</b>	<b>282,395</b>

**59 - URBAN RENEWAL DEBT SERVICE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET																				
<b>REQUIREMENTS</b>																										
<b>DEBT SERVICE</b>																										
0	5,000	66,100	<b>9415-05 Inter-Agency Loan - Principal</b> Repayment of loan as provided for in City/Urban Renewal Agency intergovernmental agreements.	201,730	201,730	201,730																				
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Repayment of prior year expense</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Repayment of current year loan from the City</td> <td>1</td> <td>42,330</td> <td>42,330</td> </tr> <tr> <td>Repayment of Alpine Ave extension project loan</td> <td>1</td> <td>100,000</td> <td>100,000</td> </tr> <tr> <td>Repayment of 1/3 Alpine Ave loan for Engineering costs</td> <td>1</td> <td>54,400</td> <td>54,400</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Repayment of prior year expense	1	5,000	5,000	Repayment of current year loan from the City	1	42,330	42,330	Repayment of Alpine Ave extension project loan	1	100,000	100,000	Repayment of 1/3 Alpine Ave loan for Engineering costs	1	54,400	54,400			
Description	Units	Amt/Unit	Total																							
Repayment of prior year expense	1	5,000	5,000																							
Repayment of current year loan from the City	1	42,330	42,330																							
Repayment of Alpine Ave extension project loan	1	100,000	100,000																							
Repayment of 1/3 Alpine Ave loan for Engineering costs	1	54,400	54,400																							
0	0	400	<b>9415-10 Inter-Agency Loan - Interest</b> Payment of interest on loan as provided for in City/Urban Renewal Agency intergovernmental agreements.	50,125	50,125	50,125																				
<b>0</b>	<b>5,000</b>	<b>66,500</b>	<b>TOTAL DEBT SERVICE</b>	<b>251,855</b>	<b>251,855</b>	<b>251,855</b>																				
<b>ENDING FUND BALANCE</b>																										
0	0	126,700	<b>9959-05 Designated Ending Fund Balance - Urban Renewal - Reserved for Debt Service</b> All tax increment dollars carried forward to next fiscal year are designated for future debt service payments.	93,530	93,530	30,540																				
0	77,213	0	<b>9999 Unappropriated Ending Fd Balance</b>	0	0	0																				
<b>0</b>	<b>77,213</b>	<b>126,700</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>93,530</b>	<b>93,530</b>	<b>30,540</b>																				
<b>0</b>	<b>82,213</b>	<b>193,200</b>	<b>TOTAL REQUIREMENTS</b>	<b>345,385</b>	<b>345,385</b>	<b>282,395</b>																				

Budget Document Report

**59 - URBAN RENEWAL DEBT SERVICE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	82,213	193,200	<b>TOTAL RESOURCES</b>	345,385	345,385	282,395
0	82,213	193,200	<b>TOTAL REQUIREMENTS</b>	345,385	345,385	282,395



## **DEBT SERVICE FUND**



- **Statement of Bonds and Loans Outstanding**



### Budget Highlights

#### Debt Service – Current Property Taxes

- In fiscal year 2016-17, the City will levy \$2,715,000 in property taxes for principal and interest debt service payments on general obligation bonds. This levy will result in an estimated tax rate for debt service of \$1.0879 per \$1,000 of assessed property values. This tax rate compares to the actual debt service tax rate of \$1.1884 in 2015-16.
- The decrease in the tax rate is partially due to the 4.0% growth in assessed values (AV) in 2015-16. Generally, as the AV increases, the rate needed to levy sufficient taxes for debt service payments decreases.
- The decrease in the tax rate is also attributable to the issuance of refunding bonds in 2015 and restructuring the timing of debt service payments. Although this change to the debt service payment schedule decreases the tax rate in 2016-17, subsequent years' tax rates will increase due to debt service on general obligation bonds issued in 2015.
- When calculating the tax levy for debt service, the City takes into account that approximately 8% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- **2011 Park Improvement Refunding Bonds** – In 2011, general obligation bonds were issued to refund (i.e., pay off) Park Improvement Bonds issued in 2001. The principal balance for the 2011 Refunding Bonds at June 30, 2016, is \$3,470,000. The 2011 Refunding Bonds will be fully paid in 2021.
- **2015 Transportation Bonds** - In April 2015 the City issued \$16,085,000 in general obligation bonds for transportation projects. Issuance of the bonds was approved by the voters in November 2014. The bonds are 15-year bonds and will be fully paid in 2030.

- **2015 Refunding Bonds** - In April 2015, the City issued \$7,235,000 in general obligation refunding bonds, with proceeds of the bonds used to pay off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The 2016 Refunding bonds are 10-year bonds and will be fully paid in 2025.

#### Transfers From Other Funds

- All costs or certain percentages of the costs of capital projects are frequently funded with systems development charge (SDC) revenue. SDC revenue may be transferred to the Debt Service Fund to offset the cost of debt service payments on bonds that were also used to fund the project. SDC revenue can only be used in this manner in proportion to the percentage of a project that was eligible for funding with SDC revenue.
- **Transfer from Transportation Fund** – After all bond proceeds and interest earned on the proceeds are spent, the final SDC percentage will be calculated. In the future, the City intends to transfer all qualifying SDC revenues from the Transportation Fund to the Debt Service Fund to reduce the related debt service tax levy.
- **Transfer from Park Development Fund** – Since 2001 when the \$9,500,000 General Obligations Bonds for Park System Improvements were issued, park SDC revenues have been transferred to the Debt Service Fund to reduce the related debt service tax levy. \$100,000 in park SDC revenue will be transferred from the Park Development Fund to the Debt Service Fund in 2016-17.

# Debt Service Fund

## 2016 – 2017 Proposed Budget --- Budget Summary

### 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.
- Local Budget Law allows the City to levy taxes in the current fiscal year for debt service payments in the subsequent year because funds carried forward to the subsequent year are reserved for debt service payments.

### Future Challenges and Opportunities

- The City funds construction of major capital projects for wastewater treatment systems and facilities with fees collected from users of the wastewater treatment system.
- However, major capital projects, building repairs, and equipment related to other services provided by the City must be funded with general operating revenues or by the issuance of debt.
- The City has issued general obligation bonds in the past and used the proceeds to finance the Police Station, the Civic Hall, and Park System improvements. Since property taxes are used to pay debt service on general obligation bonds, these bonds must be approved by the voters.
- A full faith and credit bank loan, such as the \$1.3 million loan obtained by the City in 2015 to purchase Fire vehicles, does not require approval by the voters. However, the City cannot levy additional property taxes to pay debt service on the loan. Debt service payments must be paid from the general operating funds of the City and, therefore, debt service payments for bank loans impact the budgets of all departments in the General Fund.

- The City will continue to evaluate and identify fiscally responsible options for the funding of major capital projects, building repairs, and equipment purchases in the future.

### Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>10,055,298</b>	<b>2,777,800</b>	<b>2,659,676</b>	<b>(118,124)</b>
Debt Service	1,630,325	2,435,630	3,358,950	923,320
Other Financing Uses	8,414,899	-	-	-
<b>Total Expenditures</b>	<b>10,045,224</b>	<b>2,435,630</b>	<b>3,358,950</b>	<b>923,320</b>
Net Expenditures	10,074	342,170	(699,274)	1,041,444



## Debt Service Fund

## Historical Highlights

<b>1969</b>	Voters approve \$710,000 six-year sewage disposal general obligation bond issue.	<b>1984</b>	Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.	<b>2002</b>	November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.
<b>1975</b>	City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.	<b>1986</b>	September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.	<b>2006</b>	Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006.
<b>1978</b>	March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.	<b>1989</b>	Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.	<b>2011</b>	2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.
<b>1978</b>	November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.	<b>1995</b>	Voters fail 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.	<b>2012</b>	Projects in Public Safety Facilities Construction Fund completed. Unspent bond proceeds transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds.
<b>1980</b>	February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.	<b>1996</b>	Bonds issued for advance refunding of 1989 bonds.	<b>2014</b>	November 2014, voters approve 15-year general obligation bonds for transportation system improvements
<b>1982</b>	May 1982, voters approve a seven-year property tax serial levy to construct airport office building.	<b>1996</b>	Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.	<b>2015</b>	Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
<b>1982</b>	August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.	<b>1997</b>	Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.		



## Statement of Bonds and Loans Outstanding 2016-2017 Proposed Budget

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6/30/2016	Maturing 2016 - 2017 Principal	Maturing 2016 - 2017 Interest
<b>GENERAL OBLIGATION BONDS</b>							
Property taxes are levied annually to pay principal and interest payments on General Obligation bonds. Property taxes levied for debt service and debt service payments on General Obligation bonds are accounted for in the Debt Service Fund.							
<b>2006 Public Safety Civic Buildings Construction Bonds</b> Bond proceeds used to construct Police Department Building at 2nd and Adams and Civic Hall Building at 2nd and Baker.	11/14/2006	8/1/2016	\$ 13,120,000	3.75 - 5.50%	\$ 640,000	\$ 640,000	\$ 12,800
<b>2015 Public Safety Civic Building Refunding Bonds</b> Bond proceeds used for advance refunding of 2006 Public Safety & Courtroom/Civic Buildings Construction Bonds. Bond proceeds are held in Escrow until 2006 bonds are callable in 2016.	4/16/2015	6/30/2027	\$ 7,235,000	2.50 - 5.00%	\$ 7,170,000	-	\$ 317,300
<b>2011 Park Improvement Refunding Bonds</b> Bond proceeds used to refund 2001 Park Improvement Bonds.	10/6/2011	10/6/2021	\$ 5,590,000	2.00 - 4.00%	\$ 3,470,000	\$ 550,000	\$ 88,000
<b>2015 Transportation Bonds</b> Bond proceeds used to for major street improvements and repairs.	4/16/2015	6/30/2030	\$ 16,085,000	2.50 - 5.00%	\$ 15,775,000	\$ 1,100,000	\$ 650,850
<b>TOTAL - General Obligation Bonds</b>			\$ 42,030,000		\$ 27,055,000	\$ 2,290,000	\$ 1,068,950

Budget Document Report

**60 - DEBT SERVICE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**RESOURCES**

**BEGINNING FUND BALANCE**

555,000	585,000	615,000	<b>4060-20</b> <b>Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1</b> July 1, 2016 designated carryover from 2015-2016 for Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2016, which is prior to receipt of 2016-2017 property taxes	640,000	640,000	640,000
215,270	200,010	25,100	<b>4060-25</b> <b>Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1</b> July 1, 2016 designated carryover from the 2015-2016 for Public Safety and Courtroom/Civic Building Bond interest due August 1, 2016, which is prior to receipt of 2016-2017 property taxes	12,800	12,800	12,800
0	0	0	<b>4060-27</b> <b>Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1</b> July 1, 2016 designated carryover from 2015-2016 to pay Public Safety Building Refunding Bond interest due August 1, 2016, which is prior to receipt of 2016-2017 property taxes	158,650	158,650	158,650
515,000	520,000	535,000	<b>4060-32</b> <b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b> July 1, 2016 designated carryover from the 2015-2016 fiscal year to pay 2011 Park Refunding Bond principal due August 1, 2016 which is prior to receipt of 2016-2017 property taxes.	550,000	550,000	550,000
62,450	57,300	52,100	<b>4060-33</b> <b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b> July 1, 2016 designated carryover from the 2015-2016 fiscal year to pay 2011 Park Refunding Bond interest due August 1, 2016 which is prior to receipt of 2016-2017 property taxes.	46,750	46,750	46,750
0	0	0	<b>4060-35</b> <b>Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1</b> July 1, 2016 designated carryover from the 2015-2016 to pay Transportation Bond Interest due August 1, 2016, which is prior to the receipt of 2016-2017 taxes	325,425	325,425	325,425
94,779	97,499	205,518	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.	77,834	77,834	77,834
<b>1,442,499</b>	<b>1,459,809</b>	<b>1,432,718</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,811,459</b>	<b>1,811,459</b>	<b>1,811,459</b>

**PROPERTY TAXES**

1,456,554	1,470,189	2,623,600	<b>4100-05</b> <b>Property Taxes - Current</b> \$2,715,000 2016-2017 debt service property tax levy (\$217,200) Less uncollectible taxes - 8% \$2,497,800 2016-2017 Current property taxes  Debt Service property tax rate estimated at \$1.0879 per \$1,000 of assessed value compared to \$1.1884 in 2015-2016.	2,497,800	2,497,800	2,497,800
60,712	60,388	50,000	<b>4100-10</b> <b>Property Taxes - Prior</b> Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	50,000	50,000	50,000

Budget Document Report

**60 - DEBT SERVICE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET																		
1,517,266	1,530,577	2,673,600	<b>TOTAL PROPERTY TAXES</b>			2,547,800	2,547,800	2,547,800																		
<b>MISCELLANEOUS</b>																										
5,068	4,379	4,200	6310	Interest		3,600	3,600	3,600																		
<b>5,068</b>	<b>4,379</b>	<b>4,200</b>	<b>TOTAL MISCELLANEOUS</b>			<b>3,600</b>	<b>3,600</b>	<b>3,600</b>																		
<b>OTHER FINANCING SOURCE</b>																										
0	7,235,000	0	6820-05	Bond Proceeds - Par Amount		0	0	0																		
0	1,185,342	0	6820-10	Bond Proceeds - Premium		0	0	0																		
<b>0</b>	<b>8,420,342</b>	<b>0</b>	<b>TOTAL OTHER FINANCING SOURCE</b>			<b>0</b>	<b>0</b>	<b>0</b>																		
<b>TRANSFERS IN</b>																										
0	0	0	6900-40	Transfers In - Public Safety Facilities Const		8,276	8,276	8,276																		
<table border="0"> <thead> <tr> <th colspan="3"></th> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td colspan="3"></td> <td>Closing Public Safety Facility Construction Fund</td> <td>1</td> <td>8,276</td> <td>8,276</td> <td colspan="2"></td> </tr> </tbody> </table>												Description	Units	Amt/Unit	Total						Closing Public Safety Facility Construction Fund	1	8,276	8,276		
			Description	Units	Amt/Unit	Total																				
			Closing Public Safety Facility Construction Fund	1	8,276	8,276																				
100,000	100,000	100,000	6900-50	Transfers In - Park Development		100,000	100,000	100,000																		
Transfer from Park Development Fund to off-set property taxes levied to pay park improvement bond debt service.  Budget Note: Available amount of Park Devopment SDC's for property tax debt service is proportionate to the percentage use of original bond money on SDC Park Development projects.																										
<table border="0"> <thead> <tr> <th colspan="3"></th> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td colspan="3"></td> <td>Transfer of park system development charges (SDC's)</td> <td>1</td> <td>100,000</td> <td>100,000</td> <td colspan="2"></td> </tr> </tbody> </table>												Description	Units	Amt/Unit	Total						Transfer of park system development charges (SDC's)	1	100,000	100,000		
			Description	Units	Amt/Unit	Total																				
			Transfer of park system development charges (SDC's)	1	100,000	100,000																				
<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>TOTAL TRANSFERS IN</b>			<b>108,276</b>	<b>108,276</b>	<b>108,276</b>																		
<b>3,064,834</b>	<b>11,515,107</b>	<b>4,210,518</b>	<b>TOTAL RESOURCES</b>			<b>4,471,135</b>	<b>4,471,135</b>	<b>4,471,135</b>																		

Budget Document Report

**60 - DEBT SERVICE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>DEBT SERVICE</b>						
555,000	585,000	615,000	<b>9460-05 2006 PS &amp; Court/Civic Bldg Bond - Principal - Aug 1</b> Remaining 2006 Public Safety and Courtroom/Civic Building principal payment, due August 1, 2016.	640,000	640,000	640,000
200,006	183,919	12,800	<b>9460-10 2006 PS &amp; Court/Civic Bldg Bond - Interest - Feb 1</b> 2006 Public Safety and Courtroom/Civic Building Bonds were advance refunded in 2014-15. No interest payment is due February 1, 2017	0	0	0
215,269	200,006	25,100	<b>9460-15 2006 PS &amp; Court/Civic Bldg Bond - Interest - Aug 1</b> Remaining 2006 Public Safety and Courtroom/Civic Building Bond interest payment due August 1, 2016	12,800	12,800	12,800
0	0	65,000	<b>9462-05 2015 Public Safety Bldg Refunding Bond - Principal - Feb 1</b> 2015 Bonds were issued to advance refund 2006 Public Safety and Courtroom/Civic Building bonds. First principal payment is due February 1, 2018	0	0	0
0	0	252,485	<b>9462-10 2015 Public Safety Bldg Refunding Bond - Interest - Feb 1</b> 2015 Bonds were issued to advance refund 2006 Public Safety and Courtroom/Civic Building Bonds. Inter payment is due February 1, 2017	158,650	158,650	158,650
0	0	0	<b>9462-15 2015 Public Safety Bldg Refunding Bond - Interest - Aug 1</b> 2015 Bonds were issued to advance refund 2006 Public Safety and Courtroom/Civic Building bonds. Interest payment is due August 1, 2016	158,650	158,650	158,650
0	0	310,000	<b>9475-05 2015 Transportation Bond - Principal - Feb 1</b> 2015 Transportation Bond principal payment due February 1, 2017	1,100,000	1,100,000	1,100,000
0	0	521,395	<b>9475-10 2015 Transportation Bond - Interest - Feb 1</b> 2015 Transportation Bond interest payment due February 1, 2017	325,425	325,425	325,425
0	0	0	<b>9475-15 2015 Transportation Bond - Interest - Aug 1</b> 2015 Transportation Bond interest payment due August 1, 2016	325,425	325,425	325,425
515,000	520,000	535,000	<b>9485-05 2011 Park Bond Refunding - Principal - Aug 1</b> 2011 Park Refunding Bond principal payment due August 1, 2016	550,000	550,000	550,000
57,300	52,100	46,750	<b>9485-10 2011 Park Bond Refunding - Interest - Feb 1</b> 2011 Park Refunding Bond interest payment due February 1, 2017	41,250	41,250	41,250
62,450	57,300	52,100	<b>9485-15 2011 Park Bond Refunding - Interest - Aug 1</b> 2011 Park Refunding Bond interest payment due August 1, 2016	46,750	46,750	46,750
0	32,000	0	<b>9490 Bond Refunding</b>	0	0	0
<b>1,605,025</b>	<b>1,630,325</b>	<b>2,435,630</b>	<b>TOTAL DEBT SERVICE</b>	<b>3,358,950</b>	<b>3,358,950</b>	<b>3,358,950</b>
<b>OTHER FINANCING USES</b>						
0	8,414,899	0	<b>9600 Bond Refunding</b>	0	0	0
<b>0</b>	<b>8,414,899</b>	<b>0</b>	<b>TOTAL OTHER FINANCING USES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>ENDING FUND BALANCE</b>						
585,000	615,000	640,000	<b>9960-20</b> <b>Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1</b> 2006 Public Safety and Courtroom/Civic Buildings Bonds were advance refunded in 2014-2015	0	0	0
200,010	183,920	12,800	<b>9960-25</b> <b>Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1</b> 2006 Public Safety and Courtroom/Civic Buildings Bonds were advance refunded in 2014-2015	0	0	0
0	0	158,650	<b>9960-27</b> <b>Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1</b> July 1, 2017 designated cash carryover for payment of 2015 Public Safety Building Refunding Bond interest due August 1, 2017, which is prior to receipt of 2017-2018 property taxes	158,650	158,650	158,650
520,000	535,000	550,000	<b>9960-32</b> <b>Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b> July 1, 2017 designated cash carryover for payment of the 2011 Park Refunding Bond principal due August 1, 2017 which is prior to 2017-2018 receipt of property taxes	555,000	555,000	555,000
57,300	52,100	46,750	<b>9960-33</b> <b>Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b> July 1, 2017 designated cash carryover for payment of the 2011 Park Refunding Bond interest due August 1, 20167which is prior to receipt of 2017-2018 property taxes	41,250	41,250	41,250
0	0	325,425	<b>9960-35</b> <b>Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1</b> July 1, 2017 designated cash carryover for payment of 2017 Transportation Bond interest due August 1, 2017, which is prior to receipt of 2017-2018 taxes	308,925	308,925	308,925
97,499	83,863	41,263	<b>9999</b> <b>Unappropriated Ending Fd Balance</b> Unassigned carryover for July 1, 2017, including the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.	48,360	48,360	48,360
<b>1,459,809</b>	<b>1,469,883</b>	<b>1,774,888</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>1,112,185</b>	<b>1,112,185</b>	<b>1,112,185</b>
<b>3,064,834</b>	<b>11,515,107</b>	<b>4,210,518</b>	<b>TOTAL REQUIREMENTS</b>	<b>4,471,135</b>	<b>4,471,135</b>	<b>4,471,135</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
3,064,834	11,515,107	4,210,518	<b>TOTAL RESOURCES</b>	4,471,135	4,471,135	4,471,135
3,064,834	11,515,107	4,210,518	<b>TOTAL REQUIREMENTS</b>	4,471,135	4,471,135	4,471,135



# **BUILDING FUND**



### Budget Highlights

- The 2016-17 proposed budget includes a placeholder for the addition of one full time Building Inspector; to be added when the Division workload / customer demand dictates. Currently, with only one full time Building Inspector, and a half-time Building Official, coverage for inspections and in-office customer service (availability for permit and code questions via phone or at the counter) remains challenging. Staff continues to do an excellent job coordinating schedules to maximize coverage and to meet our customer's expectations related to our services, but there are times during staff absences (training, vacations and/or sick leave) where we need to postpone inspections, and where other Community Development Department staff assists with providing the needed coverage.
- The City does not have staff with the code certifications necessary to perform A-level (multi-family residential, commercial, and industrial) plumbing plan reviews or inspections. We have entered into an intergovernmental agreement with Yamhill County that allows their Building personnel to perform that work for us (the reciprocal agreement will also allow us to provide inspection services and support to Yamhill County on an as needed basis). The Yamhill County Building Department staff has been excellent to work with, and they have been of great assistance to us in helping provide coverage for our inspectors on an as needed basis, often with very short notice (due to unexpected absences).
- The projected 2016-17 ending fund balance of approximately \$485,000 represents an approximate 91% annual operating reserve for the Division.



Permits were issued for 120  
new residential housing  
units in 2015

### Core Services

#### Building Division

- Hold pre-application meetings to identify and clarify issues particular to a commercial project prior to submittal of construction documents. These meetings are also attended by various other City departments as well as those interested parties on the applicant side of the project.
- Provide plan review services for residential, commercial and industrial projects prior to permit issuance.
- Conduct inspections in the field at various job sites during the construction process of the projects.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

### Future Challenges and Opportunities

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

# Building Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>564,817</b>	<b>458,500</b>	<b>388,900</b>	<b>(69,600)</b>
Personnel Services	212,159	349,175	349,653	478
Materials & Services	39,724	60,554	65,308	4,754
Capital Outlay	311	15,373	-	(15,373)
Transfers Out	36,195	39,238	42,232	2,994
<b>Total Expenditures</b>	<b>288,390</b>	<b>464,340</b>	<b>457,193</b>	<b>(7,147)</b>
Net Expenditures	276,428	(5,840)	(68,293)	62,453

## Full-Time Equivalents (FTE)

	2015-16		2016-17
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>3.25</b>		
No change		-	
<b>FTE Proposed Budget</b>		<b>-</b>	<b>3.25</b>



## Building Fund

## Historical Highlights

- |              |   |             |   |             |  |
|--------------|---|-------------|---|-------------|--|
| <b>1969</b>  | State of Oregon adopts the 1968 edition of the National Electrical Code.  | <b>1997</b> | Building Division management moved into the newly created Community Development Department with ultimate goal of a "one-stop" development center.   | <b>2009</b> | Due to downturn in the construction industry, one inspector position was eliminated upon staff retirement.   |
| <b>1970s</b> | Early 1970s City of McMinnville establishes the Building Division and begins conducting limited plan reviews and field inspections. | <b>2000</b> | Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.   | <b>2010</b> | As a cost saving measure, the Building Division instituted a policy of two furlough days per month for all personnel. Staff furlough days were eliminated in early 2011.   |
| <b>1988</b>  | City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.                                       | <b>2002</b> | City Council increases building permit fees to provide adequate revenue for Building Division to become self-supporting.  | <b>2012</b> | General Fund transfer of \$50,000 to support Division activities.  |
| <b>1991</b>  | Building Division Advisory Board created with various stakeholders from the building community.                                     | <b>2005</b> | The annual review of the reserve balance indicated that the revenue reserve would exceed the reserve limits. The fee schedule applied to building permits was adjusted to reduce revenue generation by approximately 10%. | <b>2012</b> | Due to continued downturn in construction industry, one inspector position eliminated; one inspector reduced to part-time; and Division support of one Permit Technician was eliminated. Transfer from General Fund to support Division activities not required. |
| <b>1994</b>  | Staffing level grows to include 5 inspector/plans examiners, as well as the Building Official and administrative staff.             | <b>2006</b> | An additional inspector position filled.  | <b>2012</b> | Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.  |
| <b>1995</b>  | Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.                            | <b>2007</b> | Division moved to new Community Development Center.   |             |  |
| <b>1997</b>  | Due to staff reductions related to Measure 47/50, Building Division begins to use additional outside consultants for plan reviews.  |             |   |             |  |

# Building Fund

## 2016-2017 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
<b><u>Permit Technician</u></b>	1	329	53,786		
General Fund					
Engineering (0.50 FTE)				20	26,893
Building Fund (0.50 FTE)				205	26,893
<b><u>Permit Technician</u></b>	1	329	53,786		
General Fund					
Engineering (0.10 FTE)				20	5,379
Planning (0.65 FTE)				24	34,960
Building Fund (0.25 FTE)				205	13,447

## Budget Document Report

## 70 - BUILDING FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
207,977	329,228	585,933	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2016 carryover from the 2015-2016 fiscal year.	627,041	627,041	631,101
<b>207,977</b>	<b>329,228</b>	<b>585,933</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>627,041</b>	<b>627,041</b>	<b>631,101</b>
<b>LICENSES AND PERMITS</b>						
299,289	440,515	360,500	<b>4400-05 Building Fees - Building Permit Fees</b> Building plan review and permit fees; fire and life safety plan review fees.	300,000	300,000	300,000
34,073	41,013	34,500	<b>4400-10 Building Fees - Mechanical Permit Fees</b> Mechanical plan review and permit fees.	32,000	32,000	32,000
53,944	68,258	55,500	<b>4400-15 Building Fees - Plumbing Permit Fees</b> Plumbing plan review and permit fees.	50,000	50,000	50,000
1,755	4,135	2,500	<b>4400-20 Building Fees - Mobile Home Permit Fees</b> Manufactured home setup permit fees including mobile home park plan review and permit fees.	2,000	2,000	2,000
0	0	0	<b>4400-25 Building Fees - Miscellaneous Permit Fees</b> Miscellaneous Building Division charges including re-inspection fees.	500	500	500
<b>389,060</b>	<b>553,921</b>	<b>453,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>384,500</b>	<b>384,500</b>	<b>384,500</b>
<b>MISCELLANEOUS</b>						
1,229	3,376	2,500	<b>6310 Interest</b>	2,400	2,400	2,400
0	2,780	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
1,791	3,140	3,000	<b>6600-97 Other Income - Building</b> Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.	2,000	2,000	2,000
<b>3,020</b>	<b>9,296</b>	<b>5,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>4,400</b>	<b>4,400</b>	<b>4,400</b>
<b>TRANSFERS IN</b>						
0	1,600	0	<b>6900-85 Transfers In - Insurance Services</b>	0	0	0
<b>0</b>	<b>1,600</b>	<b>0</b>	<b>TOTAL TRANSFERS IN</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>600,058</b>	<b>894,045</b>	<b>1,044,433</b>	<b>TOTAL RESOURCES</b>	<b>1,015,941</b>	<b>1,015,941</b>	<b>1,020,001</b>

**70 - BUILDING FUND**

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

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
85,917	93,327	172,249	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Building Inspector III - 2.00 FTE Permit Technician - Eng / Bldg - 0.50 FTE Permit Technician - Combined Depts - 0.25 FTE	176,909	176,909	176,909
42,572	46,255	43,172	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Building Official - 0.50 FTE	44,407	44,407	44,407
0	14	200	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	200	200	200
7,693	8,346	13,369	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	13,733	13,733	13,733
1,799	1,952	3,126	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,213	3,213	3,213
31,197	33,894	58,735	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	60,340	60,340	60,340
22,887	24,825	44,858	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	40,074	40,074	40,074
0	0	8,250	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	5,125	5,125	5,125
213	227	386	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	330	330	330
695	746	1,180	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,202	1,202	1,202
2,223	2,510	3,537	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	4,009	4,009	4,009
58	63	113	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	111	111	111
<b>195,254</b>	<b>212,159</b>	<b>349,175</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>349,653</b>	<b>349,653</b>	<b>349,653</b>

**MATERIALS AND SERVICES**

336	336	650	<b>7520</b>	<b>Public Notices &amp; Printing</b> Building inspection/correction notices and various building inspection job cards, as well as brochures to inform contractors of code changes, departmental policies, and other relevant information.	650	650	650
35	35	100	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	300	300	300
445	200	5,000	<b>7550</b>	<b>Travel &amp; Education</b> Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.	5,000	5,000	5,000
1,241	1,015	1,500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	1,250	1,250	1,250
2,202	2,011	2,550	<b>7600</b>	<b>Electric &amp; Natural Gas</b> Division's share of Community Development Center's electricity expense, ~25%.	2,400	2,400	2,400
1,400	1,500	2,100	<b>7610-05</b>	<b>Insurance - Liability</b>	2,500	2,500	2,500
900	1,000	1,100	<b>7610-10</b>	<b>Insurance - Property</b>	1,300	1,300	1,300

Budget Document Report

70 - BUILDING FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
2,680	2,966	4,200	<b>7620</b>	<b>Telecommunications</b>		4,700	4,700	4,700
1,451	1,501	1,600	<b>7650</b>	<b>Janitorial</b> Division's share of Community Development Center janitorial service and supplies cost, ~25%.		1,750	1,750	2,000
3,213	4,359	6,000	<b>7660</b>	<b>Materials &amp; Supplies</b> Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.		4,500	4,500	4,500
44	20	1,250	<b>7720</b>	<b>Repairs &amp; Maintenance</b> Repairs and maintenance of vehicles and office equipment.		1,250	1,250	1,250
2,532	166	2,500	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b> Division's share of Community Development Center's repairs and improvements, ~25%.		2,500	2,500	2,500
723	913	1,750	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> 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%.		2,100	2,100	2,100
228	410	400	<b>7750</b>	<b>Professional Services</b>		600	600	600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	600	600	
6,539	6,704	10,000	<b>7750-33</b>	<b>Professional Services - Contract Inspections</b> Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.		10,000	10,000	10,000
0	0	1,500	<b>7750-36</b>	<b>Professional Services - Contract Plan Review</b> Contract plan reviews and engineering services on commercial projects.		1,500	1,500	1,500
685	760	1,000	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b> Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.		1,750	1,750	1,750
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
2,912	3,174	3,829	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,268	4,268	4,268
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,268	4,268	
11,013	12,654	13,125	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		16,990	16,990	16,990
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer w/Envelope feeder	1	1,500	1,500	
				Replacement workstations-33%, shared with Eng, Plan	1	1,800	2,340	
				Accela Permits Plus-70%, shared with Eng, Plan	1	11,200	11,200	
				ESRI Arcview -17%, shared with Plan, Eng, Pk Maint, Street, WWS	1	1,950	1,950	
<b>38,577</b>	<b>39,724</b>	<b>60,154</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>65,308</b>	<b>65,308</b>	<b>65,558</b>

Budget Document Report

**70 - BUILDING FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>								
0	311	773	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
0	0	15,000	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>0</b>	<b>311</b>	<b>15,773</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
30,826	29,727	30,954	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		33,751	33,628	33,628
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Engineering, Admin, & Finance personnel services support.	1	33,628	33,628		
6,173	6,468	8,284	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		8,481	8,481	8,481
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	8,481	8,481		
<b>36,999</b>	<b>36,195</b>	<b>39,238</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>42,232</b>	<b>42,109</b>	<b>42,109</b>
<b><u>CONTINGENCIES</u></b>								
0	0	75,000	<b>9800</b>	<b>Contingencies</b>		75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>75,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
329,228	605,656	505,093	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		483,748	483,871	487,681
			Undesignated carryover for July 1, 2017, including the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.					
<b>329,228</b>	<b>605,656</b>	<b>505,093</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>483,748</b>	<b>483,871</b>	<b>487,681</b>
<b>600,058</b>	<b>894,046</b>	<b>1,044,433</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,015,941</b>	<b>1,015,941</b>	<b>1,020,001</b>

Budget Document Report

**70 - BUILDING FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
600,058	894,045	1,044,433	<b>TOTAL RESOURCES</b>	1,015,941	1,015,941	1,020,001
600,058	894,045	1,044,433	<b>TOTAL REQUIREMENTS</b>	1,015,941	1,015,941	1,020,001

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# **WASTEWATER SERVICES**

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



### Budget Highlights

- The 2016-17 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 21<sup>st</sup> year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
  - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
  - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.
- Per the approved 2015 Updated Wastewater Services Financial Plan, the 2016-17 proposed budget includes a \$6,238,346 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines; replacement of the 3-Mile Lane #3 Pump Station; and design work related to the expansion of the WRF tertiary filtration system.

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



- New Programs, Projects, or Equipment:
  - Modification of digester foam cutters to mitigate degradation due to submersion.
  - Replacing aging variable speed drives (VFD) and sewage pumps at the Cozine pump station & the Raw Sewage Pump Station (RSPS).

### Core Services

#### Administration

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

#### Plant / Pump Stations

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



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

### Environmental Services

- Provide the public and local industries information and education on pretreatment programs and goals.
- Issue permits to industrial dischargers, and perform required sampling and monitoring.
- Provide protection for the sewer system and WRF to prevent illicit discharges and harmful wastes that impact the treatment processes, environment or may be harmful to employees working in the collection system.
- Perform required laboratory analysis per the NPDES permit.
- Maintain precision and accuracy through extensive quality assurance and quality control measures.
- Provide technical assistance in evaluating plant processes and preparing for coming regulations.

### Conveyance Systems

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.
- Select sewer project repairs to be performed by staff, including replacing sanitary sewer laterals from the sewer mainline to property line as needed.
- Continue to maintain the stormwater system as a cooperative effort with the Public Works Division to remove pollutants before they are discharged to the streams and rivers.
- Coordinate sewer rehabilitation and replacement projects.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow inflow and infiltration (I&I) into the system.
- Utilize an asset management system to record sewer maintenance and condition and prioritize repairs.

### Future Challenges and Opportunities

#### Administration

- NPDES Permit Renewal is ongoing. The current permit has been administratively extended. Issues over mixing zones, mercury and silver limits, and new toxics regulations are likely to need attention.
- Participation in South Yamhill River Total Maximum Daily Load (TMDL) process with DEQ.
- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.

#### Plant / Pump Stations

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



Replacement of biofilter wood chips. Odors are removed by microorganisms in the wood chips that consume odor causing compounds as odorous air is piped into air chambers underneath and filter up through the wood chips.

### Environmental Services

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.
- Maintain compliance record with the Environmental Protection Agency (EPA) quality assurance program by continuing to score 100% on all test parameters.
- Continue Wastewater Services Laboratory internship program with Linfield College for the 12th year.

Over 6,000 analyses are performed in the lab each year.  
– pictured Jason Hight, Lab Tech



- Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Public outreach and education related to wastewater issues, which include distribution of information regarding keeping wipes and other items out of the sewer system to reduce clogs.
- Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of commercial kitchen grease interceptors.
- Continue to place markers identifying stormwater catch basins that drain to river.

### Conveyance Systems

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



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

# Wastewater Services Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>9,198,518</b>	<b>9,082,690</b>	<b>9,552,337</b>	<b>469,647</b>
Personnel Services	1,707,615	1,915,399	1,926,890	11,491
Materials & Services	1,194,395	1,467,232	1,472,785	5,553
Capital Outlay	71,433	151,903	160,000	8,097
Transfers Out	5,262,530	6,558,424	6,539,429	(18,995)
<b>Total Expenditures</b>	<b>8,235,972</b>	<b>10,092,958</b>	<b>10,099,104</b>	<b>6,146</b>
Net Expenditures	962,546	(1,010,268)	(546,767)	(463,501)

## Full-Time Equivalents (FTE)

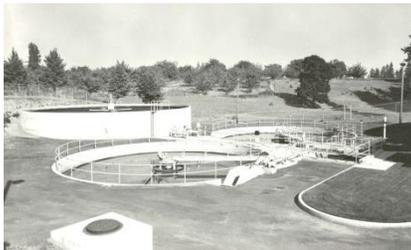
	2015-16		2016-17
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>21.46</b>		
Operator II		(1.00)	
Operator I		1.00	
Extra Help - WWS		(0.08)	
<b>FTE Proposed Budget</b>		<b>(0.08)</b>	<b>21.38</b>



## 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.



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

**2015** Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.



# Wastewater Services Fund

## 2016-2017 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		Employees		Salary	Page	
Section					Amount	
<b><u>SS &amp; SD Maintenance Supervisor</u></b>						
Street Fund (0.10 FTE)		1	340	67,222	168	6,722
Wastewater Services Fund						
Conveyance Systems						
Sanitary (0.90 FTE)					219	60,500
<b><u>Senior Utility Worker - WWS</u></b>						
Street Fund (0.10 FTE)		1	332	58,119	168	5,812
Wastewater Services Fund						
Conveyance Systems						
Sanitary (0.90 FTE)					219	52,307
<b><u>Mechanic - Public Works</u></b>						
General Fund		1	328	48,927		
Park Maintenance (0.45 FTE)					137	22,017
Street Fund (0.45 FTE)					168	22,017
Wastewater Services Fund						
Administration (0.10 FTE)					210	4,893
<b><u>Utility Worker II - WWS</u></b>						
Street Fund (0.40 FTE)		4	328	202,634	168	20,263
Wastewater Services Fund						
Conveyance Systems						
Sanitary (3.60 FTE)					219	182,371

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,000,000	1,000,000	1,000,000	<b>4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R</b> Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1, 2016.	1,000,000	1,000,000	1,000,000
2,105,503	1,389,024	1,896,669	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.	1,417,926	1,417,926	1,463,722
<b>3,105,503</b>	<b>2,389,024</b>	<b>2,896,669</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>2,417,926</b>	<b>2,417,926</b>	<b>2,463,722</b>
<b>3,105,503</b>	<b>2,389,024</b>	<b>2,896,669</b>	<b>TOTAL RESOURCES</b>	<b>2,417,926</b>	<b>2,417,926</b>	<b>2,463,722</b>



# **ADMINISTRATION**



## 75 - WASTEWATER SERVICES FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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### REQUIREMENTS

<u>PERSONNEL SERVICES</u>							
0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
127,965	136,307	144,561	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Wastewater Services Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE	146,409	146,409	146,409
12,061	15,065	20,000	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
91	136	500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	500	500	500
8,339	9,018	10,234	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	9,108	9,108	9,108
1,950	2,109	2,393	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	2,130	2,130	2,130
30,582	32,490	41,187	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	39,665	39,665	39,665
27,222	28,379	28,552	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	29,416	29,416	29,416
0	0	5,200	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	2,600	2,600	2,600
262	265	264	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	226	226	226
705	751	794	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	788	788	788
4,817	5,527	5,331	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	5,032	5,032	5,032
82	85	107	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	72	72	72
-145	0	499	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	99	99	99
<b>213,930</b>	<b>230,132</b>	<b>259,622</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>236,045</b>	<b>236,045</b>	<b>236,045</b>

### MATERIALS AND SERVICES

888	738	1,100	<b>7530</b>	<b>Safety Training/OSHA</b> Safety meetings, training films, posters, and handouts, etc.	1,100	1,100	1,100
353	355	900	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,900	1,900	1,900
16,668	12,799	16,000	<b>7550</b>	<b>Travel &amp; Education</b> Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.	16,000	16,000	16,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Professional Memberships	1	600	600
				Training/conferences	1	12,600	12,600
				Certification/LME licenses renewal and exams	1	2,800	2,800

## 75 - WASTEWATER SERVICES FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
39,600	40,400	56,000	<b>7610-05 Insurance - Liability</b>	48,900	48,900	48,900
41,700	47,500	49,100	<b>7610-10 Insurance - Property</b>	70,000	70,000	70,000
19,657	19,211	22,000	<b>7620 Telecommunications</b> Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.	22,000	22,000	22,000
7,148	7,426	8,000	<b>7650 Janitorial</b> WRF Administration and Headworks building janitorial charges.	8,000	8,000	9,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Janitorial services contract	1	8,400	8,400
			Janitorial supplies	1	1,200	1,200
17,741	25,352	30,000	<b>7660 Materials &amp; Supplies</b> 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
7,360	4,942	7,200	<b>7740-05 Rental Property Repair &amp; Maint - Building</b>	7,200	7,200	7,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance - liability	1	100	100
			Insurance - property	1	700	700
			Misc maintenance, repair, etc	1	4,000	4,000
			Property taxes	1	2,400	2,400
6,875	32,037	38,800	<b>7750 Professional Services</b> Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.	33,000	33,000	33,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	4,500	4,500
			Section 125 administration fee	1	50	50
			Wastewater rate brochure	1	3,800	3,800
			Water & Light annual sewer billing fee	1	600	600
			Environmental legal assistance	1	5,000	5,000
			Miscellaneous wastewater facilities consulting	1	15,000	15,000
			Northwest Biosolids Association dues	1	750	750
			ACWA program fees	1	2,000	2,000
			ACWA membership fees	1	1,300	1,300

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
25,466	25,251	30,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		30,000	30,000	30,000
				Wastewater Services contracts for maintenance and inspections of various facility systems and grounds.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Landscaping contract	1	19,100	19,100	
				Elevator maintenance contract	1	2,100	2,100	
				Fire alarm system contract	1	4,700	4,700	
				Fire extinguisher and backflow preventer certification	1	2,700	2,700	
				Landscaping contract additions	1	1,400	1,400	
21,860	16,203	19,592	<b>7840</b>	<b>M &amp; S Computer Charges</b>		18,830	18,830	18,830
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	18,830	18,830	
22,880	26,906	34,300	<b>7840-85</b>	<b>M &amp; S Computer Charges - WWS</b>		28,825	28,825	28,825
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI Arcview-17%, shared with Plan, Bldg, Eng, PK Maint, Street	1	1,950	1,950	
				Hach WIMS software	1	2,250	2,250	
				Hansen sewer maintenance-25%, shared with Eng, Pk Maint, Street	1	3,125	3,125	
				Rockwell Control Software	1	5,500	5,500	
				Win 911 software	1	400	400	
				Wonderware software	1	5,500	5,500	
				WWS - MP2 Maint. Management Software	1	2,500	2,500	
				Replacement workstations	3	1,800	5,400	
				Wincontrol software	1	2,200	2,200	
38,442	35,813	41,500	<b>8260</b>	<b>Permit &amp; Basin Council Fees</b>		41,500	41,500	41,500
				State and federal agency fees and permits.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				DEQ National Pollutant Discharge Elim (NPDES)	1	23,700	23,700	
				Federal USGS monitoring site fee - Yamhill River	1	13,000	13,000	
				DEQ certification program fee	1	2,000	2,000	
				DEQ plan review fee	1	1,000	1,000	
				Oregon Hazardous substance fee	1	500	500	
				Electrical inspection	1	300	300	
				DEQ stormwater program fee	1	1,000	1,000	
<b>266,639</b>	<b>294,932</b>	<b>354,492</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>357,255</b>	<b>357,255</b>	<b>358,855</b>
<b>CAPITAL OUTLAY</b>								
0	1,587	3,903	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
20,313	0	0	<b>8750-85</b>	<b>Capital Outlay Computer Charges - Wastewater Services</b>	0	0	0
0	0	0	<b>8800</b>	<b>Building Improvements</b>	0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>	0	0	0
<b>20,313</b>	<b>1,587</b>	<b>3,903</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>500,882</b>	<b>526,651</b>	<b>618,017</b>	<b><i>TOTAL REQUIREMENTS</i></b>		<b>593,300</b>	<b>593,300</b>	<b>594,900</b>



**PLANT**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

403,571	479,763	520,729	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> 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	518,819	518,819	518,819
0	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Wastewater Services - 0.44 FTE	9,090	9,090	9,090
11,813	11,223	13,000	<b>7000-20 Salaries &amp; Wages - Overtime</b>	14,500	14,500	14,500
24,534	29,008	33,091	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	33,629	33,629	33,629
5,738	6,784	7,738	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	7,864	7,864	7,864
88,912	109,482	126,337	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	122,360	122,360	122,360
87,147	95,195	97,376	<b>7300-20 Fringe Benefits - Medical Insurance</b>	88,486	88,486	88,486
0	0	18,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	8,000	8,000	8,000
966	1,097	1,134	<b>7300-25 Fringe Benefits - Life Insurance</b>	972	972	972
2,272	2,679	2,884	<b>7300-30 Fringe Benefits - Long Term Disability</b>	2,832	2,832	2,832
17,794	20,159	21,457	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	23,974	23,974	23,974
231	267	315	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	324	324	324
23	52	2	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	61	61	61
<b>643,000</b>	<b>755,708</b>	<b>842,063</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>830,911</b>	<b>830,911</b>	<b>830,911</b>

**MATERIALS AND SERVICES**

0	0	0	<b>7550 Travel &amp; Education</b>	0	0	0												
4,699	4,404	6,000	<b>7590 Fuel - Vehicle &amp; Equipment</b> Gas and diesel - vehicles, rolling stock and generators.	5,400	5,400	5,400												
369,336	385,133	398,000	<b>7600 Electric &amp; Natural Gas</b> Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations	398,000	398,000	398,000												
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Electricity</td> <td>1</td> <td>376,000</td> <td>376,000</td> </tr> <tr> <td>Natural Gas</td> <td>1</td> <td>22,000</td> <td>22,000</td> </tr> </tbody> </table>				Description	Units	Amt/Unit	Total	Electricity	1	376,000	376,000	Natural Gas	1	22,000	22,000			
Description	Units	Amt/Unit	Total															
Electricity	1	376,000	376,000															
Natural Gas	1	22,000	22,000															
0	0	0	<b>7660 Materials &amp; Supplies</b>	0	0	0												

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET																																																				
63,844	89,231	92,000	<b>7690 Chemicals</b> Various chemicals used at the Water Reclamation Facility.	94,000	94,000	94,000																																																				
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Aluminum compounds</td> <td>1</td> <td>52,000</td> <td>52,000</td> </tr> <tr> <td>Polymers</td> <td>1</td> <td>19,000</td> <td>19,000</td> </tr> <tr> <td>Sodium hypochlorite</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Alkalinity compounds</td> <td>1</td> <td>14,000</td> <td>14,000</td> </tr> <tr> <td>Miscellaneous plant chemicals</td> <td>1</td> <td>4,000</td> <td>4,000</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Aluminum compounds	1	52,000	52,000	Polymers	1	19,000	19,000	Sodium hypochlorite	1	5,000	5,000	Alkalinity compounds	1	14,000	14,000	Miscellaneous plant chemicals	1	4,000	4,000																															
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30,742	30,549	35,000	<b>7720-04 Repairs &amp; Maintenance - Supplies</b> Supplies related to the Water Reclamation Facility and pump stations.	35,000	35,000	35,000																																																				
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Tools</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> <tr> <td>Landscape - barkdust, irrigation, etc</td> <td>1</td> <td>4,000</td> <td>4,000</td> </tr> <tr> <td>Operations lab supplies - gloves analyticals</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> <tr> <td>Fasteners, belts, seals, filters, etc</td> <td>1</td> <td>11,000</td> <td>11,000</td> </tr> <tr> <td>Lubricants - oil, grease</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Materials for equipment rehabilitation</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Electrical components</td> <td>1</td> <td>1,500</td> <td>1,500</td> </tr> <tr> <td>Pump parts and accessories</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Grit/Garbage services</td> <td>1</td> <td>1,500</td> <td>1,500</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Tools	1	3,000	3,000	Landscape - barkdust, irrigation, etc	1	4,000	4,000	Operations lab supplies - gloves analyticals	1	3,000	3,000	Fasteners, belts, seals, filters, etc	1	11,000	11,000	Lubricants - oil, grease	1	5,000	5,000	Materials for equipment rehabilitation	1	5,000	5,000	Electrical components	1	1,500	1,500	Pump parts and accessories	1	1,000	1,000	Grit/Garbage services	1	1,500	1,500															
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Pump parts and accessories	1	1,000	1,000																																																							
Grit/Garbage services	1	1,500	1,500																																																							
121,953	132,009	209,000	<b>7720-06 Repairs &amp; Maintenance - Equipment</b> Repairs and replacement of existing Water Reclamation Facility and pump station equipment and processes.	209,000	209,000	209,000																																																				
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Instrumentation and controls</td> <td>1</td> <td>12,000</td> <td>12,000</td> </tr> <tr> <td>Rental equipment</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Building and structure repairs</td> <td>1</td> <td>10,000</td> <td>10,000</td> </tr> <tr> <td>Electrical systems</td> <td>1</td> <td>15,000</td> <td>15,000</td> </tr> <tr> <td>HVAC systems</td> <td>1</td> <td>10,000</td> <td>10,000</td> </tr> <tr> <td>Mechanical equipment repairs</td> <td>1</td> <td>80,000</td> <td>80,000</td> </tr> <tr> <td>Ultraviolet disinfection system</td> <td>1</td> <td>10,000</td> <td>10,000</td> </tr> <tr> <td>Landscaping and irrigation</td> <td>1</td> <td>2,000</td> <td>2,000</td> </tr> <tr> <td>ATAD equipment</td> <td>1</td> <td>10,000</td> <td>10,000</td> </tr> <tr> <td>Chemical delivery system</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Pump stations SCADA systems</td> <td>1</td> <td>25,000</td> <td>25,000</td> </tr> <tr> <td>Switch gear service</td> <td>1</td> <td>25,000</td> <td>25,000</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Instrumentation and controls	1	12,000	12,000	Rental equipment	1	5,000	5,000	Building and structure repairs	1	10,000	10,000	Electrical systems	1	15,000	15,000	HVAC systems	1	10,000	10,000	Mechanical equipment repairs	1	80,000	80,000	Ultraviolet disinfection system	1	10,000	10,000	Landscaping and irrigation	1	2,000	2,000	ATAD equipment	1	10,000	10,000	Chemical delivery system	1	5,000	5,000	Pump stations SCADA systems	1	25,000	25,000	Switch gear service	1	25,000	25,000			
Description	Units	Amt/Unit	Total																																																							
Instrumentation and controls	1	12,000	12,000																																																							
Rental equipment	1	5,000	5,000																																																							
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Mechanical equipment repairs	1	80,000	80,000																																																							
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Landscaping and irrigation	1	2,000	2,000																																																							
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Switch gear service	1	25,000	25,000																																																							

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
3,954	2,449	7,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		7,000	7,000	7,000
			Water Reclamation Facility vehicle and forklift repairs and preventative maintenance.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Wear items - batteries, tires, etc	1	4,000	4,000		
			Mechanical repairs	1	2,000	2,000		
			Preventative maintenance	1	1,000	1,000		
158	158	140	<b>7750</b>	<b>Professional Services</b>		190	190	190
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Section 125 administration fee	1	190	190		
113,568	121,215	130,000	<b>7780-25</b>	<b>Contract Services - Biosolids</b>		130,000	130,000	130,000
			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	123,000	123,000		
			Site management	1	7,000	7,000		
0	2,951	5,000	<b>7800</b>	<b>M &amp; S Equipment</b>		5,000	5,000	5,000
			Equipment necessary for plant and pump station operations and maintenance.					
<b>708,254</b>	<b>768,099</b>	<b>882,140</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>883,590</b>	<b>883,590</b>	<b>883,590</b>
<b><u>CAPITAL OUTLAY</u></b>								
5,434	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
0	25,541	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>5,434</b>	<b>25,541</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>1,356,688</b>	<b>1,549,348</b>	<b>1,724,203</b>	<b>TOTAL REQUIREMENTS</b>			<b>1,714,501</b>	<b>1,714,501</b>	<b>1,714,501</b>



**ENVIRONMENTAL SERVICES**



## 75 - WASTEWATER SERVICES FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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### REQUIREMENTS

<u>PERSONNEL SERVICES</u>						
216,612	220,084	236,273	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	242,100	242,100
				Supervisor - Environmental Services - 1.00 FTE		
				Senior Environmental Technician - 1.00 FTE		
				Environmental Technician II - 1.00 FTE		
				Laboratory Technician - 1.00 FTE		
0	0	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	9,090	9,090
				Extra Help - Wastewater Services - 0.44 FTE		
1,162	119	2,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	2,000	2,000
13,260	13,322	14,804	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	15,698	15,698
3,101	3,116	3,462	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,671	3,671
46,599	46,454	52,144	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	54,098	54,098
43,478	43,932	44,426	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	45,770	45,770
0	0	8,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	4,000	4,000
504	499	504	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	432	432
1,215	1,253	1,314	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,322	1,322
8,447	9,113	8,693	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	11,190	11,190
121	116	140	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	151	151

<b>334,499</b>	<b>338,008</b>	<b>372,260</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>389,522</b>	<b>389,522</b>	<b>389,522</b>
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### MATERIALS AND SERVICES

22,204	12,833	23,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	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
68	4,916	5,600	<b>7750</b>	<b>Professional Services</b>	10,940	10,940	10,940
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	140	140
				Lab instrumentation calibration	1	1,400	1,400
				Spectrophotometer annual warranty	1	1,400	1,400
				DI Water System rental/sanitization	1	3,000	3,000
				Pretreatment assistance	1	5,000	5,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
28,232	27,563	40,000	<b>7780-30</b>	<b>Contract Services - Lab</b>		40,000	40,000	40,000
				Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		
				Industrial user compliance monitoring	1	2,000		
				Biosolids 'Class A' sampling	1	7,500		
				Permit compliance sampling	1	17,500		
				analysis related to TMDL, toxic permit renewal	1	11,000		
				Nonroutine pretreatment sampling	1	2,000		
0	0	4,000	<b>7800</b>	<b>M &amp; S Equipment</b>		4,000	4,000	4,000
				Laboratory instrumentation or sampling monitoring equipment				
<b>50,503</b>	<b>45,312</b>	<b>72,600</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>77,940</b>	<b>77,940</b>	<b>77,940</b>
			<b><u>CAPITAL OUTLAY</u></b>					
22,599	7,850	0	<b>8710</b>	<b>Equipment</b>		0	0	0
<b>22,599</b>	<b>7,850</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>407,601</b>	<b>391,169</b>	<b>444,860</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>467,462</b>	<b>467,462</b>	<b>467,462</b>



# **CONVEYANCE SYSTEMS**



**Organization Set – Sections**

- Sanitary

**Organization Set #**

**75-78-320**

## 75 - WASTEWATER SERVICES FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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### REQUIREMENTS

<u>PERSONNEL SERVICES</u>							
272,318	247,102	276,439	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Supervisor - SS & SD Maintenance - 0.90 FTE Senior Utility Worker - 0.90 FTE Utility Worker II - 3.60 FTE	294,097	294,097	294,097
2,924	1,840	4,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	3,000	3,000	3,000
0	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,080	1,080	1,080
16,556	14,928	17,387	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	18,488	18,488	18,488
3,872	3,491	4,067	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	4,324	4,324	4,324
63,218	55,713	67,229	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	71,213	71,213	71,213
42,654	40,409	43,556	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	50,415	50,415	50,415
0	0	8,100	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	4,500	4,500	4,500
616	633	684	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	588	588	588
1,414	1,363	1,538	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,596	1,596	1,596
19,854	18,140	18,268	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	20,925	20,925	20,925
153	148	186	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	186	186	186
<b>423,578</b>	<b>383,767</b>	<b>441,454</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>470,412</b>	<b>470,412</b>	<b>470,412</b>

<u>MATERIALS AND SERVICES</u>							
22,891	17,688	25,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	23,000	23,000	23,000
892	739	1,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b> Electric costs associated with Conveyance building.	1,000	1,000	1,000
17,510	9,220	20,000	<b>7720-04</b>	<b>Repairs &amp; Maintenance - Supplies</b> 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
22,158	9,746	25,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b> Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	25,000	25,000	25,000
8,593	17,433	20,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b> Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	20,000	20,000	20,000
79,709	26,463	50,000	<b>7720-36</b>	<b>Repairs &amp; Maintenance - Sanitary Sewer Mainline/Lateral</b> Routine repairs and maintenance of sewer mainlines, laterals, and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	50,000	50,000	50,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	14	10,000	<b>7750 Professional Services</b> Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	10,000	10,000	10,000
3,295	4,750	5,000	<b>7800 M &amp; S Equipment</b> Conveyance System maintenance equipment.	5,000	5,000	5,000
<b>155,048</b>	<b>86,053</b>	<b>156,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>154,000</b>	<b>154,000</b>	<b>154,000</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	<b>8710 Equipment</b> Large diameter root cutter	10,000	10,000	10,000
0	0	0	<b>8850 Vehicles</b>	0	0	0
19,193	36,455	150,000	<b>9110-05 Sanitary Sewer Replacements - Mainline/Lateral</b> Preservation repair and replacement of sewer system mainlines and manholes.	150,000	150,000	150,000
<b>19,193</b>	<b>36,455</b>	<b>150,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
<b>597,819</b>	<b>506,274</b>	<b>747,454</b>	<b>TOTAL REQUIREMENTS</b>	<b>784,412</b>	<b>784,412</b>	<b>784,412</b>



**NON-DEPARTMENTAL**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A		2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>CHARGES FOR SERVICES</b>							
12,475	12,650	12,650	<b>5400-40</b>	<b>Property Rentals - House</b> Riverside Drive house rental income.	12,650	12,650	12,650
6,975	6,987	7,000	<b>5400-45</b>	<b>Property Rentals - Farm</b> Farm land lease on Water Reclamation Facility property.	7,000	7,000	7,000
8,555,751	9,100,344	9,008,912	<b>5520</b>	<b>Sewer User Charges</b> Monthly sewer charges based on water consumption and discharge loading.	9,476,981	9,476,981	9,476,981
Budget Note: Proposed amount reflects a 2.8% rate increase effective July 1, 2016 per Council Resolution 2016-3.							
45,285	52,407	45,628	<b>5530</b>	<b>Septage Fees</b> Dumping fees collected from haulers for septic tank and portable toilet waste.	46,906	46,906	46,906
<b>8,620,486</b>	<b>9,172,388</b>	<b>9,074,190</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>9,543,537</b>	<b>9,543,537</b>	<b>9,543,537</b>
<b>MISCELLANEOUS</b>							
8,046	7,295	7,500	<b>6310</b>	<b>Interest</b>	7,800	7,800	7,800
11,472	4,635	1,000	<b>6600</b>	<b>Other Income</b>	1,000	1,000	1,000
0	0	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>19,518</b>	<b>11,930</b>	<b>8,500</b>	<b>TOTAL MISCELLANEOUS</b>		<b>8,800</b>	<b>8,800</b>	<b>8,800</b>
<b>TRANSFERS IN</b>							
0	14,200	0	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>	0	0	0
<b>0</b>	<b>14,200</b>	<b>0</b>	<b>TOTAL TRANSFERS IN</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>8,640,004</b>	<b>9,198,518</b>	<b>9,082,690</b>	<b>TOTAL RESOURCES</b>		<b>9,552,337</b>	<b>9,552,337</b>	<b>9,552,337</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>TRANSFERS OUT</b>								
232,298	239,210	256,975	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		259,422	258,977	258,977
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Wastewater Services Fund support of Engineering operations.	1	20,198	20,198		
			Engineering, Admin, & Finance personnel services support.	1	238,779	238,779		
6,225,691	4,993,882	6,260,990	<b>9700-77</b>	<b>Transfers Out - Wastewater Capital</b>		6,238,346	6,238,346	6,238,346
			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 2016-17 per the WWS Financial Plan.	1	6,238,346	6,238,346		
35,504	29,438	40,459	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		41,661	41,661	41,661
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	41,661	41,661		
<b>6,493,493</b>	<b>5,262,530</b>	<b>6,558,424</b>	<b>TOTAL TRANSFERS OUT</b>			<b>6,539,429</b>	<b>6,538,984</b>	<b>6,538,984</b>
<b>CONTINGENCIES</b>								
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>300,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>ENDING FUND BALANCE</b>								
1,000,000	1,000,000	1,000,000	<b>9975-05</b>	<b>Designated End FB - WW Svc Fd - Sewer A/R</b>		1,000,000	1,000,000	1,000,000
			Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30, 2017.					
1,389,024	2,351,570	586,401	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		571,159	571,604	615,800
			Undesignated carryover for July 1, 2017, including the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.					
<b>2,389,024</b>	<b>3,351,570</b>	<b>1,586,401</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>1,571,159</b>	<b>1,571,604</b>	<b>1,615,800</b>
<b>8,882,517</b>	<b>8,614,100</b>	<b>8,444,825</b>	<b>TOTAL REQUIREMENTS</b>			<b>8,410,588</b>	<b>8,410,588</b>	<b>8,454,784</b>

**75 - WASTEWATER SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
11,745,507	11,587,542	11,979,359	<b>TOTAL RESOURCES</b>	11,970,263	11,970,263	12,016,059
11,745,507	11,587,542	11,979,359	<b>TOTAL REQUIREMENTS</b>	11,970,263	11,970,263	12,016,059



**WASTEWATER CAPITAL FUND**





### Budget Highlights

- \$2,125,000 – Complete construction of the Cook School Sanitary Sewer Rehabilitation Project which is our continuing effort to curb infiltration and inflow (I&I) into the collections system. Based on findings in the master planning effort, I&I related rehabilitation projects are still a vital component in controlling overflows and help limit the size and scope of needed capacity improvements at the treatment plant.
- \$491,950 – Begin engineering of the tertiary filtration system expansion project at the Water Reclamation Facilities (WRF) per the updated Water Reclamation Facilities Master Plan.
- \$6,238,346 – Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the 2015 Updated Wastewater Services Financial Plan.



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

### Core Services

- Capital improvement planning and construction for the City's wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue projects to reduce the infiltration and inflow of ground water and rain into the City's sanitary collection system.

### Future Challenges and Opportunities

- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Future Wastewater Financial Plan efforts should include a review of policy options related to rates for low income/senior users.



In 2015, the City continued efforts to remove rainwater and groundwater from the public sanitary sewer system. Projects to repair and/or replace over three miles of sewer lines, at a cost of approximately \$1-million, were completed in the downtown and the area near the fairgrounds.

### Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>5,790,892</b>	<b>6,686,840</b>	<b>6,631,796</b>	<b>(55,044)</b>
Materials & Services	682,634	990,401	790,450	(199,951)
Capital Outlay	8,588,262	5,750,000	2,905,000	(2,845,000)
Debt Service	-	-	-	-
Transfers Out	220,750	230,222	203,526	(26,696)
<b>Total Expenditures</b>	<b>9,491,645</b>	<b>6,970,623</b>	<b>3,898,976</b>	<b>(3,071,647)</b>
Net Expenditures	(3,700,754)	(283,783)	2,732,820	(3,016,603)



## Wastewater Capital Fund

## Historical Highlights

- |             |   |             |   |             |  |
|-------------|---|-------------|---|-------------|--|
| <b>1969</b> | Voters approve \$710,000 six-year sewage disposal general obligation bond issue.  | <b>1994</b> | 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. | <b>2000</b> | July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.     |
| <b>1987</b> | Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.  |             |   | <b>2000</b> | Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.                  |
| <b>1992</b> | 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. | <b>1994</b> | 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.  | <b>2001</b> | Evans Street Sewer Reconstruction Project complete.  |
| <b>1992</b> | 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.                 |             |   | <b>2002</b> | High School Basin Sewer Reconstruction Project complete.   |
| <b>1993</b> | 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.  | <b>1995</b> | New Water Reclamation Facility and Raw Sewage Pump Station complete.  | <b>2003</b> | Three Mile Lane Pump Station #1 Replacement Project complete.  |
|             |   | <b>1996</b> | Major repair and replacement of Cozine Trunk Line and Pump Station complete.  | <b>2004</b> | 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.



Completion of the WRF Expansion project.

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**RESOURCES**

**BEGINNING FUND BALANCE**

1,225,000	0	0	<b>4077-10 Designated Begin FB-WW Cap Fd - 2004 RB Refunding</b> Reserve is no longer necessary. Refunding Bonds were paid off 2013-14.	0	0	0
15,308,718	17,851,366	14,199,852	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.	14,547,130	14,547,130	14,629,030
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.						
<b>16,533,718</b>	<b>17,851,366</b>	<b>14,199,852</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>14,547,130</b>	<b>14,547,130</b>	<b>14,629,030</b>

**CHARGES FOR SERVICES**

428,778	715,204	325,000	<b>5500 System Development Charges</b> 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
<b>428,778</b>	<b>715,204</b>	<b>325,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>

**MISCELLANEOUS**

88,699	77,051	88,100	<b>6310 Interest</b>	55,700	55,700	55,700
2,463	0	2,500	<b>6500-05 Private Sewer Lateral - Loan Repayment</b> 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
12,900	4,550	10,000	<b>6500-10 Private Sewer Lateral - Penalty</b> 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.						
222	204	250	<b>6600 Other Income</b>	250	250	250
<b>104,284</b>	<b>81,805</b>	<b>100,850</b>	<b>TOTAL MISCELLANEOUS</b>	<b>68,450</b>	<b>68,450</b>	<b>68,450</b>

**TRANSFERS IN**

70,000	0	0	<b>6900-25 Transfers In - Airport</b>	0	0	0
6,225,691	4,993,882	6,260,990	<b>6900-75 Transfers In - Wastewater Services</b> Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	6,238,346	6,238,346	6,238,346

Description	Units	Amt/Unit	Total
Ratepayer contribution for 2016-17 per the WWS Financial Plan.	1	6,238,346	6,238,346

## 77 - WASTEWATER CAPITAL FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
6,295,691	4,993,882	6,260,990	<b><u>TOTAL TRANSFERS IN</u></b>	6,238,346	6,238,346	6,238,346
23,362,471	23,642,258	20,886,692	<b><i>TOTAL RESOURCES</i></b>	21,178,926	21,178,926	21,260,826

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

7,942	17,743	22,200	<b>7750 Professional Services</b>	25,000	25,000	25,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	8,000	8,000
			Miscellaneous professional services	1	17,000	17,000
1,750	0	0	<b>7750-57 Professional Services - Financing Administration</b>	0	0	0
			Administrative fee for paying agent for 2004 Sewer Refunding Bonds			
1,075,722	590,952	504,701	<b>7770-37 Professional Services - Projects - WRF Expansion Design</b>	8,000	8,000	8,000
			Engineering services for the design of the expansion of the Water Reclamation Facility.			
0	0	75,000	<b>7770-43 Professional Services - Projects - 3 Mile Lane Pump Station</b>	27,000	27,000	38,000
			Engineering services for the replacement of 3 Mile Lane Pump Station #3			
0	0	0	<b>7770-44 Professional Services - Projects - Filtration System Expansion</b>	491,950	491,950	491,950
			Engineering services for the tertiary filtration system expansion project.			
0	72,972	385,000	<b>7770-57 Professional Services - Projects - I&amp;I Reduction Design</b>	235,000	235,000	243,000
			Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.			
3,754	967	3,500	<b>8230 Private Sewer Lateral Repair Incentive</b>	3,500	3,500	3,500
			Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.			
2,463	0	0	<b>8240-10 Private Sewer Lateral Loans - Low Income Loans</b>	0	0	0
			"Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.			
<b>1,091,631</b>	<b>682,634</b>	<b>990,401</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>790,450</b>	<b>790,450</b>	<b>809,450</b>

**CAPITAL OUTLAY**

59,052	453,617	185,000	<b>8710 Equipment</b>	765,000	765,000	765,000
			Planned major equipment replacement at the WRF and/or system pump stations.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Raw Sewage Pump Station Variable Frequency Drive Replacements	2	82,500	165,000
			3-mile Lane #3 Pump Station Replacement	1	600,000	600,000
1,147,685	1,041,897	2,000,000	<b>9120-25 Sewer Construction - I&amp;I Reduction Projects</b>	2,125,000	2,125,000	1,920,000
			Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).			
74,194	7,092,748	3,550,000	<b>9120-36 Sewer Construction - WRF expansion</b>	0	0	0
			Expansion of the Water Reclamation Facility secondary treatment facilities.			

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	15,000	<b>9150-10</b>	<b>Developer Reimbursement - Sanitary Sewer</b> 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
<b>1,280,931</b>	<b>8,588,262</b>	<b>5,750,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>2,905,000</b>	<b>2,905,000</b>	<b>2,700,000</b>
<b><u>DEBT SERVICE</u></b>								
2,845,000	0	0	<b>9510-05</b>	<b>2004 Sewer Refunding Bond - Principal - Feb 1</b> Final payment on 2004 Sewer Refunding Bond made in 2013-14.		0	0	0
46,231	0	0	<b>9510-10</b>	<b>2004 Sewer Refunding Bond - Interest - Aug 1</b> Final payment on 2004 Sewer Refunding Bond made in 2013-14.		0	0	0
46,231	0	0	<b>9510-15</b>	<b>2004 Sewer Refunding Bond - Interest - Feb 1</b> Final payment on 2004 Sewer Refunding Bond made in 2013-14.		0	0	0
<b>2,937,463</b>	<b>0</b>	<b>0</b>	<b>TOTAL DEBT SERVICE</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
201,081	220,750	230,222	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		203,526	203,109	203,109
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Wastewater Capital Fund support of Engineering operations.		1	16,983	16,983	
			Engineering, Admin, & Finance personnel services support.		1	186,126	186,126	
<b>201,081</b>	<b>220,750</b>	<b>230,222</b>	<b>TOTAL TRANSFERS OUT</b>			<b>203,526</b>	<b>203,109</b>	<b>203,109</b>
<b><u>CONTINGENCIES</u></b>								
0	0	500,000	<b>9800</b>	<b>Contingencies</b>		500,000	500,000	500,000
<b>0</b>	<b>0</b>	<b>500,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
17,851,366	14,150,612	13,416,069	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2017, includes the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.		16,779,950	16,780,367	17,048,267
<b>17,851,366</b>	<b>14,150,612</b>	<b>13,416,069</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>16,779,950</b>	<b>16,780,367</b>	<b>17,048,267</b>
<b>23,362,471</b>	<b>23,642,257</b>	<b>20,886,692</b>	<b>TOTAL REQUIREMENTS</b>			<b>21,178,926</b>	<b>21,178,926</b>	<b>21,260,826</b>

## 77 - WASTEWATER CAPITAL FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
23,362,471	23,642,258	20,886,692	<b><i>TOTAL RESOURCES</i></b>	21,178,926	21,178,926	21,260,826
23,362,471	23,642,258	20,886,692	<b><i>TOTAL REQUIREMENTS</i></b>	21,178,926	21,178,926	21,260,826



# **AMBULANCE FUND**



### Budget Highlights

This year we are planning for a reduction in the transfer from General Fund by \$350,000. We experienced a 615 call increase. This call increase have been the direct result of an increase in the number of care homes in McMinnville as well as the Health Care Act requiring an increase in the Medicaid availability. These increases correlate to a revenue increase that is helping to offset the General Fund transfer. The department's ability to handle this increase is due to internal adjustments that increase availability of units for calls.

- This year we are adding one person to offset the cost of overtime. Our overtime costs are directly related to the minimum staffing requirements to meet the service levels to the community. Vacancies and Family Medical Leave Act (FMLA) time off have continually climbed over the last several years and are projected to continue at current levels. The added position will actually create a combined cost reduction in Fire and Ambulance of an estimated \$45,000 in salary and benefits since the position will be covering vacancies at straight time rather than time and one half.
- The impact of inadequate Medicare and Medicaid reimbursements is significant because approximately 83% of the City's total transports are Medicare or Medicaid accounts. The percentage of Medicaid accounts will continue to increase with changes due to the Affordable Care Act. This shift in payers negatively impacts transport fee revenue, as Medicare and Medicaid reimburse the City only about 25% of the total amount charged. Commercial insurance payers generally reimburse the City for about 84% of the total amount charged. The City will continue to discuss funding strategies.
- There is legislation enacted that will create an additional revenue source for Medicaid calls. It is expected that this legislation will be in place within the next year and could recover as much as \$400 per Medicaid call, which last year was almost 22% of our transports.

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

### 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

## 2016 – 2017 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 Quality Assurance Program
- 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

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>3,949,752</b>	<b>4,423,750</b>	<b>4,611,700</b>	<b>187,950</b>
Personnel Services	2,880,073	3,071,748	3,209,373	137,625
Materials & Services	847,121	854,937	901,082	46,145
Capital Outlay	210,802	181,903	35,000	(146,903)
Transfers Out	293,259	312,834	326,357	13,523
<b>Total Expenditures</b>	<b>4,231,255</b>	<b>4,421,422</b>	<b>4,471,812</b>	<b>50,390</b>
Net Expenditures	(281,503)	2,328	139,888	(137,560)

### Full-Time Equivalent (FTE)

	2015-16 Adopted Budget	Change	2016-17 Proposed Budget
<b>FTE Adopted Budget</b>	<b>22.95</b>		
Assistant Fire Chief		(0.50)	
Emergency Medical Services Chief		1.00	
Emergency Medical Services Division Chief		(1.00)	
Fire Battalion Chief		1.95	
Fire Captain		(1.95)	
Firefighter		16.25	
Firefighter / Paramedic		(11.24)	
Firefighter / EMT		(3.44)	
Mechanic		(0.30)	
<b>FTE Proposed Budget</b>		<b>0.77</b>	<b>23.72</b>





## Ambulance Fund

## Historical Highlights

<b>1928</b>	McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.	<b>1987</b>	Ambulance subscription sold for the first time at \$35 per household – FireMed.	<b>2004</b>	First Fire Fund property tax transfer to support ambulance operations - \$50,000.
<b>1950</b>	A typical ambulance transport cost ~\$2.50.	<b>1996</b>	Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.	<b>2004</b>	Non-Emergency Transport (NET) Team program discontinued due to inadequate funding from Medicare and Medicaid.
<b>1971</b>	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.	<b>1997</b>	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.	<b>2004</b>	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.
<b>1979</b>	First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department.	<b>2001</b>	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.	<b>2005</b>	Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.
<b>1982</b>	Fire Department's first state certified paramedic hired.			<b>2005</b>	Second Fire Fund property tax transfer to supplement ambulance operations - \$100,000.
<b>1983</b>	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.	<b>2002</b>	Medicare begins their new fee schedule with a five-year implementation process significantly decreasing the amount paid for medical transports.		

# Ambulance Fund

## Historical Highlights

**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.



**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. 1<sup>st</sup> phase includes new EMS Division Chief, 3 additional 24 hour staff, and establishing north substation.

**2011** Part Time Plus positions converted to FT EMT Firefighter positions allowing department to provide 3-24 hour ambulances improving service during the evening hours.

**2012** Property is rented on Baker Creek Road to house substation for Ambulance services.



**2012** Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,600.

**2014** Affordable Care Act changes taking place this year. Impacts include an increase of 484 EMS calls driven mostly by increasing Medicaid membership in the county.

**2015** Expected increases in call volume due to four new care homes being built in McMinnville; 187 rooms equal anticipated 267 call increase.

**2015** Yamhill County indicates that there were 9000 new Medicaid members in Yamhill County this year with an overall increase to 16,000 by the end of 2015.

**2016** The City will partner with Amity to provide a Peak activity unit. This vehicle will be cofounded by Amity and the City of McMinnville to improve service to the ASA.

**2016** Ambulance reduces its general fund subsidy by \$350,000 due to an increase in revenues from an increase of call volume.

**2016** One FTE is added to reduce the overtime costs of the department



# Ambulance Fund

## 2016-2017 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

### Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<b><u>Fire Chief</u></b>	1	362	119,437		
General Fund					
Fire					
Administration & Operations (0.75 FTE)				69	89,578
Ambulance Fund (0.25 FTE)				231	29,859
<b><u>Fire Battalion Chief</u></b>	3	245	305,896		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				69	107,064
Ambulance Fund (1.95 FTE)				231	198,832
<b><u>Fire Lieutenant</u></b>	3	235	239,818		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				69	83,936
Ambulance Fund (1.95 FTE)				231	155,882
<b><u>Firefighter</u></b>	25	220	1,849,094		
General Fund					
Fire					
Administration & Operations (8.75 FTE)				69	647,183
Ambulance Fund (16.25 FTE)				231	1,201,911

### Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<b><u>Firefighter / Paramedic</u></b>	1	330	43,173		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				69	15,111
Ambulance Fund (0.46 FTE)				231	28,062
<b><u>Firefighter / EMT</u></b>	1	322	35,440		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				69	12,404
Ambulance Fund (0.46 FTE)				231	23,036
<b><u>Office Manager</u></b>	1	330	53,125		
General Fund					
Fire					
Administration & Operations (0.35 FTE)				69	18,594
Ambulance Fund (0.65 FTE)				231	34,531
<b><u>Administrative Specialist II</u></b>	1	322	38,260		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				69	9,565
Ambulance Fund (0.75 FTE)				231	28,695

Budget Document Report

**79 - AMBULANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
695,359	686,715	525,000	<b>4079-05</b> <b>Designated Begin FB-Ambulance Fd - EMS A/R</b> Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1, 2016.	750,000	750,000	750,000
0	0	0	<b>4079-25</b> <b>Designated Begin FB-Ambulance Fd - Facility Improvements</b>	0	0	0
592,289	408,982	281,052	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.	404,036	404,036	484,847
<b>1,287,648</b>	<b>1,095,696</b>	<b>806,052</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,154,036</b>	<b>1,154,036</b>	<b>1,234,847</b>
<b>INTERGOVERNMENTAL</b>						
4,148	2,663	5,200	<b>4840-05</b> <b>OR Conflagration Reimbursement - Personnel</b>	5,200	5,200	5,200
0	0	0	<b>4840-10</b> <b>OR Conflagration Reimbursement - Equipment</b>	0	0	0
0	0	0	<b>5035-05</b> <b>City of Amity - Paramedic Ambulance</b>	10,000	10,000	10,000
<b>4,148</b>	<b>2,663</b>	<b>5,200</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>15,200</b>	<b>15,200</b>	<b>15,200</b>
<b>CHARGES FOR SERVICES</b>						
3,183,194	3,009,770	3,100,000	<b>5700</b> <b>Transport Fees</b> 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.	3,630,000	3,630,000	3,630,000
129,310	127,200	130,000	<b>5710</b> <b>FireMed Fees</b> Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider.	130,000	130,000	130,000
<b>3,312,504</b>	<b>3,136,970</b>	<b>3,230,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,760,000</b>	<b>3,760,000</b>	<b>3,760,000</b>
<b>MISCELLANEOUS</b>						
2,719	1,965	2,400	<b>6310</b> <b>Interest</b>	1,000	1,000	1,000
0	76	150	<b>6460</b> <b>Donations - Ambulance</b> Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.	0	0	0
1,092	1,476	1,000	<b>6600</b> <b>Other Income</b> Surplus ambulance \$6,860	500	500	500
0	0	0	<b>6600-05</b> <b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
42,466	35,802	35,000	<b>6610</b> <b>Collections - EMS</b> Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections.	35,000	35,000	35,000

Budget Document Report

**79 - AMBULANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
46,277	39,319	38,550	<b>TOTAL MISCELLANEOUS</b>	36,500	36,500	36,500
<b>TRANSFERS IN</b>						
600,000	750,000	1,150,000	<b>6900-01 Transfers In - General Fund</b> Decrease in transfer amount compared to prior year is due to increase in transport fee revenue and no ambulance will be purchased in 2016-2017	800,000	800,000	800,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Subsidy of emergency medical services provided by the City	1	800,000	800,000
0	20,800	0	<b>6900-85 Transfers In - Insurance Services</b>	0	0	0
<b>600,000</b>	<b>770,800</b>	<b>1,150,000</b>	<b>TOTAL TRANSFERS IN</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>
<b>5,250,576</b>	<b>5,045,448</b>	<b>5,229,802</b>	<b>TOTAL RESOURCES</b>	<b>5,765,736</b>	<b>5,765,736</b>	<b>5,846,547</b>

Budget Document Report

**79 - AMBULANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	58,500	<b>7000 Salaries &amp; Wages</b>	0	0	0
1,541,313	1,616,922	1,710,425	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Fire Chief - 0.25 FTE Emergency Medical Services Chief - 1.00 FTE Fire Battalion Chief - 1.95 FTE Fire Lieutenant - 1.95 FTE Firefighter - 16.25 FTE Office Manager - 0.65 FTE Administrative Specialist II - 0.75 FTE	1,754,363	1,754,363	1,754,363
12,504	13,059	17,030	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Firefighter / Paramedic - 0.46 FTE Firefighter / EMT - 0.46 FTE  Removing 0.30 FTE Mechanic - Fire Department. Adding Staffing for Peak Unity Amity.	51,098	51,098	51,098
1,160	0	5,000	<b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b> 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.	0	0	0
232,878	250,180	220,000	<b>7000-20 Salaries &amp; Wages - Overtime</b> The 2016-17 budgeted amount is reduced to reflect savings from the hiring of an additional Firefighter, split between Fire and Ambulance. The overall savings to the combined department salaries and benefits is projected to be \$44,000.	223,000	223,000	223,000
107,805	113,175	121,054	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	125,746	125,746	125,746
25,213	26,469	28,308	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	29,410	29,410	29,410
404,616	431,309	501,921	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	518,969	518,969	518,969
270,660	284,490	306,826	<b>7300-20 Fringe Benefits - Medical Insurance</b>	333,107	333,107	333,107
58,714	58,959	74,514	<b>7300-22 Fringe Benefits - VEBA Plan</b>	78,600	78,600	78,600
2,859	2,853	2,922	<b>7300-25 Fringe Benefits - Life Insurance</b>	2,598	2,598	2,598
7,992	8,311	8,832	<b>7300-30 Fringe Benefits - Long Term Disability</b>	9,092	9,092	9,092
68,761	73,382	72,866	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	81,794	81,794	81,794
994	981	1,051	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	1,096	1,096	1,096
745	-19	999	<b>7300-40 Fringe Benefits - Unemployment</b>	500	500	500
<b>2,736,216</b>	<b>2,880,073</b>	<b>3,161,748</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>3,209,373</b>	<b>3,209,373</b>	<b>3,209,373</b>

**79 - AMBULANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b><u>MATERIALS AND SERVICES</u></b>						
3,703	4,520	3,700	<b>7500 Credit Card Fees</b>	4,000	4,000	4,000
410	412	1,000	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	2,100	2,100	2,100
19,868	24,937	20,000	<b>7550 Travel &amp; Education</b> Emergency medical service training, education, and travel expenses for career and volunteer staff. Training dollars will be spent on critical areas of certification and required EMS training with professional development provided. Increase is to assist with leadership and supervisory training	20,000	20,000	20,000
26,890	26,536	30,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	30,000	30,000	30,000
6,452	5,576	6,500	<b>7600 Electric &amp; Natural Gas</b>	6,500	6,500	6,500
12,100	13,100	18,300	<b>7610-05 Insurance - Liability</b>	17,000	17,000	17,000
7,500	10,800	10,400	<b>7610-10 Insurance - Property</b>	16,500	16,500	16,500
27,849	25,080	24,000	<b>7620 Telecommunications</b> This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.	24,000	24,000	24,000
10,057	12,455	12,500	<b>7630-05 Uniforms - Employee</b> Career and volunteer fire uniforms. Increase to return to pre 2009 replacement schedule for uniforms. Staffing levels increased but uniform budget had not.	12,500	12,500	12,500
111	0	200	<b>7640 Laundry</b>	200	200	200
1,630	1,730	2,000	<b>7650 Janitorial</b> Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.	2,500	2,500	2,500
26,903	27,464	32,000	<b>7660 Materials &amp; Supplies</b>	32,000	32,000	32,000
6,188	6,736	7,200	<b>7660-15 Materials &amp; Supplies - Postage</b>	7,200	7,200	7,200
94,627	107,161	100,000	<b>7660-45 Materials &amp; Supplies - Medical Equipment &amp; Supplies</b> Increase due to call volume increase and cost of medical supplies and medications increase.	110,000	110,000	110,000
1,351	1,433	1,400	<b>7660-55 Materials &amp; Supplies - Oxygen</b>	1,600	1,600	1,600
0	76	150	<b>7680 Materials &amp; Supplies - Donations</b> Material and supplies funded through revenue account 6460, Donations-Ambulance.	0	0	0
0	0	0	<b>7720 Repairs &amp; Maintenance</b>	0	0	0
0	283	0	<b>7720-06 Repairs &amp; Maintenance - Equipment</b> Defibrillator Refurbish 2	12,000	12,000	12,000
9,987	13,851	12,500	<b>7720-08 Repairs &amp; Maintenance - Building Repairs</b>	12,500	12,500	12,500
22,525	28,853	30,000	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b> Increase due to loss of mechanic position	45,000	45,000	45,000
549	1,230	1,500	<b>7720-16 Repairs &amp; Maintenance - Radio &amp; Pagers</b>	1,500	1,500	1,500

Budget Document Report

**79 - AMBULANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
25,906	33,254	26,000	<b>7735 Rental Property</b> NE Substation rental property; includes rent and utilities and direct costs associated with that location.	26,000	26,000	26,000
10,869	20,364	19,130	<b>7750 Professional Services</b>	19,180	19,180	19,180
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	5,200	5,200
			Section 125 administration fee	1	230	230
			Medical Director Contract	1	10,000	10,000
			Labor Negotiations arbitrator shared 35% w fire	1	1,350	1,350
			Chrisis Chaplaincy Contract	1	2,400	2,400
16,439	17,663	18,000	<b>7790 Maintenance &amp; Rental Contracts</b> Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts.	18,000	18,000	18,000
5,184	9,096	10,500	<b>7800 M &amp; S Equipment</b>	12,000	12,000	12,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Defb Batteries	6	500	3,000
			Glide Scope	1	9,000	9,000
19,629	4,151	5,000	<b>7800-09 M &amp; S Equipment - Radios</b>	8,000	8,000	8,000
0	0	0	<b>7810 M &amp; S Equipment - Donations</b>	0	0	0
15,739	17,156	19,592	<b>7840 M &amp; S Computer Charges</b>	26,152	26,152	26,152
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS Department M&S costs shared city-wide	1	26,152	26,152
23,508	64,177	41,365	<b>7840-95 M &amp; S Computer Charges - Ambulance</b> In an effort of cost reduction mobile computers will be replaced with tablets saving \$4,000 per vehicle	34,650	34,650	34,650
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			City Netmotion Expansion-25%, shared with Police, Fire	1	1,500	1,500
			Hotspot Replacements	2	1,500	3,000
			R-12 Slatemate tablets	2	4,000	8,000
			Replacement workstation	1	1,800	1,800
			ESO Chart software maintenance	1	12,000	12,000
			ESO Personnel maintenance-50%, shared with Fire	1	1,350	1,350
			Netmotion maintenance	1	1,200	1,200
			Target software maintenance-50%, shared with Fire	1	3,000	3,000
			Tritech message switch maintenance-35%, shared with Fire	1	2,800	2,800
0	0	0	<b>7850 M &amp; S Building Improvements</b>	0	0	0

Budget Document Report

**79 - AMBULANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
4,998	4,986	10,000	<b>8070</b>	<b>FireMed Promotion</b>		10,000	10,000	10,000
15,231	12,018	15,000	<b>8270-05</b>	<b>Revenue Adjustments - Bad-Debt Writeoffs</b> 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.		5,000	5,000	5,000
-2,463	-34	0	<b>8270-10</b>	<b>Revenue Adjustments - Medicare Assign - Nonallowed</b> For Medicare patient accounts, "non-allowed" amounts are no longer recorded as expense; contractually the City cannot collect the "non-allowed" amount from insurance companies or patient.		0	0	0
779	0	0	<b>8270-15</b>	<b>Revenue Adjustments - Medicaid Writeoffs</b> For Medicaid patient accounts, the amount exceeding the Medicaid reimbursement amount is not recorded as write off expense; legally the City cannot collect this amount from the patient.		0	0	0
90,921	75,839	75,000	<b>8270-20</b>	<b>Revenue Adjustments - Firemed Writeoffs</b> FireMed member account balance writeoffs after all agency or insurance payments have been received; write offs are recorded as expense.		95,000	95,000	95,000
555,819	221,667	255,000	<b>8270-25</b>	<b>Revenue Adjustments - Turned To Collections</b> Past-due accounts turned to collections agency after City collection procedures have been exhausted; write offs are recorded as expense.		220,000	220,000	220,000
55,632	54,552	45,000	<b>8270-30</b>	<b>Revenue Adjustments - Public Agency Writeoffs</b> 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.		70,000	70,000	70,000
<b>1,116,893</b>	<b>847,121</b>	<b>852,937</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>901,082</b>	<b>901,082</b>	<b>901,082</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
0	20,436	0	<b>8710-22</b>	<b>Equipment - EMS Defibrillators</b>		0	0	0
29,302	1,680	3,903	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		20,000	20,000	20,000
6,539	0	0	<b>8800</b>	<b>Building Improvements</b>		15,000	15,000	15,000
0	188,686	230,000	<b>8850</b>	<b>Vehicles</b> Station Remodel Design and engineering Costs split with Fire 25% / 75%		0	0	0
<b>35,841</b>	<b>210,802</b>	<b>233,903</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b><u>TRANSFERS OUT</u></b>								
171,608	180,063	188,467	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		196,985	196,754	196,754
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Administration and Finance personnel including Amb Billing staff	1	196,754	196,754		

Budget Document Report

**79 - AMBULANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
62,600	79,100	81,000	<b>9700-15</b>	<b>Transfers Out - Emergency Communications</b>		85,000	85,000	84,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ambulance Fund support for YCOM dispatching services.	1	84,200	84,200	
31,723	34,096	43,367	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		44,372	44,372	44,372
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	44,372	44,372	
<b>265,931</b>	<b>293,259</b>	<b>312,834</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>326,357</b>	<b>326,126</b>	<b>325,326</b>
<b><u>CONTINGENCIES</u></b>								
0	0	160,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>160,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
686,715	650,996	252,000	<b>9979-05</b>	<b>Designated End FB - Ambulance - EMS A/R</b>		750,000	750,000	750,000
				Non-cash Designated Ending Fund Balance for estimated Ambulance Accounts Receivable balance at June 30, 2017.				
0	0	0	<b>9979-25</b>	<b>Designated End FB - Ambulance - Facility Improvements</b>		37,500	37,500	37,500
				Designated carryover for Fire Hall remodel, split 25/75 with the General fund.				
408,981	163,197	256,380	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		206,424	206,655	288,266
				Estimated designated carryover for July 1, 2017, including the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations				
<b>1,095,696</b>	<b>814,193</b>	<b>508,380</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>993,924</b>	<b>994,155</b>	<b>1,075,766</b>
<b>5,250,576</b>	<b>5,045,448</b>	<b>5,229,802</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>5,765,736</b>	<b>5,765,736</b>	<b>5,846,547</b>

Budget Document Report

**79 - AMBULANCE FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
5,250,576	5,045,448	5,229,802	<b>TOTAL RESOURCES</b>	5,765,736	5,765,736	5,846,547
5,250,576	5,045,448	5,229,802	<b>TOTAL REQUIREMENTS</b>	5,765,736	5,765,736	5,846,547

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# **INFORMATION SYSTEMS & SERVICES FUND**

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- **Budgeted Computer Equipment – By Department**



# Information Systems & Services Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2016-17 proposed budget includes the addition of the IS Director position, filled from the IS Analyst III network administrator position. FTE remains stable at 4.0, while reorganization savings are channeled into professional services, giving IS greater flexibility to provide complex and timely support services to other departments and support City IS projects.

## New Programs, Projects, or Equipment:

- Continuation of virtual server philosophy. Reduces hardware and associated costs overall; 92% of all servers are now virtual machines.
- Exploration and extension into cloud based and hosted processing – following industry trends as web based software continues to grow along with service security and reliability.
- Continued support of ERP financial system advanced features, including electronic forms, hardware, network, systems analysis, and other technical services as needed.
- Budget developed with the following priority items:
  - System and network security.
  - License compliance, and maintenance of compliance.
  - Continuity of Operations (COOP), restoration of service interruption.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.

- Continued planning for video storage requirements and ongoing demand for video camera coverage, both in city facilities and police operations.
- Continue initiative for redundancy and continuity of operations for our computer systems. By utilizing computer room facilities in the Public Safety Building and the Community Center, we are able to create “failover” systems which will ensure continued City operations in the event of a disaster.
- In this coming fiscal year, we will be evaluating several older city software packages as they complete their original product lifecycles and begin to prudently plan for replacement.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

## Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support – both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

# Information Systems & Services Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

- Partner with the Finance Department for advanced feature implementation of the ERP financial system, as well as expanding the functionality of the system throughout the City.
- Continue to train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Enhance and expand the City website to provide services and information for citizens. Investigate opportunities for online payments, electronic form submission and social media communication.
- Continue to leverage cloud technologies as appropriate for City information processing needs – long term backup strategies, scalable processing, keeping security and total cost impact in mind.
- Evaluate all paper-based processes for improvement opportunities – electronic form submission, digital document management, and cloud based solutions for document archival and storage.

## Full-Time Equivalents (FTE)

	2015-16		2016-17	
	Adopted Budget	Change	Proposed Budget	
<b>FTE Adopted Budget</b>	<b>4.00</b>			
Information Systems Director		1.00		
Information Systems Analyst III		(1.00)		
<b>FTE Proposed Budget</b>		<b>-</b>		<b>4.00</b>

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>884,457</b>	<b>1,093,323</b>	<b>1,050,684</b>	<b>(42,639)</b>
Personnel Services	323,361	414,196	424,050	9,854
Materials & Services	524,405	657,827	610,170	(47,657)
Capital Outlay	33,230	30,000	41,664	11,664
<b>Total Expenditures</b>	<b>880,997</b>	<b>1,102,023</b>	<b>1,075,884</b>	<b>(26,139)</b>
Net Expenditures	3,460	(8,700)	(25,200)	16,500



## Information Systems & Services Fund

### Historical Highlights

- |             |  |             |  |             |   |
|-------------|--|-------------|--|-------------|---|
| <b>1993</b> | City's first Information Systems Manager hired.  | <b>2003</b> | Partnership formed with Yamhill County for management of IS services; City director position eliminated.                                 | <b>2006</b> | Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.                               |
| <b>1995</b> | Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.  | <b>2004</b> | Physical location of IS Department moved from Fire Station to Community Center.  | <b>2007</b> | Partnered with Yamhill County and assumed project management and problem resolution of the City public safety radio system. |
| <b>1995</b> | First system administrative specialist hired to help with expanding City IS needs.   | <b>2005</b> | Completed move of all City telephones back onto City-County telephone system.  | <b>2008</b> | Supported the project of moving all communications for the City to the new Public Safety Building.                          |
| <b>1996</b> | City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & Powerpoint. Email begins!   | <b>2006</b> | Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state. | <b>2009</b> | Began implementation of redundant server strategy for “hot” site backup for City applications.                              |
| <b>1998</b> | City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.   | <b>2006</b> | Completion of new computer equipment room with backup generator in Community Center.   | <b>2010</b> | Began utilizing virtual server technology and moved to Storage Area Network devices.  |
| <b>2001</b> | McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.                | <b>2006</b> | Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.                        | <b>2011</b> | Development of an IS strategic plan.  |
| <b>2002</b> | IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide. |             |  | <b>2011</b> | Fully implemented electronic ticketing software for Police Department.  |

- 2012** Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.
- 2013** Implemented a fully electronic agenda system for the conducting of City Council meetings.
- 2014** Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily in the public safety areas.
- 2015** Hired a full-time IS Director.

**Information Systems and Services Fund - Computer Equipment - By Department**

2016 - 2017 Proposed Budget

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
<b>Administration, Legal</b>	Surface Pro - 1	2,400		New City Recorder / Legal Assistant
	Municipal Code software	2,000		New system
			<u>4,400</u>	
<b>Finance/Accounting</b>	Printer maintenance	300		Lexmark
	Workstation - 2	3,600		Replacements
	Surface Pro - 1	2,400		Replacement
	Lexmark fuser - 1	850		Replacement
	Logos e-Suite	33,000		Use designated funds for acquisition
			<u>40,150</u>	
<b>Engineering</b>	Workstations - 2 1/3	4,140		Replacements
	AutoCAD licenses - 1	5,000		Upgrade
	Maintenance - 1	1,700		Plotter
			<u>10,840</u>	
<b>Planning</b>	Workstations - 1/3	510		Replacement
			<u>510</u>	
<b>Police</b>	Workstations - 2 1/3	3,600		Replacements
	Surface Pro - 4	8,800		Replacements
	e-Ticketing tablet	2,200		For Motor Patrol
	MDT equipment	21,664		Replacements
	Netmotion software	3,000		New System, shared 50/25/25 PD/Fire/Ambulance
	Zebra printer replacements - 2	2,000		Replacements
	Interview Room DVR	1,400		Replacement
	External CDROM drives for Surfaces	250		New
	Dragon Naturally Speaking Software	150		New
			<u>43,064</u>	
<b>Fire</b>	Workstations - 2	3,600		Replacements
	Surface Pro - 2	4,400		Replacements
	Video Display workstation	1,800		New system
	Laptop - 1	1,700		Replacement
	Netmotion software	1,500		New System, shared 50/25/25 PD/Fire/Ambulance
	Tritech Mobile license	1,650		New
	Dispatch b/w printer replacement	1,200		Replacement
			<u>15,850</u>	

**Information Systems and Services Fund - Computer Equipment - By Department**

2016 - 2017 Proposed Budget

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
<b>Park &amp; Rec Aquatic Ctr</b>	Smart Display	1,000		New System
	Adobe Pro licenses - 2	600		Upgrades
	Replacement Datacard Printer	1,000		Replacement
	Miscellaneous peripherals - 1	1,000		Replacements for Activenet units
			<u>3,600</u>	
<b>Park &amp; Rec Comm Ctr</b>	Drawing Software	300		New
	Workstations - 1	1,800		Replacement
			<u>2,100</u>	
<b>Library</b>	Workstations - 9	16,200		Replacements
	Laptops - 5	9,000		Replacements
	Scanners -1	1,000		New
	Printer/Scanners - 2	1,600		New
			<u>27,800</u>	
<b>Street</b>	Arcview License	2,000		New
			<u>2,000</u>	
<b>Building</b>	Workstations - 1 1/3	2,340		Replacements
	Printer replacement	1,500		Replacement
			<u>3,840</u>	
<b>Wastewater Services</b>	Workstations - 3	5,400		Replacements
	Wincontrol Software	2,200		Replacement
			<u>7,600</u>	
<b>Ambulance</b>	Workstations - 1	1,800		Replacement
	Mobile Hotspot Replacements - 2	3,000		Replacements
	Netmotion software	1,500		New System, shared 50/25/25 PD/Fire/Ambulance
	R-12 Slatemate Tablets - 2	8,000		New
	Ambulance Billing Software	20,000		ESO Software System
			<u>34,300</u>	
	<b>Total</b>		<u><u>196,054</u></u>	

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
36,000	36,000	36,000	<b>4080-15</b> <b>Designated Begin FB-Info Sys Fd - Financial System Reserve</b> July 1, 2016 carryover reserved for future City financial system software improvements.	26,000	26,000	26,000
101,709	119,944	164,657	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.	127,402	127,402	129,702
<b>137,709</b>	<b>155,944</b>	<b>200,657</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>153,402</b>	<b>153,402</b>	<b>155,702</b>
<b>CHARGES FOR SERVICES</b>						
392,328	400,311	521,576	<b>6000-01</b> <b>Charges for Equipment &amp; Services - General Fund</b> 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.	460,313	460,313	460,313
11,837	13,477	16,169	<b>6000-20</b> <b>Charges for Equipment &amp; Services - Street Fund</b>	15,806	15,806	15,806
13,924	16,139	17,727	<b>6000-70</b> <b>Charges for Equipment &amp; Services - Building Fund</b>	21,258	21,258	21,258
65,053	44,695	57,795	<b>6000-75</b> <b>Charges for Equipment &amp; Services - Wastewater Services Fund</b>	47,655	47,655	47,655
68,549	83,013	64,860	<b>6000-79</b> <b>Charges for Equipment &amp; Services - Ambulance Fund</b>	80,802	80,802	80,802
<b>551,690</b>	<b>557,635</b>	<b>678,127</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>625,834</b>	<b>625,834</b>	<b>625,834</b>
<b>MISCELLANEOUS</b>						
775	857	1,000	<b>6310</b> <b>Interest</b>	800	800	800
1,000	0	0	<b>6600</b> <b>Other Income</b>	0	0	0
<b>1,775</b>	<b>857</b>	<b>1,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>TRANSFERS IN</b>						
229,095	246,895	313,802	<b>6900-01</b> <b>Transfers In - General Fund</b>	321,055	321,055	321,055
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 321,055	<u>Total</u> 321,055
6,173	6,468	8,284	<b>6900-20</b> <b>Transfers In - Street</b>	8,481	8,481	8,481
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 8,481	<u>Total</u> 8,481
6,173	6,468	8,284	<b>6900-70</b> <b>Transfers In - Building</b>	8,481	8,481	8,481
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 8,481	<u>Total</u> 8,481

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
35,504	29,438	40,459	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>		41,661	41,661	41,661
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	41,661	41,661	
31,723	34,096	43,367	<b>6900-79</b>	<b>Transfers In - Ambulance</b>		44,372	44,372	44,372
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	44,372	44,372	
0	2,600	0	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>		0	0	0
<b>308,668</b>	<b>325,965</b>	<b>414,196</b>	<b><u>TOTAL TRANSFERS IN</u></b>			<b>424,050</b>	<b>424,050</b>	<b>424,050</b>
<b>999,842</b>	<b>1,040,401</b>	<b>1,293,980</b>	<b><u>TOTAL RESOURCES</u></b>			<b>1,204,086</b>	<b>1,204,086</b>	<b>1,206,386</b>

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
182,516	206,190	248,698	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Information Systems Director - 1.00 FTE Information Systems Analyst II - 2.00 FTE Information Systems Analyst I - 1.00 FTE	264,830	264,830	264,830
14,030	6,852	15,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b> For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	10,000	10,000	10,000
11,819	12,417	16,349	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	17,039	17,039	17,039
2,764	2,904	3,824	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,985	3,985	3,985
40,547	39,272	53,876	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	55,744	55,744	55,744
38,516	53,314	61,540	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	63,414	63,414	63,414
0	0	12,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	6,000	6,000	6,000
357	441	504	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	432	432	432
1,012	1,194	1,394	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,454	1,454	1,454
561	669	871	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	1,016	1,016	1,016
88	108	140	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	136	136	136
<b>292,209</b>	<b>323,361</b>	<b>414,196</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>424,050</b>	<b>424,050</b>	<b>424,050</b>

**MATERIALS AND SERVICES**

66	55	500	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	700	700	700																				
9,067	8,591	16,000	<b>7550</b>	<b>Travel &amp; Education</b> 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																				
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Travel &amp; Training, IS Analyst I</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> <tr> <td>Travel &amp; Training, Department Head</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> <tr> <td>Travel &amp; Training, IS Analyst II</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> <tr> <td>Travel &amp; Training, IS Analyst II</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> </tbody> </table>								Description	Units	Amt/Unit	Total	Travel & Training, IS Analyst I	1	3,000	3,000	Travel & Training, Department Head	1	3,000	3,000	Travel & Training, IS Analyst II	1	3,000	3,000	Travel & Training, IS Analyst II	1	3,000	3,000
Description	Units	Amt/Unit	Total																								
Travel & Training, IS Analyst I	1	3,000	3,000																								
Travel & Training, Department Head	1	3,000	3,000																								
Travel & Training, IS Analyst II	1	3,000	3,000																								
Travel & Training, IS Analyst II	1	3,000	3,000																								
465	229	1,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b> Fuel and repair expense for IS Department vehicle	1,000	1,000	1,000																				
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>IS SUV vehicle expenses</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> </tbody> </table>								Description	Units	Amt/Unit	Total	IS SUV vehicle expenses	1	1,000	1,000												
Description	Units	Amt/Unit	Total																								
IS SUV vehicle expenses	1	1,000	1,000																								

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
1,500	1,600	2,600	<b>7610-05</b>	<b>Insurance - Liability</b>		2,500	2,500	2,500
500	600	600	<b>7610-10</b>	<b>Insurance - Property</b>		700	700	700
6,112	6,900	12,500	<b>7620</b>	<b>Telecommunications</b>		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	
2,400	4,440	2,050	<b>7660</b>	<b>Materials &amp; Supplies</b>		2,500	2,500	2,500
				General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Keyboards, mice, cabling, misc supplies	1	1,500	1,500	
				Shipping cost, returns, primarily MDTs	1	750	750	
				Toner, printer paper, label printer supplies	1	250	250	
0	6	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		0	0	0
369	0	5,150	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		3,000	3,000	3,000
				Equipment repairs and software upgrades not covered by maintenance contracts.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer & non-warranty equipment repairs	1	2,500	2,500	
				Printer maintenance kits for in-house repairs	1	500	500	
0	0	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		0	0	0
14,413	14,526	29,600	<b>7750</b>	<b>Professional Services</b>		81,400	81,400	81,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,800	1,800	
				Security system monitoring	1	500	500	
				Civic Building A/V system maintenance	1	1,000	1,000	
				Website services	1	10,000	10,000	
				Application, network, design & support services	1	68,000	68,000	
				Section 125 administration fee	1	100	100	
0	7,700	9,700	<b>7770-03</b>	<b>Professional Services - Projects - ERP</b>		33,000	33,000	33,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Logos - eSuite	1	33,000	33,000	
64,728	66,346	47,673	<b>7780-20</b>	<b>Contract Services - Information Services Management</b>		0	0	0
				Yamhill County service contract for management of City's Information Services Department and additional IS support staff was discontinued in 2015-2016				

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET	
19,933	23,758	31,100	<b>7792</b>	<b>Hardware Maintenance &amp; Rental Contracts</b>			31,600	31,600	31,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				APC Symmetra, UPS, server room	1	2,700	2,700		
				Aruba wireless maintenance	1	2,000	2,000		
				Link Balancer maintenance	1	300	300		
				Checkpoint Firewall maintenance	1	6,000	6,000		
				Hitachi SAN maintenance	1	4,000	4,000		
				HP Server maintenance	1	6,000	6,000		
				Juniper switch maintenance	1	1,600	1,600		
				Server room generator maintenance	1	1,000	1,000		
				Mailgate spam filter maintenance	1	3,500	3,500		
				Quantum - tape backup system maintenance	1	4,500	4,500		
4,322	6,927	6,927	<b>7792-20</b>	<b>Hardware Maintenance &amp; Rental Contracts - Police</b>			7,900	7,900	7,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Data 911 MDT Hardware maintenance	1	7,900	7,900		
0	0	0	<b>7792-30</b>	<b>Hardware Maintenance &amp; Rental Contracts - Fire</b>			0	0	0
0	0	0	<b>7792-95</b>	<b>Hardware Maintenance &amp; Rental Contracts - Ambulance</b>			0	0	0
75,519	97,556	128,700	<b>7794</b>	<b>Software Maintenance &amp; Rental Contracts</b>			116,000	116,000	116,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Helpdesk software	1	1,500	1,500		
				Desktop Authority maintenance	1	2,500	2,500		
				LOGOS - citywide ERP system maintenance	1	68,000	68,000		
				RSA SecureID maintenance	1	1,000	1,000		
				Site5 Annual subscription	1	1,000	1,000		
				Snap Deploy renewal	1	500	500		
				Veeam backup maintenance	1	9,000	9,000		
				VMware support renewal	1	10,000	10,000		
				Protected Trust renewal	1	1,500	1,500		
				Xen desktop renewal	1	5,000	5,000		
				Screen Connect renewal	1	2,000	2,000		
				Windows / SQL licensing	1	10,000	10,000		
				Symantec A/V	1	3,000	3,000		
				PRTG monitoring maintenance	1	1,000	1,000		
0	0	0	<b>7794-02</b>	<b>Software Maintenance &amp; Rental Contracts - City Manager's Office</b>			0	0	0
9,530	6,500	6,500	<b>7794-03</b>	<b>Software Maintenance &amp; Rental Contracts - City Council</b>			6,500	6,500	6,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				AgendaQuick renewal	1	6,500	6,500		

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
0	0	0	<b>7794-05 Software Maintenance &amp; Rental Contracts - Accounting</b>	0	0	0
0	0	0	<b>7794-08 Software Maintenance &amp; Rental Contracts - Legal</b>	0	0	0
8,154	7,227	8,675	<b>7794-10 Software Maintenance &amp; Rental Contracts - Engineering</b>	9,965	9,965	9,965
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela permits-15% - Shared with Plan & Bldg	1	2,400	2,400
			Hansen sewer database 25% - shared with Street, Park Maint, WWS	1	3,125	3,125
			ESRI Arcview-17%, Shared with Bldg, Plan, Street, WWS	1	1,950	1,950
			AutoCAD maintenance-66%, shared with Planning	1	2,490	2,490
4,023	4,369	5,775	<b>7794-15 Software Maintenance &amp; Rental Contracts - Planning</b>	5,200	5,200	5,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela Permits Plus-15%, shared with Eng, Bldg	1	2,400	2,400
			ESRI Arcview-17%, shared with Bldg, Eng, Pk Maint, Street	1	1,950	1,950
			AutoCAD Maintenance-33%, shared with Engineering	1	850	850
36,762	36,247	39,145	<b>7794-20 Software Maintenance &amp; Rental Contracts - Police</b>	40,540	40,540	40,540
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			APS e-ticketing-67%, shared with Muni Ct	1	6,840	6,840
			APS annual hosting fee	1	800	800
			WebLEDS maintenance	1	1,000	1,000
			Evidence OnQ maintenance	1	8,500	8,500
			Tritech remote support	1	400	400
			Tritech e-ticketing import	1	1,300	1,300
			Tritech message switch support	1	2,900	2,900
			Tritech mobile support	1	7,500	7,500
			Tritech RMS maintenance	1	8,800	8,800
			Netmotion maintenance-50%, shared with Fire, Amb	1	2,500	2,500
6,267	6,563	7,100	<b>7794-25 Software Maintenance &amp; Rental Contracts - Municipal Court</b>	7,200	7,200	7,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			APS e-ticketing-33%, shared with Police	1	4,000	4,000
			Caselle maintenance	1	3,200	3,200

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET	
6,364	5,656	9,225	<b>7794-30</b>	<b>Software Maintenance &amp; Rental Contracts - Fire</b>			14,900	14,900	14,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESO - 100% RMS maint,-50% split with Amb for Personnel module	1	5,500	5,500		
				Netmotion MDT maintenance-25%, shared with Amb, Police	1	1,200	1,200		
				Tritech maintenance-65%, shared with Amb	1	5,200	5,200		
				Target Vehicle maintenance-50% shared with Amb	1	3,000	3,000		
1,200	1,200	1,200	<b>7794-35</b>	<b>Software Maintenance &amp; Rental Contracts - Parks &amp; Rec Administration</b>			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	<b>7794-40</b>	<b>Software Maintenance &amp; Rental Contracts - Aquatic Center</b>			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	<b>7794-45</b>	<b>Software Maintenance &amp; Rental Contracts - Community Center</b>			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		
2,400	2,400	1,200	<b>7794-50</b>	<b>Software Maintenance &amp; Rental Contracts - Kids on the Block</b>			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	<b>7794-55</b>	<b>Software Maintenance &amp; Rental Contracts - Recreational Sports</b>			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	1,200	<b>7794-60</b>	<b>Software Maintenance &amp; Rental Contracts - Senior Center</b>			1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet annual maintenance	1	1,200	1,200		
4,347	4,524	4,900	<b>7794-65</b>	<b>Software Maintenance &amp; Rental Contracts - Park Maintenance</b>			5,075	5,075	5,075
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI Arcview-17%, shared with Plan, Bldg, Eng, Street, WWS	1	1,950	1,950		
				Hansen sewer database-25%, shared with Eng, Street, WWS	1	3,125	3,125		
0	0	0	<b>7794-70</b>	<b>Software Maintenance &amp; Rental Contracts - Library</b>			0	0	0

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET	
6,847	7,023	7,400	<b>7794-75</b>	<b>Software Maintenance &amp; Rental Contracts - Streets</b>			8,575	8,575	8,575
				<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	1,950	1,950		
				Hansen sewer database-25%, shared with Eng, Pk Maint, WWS	1	3,125	3,125		
				Street Saver maintenance / subscription	1	3,500	3,500		
9,736	10,654	12,150	<b>7794-80</b>	<b>Software Maintenance &amp; Rental Contracts - Building</b>			13,150	13,150	13,150
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Accela Permits Plus-70%, shared with Eng, Plan	1	11,200	11,200		
				ESRI Arcview-17%, shared with Plan, Eng, Pk Maint, Street, WWS	1	1,950	1,950		
18,261	19,583	20,800	<b>7794-85</b>	<b>Software Maintenance &amp; Rental Contracts - Wastewater Services</b>			21,225	21,225	21,225
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI Arcview-17%, shared with Plan, Bldg, Eng, Pk Maint, Street	1	1,950	1,950		
				WWS - MP2 Maint. Management Software	1	2,500	2,500		
				Rockwell Control Software	1	5,500	5,500		
				Wonderware software	1	5,500	5,500		
				Hansen sewer maintenance-25%, shared with Eng, Pk Maint, Street	1	3,125	3,125		
				Hach WIMS software	1	2,250	2,250		
				Win 911 software	1	400	400		
13,079	26,870	30,075	<b>7794-95</b>	<b>Software Maintenance &amp; Rental Contracts - Ambulance</b>			20,350	20,350	20,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESO Chart software maintenance	1	12,000	12,000		
				Netmotion maintenance	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		
7,027	2,820	9,000	<b>7800-15</b>	<b>M &amp; S Equipment - Information Systems</b>			9,000	9,000	9,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Workstation / tablet upgrades	1	4,000	4,000		
				VDI thin clients	1	5,000	5,000		

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
5,169	14,408	17,800	<b>7800-18</b>	<b>M &amp; S Equipment - Hardware</b>		11,000	11,000	11,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Network hardware replacements	1	3,000	3,000	
				Network testing tools	1	2,000	2,000	
				UPS replacements	1	2,000	2,000	
				NAS replacement devices	1	3,000	3,000	
				RSA token replacements	1	1,000	1,000	
10,954	0	0	<b>7800-21</b>	<b>M &amp; S Equipment - Software</b>		0	0	0
0	0	0	<b>7800-24</b>	<b>M &amp; S Equipment - Inventory</b>		0	0	0
				Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; e.g., keyboards, mice, surge strips, tools, etc.				
0	0	0	<b>7840</b>	<b>M &amp; S Computer Charges</b>		0	0	0
238	7,500	0	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>		0	0	0
9,986	0	1,700	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>		0	0	0
282	2,698	5,775	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>		7,150	7,150	7,150
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement Workstations	2	1,800	3,600	
				Surface Pro + docking station	1	2,400	2,400	
				Lexmark fuser	1	850	850	
				Lexmark printer maintenance	1	300	300	
65	0	975	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		4,400	4,400	4,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Surface Pro + docking station	1	2,400	2,400	
				Electronic Municipal Code software	1	2,000	2,000	
2,934	4,671	8,300	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>		10,840	10,840	10,840
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations - 33%, shared with Plan & Eng	2	1,800	4,140	
				Autocad license	1	5,000	5,000	
				Plotter maintenance	1	1,700	1,700	
2,038	797	14,745	<b>7840-15</b>	<b>M &amp; S Computer Charges - Planning</b>		510	510	510
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement-33%, shared with Eng, Bldg	0	1,700	510	

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
32,943	13,090	29,852	<b>7840-20</b>	<b>M &amp; S Computer Charges - Police</b>		21,400	21,400	21,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	2	1,800	3,600	
				Surface Pro tablet PCs	4	2,200	8,800	
				Motor Officer tablet	1	2,200	2,200	
				Interview Room DVR	1	1,400	1,400	
				External CDROMs for tablets	5	50	250	
				e-Ticketing Zebra printer replacements	2	1,000	2,000	
				City Netmotion expansion-50%, shared with Fire, Amb	1	3,000	3,000	
				Dragon Speak Naturally software	1	150	150	
10,562	0	5,150	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>		0	0	0
2,617	13,339	11,420	<b>7840-30</b>	<b>M &amp; S Computer Charges - Fire</b>		15,850	15,850	15,850
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	2	1,800	3,600	
				Video Display workstation	1	1,800	1,800	
				Dispatch printer replacement	1	1,200	1,200	
				Surface tablet PCs	2	2,200	4,400	
				Training Laptop	1	1,700	1,700	
				City Netmotion Expansion-25%, shared with Police, Amb	1	1,500	1,500	
				Tritech Mobile License	1	1,650	1,650	
0	1,629	0	<b>7840-35</b>	<b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>		0	0	0
1,513	4,676	3,050	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>		3,600	3,600	3,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement datacard printer	1	1,000	1,000	
				Adobe Acrobat Pro licenses	2	300	600	
				Miscellaneous peripherals, Activenet computers	1	1,000	1,000	
				Smart Display - back room	1	1,000	1,000	
1,632	1,917	3,200	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>		2,100	2,100	2,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement - Activenet #2	1	1,800	1,800	
				Drawing software	1	300	300	
65	1,650	0	<b>7840-50</b>	<b>M &amp; S Computer Charges - Kids on the Block</b>		0	0	0
1,733	0	1,700	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>		0	0	0
0	3,345	0	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>		0	0	0
830	0	2,550	<b>7840-65</b>	<b>M &amp; S Computer Charges - Park Maintenance</b>		0	0	0

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
15,883	15,948	25,150	<b>7840-70</b>	<b>M &amp; S Computer Charges - Library</b>		27,800	27,800	27,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation Replacements - Child Reference desk, Main Ref desk	5	1,800	9,000	
				Workstation Replacements - Circulation desk, Tech wall 1 & 6	4	1,800	7,200	
				Workstation Replacements - Tech Wall laptops	5	1,800	9,000	
				Scanner	1	1,000	1,000	
				Printer/Scanner combo	2	800	1,600	
1,054	1,745	2,550	<b>7840-75</b>	<b>M &amp; S Computer Charges - Street</b>		2,000	2,000	2,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Arcview license	1	2,000	2,000	
1,276	2,000	975	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		3,840	3,840	3,840
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations - MH, 1/3 Front Counter	1	1,800	2,340	
				Printer w/Envelope feeder	1	1,500	1,500	
4,619	7,323	13,500	<b>7840-85</b>	<b>M &amp; S Computer Charges - WWS</b>		7,600	7,600	7,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	3	1,800	5,400	
				Wincontrol software	1	2,200	2,200	
0	0	0	<b>7840-90</b>	<b>M &amp; S Computer Charges - Sewer Maintenance</b>		0	0	0
11,329	37,307	11,290	<b>7840-95</b>	<b>M &amp; S Computer Charges - Ambulance</b>		14,300	14,300	14,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	1,800	1,800	
				Hotspot Replacements	2	1,500	3,000	
				R-12 Slatemate tablets	2	4,000	8,000	
				City Netmotion Expansion-25%, shared with Police, Fire	1	1,500	1,500	
6,492	5,892	6,100	<b>8280</b>	<b>Data Communications</b>		6,600	6,600	6,600
<b>461,203</b>	<b>524,405</b>	<b>627,827</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>610,170</b>	<b>610,170</b>	<b>610,170</b>
<b>CAPITAL OUTLAY</b>								
0	25,014	50,000	<b>8730-05</b>	<b>Equipment - Computers - Hardware</b>		0	0	0
0	0	10,000	<b>8730-10</b>	<b>Equipment - Computers - Software</b>		0	0	0
0	0	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
41,772	8,216	0	<b>8750-20</b>	<b>Capital Outlay Computer Charges - Police</b>		21,664	21,664	21,664
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mobile Data Terminal w / Verus camera system- M7	2	10,832	21,664	
20,313	0	0	<b>8750-85</b>	<b>Capital Outlay Computer Charges - Wastewater Services</b>		0	0	0
28,402	0	0	<b>8750-95</b>	<b>Capital Outlay Computer Charges - Ambulance</b>		20,000	20,000	20,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESO Billing Software	1	20,000	20,000	
0	0	0	<b>8750-98</b>	<b>Capital Outlay Computer Charges - ERP</b>		0	0	0
<b>90,487</b>	<b>33,230</b>	<b>60,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>41,664</b>	<b>41,664</b>	<b>41,664</b>
<b><u>CONTINGENCIES</u></b>								
0	0	65,000	<b>9800</b>	<b>Contingencies</b>		65,000	65,000	65,000
<b>0</b>	<b>0</b>	<b>65,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>65,000</b>	<b>65,000</b>	<b>65,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
36,000	28,300	26,300	<b>9980-15</b>	<b>Designated End FB - Info Sys Fd - Financial System Reserve</b>		0	0	0
119,944	131,104	100,657	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		63,202	63,202	65,502
				Undesignated carryover for July 1, 2017, including the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.				
<b>155,944</b>	<b>159,404</b>	<b>126,957</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>63,202</b>	<b>63,202</b>	<b>65,502</b>
<b>999,843</b>	<b>1,040,401</b>	<b>1,293,980</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,204,086</b>	<b>1,204,086</b>	<b>1,206,386</b>

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
999,842	1,040,401	1,293,980	<b>TOTAL RESOURCES</b>	1,204,086	1,204,086	1,206,386
999,843	1,040,401	1,293,980	<b>TOTAL REQUIREMENTS</b>	1,204,086	1,204,086	1,206,386



# **INSURANCE SERVICES FUND**





### Budget Highlights

- **Charges For Services** – As an internal service fund, the Insurance Services Fund charges operating Departments for the cost of property, liability and workers' compensation premiums and claims. Charges are budgeted to pay for insurance premiums, deductibles on claim losses, miscellaneous insurance related expenses, and to maintain an adequate but not excessive reserve.
- Property premiums are charged to Departments based on factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers' compensation premiums are charged to Departments based on wages and types of work performed by employees in the Department.
- **Other Income - City County Insurance Services (CIS)** – CIS offers multiple lines credits for entities that purchase more than one type of insurance from CIS.
- **Property & Liability Insurance** – Property insurance premiums are projected to increase by 20% and liability premiums by 5% compared to 2015-16 premiums. Property insurance increase is due to addition of vehicles, such as the new Fire aerial platform truck, and to auto physical damage claims incurred.
- **Workers' Compensation Insurance:**
  - Workers compensation rates, CIS administrative costs, and the state assessment are projected to remain consistent with the prior year.
  - City of McMinnville experience modifier for 2015-16 was 86% which means the City's losses were approximately 14% better than the average. This compares to an experience modifier of 91% in 2014-15.

**Insurance Services Fund Reserve** - Over several previous years, the reserve in the Insurance Services Fund had increased significantly, due to actual premium costs and claims expense being less than budgeted. In 2014-15, surplus funds in the Insurance Services Fund were distributed to operating departments. There will be no surplus distribution in 2016-17.

### Core Services

- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
  - General liability insurance
  - Automobile liability, collision, and comprehensive insurance
  - Property, equipment, and excess crime insurance
  - Earthquake and boiler insurance
  - Employee workers' compensation insurance

### Future Challenges and Opportunities

- Risk management of workers' compensation, property and liability claims.
- The City's initial premium for workers' compensation insurance is calculated using a retrospective rate. The premium is then adjusted throughout the year based on the City's actual workers' compensation claims, subject to a maximum limit. The maximum contribution for fiscal year 2015-16 was \$470,000.

The retrospective rate plan is beneficial to the City when claims are low and a limited amount of additional premium is paid during the fiscal year. However, in years with higher claims, the City may pay up to the maximum contribution amount. The City will continue to work with CIS to implement processes to limit workers' compensation claims.
- The City will also work with CIS to review risk management practices to limit exposure to property and general liability claims.

# Insurance Services Fund

2016 – 2017 Proposed Budget --- Budget Summary

## Department Cost Summary

	2014-15 Actual	2015-16 Amended Budget	2016-17 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>960,412</b>	<b>1,051,445</b>	<b>1,184,317</b>	<b>132,872</b>
Materials & Services	652,600	1,009,600	1,018,295	8,695
Transfers Out	188,182	63,503	69,630	6,127
<b>Total Expenditures</b>	<b>840,782</b>	<b>1,073,103</b>	<b>1,087,925</b>	<b>14,822</b>
Net Expenditures	119,630	(21,658)	96,392	(118,050)



## Insurance Services Fund

## Historical Highlights

- |             |   |             |  |             |   |
|-------------|---|-------------|--|-------------|---|
| <b>1985</b> | City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS). | <b>1995</b> | Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.   | <b>2006</b> | City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.                            |
| <b>1986</b> | City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.                                | <b>1997</b> | City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.  | <b>2009</b> | Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments. |
| <b>1989</b> | City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.                                      | <b>2000</b> | Fire union members first begin medical insurance cost sharing – 10% of premium.  | <b>2012</b> | Insurance Services Fund surplus allocated to operating departments.   |
| <b>1991</b> | Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.                     | <b>2001</b> | 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. | <b>2015</b> | Insurance Services Fund surplus allocated to operating departments.   |
| <b>2003</b> | Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.  | <b>2003</b> | Police union members first begin medical insurance cost sharing – 5% of premium.   |             |   |
| <b>1995</b> | Insurance Services Fund surplus funds Community Center seismic retrofit.  | <b>2006</b> | CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.   |             |   |

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
798,486	994,384	1,020,384	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2016 undesignated carryover from the 2015-2016 fiscal year.	1,319,387	1,319,387	1,319,387
<b>798,486</b>	<b>994,384</b>	<b>1,020,384</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,319,387</b>	<b>1,319,387</b>	<b>1,319,387</b>
<b>CHARGES FOR SERVICES</b>						
204,500	221,300	303,300	<b>6050-05</b> <b>Insurance - Liability</b> Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage.	281,100	281,100	281,100
150,900	171,300	179,800	<b>6050-10</b> <b>Insurance - Property</b> Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery.	242,400	242,400	242,400
429,564	466,245	457,245	<b>6070</b> <b>Workers' Compensation Insurance</b> Charges to payroll operating departments and funds for worker's compensation insurance coverage.	518,117	518,069	519,217
<b>784,964</b>	<b>858,845</b>	<b>940,345</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,041,617</b>	<b>1,041,569</b>	<b>1,042,717</b>
<b>MISCELLANEOUS</b>						
4,499	4,368	5,100	<b>6310</b> <b>Interest</b>	4,700	4,700	4,700
2,128	16,049	15,000	<b>6510-05</b> <b>Insurance Loss Reimbursement - Property</b> Estimated six claims at \$3,000 each, less \$6,000 of deductibles - \$1,000 per claim.	28,000	28,000	28,000
8,969	0	25,000	<b>6510-10</b> <b>Insurance Loss Reimbursement - Parks</b> Proceeds from City Park shelter fire. Funds will be transferred to Park Development Fund to rebuild shelter.	25,000	25,000	25,000
2,770	20,391	21,000	<b>6510-15</b> <b>Insurance Loss Reimbursement - Automobile</b> Estimated six claims at \$3,000 each less \$3,000 of deductibles - \$500 per claim.	40,000	40,000	40,000
0	0	0	<b>6600</b> <b>Other Income</b>	0	0	0
49,635	60,758	45,000	<b>6600-15</b> <b>Other Income - City County Insurance Services</b>	45,000	45,000	45,000
<b>68,001</b>	<b>101,566</b>	<b>111,100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>142,700</b>	<b>142,700</b>	<b>142,700</b>
<b>1,651,450</b>	<b>1,954,796</b>	<b>2,071,829</b>	<b>TOTAL RESOURCES</b>	<b>2,503,704</b>	<b>2,503,656</b>	<b>2,504,804</b>

## 85 - INSURANCE SERVICES FUND

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
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### REQUIREMENTS

#### MATERIALS AND SERVICES

836	1,380	1,500	<b>7750</b>	<b>Professional Services</b>	1,300	1,300	1,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit fee allocation	1	1,300	1,300
312,020	371,423	483,100	<b>8300</b>	<b>Property &amp; Liability Ins Premium</b>	453,445	453,445	453,445
				Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.			
13,467	17,112	0	<b>8330-12</b>	<b>Liability Aggregate Deductible - 2011 - 2012</b>	0	0	0
				Maximum deductible of \$50,000 has been met.			
25,000	840	25,000	<b>8330-13</b>	<b>Liability Aggregate Deductible - 2012 - 2013</b>	12,500	12,500	12,500
				Liability deductible year open with one outstanding claim. 2012-2013 fiscal year general liability deductible amount is \$50,000.			
7,710	4,252	15,000	<b>8330-14</b>	<b>Liability Aggregate Deductible - 2013 - 2014</b>	8,050	8,050	8,050
				Liability deductible year with no open claims. 2013-2014 fiscal year general liability deductible amount is \$50,000.			
0	13,950	20,000	<b>8330-15</b>	<b>Liability Aggregate Deductible - 2014 - 2015</b>	30,000	30,000	30,000
				Liability deductible year open with three open claims. 2014-2015 fiscal year general liability deductible amount is \$50,000.			
0	0	50,000	<b>8330-16</b>	<b>Liability Aggregate Deductible - 2015 - 2016</b>	25,000	25,000	25,000
				Liability deductible year open with three open claims. 2015-2016 fiscal year general liability deductible amount was \$50,000			
0	0	0	<b>8330-17</b>	<b>Liability Aggregate Deductible - 2016 - 2017</b>	50,000	50,000	50,000
				2016-17 fiscal year general liability deductible amount is \$50,000			
15,634	0	0	<b>8350-10</b>	<b>Workers' Compensation - 2009 - 2010 Retro Closed</b>	0	0	0
26,687	0	0	<b>8350-11</b>	<b>Workers' Compensation - 2010 - 2011 Retro Closed</b>	0	0	0
				Closed plan year in 2013-14.			
48	25,797	0	<b>8350-12</b>	<b>Workers' Compensation - 2011 - 2012 Retro Closed</b>	0	0	0
				Closed plan year in 2014-2015			
84,319	0	0	<b>8350-13</b>	<b>Workers' Compensation - 2012 - 2013 Retro</b>	0	0	0
				Maximum liability reached			
113,941	-422	50,000	<b>8350-14</b>	<b>Workers' Compensation - 2013 - 2014 Retro</b>	0	0	0
				No open workers' compensation claims for this plan year.			
0	176,830	100,000	<b>8350-15</b>	<b>Workers' Compensation - 2014 - 2015 Retro</b>	50,000	50,000	50,000
				Two open workers' compensation claims for this plan year			
0	0	200,000	<b>8350-16</b>	<b>Workers' Compensation - 2015 - 2016 Retro</b>	100,000	100,000	100,000
				Two open workers' compensation claims for this plan year			
0	0	0	<b>8350-17</b>	<b>Workers' Compensation - 2016 - 2017 Retro</b>	200,000	200,000	200,000
				Includes initial contribution paid to CIS for 2016-17 fiscal year and paid losses for claims incurred during the 2016-17 fiscal year.			

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
2,257	17,049	16,000	<b>8370-05</b>	<b>Property &amp; Auto Damage Claims - Property Loss &amp; Damage</b> The City's property insurance carries a \$1,000 deductible.		26,000	26,000	26,000
9,969	0	25,000	<b>8370-10</b>	<b>Property &amp; Auto Damage Claims - Park Loss &amp; Damage</b>		25,000	25,000	25,000
3,270	24,391	24,000	<b>8370-15</b>	<b>Property &amp; Auto Damage Claims - Automobile Damage</b> The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.		37,000	37,000	37,000
<b>615,158</b>	<b>652,600</b>	<b>1,009,600</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>1,018,295</b>	<b>1,018,295</b>	<b>1,018,295</b>
<b><u>TRANSFERS OUT</u></b>								
41,908	143,782	38,503	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		44,630	44,196	44,196
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel services support.	1	44,196	44,196	
0	5,200	0	<b>9700-20</b>	<b>Transfers Out - Street</b>		0	0	0
0	0	25,000	<b>9700-50</b>	<b>Transfers Out - Park Development</b> Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement transferred to Park Development Fund.		25,000	25,000	25,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance reimbursement - Park shelter	1	25,000	25,000	
0	1,600	0	<b>9700-70</b>	<b>Transfers Out - Building</b>		0	0	0
0	14,200	0	<b>9700-75</b>	<b>Transfers Out - Wastewater Services</b>		0	0	0
0	20,800	0	<b>9700-79</b>	<b>Transfers Out - Ambulance</b>		0	0	0
0	2,600	0	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		0	0	0
<b>41,908</b>	<b>188,182</b>	<b>63,503</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>69,630</b>	<b>69,196</b>	<b>69,196</b>
<b><u>CONTINGENCIES</u></b>								
0	0	100,000	<b>9800</b>	<b>Contingencies</b>		100,000	100,000	100,000
<b>0</b>	<b>0</b>	<b>100,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
994,384	1,114,014	898,726	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2017, including the excess (deficit) of revenues over (under) expenditures from 2016-2017 operations.		1,315,779	1,316,165	1,317,313
<b>994,384</b>	<b>1,114,014</b>	<b>898,726</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>1,315,779</b>	<b>1,316,165</b>	<b>1,317,313</b>
<b>1,651,450</b>	<b>1,954,796</b>	<b>2,071,829</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>2,503,704</b>	<b>2,503,656</b>	<b>2,504,804</b>

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 PROPOSED BUDGET	2017 APPROVED BUDGET	2017 ADOPTED BUDGET
1,651,450	1,954,796	2,071,829	<b>TOTAL RESOURCES</b>	2,503,704	2,503,656	2,504,804
1,651,450	1,954,796	2,071,829	<b>TOTAL REQUIREMENTS</b>	2,503,704	2,503,656	2,504,804