EST. 1856

City of McMinnville Oregon

2023-2024

Proposed Budget

Fire District Approved by Voters Scenario

City of McMinnville

2023-2024 CITY BUDGET

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Scott Burke, Information Systems Director
Jennifer Cuellar, Finance Director
Rich Leipfert, Fire Chief
Susan Muir, Parks & Recreation Director
Anne Pagano, Public Works Director
Heather Richards, Community Development Director
Matt Scales, Police Chief

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BUDGET MESSAGE

City of McMinnville
2023 – 2024
Budget Message

May, 2023
The Honorable Mayor Remy Drabkin, City Council and Appointed Members of the Budget Committee

I. INTRODUCTION

Anyone who has never made a mistake has never tried anything new.

~ Albert Einstein

The focused effort by the City Council and Budget Committee to build a shared understanding of the City's structural budget deficit (expenses consistently grow more rapidly than revenues) began in July 2021 and resulted in the identification and ranking of the City's core serves, focused primarily on the General Fund, development of a long term strategy intended to better ensure that ongoing services, capital needs and stable reserves can be adequately funded. Among the actions taken by the City Council was the authorization of the City Services Charge which was implemented in January 2023.

We have also focused significant staff time and policy capacity to better ensure cost recovery where appropriate and to initiate updates to our public facility master plans. These efforts will result in a comprehensive Capital Improvement Plan, continued stability in Wastewater Services, added capacity for the Street Fund and new resources to support Stormwater needs and affordable housing efforts through revenues such as System Development Charges and the Construction Excise Tax. Four strategic add packages are included in this proposed budget to improve park maintenance, add capacity to Human Resources to better address persistent staffing needs and succession planning, dedicate a position to support affordable housing efforts and to establish a centralized and coordinated facility maintenance and repair function.

The most profound change in the budget and for City services broadly is related to the annexation of fire and EMS services to a new special district with its own permanent tax rate. This work has been underway for years and the ballot measures approved by the voters earlier this week set up a transition process that will take months and will be governed by a written agreement between the city and the district. From a staffing and budget perspective, there will be workload implications for the City as well as both short- and long-term financial implications. We are confident that the proposed budget includes the fiscal capacity to support the transition and expect to address workload through a combination of staff additions, contractual services and reassigned duties that will impact all city central services (administration, finance, human resources, information services and legal) along with Fire and EMS administration.

The longer-term financial and budget issues are primarily related to the capacity in the City's permanent property tax rate, the approximate $1.50 per thousand assessed valuation, that will be available to support current and future City budget needs. Based on community feedback, primarily gathered from survey efforts and some public testimony, the Budget Committee decided not to exercise that levy authority as part of this proposed document and committed to a robust community engagement process that will explore both the timing and use for those resources before the FY 2024-2025 budget is prepared. It is important to note that while this tax capacity represents a significant financial impact (roughly

15% of the General Fund), access to those resources will not fundamentally address the long-term financial sustainability of the General Fund. Said another way, those revenues will grow more slowly than expenses so we will need to continue to implement the other revenue strategies that were prioritized by the Budget Committee and approved by the City Council in October, 2021.

We have continued to make informed decisions consistent with Mac-Town 2032 and remain committed to the goal of strengthening the City's ability to prioritize and deliver municipal services with discipline and focus.

American Rescue Plan Act of 2021

McMinnville received just over $7,700,000 in American Rescue Plan Act (ARPA) funds intended to support the efforts of local governments to respond to and recover from the negative impacts of the coronavirus pandemic. In November 2021, after a series of discussions with the Budget Committee, the Council approved 28 projects for spending with a maximum total budget of $6,698,000, leaving just over $1 million in future allocations to be approved.

The approved projects are divided into three categories:

- Innovative High-Impact
- Immediate-Impact Community
- Internal Efficiency and Effectiveness

Approximately 80% of approved project dollars will be invested in community-facing projects with 20% going to more internal city organizational effectiveness and efficiency activities.

Recent Council action increased ARPA project budget allocations a net total of $201,621 for an overall allocation of $6,899,471 authorized. $817,467 remains available for utilization on allowable activities to respond to and recover from the negative consequences of the Covid-19 pandemic.

Stabilize General Fund Reserves

Maintaining a healthy reserve was a primary factor that allowed the City to weather the last recession without the deep cuts that many municipalities made (and some continue to make) while maintaining a favorable bond rating. This budget will have reserves that compare favorably to the FY22-23 Adopted Budget. The FY23-24 target for reserves is 1.50 months operating vs 1.25 months last year. The proposed budget's reserves will total almost 1.75 months of operating expense at the fiscal year end. In the City's updated reserve policy, a three- to five-year build back period to allow the City time to make the resource and spending adjustments required to reach the General Fund target of two months of operating expense held in reserve. This budget cycle has the City ahead of schedule in meeting the policy goal of two months operating by FY25-26.

II. BUDGET ASSUMPTIONS

The proposed FY2023-24 budget is based upon the following assumptions and criteria:

A. THE ECONOMY. Property taxes account for roughly 40% of the City's General Fund current year revenues and are based on total taxable assessed value (AV). Overall our AV has continued to rise at a fairly steady rate in the last several years, though the growth rate is trending down since its ten-year high

in 2020. Taxable assessed value is projected to increase 4.38% in 2024 compared to 2023. For 2024, the estimated AV is $3,386 million.

Year	Taxable Assessed Value (in millions)	Percent Change
2013	2,199	2.75%
2014	2,233	1.55%
2015	2,298	2.90%
2016	2,390	4.02%
2017	2,495	4.36%
2018	2,591	3.88%
2019	2,712	4.66%
2020	2,855	5.26%
2021	2,988	4.67%
2022	3,102	3.82%
2023	3,244	4.56%
2024 Est	3,386	4.38%

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 $0.9361 per $1,000 of assessed value is 3.6% higher than 2022-23.

The total proposed City tax rate for FY2023-24 is estimated to be $4.4561 per $1,000 of assessed value ($5.02 permanent rate minus $1.50 held back in year 1 of the new Fire District plus $0.9361 debt service tax rate), compared to $5.9235 ($5.02 permanent rate plus $0.9035 debt service estimated tax rate) in FY2022-23, an increase of 0.55%.

An "estimated not to be received" collection factor of 5% has been used to calculate current property tax revenue. The City of McMinnville's share in FY2022-23 of total property taxes levied in the McMinnville taxing district is 35.84%.

C. EMPLOYEE COMPENSATION. Personnel costs are the largest single expenditure classification in the organization. The services supported by property taxes and other non-designated revenues are heavily invested in personnel – police officers, lifeguards, librarians, recreation program staff, and parks maintenance workers. These personnel costs are 59% of the total expenditures in the General Fund budget.

Budgeted FY2023-24 personnel costs city-wide are down $2.1 million, or 6.9% relative to the prior year's adopted budget. The primary driver of the difference between last year's budget for personnel and the FY2023-24 budget is the impact of only one-half year of Fire Department staffing charges. In the General Fund, staffing costs are down 27% relative to the FY2022-23 amended budget, a drop due to the fire and ambulance personnel no longer being within the General Fund during this transition year. Also of note and based on our challenges in filling public safety employees over the last year, the FY2023-24 General Fund budget factors in vacancy savings of three positions in the Police Department. If all open positions were budgeted, almost $500,000 would be required

in the General Fund budget ($442,000 in direct expense plus 1.5 month reserve target of $55,000).

The City's annual Cost of Living Adjustment (CoLA) is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the second half of the year. This year the CPI was 7.91% compared to 6.67% for FY2022-23. This year's budget, as was the case last year, a 4% CoLA, the contractual maximum of the fire contract and the existing police contract, was applied to all staff.

General Service and Fire Union employees have similar high deductible health insurance plans and VEBA accounts to help defray the cost of those deductibles and provide future resources for eligible medical expenses. The McMinnville Police Association (MPA) has a low deductible health insurance plan with the Oregon Teamsters Employer Trust. For all full-time employees with health insurance benefits, the VEBA contribution matches the full deductible amount associated with the appropriate insurance plan.

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

See the Personnel Services section of the budget document for details on wage and benefits.

D. OTHER INSURANCE COVERAGES. Property and liability insurance premiums in the upcoming year are projected to increase by 13% compared to FY2022-23.

Workers compensation rates are projected to be flat relative the FY2022-23 premiums budgeted as anticipate the City's experience modifier will improve to 83% over 85% in the prior year offset against a higher gross salary total (for insurance, we made assumptions about cost increases based on the past city workforce levels). This experience modifier means the City's losses were approximately 17% better than the average for SAIF members.

E. PERS. City retirement pensions are administered under Oregon's Public Employee Retirement System (PERS) in two basic groups – those hired prior to August 2003 (members of "PERS Tier 1/Tier 2") and those hired afterwards (members of "OPSRP"). PERS employer rates are higher for employees with service records of longer than roughly 20 years.

The FY2023-24 budget year is a new biennial rate period. The rate increase relative the prior year is 3.2% for PERS Tier 1/Tier 2 and OPSRP employer contributions average a 6.5% year over year increase.

The City's employer contributions represent 5.3% of total expenditures in the 2023-24 proposed budget. Total PERS costs are budgeted at $5.7 million, a decrease of 5% compared to the prior year. The decrease is due to the half year that fire services employees are no longer budgeted in the City's organization in this transition year. It is worth noting that higher biennial rates are applied for FY2023-24. For longer term trends, a higher proportion of the McMinnville workforce are OPSRP members (the newer Oregon public sector employees who draw a smaller pension benefit), which will help push down the retirement cost trendline.

The employer rates for the 2023-25 biennium range from 26.9% for general service OPSRP employees to 28.7% for PERS Tier 1/2 members of eligible gross pay categories. McMinnville also pays the employee 6% contribution.

III. STRATEGIC PLANNING.

Open your arms to change, but don't let go of your values.

~ Dalai Lama

In January 2019, the City of McMinnville adopted Mac-Town 2032. This citywide strategic plan has since served to guide policy priorities and budget allocations. The Mission, Vision and Values set out in the plan have laid the groundwork for several significant initiatives, including the Core Services Analysis and the ongoing effort to stabilize and expand services using a more financially sustainable model. Perhaps most profoundly, the focus on being mission driven and values based allowed the city to respond to the global pandemic with rapid, innovative approaches to service delivery and community support like home book and prescription deliveries, virtual Municipal Court and the Dine Out program.

Vision

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

Mission

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

Values

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

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

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

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

Strategic Priorities

The following strategic priorities require special focus by the City in the next fifteen years. In order to move McMinnville toward its Vision, the City believes it will need to make disproportionate investments in time and financial resources in these areas.

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

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

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

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

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

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

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

IV. FORMAT OF THE BUDGET

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

To help give context and make the information presented more understandable, a Financial Overview section includes analysis of the City's revenues, expenditures, and reserves. A summary of new General Fund investments in capital as well as limited new programming included in the budget is also available in the Financial Overview section.

The Financial Overview section also includes an explanation of the different types of funds, the purpose of each of the City's funds and notes the total operating expenditures for each fund. Information related to staffing levels and salary schedules is provided in the Personnel Services Overview and a schedule of the City's outstanding debt is included in the Debt Overview.

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

V. CONCLUSION

Even if you're on the right track, you'll get run over if you just sit there.

~Will Rogers

The City's work over the past several years has moved us closer to addressing the City's persistent financial deficit by building reserves, making key capital investments and strategic, incremental increases in key service areas. Thanks to the guidance and advice from the Budget Committee, policy direction from the City Council and tireless creative work from the executive team and many other key staff members, this Proposed Budget is focused on these charges and sets the stage for future actions to further stabilize municipal services and meet the community's future needs.

The preparation of the proposed 2023 – 2024 budget once again highlighted the strength and commitment of the entire team. I am grateful to everyone who was a part of this work. Finance Director

Jennifer Cuellar, Financial Services Analyst Crystal Wooldridge and the entire Finance Staff should be especially commended for their tireless commitment.

The community input and guidance from the Mayor, City Council and Budget Committee drove and informed the priorities and services presented in this document. We appreciate your dedication to the community and thank you for that service. We look forward to any questions you have and any direction you may provide as you review and deliberate on the fiscal year 2023-2024 budget.

Respectfully submitted,

Jeffrey R. Towery
Budget Officer
City Manager

CITY OVERVIEW

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

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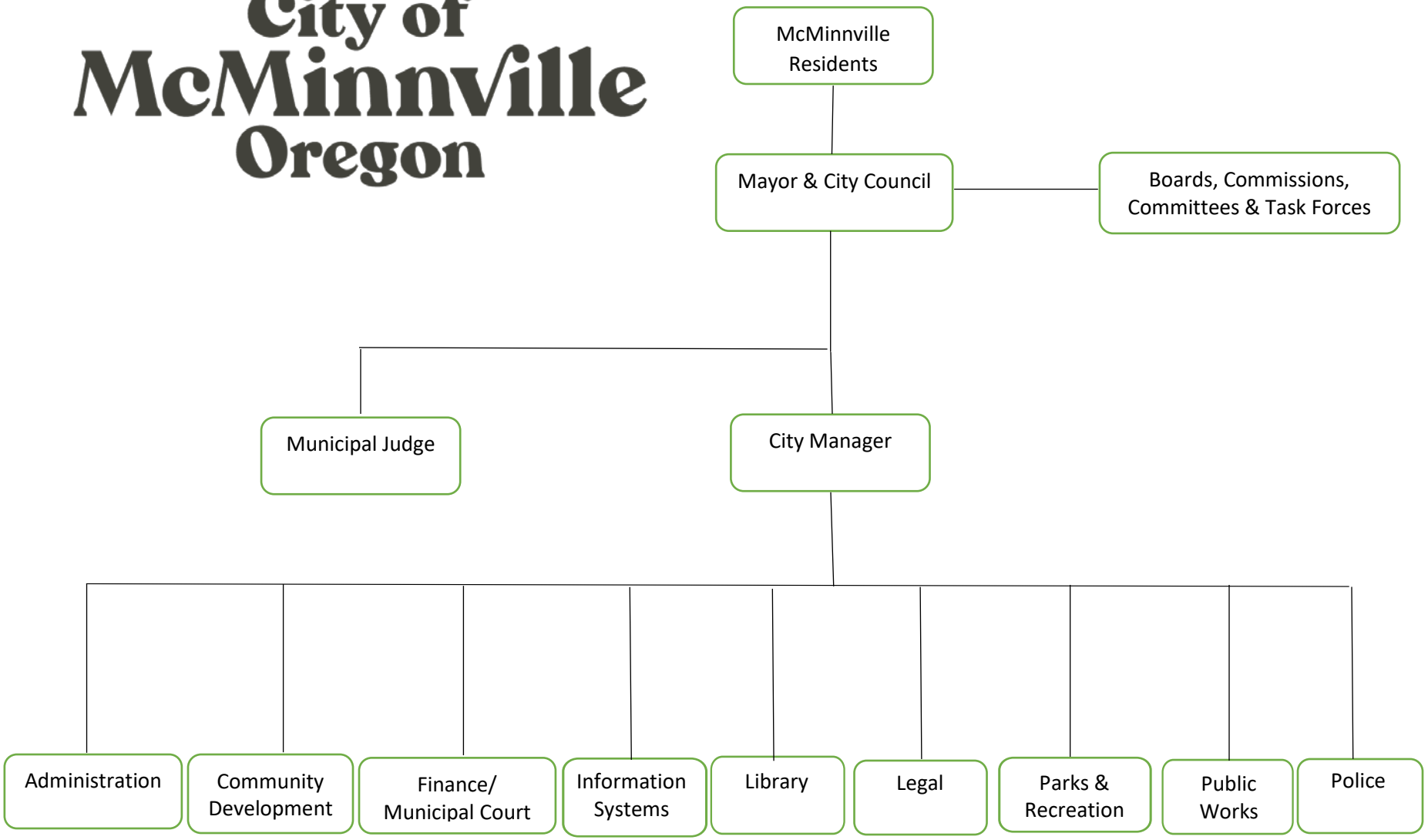
City of McMinnville Oregon



Note: Goals indicate the overarching mission-critical strategic initiatives from Mac-Town 2032, the City's strategic plan. Objectives indicate the agenda for working toward the goals for a specific fiscal year. Specific steps, outcomes and target dates are developed through Council action and departmental work plans. Arrow signifies 2021 Council Priority goals. Italicized goals indicate Organizational Development Goals.

GOALS	OBJECTIVES
CITY GOVERNMENT CAPACITY – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus	❖ **Develop Internal and External Communication Strategies: Improve our communication structure internally and with the public** ➢ **Develop and implement Branding Project** ➢ ***Develop & Implement a goal setting process for 2022 goals that is fully informed by financial realities*** ➢ ***Implement quarterly progress review against goal scorecards and financial performance*** ➢ ***Hold a minimum of four City Council Level 10 meetings to improve organizational effectiveness*** ➢ ***Implement City Council quarterly team development opportunities outside of Council meetings*** ➢ **Maintenance of a current and effective City Council Master Issues List** ❖ **Right-Size Services: Address insufficient resources by finding new sustainable funding sources: Looking for ways to bring additional revenue into the City's general fund** ➢ **Create strategic plan for $2-3 million of new revenue streams** ➢ ***City Council approve the results of the core services analysis*** ➢ ***Staff implement programs using approved core services tool***
COMMUNITY SAFETY & RESILIENCY – Proactively plan for and responsively maintain a safe and resilient community	❖ **Identify a strategy for long-term increase in stable Public Safety Services** ➢ **Complete and implement a Fire District analysis** ➢ **Establish a formal Emergency Management Program** ❖ **Lead and plan for emergency preparedness**

	➢ ***Appoint City representatives to sit on the County Emergency Council. June-Dec representatives attend each quarterly meetings***
GROWTH & DEVELOPMENT CHARACTER – Guide growth and development strategically, responsively, and responsibly to enhance our unique character	❖ **Create and implement an environmental sustainability and/or a Climate Action Plan** ➢ ***Quarterly informational items related to Climate Impact distributed to City Council*** ➢ **Fund & Initiate 3 public facility plans: Transportation System Plan Wastewater Treatment Plan Stormwater Master Plan** ❖ **Strategically plan for short and long-term growth and development that will create enduring value for the community** ➢ **Complete area plans identified in annual adopted work plan**
ECONOMIC PROSPERITY – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors	❖ **Accelerate growth in living wage jobs across a balanced array of industry sectors by supporting Stable Table partners** ➢ **Secure funding for key planning and infrastructure projects such as:** • **Third Street Improvement design work** • **Innovation Center**
ENGAGEMENT & INCLUSION – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity	❖ **Develop inclusion plans City-wide and by Department** ➢ **DEI Committee create a proposed workplan for Council approval August 2021**

FINANCIAL OVERVIEW

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

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 2020-21 and 2021-22, estimates of fiscal year 2022-23 total activities and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2023-24.

Preparation of the Budget

- The City's budget has been prepared in accordance with Oregon Revised Statute (ORS) 294.305 through 294.565, also known as Oregon Local Budget Law.
- Historically, the budget process begins in January, when the City Council establishes goals and objectives for the upcoming fiscal year. The City's adopted strategic plan, Mac-Town 2032, informs Council goals and budget preparation generally.
- From January through March, the City Manager, Department Directors and staff develop a proposed budget that incorporates the Council's direction and represents a financial plan for funding all City programs and services for the fiscal year.
- In July 2021, a series of public meetings to address the City Council's annual goal to "address insufficient resources by finding new sustainable funding sources" began, parallel to sessions on the status and prioritization of the City's core services. In November 2021, resolution 2021-55 was adopted, thus ratifying the City's intent to move forward with adding new resources to support the City's core services, deferred maintenance and new initiatives outlined in MacTown 2032. FY2023-24 is the first full year including the city services charge.
- During this budget cycle for the City of McMinnville, two alternative proposed budgets were prepared by staff and posted for public review corresponding to the two possible outcomes of the May 2023 ballot measures regarding the proposed creation and funding of a new Fire District. This document reflects the scenario where voters adopt the ballot measure and the transition year of the City Fire Department being removed from the General Fund with a six-month support plan budgeted until property taxes begin flowing for the new Fire District.

Adoption of the Budget

- The Budget Officer presents the proposed budget to the Budget Committee at a public meeting in mid-May. The Budget Committee reviews the proposed budget, considers public comment, and approves the budget and the rate and amount of total ad valorem property taxes to be certified to the County Assessor.
- After the Budget Committee approves the budget, the Council may not increase the amount of expenditure appropriations by more than 10% or increase the tax levy,

unless the amended budget is republished, and another budget hearing is held.

- The City Council holds a public hearing in early June to accept public input on the budget. In late June, by resolution, Council adopts the budget, authorizes appropriations, and designates the tax levy for the fiscal year. The resolution levying and categorizing taxes for the fiscal year must be submitted to the county assessor by July 15th.
- After adoption, management's authority to spend City funds is limited to appropriations in the adopted budget, unless the City Council amends the budget. Budget amendments after budget adoption are subject to certain requirements and limitations.

McMinnville Urban Renewal District

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

All City Funds

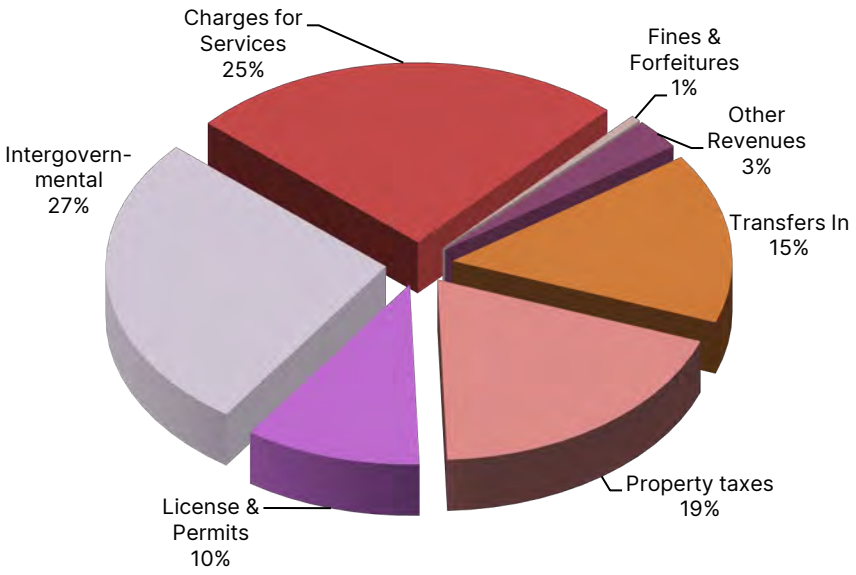
2023 – 2024 Proposed Budget

RESOURCES by Type	
Beginning Balance	$ 63,236,231
Property Taxes	14,584,200
License & Permits	7,869,057
Intergovernmental	20,759,199
Charges for Services	19,548,403
Fines & Forfeitures	449,600
Other Revenues	2,140,972
Transfers In	11,845,711
Total Resources	$ 140,433,373

REQUIREMENTS by Classification	
Personnel Services	$ 28,563,589
Materials & Services	25,738,336
Capital Outlay	24,872,805
Special Payments	5,134,553
Debt Service	3,876,061
Transfers Out	11,600,716
Contingency	7,310,500
Ending Balance	33,336,813
Total Requirements	$ 140,433,373

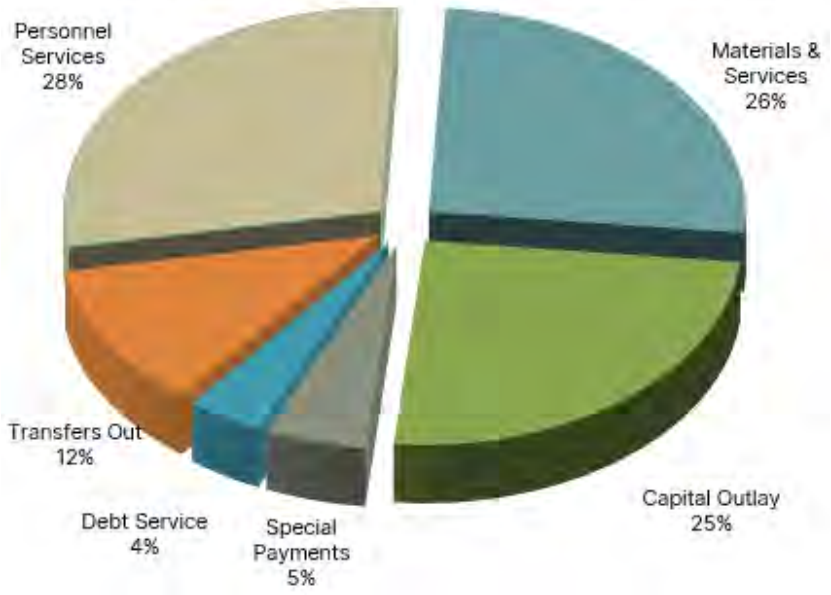
Revenues- All City Funds

Excludes Beginning Balance and Urban Renewal Funds



Expenditures - All City Funds

Excludes Contingency, Ending Balance, and Urban Renewal Funds



Resources for All City Funds:

Property Tax Revenue -- $14.6 million or 19% of all City revenues. McMinnvile's $5.02 permanent rate is budgeted to reflect an underlevy of $1.50, reducing the amount supporting General Fund activities. Property taxes fund a large portion of General Fund operations and 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 -- $19.5 million or 25% of all City revenues. Wastewater Services charges, ambulance transport fees for six months, Park & Recreation program fees and the city services charge are in this category.

Intergovernmental Resources -- $20.8 million or 27% of all City revenues. Includes state shared revenues, such as liquor and cigarette taxes in the General Fund and gas taxes in the Street Fund. A variety of state and federal awards, including several focused on housing related activities and American Rescue Plan Act (ARPA) federal funding. Unique to this year, it includes $9.2 million in payments from the new Fire District.

Licenses and Permits Revenue -- $7.9 million or 10% of all City revenues. Includes franchise fees, payment in lieu of tax, Transient Lodging Tax, local recreational marijuana tax and planning and building fees.

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

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

Transfers In Revenue -- $11.8 million or 15% of all City revenues. Includes interfund reimbursements for support and engineering services, internal borrowing payments (including Urban Renewal payments and $1.4 million in new borrowing this year), transfers for Police dispatch services, and transfers related to transportation and wastewater.

Expenditures for All City Funds:

Personnel Services Expenditures -- $28.6 million or 28% of total City expenditures. $17.8 million of the Personnel Services expenditures total is for salaries and wages and $10.7 million in fringe benefits including PERS contributions, health insurance, workers compensation, payroll taxes, etc.

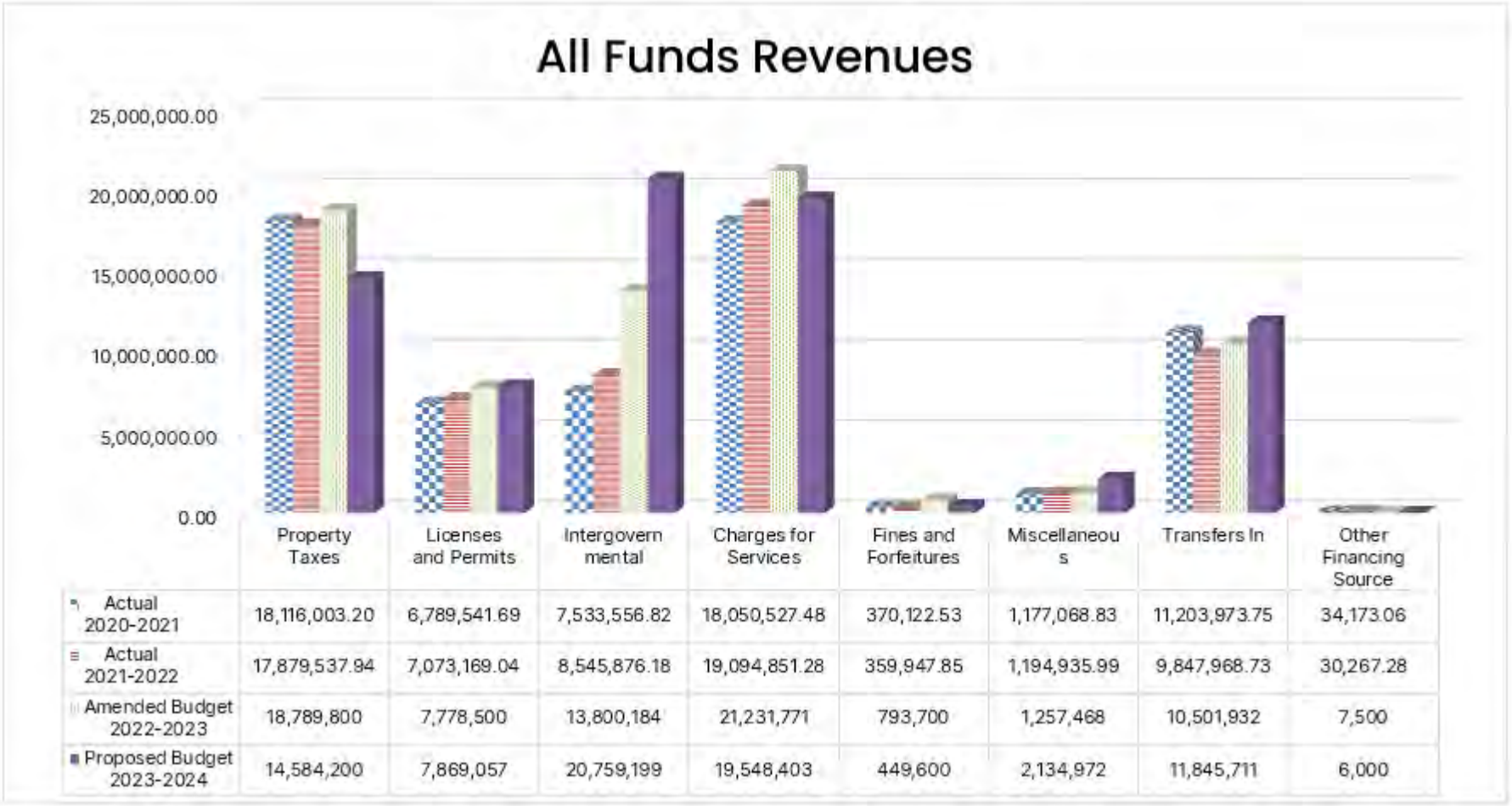
Materials and Services Expenditures -- $25.7 million or 26% of total expenditures. $8.1 million for contractual services, utilities, equipment, building maintenance, program expenses, etc. in the General Fund; $3.2 million in operating costs in the Wastewater Services Fund; $1.2 million in insurance premiums for general liability, property and workers compensation; and $1.3 million for operational costs for street maintenance.

Capital Outlay -- $24.9 million or 25% of total expenditures. This number is three times the size of capital spending proposed in the prior year. The primary driver of this increase is Wastewater Capital projects going from $5 million last year to $18 million in the new year. $2.3 million in General Fund capital costs are up from $1 million a year ago. $1.3 million for affordable housing investments, $1 million for Transportation Fund improvement projects, and smaller capital project and equipment investments round out this spending.

Special Payments -- $5 million for two transactions unique to this year: transferring the LOSAP program asset to the new Fire District and the Fire District repaying an interagency loan.

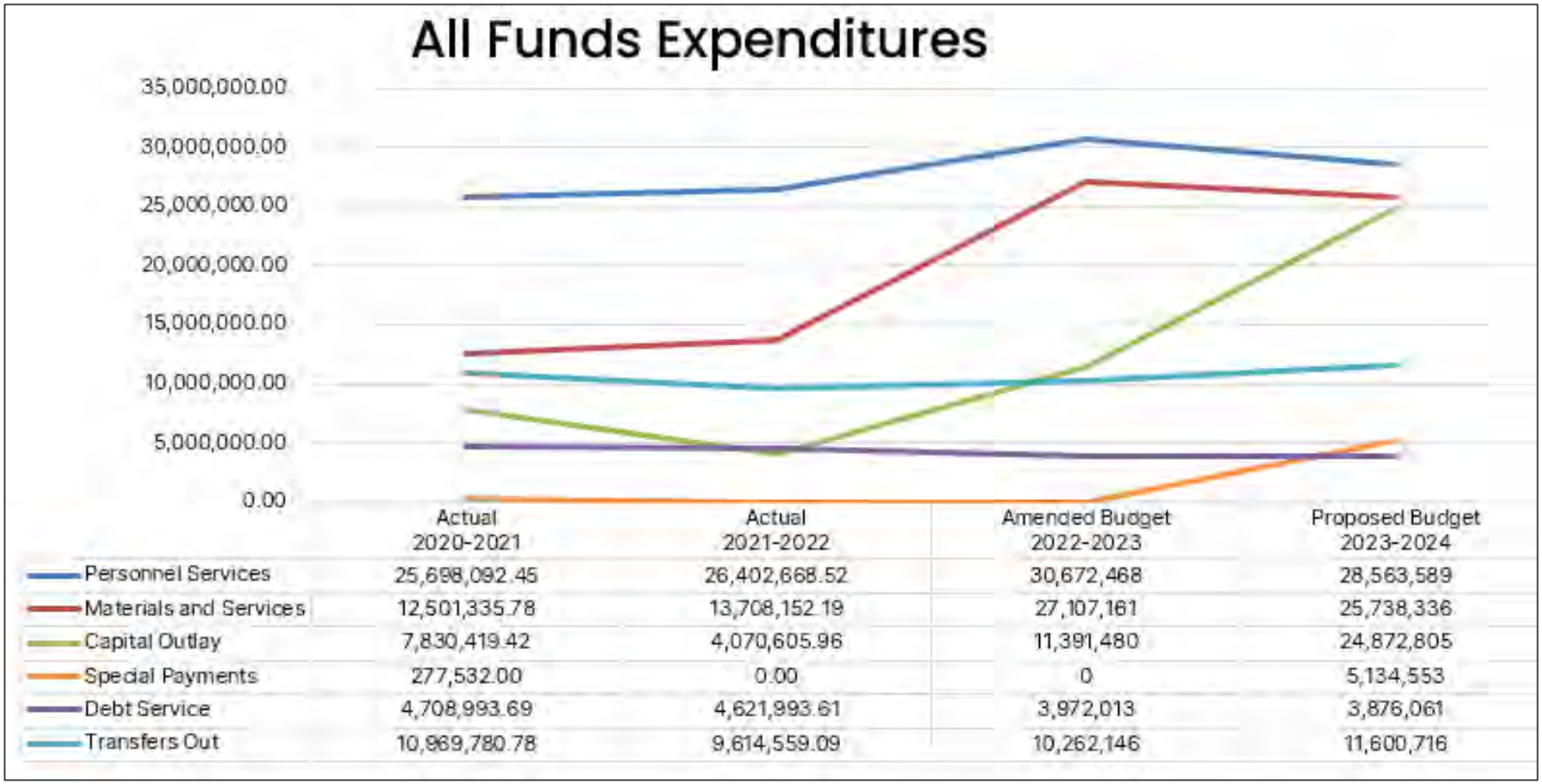
Debt Service – Includes $3.9 million for payments on general obligation bonds, ODOT Dundee Bypass loan, PERS transition liability loan, and the loan for urban renewal capital projects.

Transfers Out Expenditures-- $11.6 million or 12% of total expenditures (corresponds approximately to Transfers In Revenue). Primarily includes interfund charges for services; transfers for Police dispatch services; transfers related to transportation, street maintenance and wastewater capital projects; and interfund loan payments.



	Property Taxes	Licenses and Permits	Intergovernmental	Charges for Services	Fines and Forfeitures	Miscellaneous	Transfers In	Other Financing Source
Actual 2020-2021	18,116,003.20	6,789,541.69	7,533,556.82	18,050,527.48	370,122.53	1,177,068.83	11,203,973.75	34,173.06
Actual 2021-2022	17,879,537.94	7,073,169.04	8,545,876.18	19,094,851.28	359,947.85	1,194,935.99	9,847,968.73	30,267.28
Amended Budget 2022-2023	18,789,800	7,778,500	13,800,184	21,231,771	793,700	1,257,468	10,501,932	7,500
Proposed Budget 2023-2024	14,584,200	7,869,057	20,759,199	19,548,403	449,600	2,134,972	11,845,711	6,000

The chart above shows **Resources** for all funds of the City, by category, from 2020-21 through the 2023-24 proposed budget. The chart illustrates that the primary sources of recurring funding for City services, **Property Taxes, Licenses and Permits,** and **Charges for Services**, which make up 54% of all City resources and includes the reduced general property tax levy of $3.52 per 1,000 and additional months of city services charges. **Intergovernmental** resources include state shared revenues, typically increasing slightly year over year, and federal grants that do vary significantly year to year. This year is unique with $9.2 million from the new Fire District. **Transfers In** are transactions between funds for various purposes, including $6.3 million in user fees transferred from Wastewater Services to Wastewater Capital; transfers to the Emergency Communications Fund for police dispatch; interfund reimbursement for services provided by support departments to operating departments and interfund loan activity between Wastewater Capital and the General Fund.



	Actual 2020-2021	Actual 2021-2022	Amended Budget 2022-2023	Proposed Budget 2023-2024
Personnel Services	25,698,092.45	26,402,668.52	30,672,468	28,563,589
Materials and Services	12,501,335.78	13,708,152.19	27,107,161	25,738,336
Capital Outlay	7,830,419.42	4,070,605.96	11,391,480	24,872,805
Special Payments	277,532.00	0.00	0	5,134,553
Debt Service	4,708,993.69	4,621,993.61	3,972,013	3,876,061
Transfers Out	10,969,780.78	9,614,559.09	10,262,146	11,600,716

The chart above shows **Expenditures** for all funds of the City, by category, from 2020-21 through the 2023-24 proposed budget. **Personnel Services** expenditures, at 29% of the total budget, are down relative last year because only six months of the Fire District staffing costs are included in the transition year. **Materials and Services** expenditures are for costs such as contractual services, utilities, supplies, and equipment and vary depending on the number of special projects being undertaken in any given year that need increased professional services, consultant fees or building repairs. **Capital Outlay** variance this year is principally due to planned capital projects for the Wastewater utility's infrastructure. **Debt Service** payments are on a declining trend as the City pays off existing loans and has not brought on significant new debt in the last few years. **Transfers Out** track with Transfers In on the preceding page, the difference being internal loans made and repaid (internal borrowing is categorized as transfers but do not have offsetting transfers of the same amount in any given year).

All City Resources by Fund

Resources	Actual 2020-2021	Actual 2021-2022	Amended Budget 2022-2023	Proposed Budget 2023-2024	$$ Change 2022-2023 versus 2023-2024	% Change 2022-2023 versus 2023-2024
General Fund	29,933,903	30,519,013	37,566,488	29,659,471	(7,907,017)	-21.05%
Grants & Special Assessment	418,876	273,200	1,186,546	124,300	(1,062,246)	-89.52%
Transient Lodging Tax	1,125,410	1,658,128	1,929,400	1,927,977	(1,423)	-0.07%
Affordable Housing	-	813	2,900,000	2,801,516	(98,484)	-3.40%
Telecommunications	246,079	244,533	252,225	223,550	(28,675)	-11.37%
Emergency Communications	947,154	908,751	752,670	623,652	(129,018)	-17.14%
Street	2,623,999	2,787,994	2,767,523	3,002,865	235,342	8.50%
Airport	405,840	1,799,265	708,000	850,800	142,800	20.17%
Transportation	2,298,569	1,092,385	1,091,248	1,628,145	536,897	49.20%
Park Development	277,435	408,975	407,500	440,000	32,500	7.98%
Debt Service	3,674,813	2,802,202	2,875,800	3,022,200	146,400	5.09%
Building	801,090	970,516	642,736	685,518	42,782	6.66%
Wastewater Services	11,031,424	10,887,535	10,924,510	11,294,423	369,913	3.39%
Wastewater Capital	6,968,026	7,103,596	7,099,998	12,206,779	5,106,781	71.93%
Information Syst & Services	1,240,789	1,309,032	1,636,478	2,029,294	392,816	24.00%
Insurance Services	1,281,562	1,261,708	1,419,733	1,344,727	(75,006)	-5.28%
Fire District Transition Fund	-	-	-	5,331,925	5,331,925	100.00%
Total Resources	**63,274,967**	**64,027,646**	**74,160,855**	**77,197,142**	**3,036,287**	**4.09%**

The table above shows historical trends for all **Resources** of the City, by fund, for 2020-21 through the 2023-24 proposed budget. The two columns on the right compare the 2022-23 amended budget and 2023-24 proposed budget, showing the change by dollar amount and by percentage. Only three of the seventeen funds have a percentage change less than 5%, reflecting a year in which more budgetary change is in play than is usually seen. The **General Fund** decline is due primarily to the planned property tax underlevy of $1.50 per thousand and lower ambulance transport revenue collected in this transition year. The **Grants and Special Assessment Fund** has decreased due to an adjustment in how ARPA revenue is recognized along with a substantial revision downward on anticipated Opioid Settlement revenue ($400,000 to $60,000). For special revenue funds (**Transient Lodging Tax, Affordable Housing, Telecommunications, Emergency Communications, Street, Airport and Building**), revenues are from dedicated sources and cannot be spent on the general operations of the City. For capital projects funds **(Transportation, Park Developoment, and Wastewater Capital),** revenue primarily comes from systems development charges (SDC) and/or transfers in from other related funds. The **Wastewater Capital** increase is primarily due to the one-time loan repayment it will receive from the **Fire District Transition Fund.** For **Wastewater Services** revenues are based on charges to users for services provided, intended to be self-supporting of its costs. Internal services funds **(Information Systems & Services and Insurance Services)** provide services and support to City Departments. Generally revenues in these funds are reimbursements from other City Departments. For additional discussion on revenues and fund types, see Fund Definitions in the Financial Overview section of this document.

All City Expenditures by Fund

Requirements	Actual 2020-2021	Actual 2021-2022	Amended Budget 2022-2023	Proposed Budget 2023-2024	$$ Change 2022-2023 versus 2023-2024	% Change 2022-2023 versus 2023-2024
General Fund	29,760,235	29,755,900	38,095,588	32,000,989	(6,094,599)	-16.00%
Grants & Special Assessment	424,786	258,237	2,469,470	291,777	(2,177,693)	-88.18%
Transient Lodging Tax	1,125,171	1,657,966	1,929,400	1,927,977	(1,423)	-0.07%
Affordable Housing	-	-	4,100,000	3,094,053	(1,005,947)	-24.54%
Telecommunications	246,057	244,529	252,200	223,500	(28,700)	-11.38%
Emergency Communications	947,834	867,216	762,386	633,398	(128,988)	-16.92%
Street	2,618,943	2,342,772	3,412,223	3,283,262	(128,961)	-3.78%
Airport	415,914	1,734,862	772,601	939,648	167,047	21.62%
Transportation	5,171,114	542,168	1,463,768	1,820,678	356,910	24.38%
Park Development	61,371	50,301	299,260	155,153	(144,107)	-48.15%
Debt Service	3,734,950	3,634,900	3,002,150	3,007,500	5,350	0.18%
Building	646,154	705,510	821,809	902,702	80,893	9.84%
Wastewater Services	10,795,731	10,667,308	11,844,492	13,240,779	1,396,287	11.79%
Wastewater Capital	2,981,176	3,295,498	10,886,238	29,455,974	18,569,736	170.58%
Information Syst & Services	1,287,055	1,267,232	1,636,278	2,046,844	410,566	25.09%
Insurance Services	1,780,551	1,398,971	1,657,405	1,429,901	(227,504)	-13.73%
Fire District Transition Fund	-	-	-	5,331,925	5,331,925	100.00%
Total Requirements	**61,997,042**	**58,423,370**	**83,405,268**	**99,786,060**	**16,380,792**	**19.64%**

The table above shows historical trends for all **Expenditures** of the City, by fund, from 2020-21 through the 2023-24 proposed budget. The two columns on the right compare the 2022-23 amended budget and 2023-24 proposed budget, showing the change by dollar amount and by percentage. **General, Emergency Communications and Insurance Services Funds** decreased due to the financial changes associated with passage of the Fire District ballot measure. Four other funds see double digit year over year percentage decreases due to fewer projects for the current year in the **Park Development Fund**, differences in how the ARPA is accounted for in the **Grants and Special Assessment** and **Affordable Housing Funds**, and declining cable franchise revenues available for local community broadcasting in the **Telecommunications Fund**. Moving in the other direction, the **Wastewater Capital, Transportation** and **Information Systems and Services Funds** budget increases are due to larger capital project investments budgeted next year relative the current year. The **Airport Fund** increase is due to a one-time cost for grant-supported master planning activities. The **Wastewater Services Fund** increase is driven by one-time costs associated with stormwater activities as well as the impact of inflation on operating expenses at the utility. The **Fire District Transition Fund** represents six months of operating costs that will be paid for as contracted services from the separate, new Fire District created by the voter-approved ballot measure.

All Funds – Budget Highlights for 2022-23 Proposed Budget

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

Grants and Special Assessment Fund – The Downtown Economic Improvement District is supported by a special assessment that is typically renewed for three-year cycles. The assessment rates for 2023-2025 included the first rate increase in a decade of 10 and 5 cents per square foot of the two downtown zones. All collections are passed through to the McMinnville Downtown Association to support projects such as the farmers market and Dine Out(side). Grants previously held in this fund are now accounted for in the fund/department carrying out the activities associated with those restricted sources, the primary driver of the decrease in dollars budgeted in the fund. Opioid National Settlement revenues that the City receives as a participant in those lawsuits are also included in this fund; estimates for the level of funding from this source have been reduced relative initial projections in the prior year.

Transient Lodging Tax Fund (TLT) – City's tax rate is 10% of rental income. Visit McMinnville (VM), a non-profit marketing organization with the sole purpose of marketing McMinnville as a tourist destination, receives 70% of the TLT and the remaining 30% is transferred to the General Fund. All TLT revenue is either disbursed to VM or transferred to the General Fund. TLT's FY2022-23 bounce back from the negative impact of Covid-19 on tourism as well as the incorporation of a handful of new lodging options included in that year's projections will continue at the same level in FY2023-24.

Affordable Housing Fund – the fund was established in FY2022-23 with the adoption of a construction excise tax designed to support affordable housing initiatives, including developer incentives. All housing related grant activities are also captured in this budget.

Telecommunications Fund – A portion of cable franchise fees are used to support community access television run by McMinnville Community Media (MCM). A secondary revenue stream from the two current cable franchisees, Comcast and Ziply Fiber, is dedicated for capital improvements for community media through the Public Education and Government (PEG) fee. Cable franchise rates are defined by federal laws and our local revenues appear to have plateaued over the last couple of years, consistent with nationwide trends toward streaming services which are not included in cable franchise agreements.

Emergency Communications Fund – A portion of telephone franchise fees is allocated to pay for the 911 emergency communications system run by Yamhill County. The FY2023-24 budget anticipates a 3% increase for this cost for the Police Department only starting in FY2023-24. It also includes the McMinnville Public Safety Radio system that the City manages with partner support from Linfield University and the McMinnville School District; rates charged for this system are flat relative the current year.

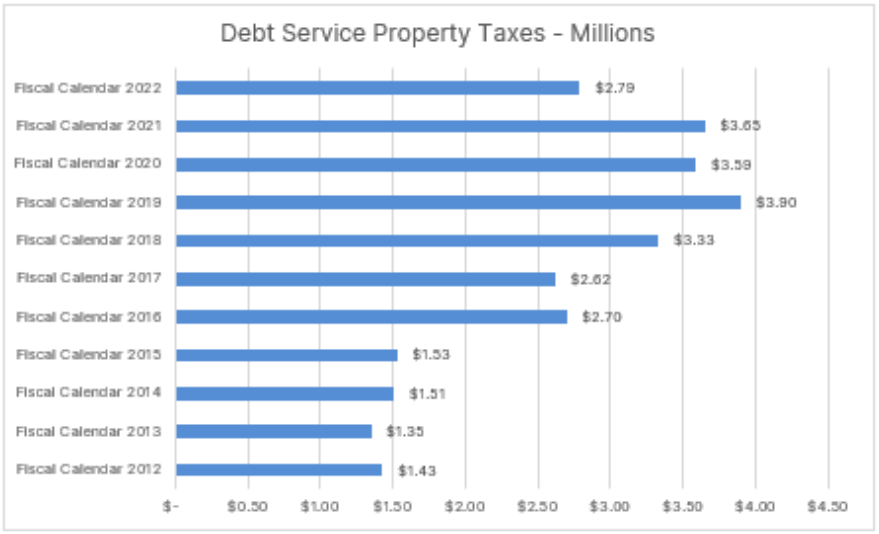
Street Fund – Oregon Highway Trust Fund (OHTF) revenues, supported primarily by the 38 cent per gallon state gas tax, are anticipated to be flat relative the prior year amended budget. Cities receive 20% of those funds and McMinnville's portion is disbursed based on a population formula. In FY2023-24, the street fund will reduce its transfer to the Transportation Fund by almost $150,000 relative last year.

Airport Maintenance Fund – The project highlight for FY2023-24 is the airport master plan update, primarily funded by the Federal Aviation Administration (FAA) with additional support from state grants. Revenue from property and hangar

leases is the primary funding source for airport general operations.

Transportation Fund – The City issued a total of $24 million in general obligation bonds in 2015 and 2018, using the proceeds to fund major capital street improvements. All bond proceeds are expected to be spent by the end of the 2022-23 year. Contract overlays and seal coating investments are supported with will be funded by OHTF and the state's "fund exchange" program.

Debt Service Fund – Accounts for property taxes that are levied for debt service payments on general obligation (GO) bonds. Currently, the City has $17.5 million in GO bonded debt outstanding issued for construction of the Police Station and Civic Hall, and major street improvements. The bonded debt will be fully paid in 2027 and 2033 respectively. The FY2023-24 property tax levy for debt service is $3.1 million for an approximate tax rate of $0.9361 per $1,000 of assessed value, up 3.6% from the prior year. This tax is in addition to the City's permanent tax rate of $5.02 per $1000 of assessed value.



Park Development Fund – The primary funding source for capital park improvements today are System Development Charges (SDCs) now that prior bond measure contributions have been fully spent. An update to the master plan was budgeted for FY2022-23 and will be finalized in FY2023-24.

Wastewater Services Fund – Includes administration, plant and pump stations operations, environmental services functions, and conveyance system maintenance. Sewer user charge revenue of $11 million pays for Wastewater operating costs and also allows $6.3 million to be transferred to the Wastewater Capital Fund for major projects. Wastewater utility rates were last increased in FY2019-20 with the City opting not to increase rates for three years during the pandemic period. Based on the latest review of the Wastewater financial plan, an increase of 3.5% will be proposed for FY2023-24.

Wastewater Capital Fund – The 2023-24 proposed budget includes $18 million for three major capital projects including construction of the Solids Treatment Capacity Improvements project, design and construction of the upgrade to the Water Reclamation Facility Administration Building and continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I). Also unusual for the 2023-24 proposed budget are expenses and revenues for an operating loan issued to and repaid with interest by the new McMinnville Fire District.

Information Systems & Services (IS) Fund – IS Department staff partner with City Departments to provide internal and external computer services support. The 2022-24 proposed budget includes $51,000 in American Rescue Plan Act projects, $990,000 for computer charges, with $796,000 of the total for "shared" costs that are allocated to all Departments. Support for the new Fire District is budgeted in

the amount of $444,000 and will be reimbursed based on actual expenditures.

Insurance Services Fund – Pays the City's premiums and claims for property, liability, and workers' compensation insurance. Departments reimburse the Insurance Services Fund for estimated insurance costs. General liability insurance is projected to increase by 10% with property coverage and cyber liability coverage increasing by over 20%. With the transition out of one of the largest workgroups of city employees and related assets, lower insurance costs are anticipated in FY2023-24. The other cost driver in the fund is paying for the human resources manager, a commitment that began in FY2018-19 as a suitable use for significant ending fund balances, with an initial projection that the cost offset would go on for three years. Actual ending fund balance levels are the primary driver of whether this budget investment continues each year.

Fire District Transition Fund – A new fund has been created to capture expenses associated with the new Fire District for the first half of the fiscal year. The City will remain employer and will pay most operating expenses through December 31, 2023. The fund will also record revenue types that are received week to week (ambulance transport fees for example) as the new financial system for the Fire District will not be set up and operational for several months. Actual expenses, adjusted for revenue received, will be reimbursed by the Fire District and at fiscal year end, the ending fund balance will be zero.

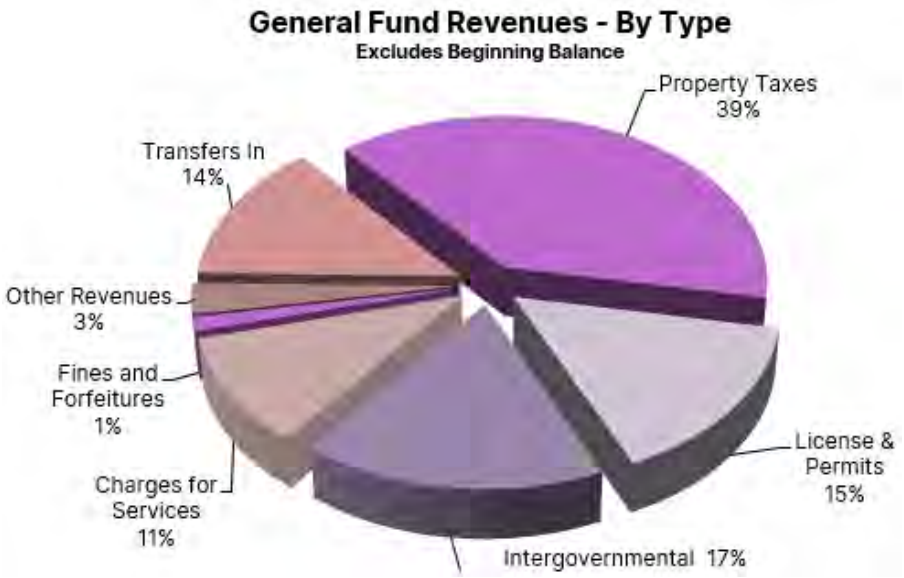
For more information on All Funds of the City, please refer to the **Budget Summaries**, included with every Fund. Budget Summaries contain valuable information, including Budget Highlights, Future Challenges and Opportunities, Cost and FTE (i.e., employee position) Summaries.

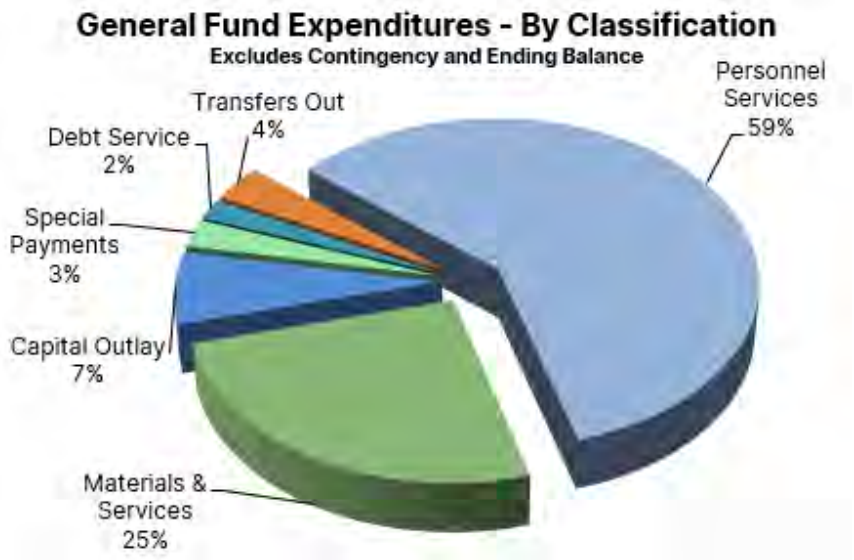
GENERAL FUND

2023-2024 Proposed

RESOURCES by Type	
Beginning Balance	$ 6,290,353
Property Taxes	11,575,000
License & Permits	4,562,480
Intergovernmental	5,069,862
Charges for Services	3,145,067
Fines and Forfeitures	389,600
Other Revenues	880,889
Transfers In	4,036,573
Total Resources	$ 35,949,842

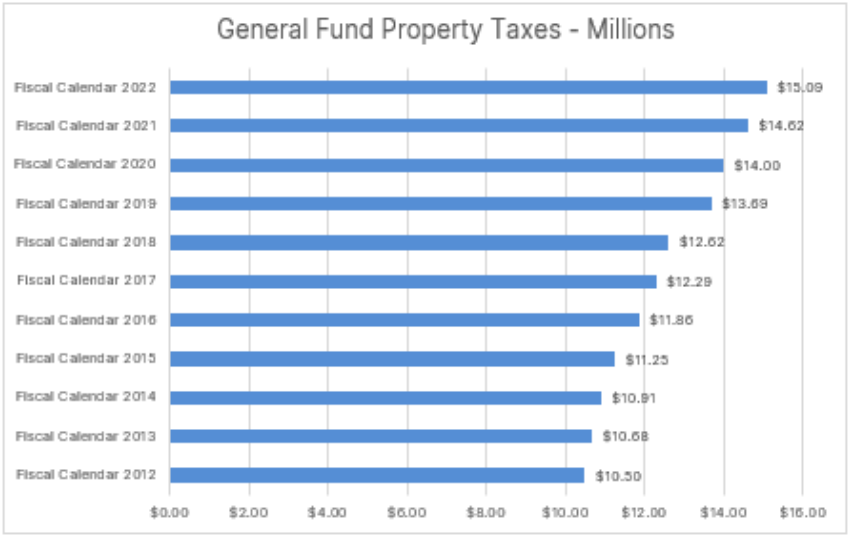
REQUIREMENTS by Classification	
Personnel Services	$ 19,031,767
Materials & Services	8,105,898
Capital Outlay	2,251,141
Special Payments	847,233
Debt Services	630,140
Transfers Out	1,134,810
Contingency	1,500,000
Ending Balance	2,448,835
Total Requirements	$ 35,949,842





General Fund Resources:

Property Taxes – As part of the transition to a new Fire District, the City will be underlevying its permanent tax rate of $5.02 per $1,000 of assessed property value by $1.50. The 2023-24 proposed budget projects $11.3 million in current operating property tax revenues. Property taxes represent 39% of all General Fund revenues.



Licenses and Permits Revenue – $4.6 million or 15% of General Fund revenues. This category includes payment in lieu of tax for municipal electric utility customers (54% of the total category); franchise fees collected by telephone, gas, Wastewater utility and garbage collection providers; and the local 3% tax on recreational marijuana sales.

Intergovernmental – $5 million or 17% of General Fund revenues. Includes state shared revenues, such as liquor and cigarette taxes, and payment for contracted services for the six months of operating from the new McMinnville Fire District. Federal and state grant awards are also included here.

Charges for Services Revenue – $3.1 million or 11% of General Fund revenues. The first full year of the city services charge, 70% of the category, is the largest component of this category. Parks & Recreation Department fees for Aquatic Center use and for recreation programs, including Community Center and Senior Center programs, and youth and adult recreational sports make up 27% of charges for services.

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

Transfers In – $4 million or 14% of General Fund revenues. Includes reimbursements from other funds for services provided by Administration, Engineering and Finance. Also includes transfer from Transient Lodging Tax Fund and from urban renewal for debt service payments on a loan for capital projects. The increase in the category year over year is due primarily to $1.4 million in internal fund borrowing from Wastewater Capital Fund to purchase Police vehicles, make capital investments in public buildings, and add two bathrooms in City parks after two years of foregoing General Fund capital investments except in those cases where grant funds supported the outlay. Details on the capital investments funded by interfund loans are available in the debt section of the financial overview.

General Fund Expenditures:

Personnel Services Expenditures – $19 million or 59% of total General Fund expenditures. Public safety (Police and Municipal Court combined) account for $9.3 million of total General Fund Personnel Services. The investment in public safety represents almost half of the staffing costs in the General Fund and 57 of the 140 full time equivalents (or 40% of the workforce) included in the proposed budget. Cost of living salary adjustments, PERS employer contribution rates, and health insurance premiums are the most significant

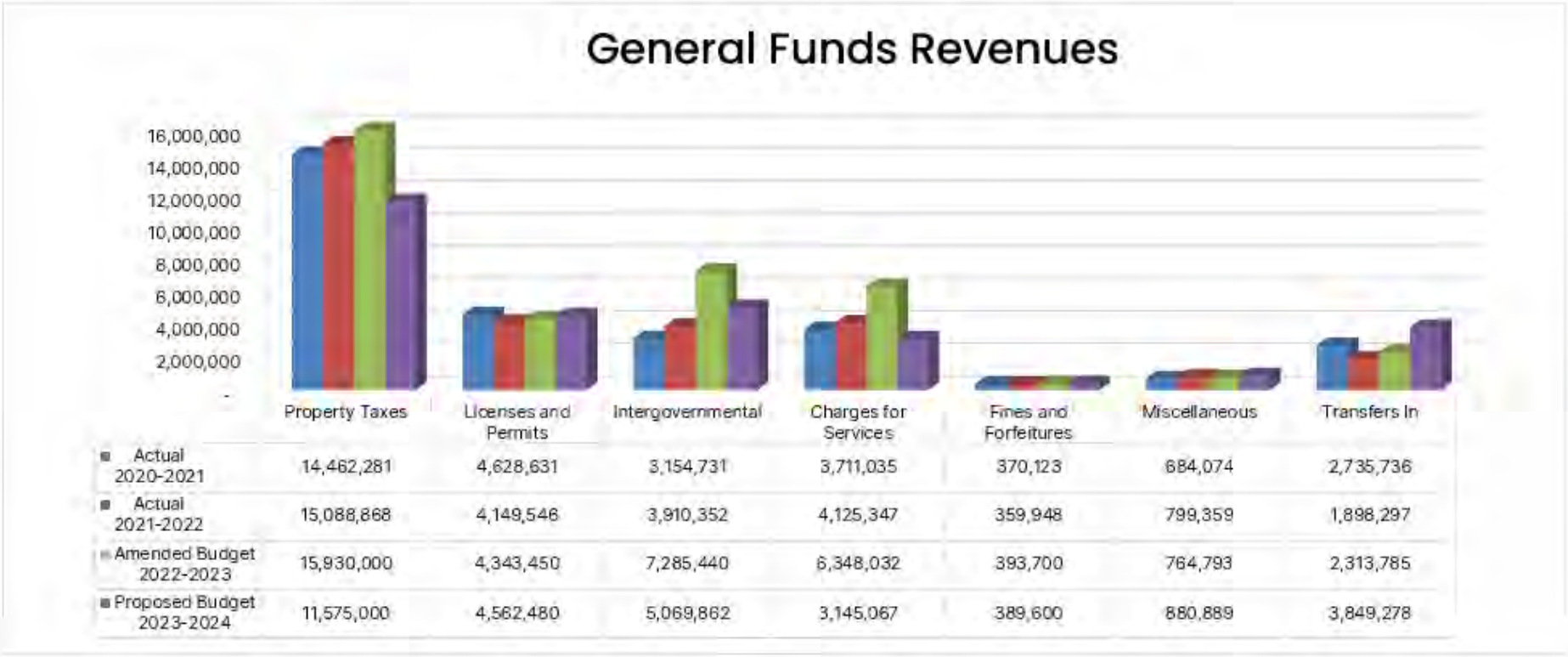
factors that impact personnel services costs. In FY2023-24 vacancy savings is budgeted in the Police Department for a total of $442,000 due to the real difficulty experienced in maintaining full employment, an issue facing communities throughout Oregon.

Materials and Services Expenditures – $8.1 million or 25% of General Fund expenditures. Parks & Recreation, Park Maintenance, and Library – the departments associated with livability in our community utilize 30% of total Materials & Services. Public safety (Police Department and Municipal Court) account for 27% of total Materials and Services costs. General Government costs make up the rest. Materials and Service expenditures include building utilities, vehicle maintenance, equipment, computer costs, recreation program costs, professional services, contracted services, supplies, insurance, etc.

Capital Outlay – General Fund capital outlay expenditures in the 2023-24 proposed budget are $2.3 million. The outlays will be paid for with internal borrowing ($1.4 million) – see details on capital investments in debt section of the financial overview. Grant support ($704,000) pays for the majority of other capital investments in ARPA support for park maintenance capital equipment; renovations for park irrigation systems, the splash pad and neighborhood parks; and HVAC replacement in the library. The balance of $46,000 is for general building improvements and small capital equipment purchases.

Debt Service – $630,000 for payments on loans for Police vehicles, a bank loan related to urban renewal projects, and a bank loan for refinancing the City's PERS transition liability.

Transfers Out – $1.1 million or 4% of General Fund expenditures. Includes a transfer to the Emergency Communications Fund for emergency dispatch services.



The chart above shows historical trends for **General Fund Resources** from 2020-21 through the 2023-24 proposed budget. **Property Taxes** are lower than typical because of the underlevy of the permanent rate of $5.02 per $1000 by $1.50. **Licenses and Permits** revenue, primarily franchise fees, are subject to rates included in franchise agreements and statutory limitations. **Intergovernmental** revenues include federal and state awards along with liquor, marijuana, and cigarette taxes shared by the State of Oregon. The decline of $2.2 million relative last year is due to a $1.3 million net reduction in intergovernmental revenue associated with fire services, $800,000 less in Covid-19 pandemic relief grants relative the prior year, and other smaller state and federal grant awards. **Charges for Services'** largest source is $2.2 million in city services charges. **Transfers In** include reimbursements for services provided by the General Fund; its increase for FY2023-24 is primarily driven by internal borrowing of $1.4 million and increased engineering support this year for Wastewater capital projects. **Fines and Forfeitures** revenue is predominantly generated by the Municipal Court. **Miscellaneous** revenues include interest income, individual donations and internal reimbursement for the PERS transitional liability debt service payment from payroll costs across the City.

General Fund Expenditures - By Department						
Requirements	**Actual 2020-2021**	**Actual 2021-2022**	**Amended Budget 2022-2023**	**Proposed Budget 2023-2024**	**$$ Change 2022-2023 versus 2023-2024**	**% Change 2022-2023 versus 2023-2024**
Administration	1,323,691	1,533,989	1,826,360	2,235,513	409,153	22.40%
Finance	627,950	755,255	981,469	1,153,296	171,827	17.51%
Engineering	895,215	795,778	1,189,151	1,898,359	709,208	59.64%
Community Development	1,320,677	979,080	3,139,028	2,696,554	(442,474)	-14.10%
Police	8,872,778	8,549,124	10,154,087	11,020,576	866,489	8.53%
Municipal Court	546,928	515,124	632,065	681,556	49,491	7.83%
Fire	8,930,829	9,065,190	10,830,170	-	(10,830,170)	-100.00%
Parks & Recreation	1,987,677	2,217,261	2,949,168	3,387,892	438,724	14.88%
Park Maintenance	1,330,573	1,297,281	1,886,644	3,512,963	1,626,319	86.20%
Library	1,746,641	2,024,623	2,547,658	2,679,298	131,640	5.17%
Total Expenditures	**27,582,959**	**27,732,705**	**36,135,800**	**29,266,007**	**(6,869,793)**	**-19.01%**
General Fund Full Time Equivalent (FTE)	193.06	190.23	188.19	140.39		

The table above shows historical trends for **General Fund Expenditures,** by Department, from 2020-21 through the 2023-24 proposed budget. The two columns on the right compare the 2022-23 amended budget and 2023-24 proposed budget, showing the change by dollar amount and by percentage. Fluctuations in departmental expenditures are typically due to changes in **Personnel Services** costs (59% of total General Fund expenditures in 2023-24 budget) or, in some departments, by **Materials & Services** costs (25% of expenditures). **Capital outlays** have been modest in recent years but this year's $1 million in increased capital investments in park maintenance drives the year over year budget increase in that department, along with core service investment additions in materials & services and facilities staffing. The Administration Department's increase includes a core services investment in a new HR generalist position and a limited duration position to support the Fire District transition. The Finance Department's increase is driven by a second limited duration position to support the Fire District transition. The increase in Engineering is primarily due to managing the $600,000 Third Street project funded by ARPA dollars. Even with budgeted vacancy savings in the Police Department, half of its increase is due to personnel cost increases driven by the new Police Association contract that included a 10% market-based wage increase; the balance is due to the replacement of two patrol vehicles after two years of budget-driven inactivity in the capital replacement plan for the Department, the new unmanned aircraft system, ARPA funding for the first responder project, and the generalized impact of inflation on operational costs. The Fire Department is now removed from the General Fund. The other department seeing a decrease in budget relative FY22-23 is Community Development because of lower grant-supported professional services required for the upcoming year.

General Fund Expenditures by Department:

The chart on this page illustrates that the largest share of General Fund resources are used for public safety. Police Department and Municipal Court expenditures combined are $11.7 million or 36% of total expenditures. Including the transfer to the Emergency Communications Fund for emergency dispatch services, the investment of General Fund resources into public safety is $12.2 million.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are $9.6 million or 30% of all General Fund expenditures, demonstrating the City's commitment to providing a quality environment, as well as a safe environment.

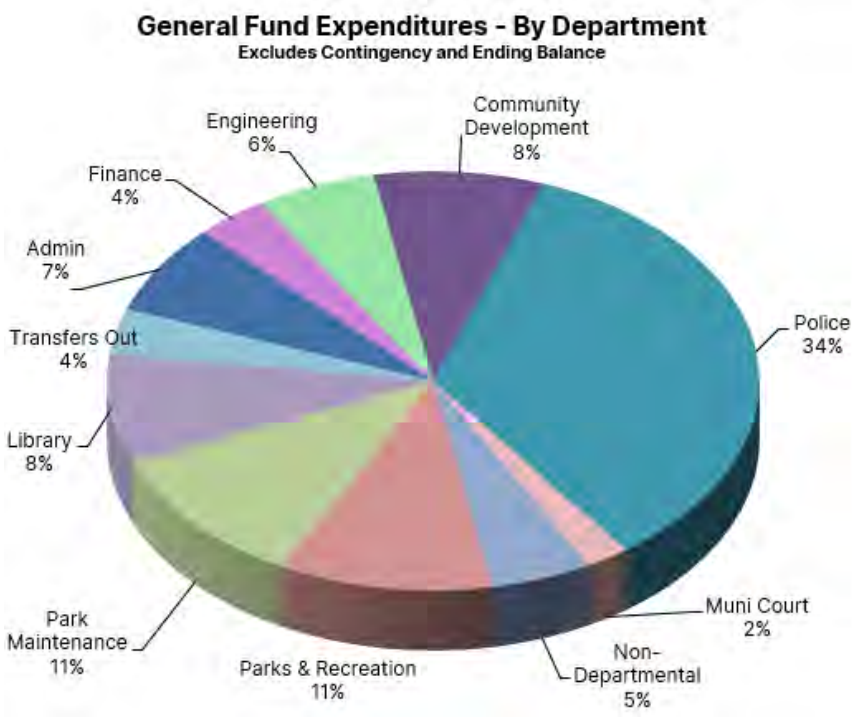
$3.4 million or 11% of General Fund expenditures are for support services (Administration, Finance)

Engineering and Community Development totals $4.6 million, accounting for 14% of General Fund outlays in FY2023-24.

$1.1 million or 4% of expenditures are Transfers Out to other funds for emergency dispatch services, reimbursement for computer support, transactions related to urban renewal capital projects, and payments of prior year internal borrowing for police vehicles.

Non-Departmental expenditures include debt service payments for the urban renewal and PERS transition liability loans as well as unemployment for the General Fund workforce and the new billing contract services associated with the city services charge. Debt service payments for Police vehicles to external parties are included in the respective Departments.

For additional detailed information for General Fund Departments, please refer to the **Budget Summaries** included



in each Department section. Budget Summaries include Budget Highlights, information on MacTown 2032, Future Challenges and Opportunities, a Department Cost Summary that includes the amount the Department draws from unrestricted resources, and a table showing changes in Department full-time equivalent (FTE) positions.

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

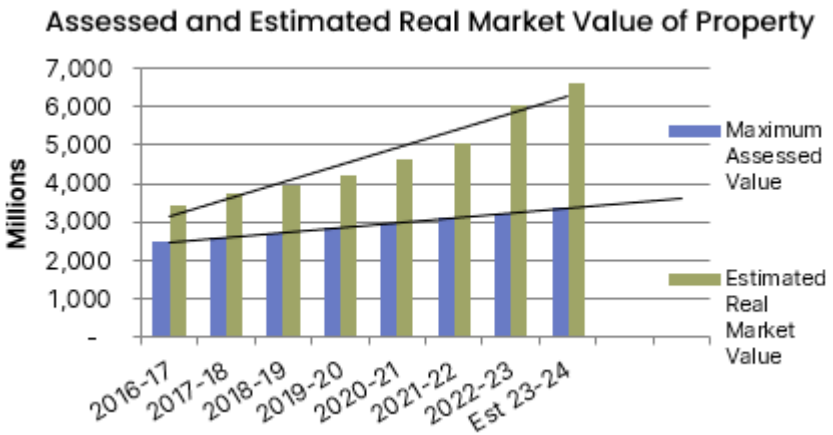
Economic Trends and the General Fund Reserve:

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

General Fund Revenues - Under Oregon's current property tax system, the City has the authority to levy general operating property taxes based on its permanent rate, which is $5.02 per $1000 of taxable assessed value (AV). The City's permanent tax rate, established in 1997 by Measure 50, cannot be changed by any action of the local government or the voters. This proposed budget will underlevy $1.50 in the fire district transition year. In addition, Measure 50 limited the annual growth rate of taxable property value to 3 percent of the assessed value. The 3% limitation does not apply to any new construction or remodeled properties.

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

In recent years, the City's AV has grown at a consistent rate of approximately 4 percent, consisting of the 3 percent limit on existing property and one percent increase from new construction. Due to the 3 percent AV limitation on existing properties, any substantial additional property tax revenue has to be generated from new construction. In the 2023-24 proposed budget, underlevied property tax is $11.3 million for unrestricted, General Fund purposes.

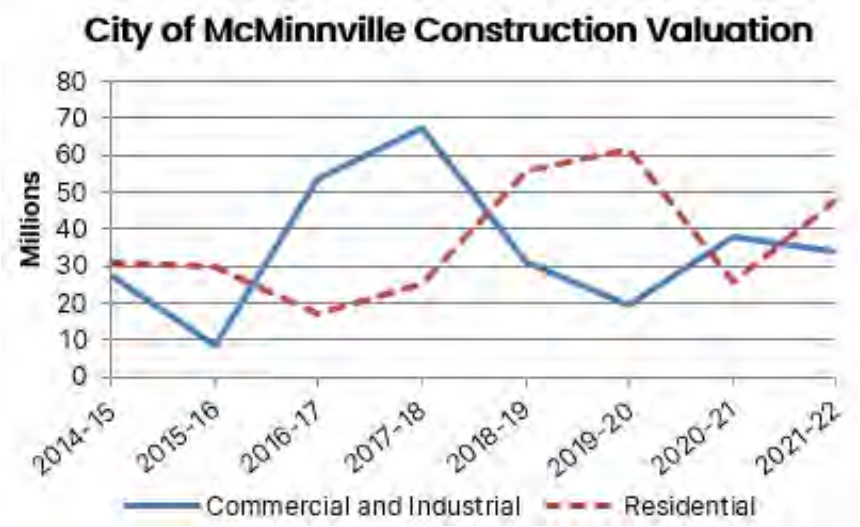


The graph above shows trends for the City's AV and real market value from 2016-17 through 2023-24 projections. Numbers for 2016-17 through 2022-23 are actual numbers obtained from the Yamhill County Assessor at the time the tax rolls are calculated and tax bills are sent out in late October each year; numbers for 2023-24 are estimated. The graph illustrates the slow but steady growth in the City's assessed value, which in turn generates higher property tax revenues.

In the 2023-24 year, the transition period begins with the creation of an independent Fire District that serves not only the City of McMinnville. The City has opted to forego some of its permanent rate ($1.50 of the $5.02 per $1,000 in taxable assessed value) for the year and will conduct a community-wide process to determine the best course of action in the future with regard to the use of these property tax resources.

The chart on the next page illustrates the value of construction permits issued from 2014-15 through 2021-22 and reflects the variable nature of annual construction starts. After a slight downturn in 2016-17, residential permit valuations increased for the next three years into 2019-20, falling in 2020-21 and rebounding in 2021-22. Commercial/industrial permit

valuations decreased by almost half through 2021-22 since the FY2017-18 high point. Trends related to the proportion of commercial/industrial permits against residential permits are difficult to discern as the two categories split being the higher permit value in four of the eight years.



General Fund Expenditures – With Personnel Services making up 59% of all General Fund expenditures, economic trends which influence wages and fringe benefits can have a considerable impact of the City's cost of delivering services to the public. While the proportion of personnel services costs became a smaller component of the total General Fund (it was 67% of the proposed budget in FY2022-23), a market-based classification and compensation study of general services salary levels revealed that the City had been falling behind in its compensation for those positions. During bargaining with the Police Association not long afterwards, a similar issue was revealed and a reset of positional wage levels for the City's workforce took place over the FY2021-22 and FY2022-23 period.

Generally, salaries paid to employees are affected by annual cost of living adjustments (CoLA) based on the All-Cities Consumer Price Index (CPI). The CPI is considered an indicator of inflation and is therefore used to adjust employee salaries. The both the 2023-24 and 2022-23 proposed budgets the 4% maximum CoLA for police employees in its bargaining unit was triggered. For general service employees, the same 4% CoLA has been applied. Actual inflation shown by the CPI for this year is 7.91% and the prior year was 6.67%.

The majority of fringe benefit costs is made up of PERS employer contributions for employee pensions. This budget year includes the impact of the employer biennial rate increase. In the medium term, PERS costs are anticipated to continue rising faster than inflation. As time goes on, the City's rate increases will be mitigated somewhat by the shift in employee membership from PERS Tier 1/Tier 2 (the richest pension benefit and highest cost) to OPSRP (a lower level of pension benefit and a lower cost). Strong market returns, as have been experienced the past couple of years, will also tend to dampen the intensity of our rate increases. In addition, the Oregon legislature continues to investigate options which could lower the City's cost of employer contributions.

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

There are two types of reserves in the City's budget. Contingency reserves are for unforeseen items which may arise during the fiscal year that were not anticipated when the budget was adopted. Contingency reserves must be

appropriated when the budget is adopted and require a Council resolution to be spent. Unappropriated Ending Fund Balance reserves represent working capital that is carried forward to cover the following year's operating costs until November property taxes are received. Generally, the General Fund reserve referred to in this document is the total of both Contingency and Unappropriated Ending Fund Balance reserves.

For 2023-24, the proposed budget makes progress on a new reserve policy enacted during FY2020-21 to rebuild reserve levels that within five years should amount to two months of operating expense. FY2023-24's reserve target is 1.5 months, up from 1.25 months of operating costs in the prior year's proposed budget, but the actual estimate is almost 1.75 months.

During 2018-19, the City adopted a strategic plan which will help guide decision-making and priorities for the General Fund budget. In 2021, Council annual priorities taken from the strategic plan include developing a process and implement measures to address this resource-service level gap. One ARPA investment is in a new financial forecasting tool which will help staff, decision makers and the community better understand the implications of current financial choices on the longer term financial health of the organization. This effort in finding a more sustainable financial model is part of Mac-Town 2032 strategic goal for City Government Capacity and strengthening the City's ability to prioritize and deliver municipal services with discipline and focus.

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

For more information on the 2023-24 proposed budget, please contact Finance Director Jennifer Cuellar at 503-434-2350 or jennifer.cuellar@mcminnvilleoregon.gov.

General Fund Budget Balancing

2023-2024 Proposed Budget

Staff used a collaborative approach to building a General Fund budget that allowed a continuation of core service levels, making progress on the rebuilding the reserve and addressing the years of deferred maintenance and forgoing vehicle and equipment capital replacement due to a persistent imbalance between current revenues and expenses. This budget, the scenario if voters approve a ballot measure creating a new Fire District, includes three actions described in Resolution 2021-55 on sustainable funding sources: establishing a Fire District, a full year of city services charges and using internal borrowing to fund capital investments. Even with an underlevy of $1.50 in the City's permanent property tax rate, four investments in core services are included in the 2023-24 General Fund budget and the reserve exceeded 1.75 months of operating expense (FY2024-25's target). This year also includes American Rescue Plan Act (ARPA) resources that support some programmatic enhancements and capital investments. Combined, these are first steps towards creating a sustainable budget. The negative current net revenue for 2023-24 of $2.3 million shows that our work is still not done.

Current Revenues - General Fund	
PT - Property Taxes	11,575,000
LP - Licenses and Permits	4,562,480
IG - Intergovernmental	5,069,862
CS - Charges for Services	3,145,067
FF - Fines and Forfeitures	389,600
Misc - Miscellaneous	874,889
TR - Transfers In	4,036,573
OFS - Other Financing Source	6,000
Total Revenues	**29,659,471**
Unrestricted Beginning Balance	5,443,120
LOSAP Beginning Balance	847,233
Total Resources Available	**35,949,824**
Reserves (1.5 mos operating)	3,392,208
Reserve Adj (ARPA, grants)	(301,216)
FY2023-24 Reserve Target	**3,090,992**

Current Expenses - General Fund	
PS - Personnel Services	19,031,767
MS - Materials and Services	8,105,898
CO - Capital Outlay	2,251,141
SP - Special Payments	847,233
DS - Debt Service	630,140
TR - Transfers Out	1,134,810
Total Expense	**32,000,989**
Current Net Revenue General Fund	**(2,341,518)**
Contingency	1,500,000
Unrestricted Ending Fund Balance	2,448,835
LOSAP Ending Fund Balance	0
Total Requirements and Uses	**35,949,824**
FY2023-24 Reserves*	**3,948,835**
Reserves in Excess of Target	**857,843**

* Reserves are defined as the sum of contingencies and unrestricted ending fund balance.

General Fund Budget Balancing

2023-2024 Proposed Budget

What follows are the core services and capital investments that were included in the proposed budget this year as well as those which were unable to be funded.

Dept	Project	General Fund Estimate	ARPA	Affordable Housing Fund	Reserve impact	Notes
New core service delivery packages supported by General Fund included in balanced budget						
Park Maint	Core services below base to base Phase 1	206,000			23,333	M+S and annual capital equipment replacement to support improved services levels in park maintenance
Admin - HR	HR Generalist position	148,489			24,748	Position focus on core service of recruitment and benefits; improves workload in HR, payroll and in departments
CDD	Housing Assoc. Planner	32,942		98,825	5,490	Position is in the Affordable Housing Fund
Public Works	Core services: Centralize facility maintenance and operations	348,621			48,937	Supervisor + 1 FTE extra help and 80k M&S for contracts, 5k tools and 55k vehicle
CDD	Special Projects Manager	41,527	46,824	84,404	0	Supports legislative action program and existing city (and a state) ARPA projects that need more funding than originally anticipated.
Muni Court	Back log and community court		32,920		0	Makes PT court clerk FT for partial year.
	Total	**777,579**	**79,744**	**183,229**	**102,509**	
New core service delivery packages removed from General Fund to balance the budget						
Public Works	Core services: Fleet maintenance program	100,585			16,764	1 FTE Operations mech assistant to support PW veh maintenance; additional capacity can assist city-wide to develop /standardize approach to fuel economy, other fleet needs
Park Maint	Core services below base to base Phase 2	305,000				Capital park asset renewal and vehicle replacement to support improved services levels in park maintenance
Park Maint	Core services below base to base Phase 3	144,949			24,158	1 FT FTE + 1 Ex Help FTE to bring park maintenance function to base level
CDD	Planning GIS Specialist position	130,171			21,695	Positive impact on 2 below base core services: current planning and GIS services and improve ability to meet mandated land use activities

Dept	Project	General Fund Estimate	ARPA	Affordable Housing Fund	Reserve impact	Notes
New core service delivery packages removed from General Fund to balance the budget, continued						
CDD	GIS contracted services with MWVCOG	75,000			12,500	Positive impact on below base GIS services related to long term planning; data could support conservation and environmental analysis
Police	Support Services Specialist	34,549			5,758	Converts PT staffer to FT to improve ability of records department to meet needs of public, new state mandates and larger number of officers on staff
Police	2 Community Service Officers	216,000			31,000	Adds non-sworn officers to department to help respond to calls for service (CFS). CFS has increased for PD; community officers are a part of most PDs serving populations similar in size to McMinnville
Parks and Rec	Reduce barriers for participation in Park and Rec programming	174,723			29,121	One staffer and 65k of annual M&S for marketing, translation, free programming. 5k is one time cost. Will be offset by $2,000 estimate program revenue (P+R priority 1)
Parks and Rec	Park Volunteer program	74,771			12,462	One 50% FTE staffer, 5k computer and desk and 20k initial materials needed; out years need less annual M+S supplies (P+R priority 2)
	Total	**1,255,748**	**0**	**0**	**153,458**	

Dept	Project	General Fund Estimate	ARPA /Grants	Other Fund	Internal Borrowing	Notes
Deferred maintenance/capital investment in General Fund included in balanced budget						
Admin	Restore windows, south side, 2nd level				13,000	In City Hall
Admin	Replace hydronic piping insulation				11,000	In City Hall
Admin	Replace Light Dimming Panel	7,500				In Civic Center
Admin	Door security	15,000				In Civic Center
CDC	Install Secure Entryway at CDC			8,750	26,250	Shared with Building Fund
CDC	Replace HVAC			15,000	45,000	1996 HVAC Unit at CDC, share Bldg Fund
Police	Replace 2014 Dodge Charger 834				68,000	Replace with hybrid (last new veh FY21)
Police	Replace 2014 Dodge Charger 837				68,000	Replace with hybrid (last new veh FY21)

Dept	Project	General Fund Estimate	ARPA /Grants	Other Fund	Internal Borrowing	Notes
Deferred maintenance/capital investment in General Fund included in balanced budget, continued						
P+Rec	Basketball/Racquetball Resurfacing				50,000	In Community Center
P+Rec	Carpeting				92,000	In Community Center
P+Rec	Exterior lit event signage				12,500	In Senior Center
P+Rec	Bathroom accessibility & function update				200,000	In Senior Center
P Maint	Restroom partition replacements				8,000	City Park
P Maint	Restroom partition replacements				10,000	West Wortman
P Maint	Restroom partition replacements				10,000	East Wortman
P Maint	Restroom partition replacements				15,000	Discovery Meadows
P Maint	Restroom-replace interior laminate, upg. electronics				17,500	Thompson Park
P Maint	Loo purchase and install - 1				270,000	
P Maint	Loo purchase and install - 2				270,000	
P Maint	Fleet/Equipment Upgrades		140,000			
P Maint	Irrigation Renovations		100,000			Phase 2
P Maint	Splash Pad Renovation		184,000			
P Maint	Neighborhood Park Renovations		130,000			Phase 1
Libr	Security cameras				20,000	
Libr	HVAC replacement		150,000			
InfoSrv	VM Backbone Host Servers - replacement			11,732	28,268	Shared with Building Fund
InfoSrv	Functional Domain Upgrade			2,933	7,067	Shared with Building Fund
InfoSrv	Storage uplift			23,464	56,536	Shared with Building Fund
InfoSrv	Hansen Upgrade			55,000	55,000	Eng,Park Maint, Street, WWS-25% each
InfoSrv	MDT's for replacement				50,000	patrol vehicles (PD)
	Total	**22,500**	**704,000**	**116,879**	**1,403,121**	

Dept	Project	General Fund Estimate	ARPA /Grants	Other Fund	Internal Borrowing	Notes
Deferred maintenance/capital investment for FY2023-24 not included in General Fund budget						
Admin	Install drainage at SW corner of buildi	700				In City Hall
Admin	Mechanical/HVAC study	10,000				In City Hall
Admin	Nelson House	124,000				Roof, chimney, stairs, other
Admin	Parking Structure	299,750				Deferred until FY2024-25
CDC	Repair wood rot around CDC windows	50,000				
Eng	Compact pickup replaces 2009 unit	40,000				
Police	Replace 2017 Dodge Charger 801	68,000				Replace with hybrid (last new veh FY21)
Police	Replace 2012 Fusion Detective	52,000				(last new veh FY21)
Police	Replace 2017 Ford Explorer 803	68,000				Replace with hybrid (last new veh FY21)
Police	Replace 2017 Ford Explorer 804	68,000				Replace with hybrid (last new veh FY21)
Police	Air Compressor Replacement	36,000				
P+Rec	Aquatic Center building improvements	46,029				Wait for structural engineering review
P+Rec	Interior Floor (linoleum)	10,824				In Community Center
P Maint	PW Building improvements	52,750		52,750		Shared with Street Fund
P Maint	Park Signage Upgrade	17,500				
P Maint	Loo purchase and install - 3	270,000				
P Maint	Loo purchase and install - 4	270,000				
P Maint	Loo purchase and install - 5	270,000				
P Maint	Parking lot improvements	258,000		12,000		At various parks and PubWorks complex
P Maint	Various park improvements	235,000				
P Maint	Replace Star Mill Restroom	250,000				
Libr	Security cameras	30,000				
InfoSrv	Disaster Recovery setup	20,000				For Accounting system
	Total	**2,546,553**	**0**	**64,750**	**0**	

ARPA OVERVIEW

ARPA- State and Local Fiscal Recovery Fund (SLFRF) Highlights

In March 2021, President Biden signed the American Rescue Plan Act (ARPA), providing $1.9 trillion in economic relief. In addition to the individual stimulus checks that benefitted millions of individual taxpayers, $350 billion was targeted toward state and local fiscal recovery. The City of McMinnville received approximately $7.7 million in ARPA funding. Public input was considered during the process to ensure projects would meet community needs and ARPA requirements. ARPA funds must be allocated by the end of 2024 and spent by the end of 2026.

In fiscal year 2021-22, the Budget Committee played a key role in identifying and advising McMinnville City Council. In alignment with the MacTown 2032 strategic plan and the City's core values, Council passed a November 2021 Resolution authorizing spending for 28 Phase One ARPA projects to assist in recovering from the public health emergency and the negative economic impacts of the pandemic.

The city hall-municipal court remodel provides enhanced security and access to services.

These approved ARPA projects were organized into three distinct focus areas: Innovative High Impact, Immediate-Impact Community and Internal Efficiency and Effectiveness Projects.

Subsequently, the State of Oregon provided separate ARPA funding to cities, including McMinnville, to support economic recovery for local employers.

Projects

Innovative High-Impact Projects

- Five Innovative High-Impact projects were approved for a total of $1,712,500.
- In the first half of the grant cycle, four of five projects are in the planning stage, and one project is in the active phase.
- This focus area includes projects to improve access, equity, crisis intervention and downtown improvements.

Immediate-Impact Community Projects

- Fourteen Immediate-Impact Community projects were approved for a total of $3,497,350.
- In the first half of the grant cycle, eight of the fourteen are in the planning stage, and six are in the active phase.
- This focus area includes projects that support equitable communication, access to services and technology, park maintenance and renovation, public safety, and environmental sustainability projects.

Internal Efficiency and Effectiveness Projects

- Nine Internal Efficiency and Effectiveness projects were approved for a total of $1,488,000.
- In the first half of the grant cycle, three of the nine projects are in a planning stage, four are in the active stage and two projects are completed.
- This focus area includes projects that improve the city's ability to deliver effective and efficient services through planning, security, cost reduction, and financial forecasting. This area also funds recovery of lost revenue used to respond to the Covid-19 pandemic.

The library's new electric vehicle will reduce the city's carbon footprint and operating costs for the book delivery program.

Future Challenges and Opportunities

- Capacity, supply chain, and inflationary impacts may impact the ability to complete all approved projects within approved spending authority.
- New state programs, policy, directives, and alternate funding may result in project scope changes resulting in a return of funds from one or more of the projects.
- Covid cost reimbursement compensated the city for staffing expenditures mandated for isolation and quarantine among frontline public safety and other city staff working throughout the pandemic.
- The financial impacts of the Covid-19 pandemic have diminished with the decrease in negative health impacts on the municipal organization and the larger community.
- ARPA funding is flexible and discretionary. The city has broad discretion to use the funds for eligible costs within the allowed timeframes including for eligible project expenditures beyond the 28 phase one projects.
- During the April 11, 2023, city work-session, project leaders received support which will result in a resolution to add spending authority for some ARPA phase one projects.
- Our first annual report was submitted in April 2022, and second is due by April 30, 2023.

Enhanced multi-lingual community engagement and communication through "iheartmac.org" online supports the city's strategic priority for engagement and inclusion.

FUND DEFINITIONS

Budget Organization Chart

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 thirteen governmental funds; two 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 property taxes from the general property tax levy, licenses and permits (primarily franchise fees), and intergovernmental shared revenues. Expenditures are accounted for by Department, including City administration, finance, engineering, community development, police, municipal court, 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.

Grants and 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 as well as grants or other restricted funds that are not department specific.

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.

Affordable Housing Fund

When the Affordable Housing Construction Excise Tax was established by Ordinance no. 5112 to begin in FY2022-23, a fund was established to account for those funds. The new

fund also tracks all grant awards associated with housing issues and investments.

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) to the Emergency Communications Fund. The City's member contribution to YCOM is then paid from the Emergency Communications Fund.

Street Fund

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

Airport Maintenance Fund

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

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. In FY2019-20 this fund was reclassified from an enterprise fund to a special revenue fund.

Fire District Transition Fund

This budget represents the City's financial plan for 2023-24 should voters approve a ballot measure creating a new Fire District in May 2023. This fund will account for approximately six months of operating costs during which time the fire workforce will remain employees of the City that the new Fire District will contract back with for this interim. Actual costs will be fully reimbursed, leaving the fund with a zero ending fund balance. It is anticipated that the fund will exist for one year.

Governmental Funds: Capital Projects Funds

Capital projects funds account for the acquisition and construction of major capital projects.

Transportation Fund

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

In 2013, and amended in 2023, the City entered into a loan agreement with the Oregon Transportation Infrastructure Bank to fund the City's share of the local match for the Newberg-Dundee bypass project. The City makes principal and interest payments on the loan with federal fund exchange dollars.

Park Development Fund

This fund is used to account for park system expansion and improvements funded by park system development charges (SDCs), grants, and donations. Proceeds from Park System Improvement bonds, fully spent at this time, were also included in this fund.

Governmental Funds: Debt Service Fund

Debt Service Fund

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

Business Type Activies: Enterprise Funds

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

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.

Wastewater Capital Fund

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

Internal Service Funds

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

Information Systems and Services Fund (IS)

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

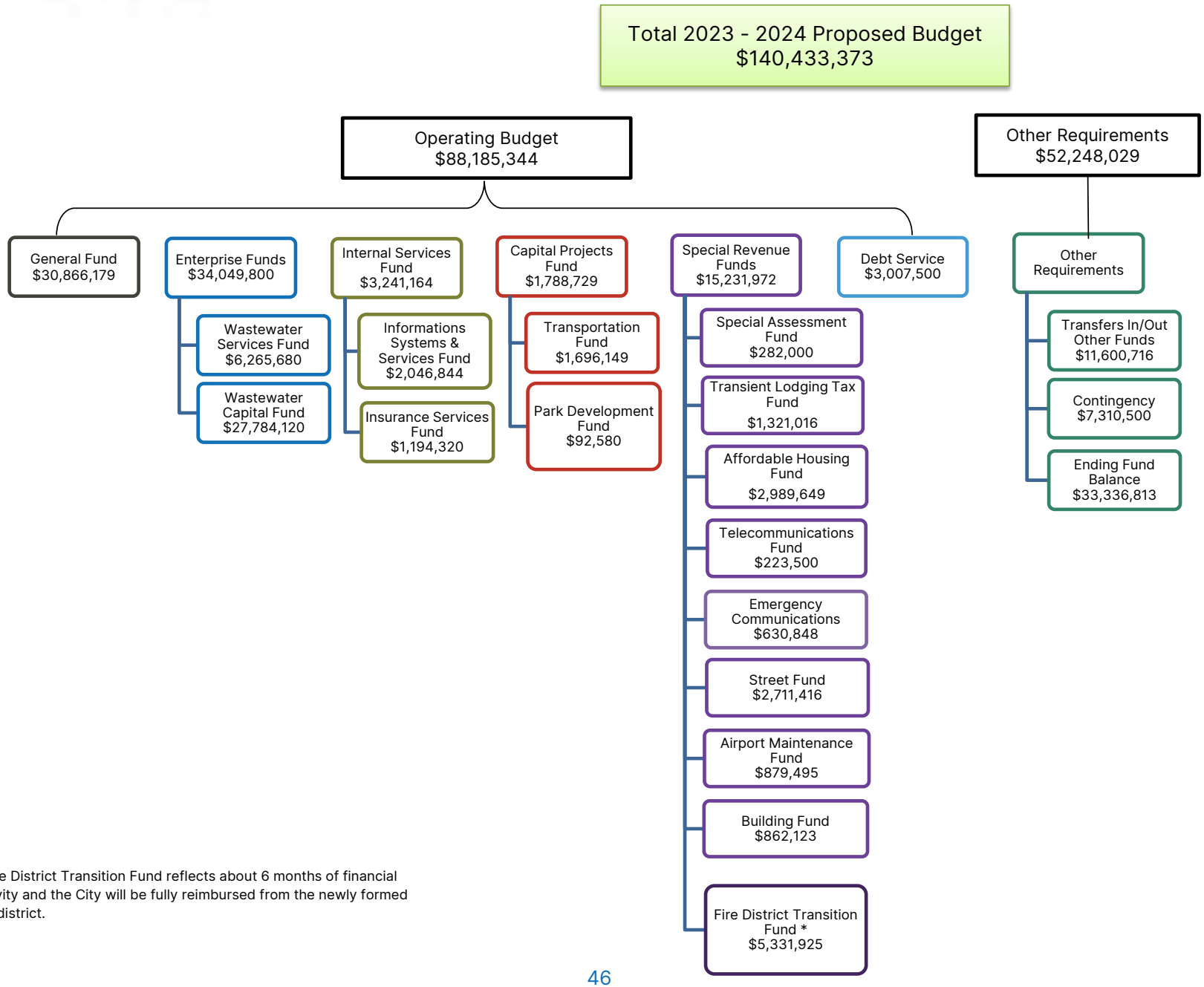
Insurance Services Fund

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

Budget Organization Chart: The chart on the following page separates the components of the "Operating Budget" from "Other Requirements." The total "Operating Budget" ($88.1 million) includes Personnel Services, Materials and Services, Capital Outlay, and Debt Service expenditures. "Other Requirements" include Transfers Out to other funds, Contingencies, and Ending Fund Balances ($52.2 million). Total "Operating Budget" and "Other Requirements" in the 2023-24 proposed budget are $140.4 million.

Urban Renewal Funds

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



* Fire District Transition Fund reflects about 6 months of financial activity and the City will be fully reimbursed from the newly formed fire district.

DEBT OVERVIEW

Debt Outstanding

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

The 2023-24 proposed budget includes appropriations for principal and interest payments on the City's outstanding debt obligations, including the City's general obligation (GO) bond debt, full faith and credit obligations (FFCO), and capital leases.

The City does not plan for any new external debt obligations in FY2023-24 but the budget does include internal borrowings for five-year terms on an interfund basis for capital purchases.

General obligation (GO) bonds - Debt service is paid with property taxes levied specifically for that purpose, therefore GO bonds must be approved by the voters. At June 30, 2023, the City's total amount of GO bond outstanding debt principal will be $17,465,000.

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

The City's GO bond debt for next fiscal year includes $7.2 million in refunding bonds. Refunding bonds are generally issued to realize debt service savings when new bonds are sold at interest rates significantly below the rates of the original bond issue. The City issued refunding bonds in 2015 to refinance the 2006 Public Safety Facilities bonds. These bonds will mature in 2027.

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

The City has two financing agreements related to capital projects and the acquisition of capital assets. In FY 2022-23, McMinnville refinanced an existing ODOT loan and added $3.6 million in new debt to fund further phased progress on the Newberg-Dundee Bypass project, maturing in 2066. The other capital project debt is for a bank loan for street improvements in the Urban Renewal District maturing in 2032. In 2016, the City also entered into a financing agreement to refinance the City's PERS transition liability, maturing in 2028.

Capital leases – Capital leases are full faith and credit obligations granting use of equipment or property for a given period with ownership conferred at the end of the term of the agreement. A capital lease is considered debt because it is, in effect, a financing agreement. In 2019-20 the City issued a five-year capital lease for three Police vehicles which will have its final payment in 2023-24. Leasing vehicles instead or purchasing them outright facilitates management of the Police Department fleet and spreads the cash flow impact over the five-year lease term. The 2019-20 year also included a seven-year capital lease for an emergency communications system upgrade.

Internal borrowing – An activity noted in Resolution 2021-55 on adopting sustainable resources to support the core services of the General Fund is internal borrowing. Establishing a program of inter-fund loans as a lower cost solution relative leasing or other borrowing options to address the need for routine capital investments in existing buildings and fleet and equipment

replacement, was one of a portfolio of actions City staff have been asked to take.

The 2023-24 budget includes internal borrowing, of $1,403,121, for 15 capital investments, listed to the right, in the general fund financed by the millions in excess cash held by the Wastewater Capital Fund (WWC). The loan terms are for five years with payments starting in FY2024-25 and an interest rate (4.25%), set slightly higher than the current Local Government Investment Pool's current rate of return (3.75%).

FY2023-24 has $80,727 budgeted in repayments (principal and interest) for internal borrowing for capital equipment and vehicle purchases in the police departments from the WWC in FY2019-20 and FY2020-21. An existing inter-agency loan with the Urban Renewal area for street improvements in the Urban Renewal Area will also be repaid in FY2023-24, from the tax increment received by that entity.

Internal debt arrangements, allowed under state law for municipal capital needs for a maximum term of ten years, allows the borrowing fund access to cash at a lower interest rate than is typically available from commercial alternatives while also earning the lending fund higher interest on its available cash balance than can typically be made in the allowable investment types for municipal funds. The WWC fund balance has been built by rate payers to accumulate funds for future capital investments in the city's sewer system, saving rate payers a higher cost of capital if the WWC were to issue bonds or otherwise commercially finance those large capital needs.

All debt issuance, including the internal borrowing, must be authorized by the Council.

FY24 Capital Investments Supported by Internal Borrowing	Cost Estimate
Cmty Center: Carpeting	92,000
Cmty Center: Courts resurfacing	50,000
CDC Replace RTU #1 - 1996 HVAC Unit	26,250
CDC Secure Entry Way	45,000
City Hall insulation and window restoration	24,000
IS Asset Mgt System (50% GenF, 25/25 Street/WW)	55,000
IS investments (70.67% Gen Fund of 130k total)	91,871
IS MDTs for Police Dept	50,000
Library Security System Cameras	20,000
Police Dept: Replace 2014 Dodge Charger 834 with hybrid model	68,000
Police Dept: Replace 2014 Dodge Charger 837 with hybrid model	68,000
Park Maint: Replace various restroom partitions	60,500
Park Maint -2 Loos in Wortman and City Parks	540,000
Senior Center: Bathroom Remodel	200,000
Senior Center: Exterior lit event signage	12,500
Total	**1,403,121**

Statement of Bonds and Loans Outstanding

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6/30/2023	Maturing 2023 - 2024 Principal	Maturing 2023 - 2024 Interest
General Obligation Bonds							
Debt Service Fund:							
2015 Public Safety Civic Building Refunding Bonds	4/16/2015	2/1/2027	$ 7,235,000	2.50 - 5.00%	$ 3,095,000	$ 720,000	$ 154,750
2015 Transportation Bonds	4/16/2015	2/1/2030	$ 16,085,000	2.50 - 5.00%	$ 8,730,000	$ 1,080,000	$ 381,500
2018 Transportation Bonds	2/28/2018	2/1/2033	$ 7,915,000	3.00 - 4.00%	$ 5,640,000	$ 490,000	$ 181,250
TOTAL - General Obligation Bonds			$ 31,235,000		$ 17,465,000	$ 2,290,000	$ 717,500
Full Faith and Credit Obligations							
General Fund - Non-Departmental:							
2016 PERS Refinacing Loan	10/31/2016	8/1/2027	$ 3,525,860	2.73%	$ 1,830,950	$ 362,210	$ 47,554
2016 Urban Renewal Agency Loan	10/31/2016	8/1/2031	$ 2,192,300	2.04%	$ 1,454,830	$ 158,420	$ 28,875
Transportation Fund:							
2023 ODOT Dundee Bypass Loan Balance Refinanced	12/27/2022	1/25/2066	$ 2,330,450	2.88%	$ 2,184,354	$ 176,102	$ 25,146
2023 ODOT Dundee Bypass Loan Addition*	12/27/2022	1/25/2066	$ 3,622,000	2.88%	$ 3,622,000		
TOTAL - Full Faith and Credit Obligations			$ 11,670,610		$ 9,092,134	$ 696,732	$ 101,575
Capital Leases (Lease-purchase Agreements)							
General Fund - Police Department:							
2019 Police Department Vehicles	7/15/2019	7/15/2024	$ 153,497	3.88%	$ 31,877	$ 31,877	$ 1,236
2019 Emergency Communications Radio Equipment	5/14/2019	9/15/2026	$ 228,449	4.15%	$ 102,862	$ 31,903	$ 4,269
TOTAL - Capital Leases			$ 381,946		$ 134,739	$ 63,780	$ 5,505
TOTAL - Debt			**$ 43,287,556**		**$ 26,691,873**	**$ 3,050,512**	**$ 824,580**

* Drawdowns on the added ODOT loan have not yet begun so no payments are due as of this date

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

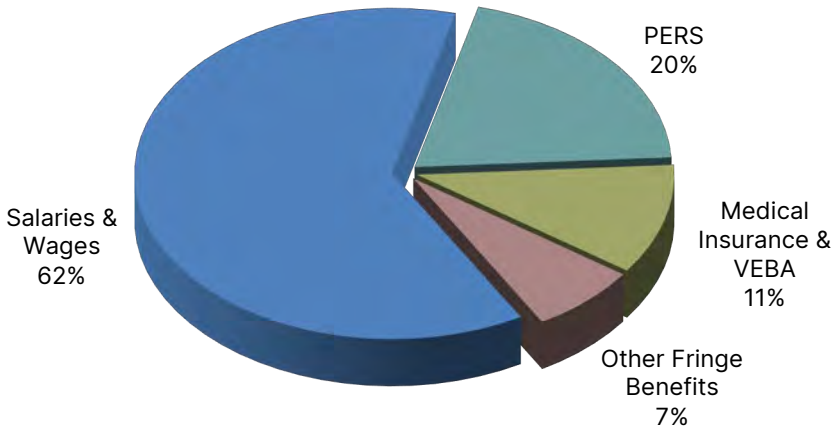
Introduction

City of McMinnville personnel services expenditures account for 28% of the City's total 2023-24 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2023-24 proposed budget, total personnel services cost for all funds is $28.6 million.

This budget assumes that the voters have approved the creation of a new fire district. The transition plan envisions keeping fire employees on the City payroll for the 2023 calendar year - the first half of FY2023-24. The cost of the workforce will be reimbursed to the City through a contract with the new fire district.

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.

Cost of Living Adjustment (CoLA)

The City's annual CoLA is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the second half of the year. This year the CPI was 7.91%, compared to 6.67% in the previous year. The 2023-24 budget take the same approach as it did last year by including a 4% CoLA, the contractual maximum of the fire and police contracts, applied to all staff. Work done recently to asure that the City workforce earns wage levels that are consistent with market rates across its general service and public safety groups might become at risk of being eroded with these CPI trends. Management, with the support of human resources staff, will be keeping a close eye on these issues as key factors not only for hiring but also for retaining quality employees.

Benefits

Total fringe benefits account for 38% of total *personnel services* expenditures, or $10.7 million in the 2023-24 proposed budget. PERS and medical insurance/VEBA costs combined are $8.8 million for all City employees. Therefore, changes in costs for these fringe benefits have a significant impact on the City's budget.

Retirement

The table below shows PERS rates (Public Employees Retirement System, Tier 1/Tier 2), OPSRP (Oregon Public Service Retirement Plan), IAP (Individual Account Program), and PERS Transition Liability (amount needed to pay off PERS related debt service):

	Employer Contribution	
	2021-23	2023-25
• PERS Tier 1/Tier 2	27.8%	28.7%
• OPSRP General Service	20.8%	22.2%
• OPSRP Police and Fire	25.1%	26.9%
• IAP (all members)	6.0%	6.0%
• Transition Liability (all members)	2.1%	2.1%

Approximately 24% of the City's PERS eligible employees are Tier 1/Tier 2 members; 47.5% are OPSRP General Service members; and 28.5% are OPSRP Police and Fire members. To be eligible for PERS, an employee must work 600 or more hours in a year. Over the last 5 years, the proportion of OPSRP General Service employees has increased by 9% while that of OPSRP Police and Fire members has increased by 28%. The proportion of PERS Tier 1/Tier2 employees in the City workforce has decreased by 30% over this period, showing that the city's workforce is becoming more populated by employees with a less costly retirement contribution for the City.

Medical Insurance

The City's medical insurance is purchased on a calendar year basis. Premiums are expected to increase in CY2024 by 8% for members of the police union. General service staff have the option of two carriers; for 94% of the employees a maximum increase of 1.6% is budgeted, for the balance a maximum 16.7% increase is projected. For comparison, last year's budget included an 8% increase for medical coverage.

General services employees have a choice of two similar high deductible health insurance plans. A VEBA account is a healthcare cost reimbursement account, funded by the employer, which helps defray the cost of the higher deductibles. Only employees choosing health insurance coverage through the City are eligible for a VEBA account. The 2023-24 budget proposes that the City contribute 100% of the copay plan deductible to general service employee VEBA accounts for the 2024 plan year. General services employees pay 10% of their health insurance premium.

Pursuant to the terms of the collective bargaining agreement (CBA) in effect July 1, 2021, Fire union members pay 10% of the premium for a higher deductible copay plan and the City contributes 100% of the plan deductible to Fire union member VEBA accounts.

The Police collective bargaining unit is part of the Oregon Teamsters Employer Trust (OTET) insurance plan. The CBA effective July 1, 2022, continues with Police Union members paying 5% of the premium with the City paying the remaining 95%.

Other Fringe Benefits

Other fringe benefits provided to employees by the City include FICA (Social Security and Medicare), life insurance, long term disability insurance, workers compensation insurance, unemployment benefits, and an employee assistance program.

Fringe benefits provided to volunteers include workers compensation insurance, life insurance for public safety volunteers, and monthly retirement benefits for qualifying Fire Department volunteers.

Change in Personnel

The 2023-24 proposed budget reflects an overall increase of 5.69 full-time equivalent (FTE) positions. New positions described below are offset by a net decrease in FTE across the rest of the city organization:

- Two new employees will be limited duration jobs in the administration and finance departments to support the creation of fire district organizational and financial infrastructure and temporarily add staff capacity to the new fire district's support services team. These costs will be reimbursed as contracted services based on actual time spent supporting the fire district.
- The net increase of 1.19 in staffing for wastewater services' workforce relative last year will be supported by the rate model of the utility and 75% of the new housing program employee will be supported by Construction Excise Tax funding.
- Three new employees are added that represent investments to strengthen core services provided by the general fund: 1 FTE each for an HR generalist, a facilities supervisor and extra help for the new facilities program

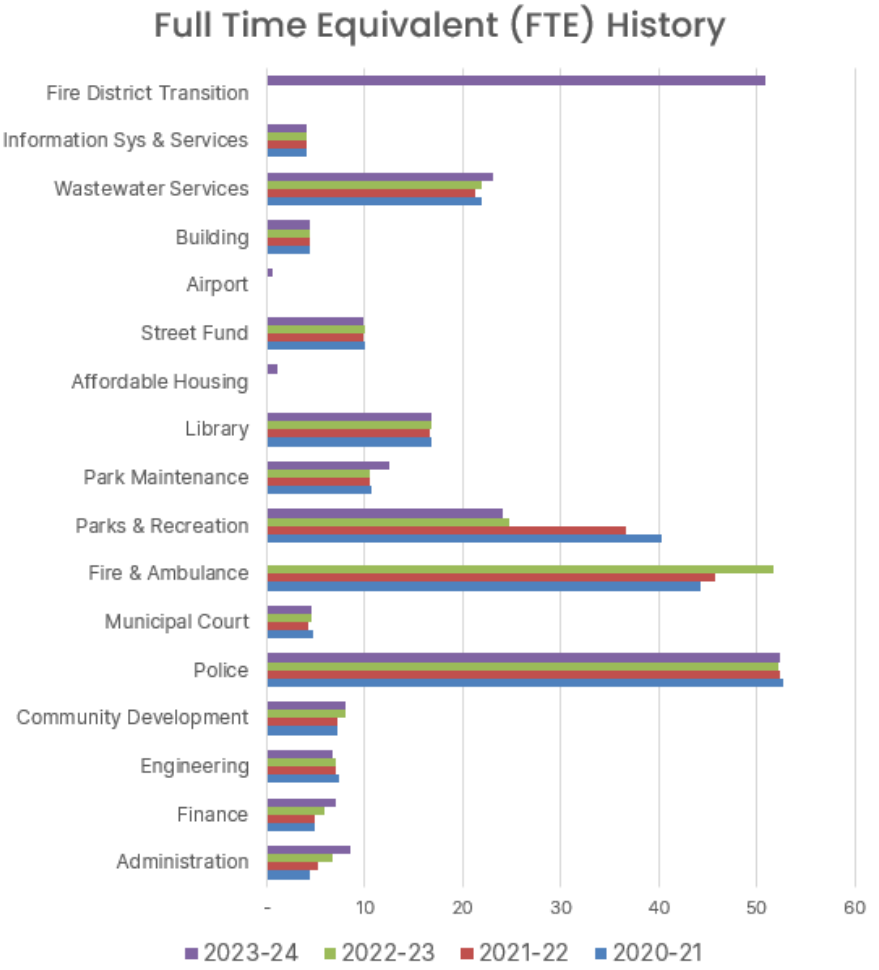
The tables immediately following this overview provide more detailed information:

Table #1 Five-year trend of FTE, including FTE in the Proposed 2023-24 budget by department

Table #2 Change in FTE from the 2022-23 Adopted to 2023-24 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



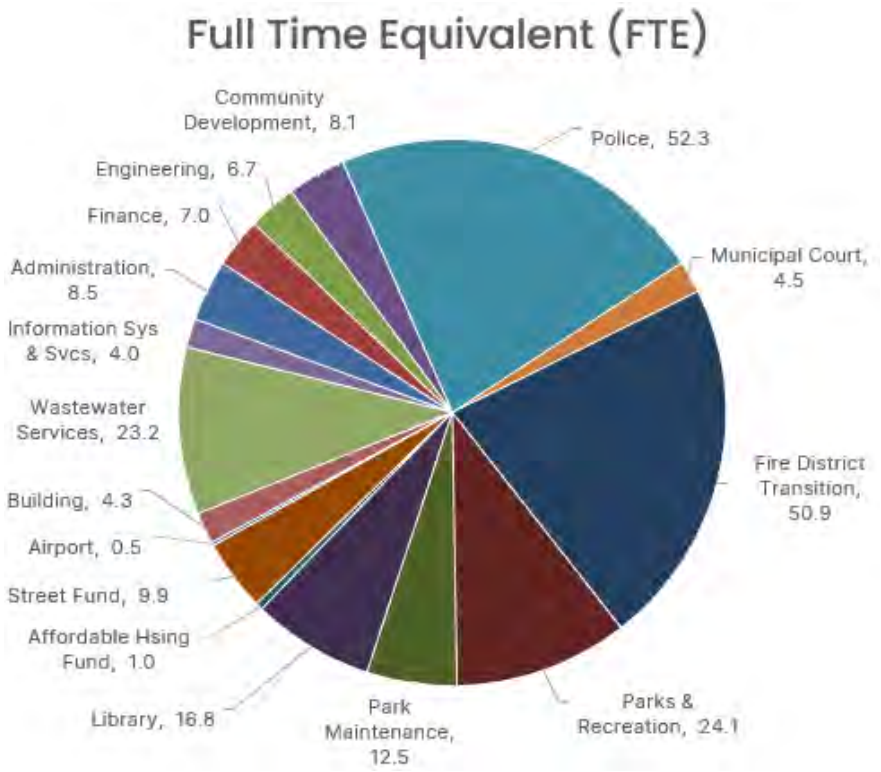
The graph on the previous page shows changes in FTE from 2020-21 through the 2023-24 proposed budget.

In an effort to budget staffing costs closer to actual personnel cost outlays, particularly given our experience with the challenging hiring environment over the last year, vacancy savings in the two largest workforce groups in the city are included in the budget as reasonable estimates. However, we have elected to keep FTE levels reflecting the open positions and have not adjusted that metric downwards to reflect that savings. Both police and fire department budgets reflect three open positions in vacancy savings. Because of the half year that fire employees will be on the City's payroll should the voters approve the new fire district, fire vacancy savings for the three positions is based on 6 months. The savings for police is $442,000 and fire is $225,000 relative fully budgeting those open positions. Because the City is not instituting a hiring freeze and it is possible that the hiring tide could turn in the coming year, the typical general fund contingency level has been increased from $1 million to $1.5 million to accommodate this budgeting approach.

In 2023-24 we budget employees for the first time in two functional areas: a half time staffer for the airport and a full time employee to support the city's housing program initiatives. We also have a new category for the 2023-24 fire and ambulance employees "Fire District Transition" which we anticipate will exist in this year only. The employee history in past years for the fire department remains in "Fire & Ambulance" category.

Personnel Distributions Across Functional Units

The graph to the right shows full time equivalent staffing distribution across the city's departments and unique service areas included in the 2023-24 proposed budget.



Summary

Personnel services expenditures in the 2023-24 proposed budget reflect the City's efforts to make some progress on improving the service level in support services core services which will have a positive, though indirect, impact on public-facing programming. Utilizing restricted funding streams in wastewater services and housing for staffing also contributes to strengthening the city's core services in those areas. The totality of the compensation offered and commitment to tying salary levels to market norms allows the City to to hire and retain a quality workforce in line with national best

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

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

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

Table #1

Department	Adopted 2019-20	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Administration	4.86	4.31	5.13	6.74	8.50
Finance	5.00	4.85	4.85	5.90	6.95
Engineering	7.82	7.32	7.08	6.99	6.66
Community Development	8.10	7.19	7.12	8.08	8.08
Police	52.49	52.70	52.43	52.27	52.31
Municipal Court	4.67	4.78	4.15	4.46	4.46
Fire	43.92	44.22	45.70	51.78	see below
Parks & Recreation	37.35	40.38	36.72	24.71	24.11
Park Maintenance	10.55	10.59	10.49	10.49	12.48
Library	16.81	16.72	16.56	16.77	16.84
General Fund - Total	**191.57**	**193.06**	**190.23**	**188.19**	**140.39**
Affordable Housing Fund	**-**	**-**	**-**	**-**	**1.00**
Street Fund	**9.76**	**9.93**	**9.79**	**10.04**	**9.90**
Airport Fund	**-**	**-**	**-**	**-**	**0.50**
Building Fund	**5.00**	**4.40**	**4.38**	**4.34**	**4.34**
Wastewater Services					
Administration	2.10	2.10	2.10	2.10	2.85
Plant	9.46	9.96	9.39	9.39	9.44
Environmental Services	4.38	4.39	4.38	5.07	5.36
Conveyance Systems	5.40	5.40	5.40	5.40	5.50
Wastewater Services - Total	**21.34**	**21.85**	**21.27**	**21.96**	**23.15**
Information Systems & Services	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
Fire District Transition	**-**	**-**	**-**	**-**	**50.94**
Total City Employees - FTE's	**231.67**	**233.24**	**229.67**	**228.53**	**234.22**
Difference from prior year					**+5.69**

City of McMinnville

Change in Full Time Equivalent (FTE)
2023 Adopted to 2024 Proposed Budget

Table #2

Positions - By Department	Change in FTE
Administration	
Management Support Spec-Sr-Admin	1.00
Human Resources Generalist	1.00
Extra Help - Administration	(0.15)
Extra Help - Legal	(0.09)
	1.76
Finance	
Finance Director	0.05
Financial Services Specialist II	1.00
	1.05
Engineering	
GIS/CAD Specialist	(0.33)
	(0.33)
Community Development	
No change	**0.00**
Police	
Extra Help - Police Reserves	0.04
	0.04
Municipal Court	
Judge	(0.05)
Finance Director	(0.05)
Court Clerk I	0.12
Municipal Court Interpreter	(0.04)
Muncipal Court Security Officer	0.02
	0.00

Positions - By Department	Change in FTE
Fire District Transition	
Paramedic - Single Role	2.00
Firefighters - PT+	(3.20)
Extra Help - Fire	0.36
	(0.84)
Parks & Recreation	
Customer Service Asst / Recreation Asst - CC	0.06
Recreation Program Instructor - Comm. Ctr	0.05
Program Assistant - Recreational Sports	0.04
Recreation Assistant - Recreational Sports	0.21
Customer Service Asst / Recreation Asst - SC	(0.17)
Recreation Program Instructor - Senior Center	(0.47)
Program Assistant - Senior Center	0.05
Program Assistant (Wortman Park Café)	(0.37)
	(0.60)
Park Maintenance	
Facilities Supervisor-PW	1.00
Extra Help - Facilities	1.00
Extra Help - Park Maintenance	(0.01)
	1.99
Library	
Library Technician	0.07
	0.07
Affordable Housing	
Associate Planner - Housing	1.00
	1.00

Positions - By Department	Change in FTE
Street	
Senior Utility Worker - WWS	(0.10)
Extra Help - Streets	(0.04)
	(0.14)
Airport	
Airport Administrator	0.50
	0.50
Building	
No change	**0.00**
Wastewater Services	
Project Engineer	0.75
Utility Worker II - WWS	(0.90)
Senior Utility Worker - WWS	1.00
Laboratory Technician	0.31
Extra Help - WWS	0.03
	1.19
Information Systems	
No change	**0.00**
Total Change in Full Time Equivalent (FTE)	**5.69**

City of McMinnville
Number of Employees and Volunteers
March 2023 Actual

Table #3

Department	Employees Full Time	Employees Part Time	Volunteers See Volunteer Roster	Grand Total
Administration	5	1	22	28
Finance	6	-	-	6
Engineering	7	2	-	9
Planning	8	-	151	159
Police	42	4	5	51
Municipal Court	3	3	-	6
Fire				
Fire Administration & Operations	16	-	41	57
Fire Prevention & Life Safety	2	-	-	2
Ambulance	26	-	-	26
Parks & Recreation				
Administration	1	-	-	1
Aquatic Center	3	28	1	32
Community Center & Rec Programs	3	12	19	34
Recreation Sports	1	21	192	214
Senior Center	1	4	-	5
Park Maintenance	8	-	450	458
Library	12	9	93	114
General Fund - Total	**144**	**84**	**974**	**1,202**
Street	**9**	**-**	**-**	**9**
Airport Maintenance	**-**	**-**	**6**	**6**
Building	**4**	**1**	**-**	**5**
Wastewater Services				
Administration	2	-	-	2
Plant	9	1	-	10
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
Wastewater Services - Total	**21**	**1**	**-**	**22**
Information Systems & Services	**4**	**-**	**-**	**4**
Total City Employees & Volunteers	**182**	**86**	**980**	**1,248**

City of McMinnville
Volunteer Roster - 2022

Table #4

Department	# of Volunteers	Notes
Administration		
City Council	7	
Budget Committee	7	
Diversity & Equity Inclusion Advisory Committee	8	
	22	
Police		
Police Reserves **(a)**	2	
Other Police Volunteers **(b)**	3	
	5	
Library		
Volunteers	**93**	
Building		
Board of Appeals	-	
Building Code Advisory Board	-	
	-	
Planning		
Code Compliance	35	
Fox Ridge Road Area Plan	17	
Historic Landmarks Committee	6	
Housing Needs Advisory Committee	15	
Landscape Review Committee	6	
McMinnville Affordable Housing Committee	15	
McMinnville Economic Vitality Leadership Council	14	
McMinnville Planning Commission	9	
McMinnville Urban Renewal Advisory Committee	12	
Third Street Improvement Project	22	
	151	
Fire & Ambulance		
Fire & EMS Volunteers **(c)**	41	
	41	
Parks & Recreation		
Aquatic Center **(d) (e)**	1	
Community Center	19	
STARS Day Camp	-	
Recreational Sports **(f)**	192	
Senior Center Volunteers	-	
	212	
Park Maintenance		
Park Project Volunteers **(g)**	**450**	
Airport		
Airport Commission	**6**	
Total Volunteers	**980**	

(a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are paid for security at events such as weddings, soccer games, and school paid functions.

(b) Other Police Volunteers include the police auxiliary and police parking patrol.

(c) Fire & EMS Volunteers are paid a reimbursement for emergency calls based on a point basis computed on number of calls.

(d) The McMinnville Swim Club and High School host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.

(e) The Survival Swimming Program provides up to 8 hours of swimming instruction specifically targeting water safety skills. For the past 40+ years this program has taught every 3rd grade classroom in the McMinnville School District. In addition. Amity, and many private schools in McMinnville sometimes 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.

(f) Recreational Sports Volunteers serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports/teams. These 192 people coached 227 teams. This number does not include the many unofficial volunteers who assisted the head coaches at practices and games.

(g) Park Project Volunteers increase compared to previous years id due to the ice storm.

Semi-Monthly Salary Schedule - General Service

July 1, 2023

4% Projected COLA Increase

Range	Classification	Steps 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
F101		5,602	5,803	6,003	6,203	6,403	6,603	6,804	7,003	7,203	7,404	7,603	7,804	8,004	8,204	8,404
		64.65	*66.97*	*69.26*	*71.57*	*73.88*	*76.19*	*78.50*	*80.81*	*83.12*	*85.43*	*87.73*	*90.04*	*92.36*	*94.66*	*96.98*
	City Manager															
E82		4,777	4,946	5,117	5,288	5,458	5,628	5,799	5,971	6,140	6,311	6,482	6,652	6,822	6,994	7,164
		55.11	*57.08*	*59.04*	*61.02*	*62.98*	*64.95*	*66.91*	*68.89*	*70.86*	*72.82*	*74.80*	*76.76*	*78.72*	*80.68*	*82.66*
	City Attorney															
	Community Development Director															
	Finance Director															
	Fire Chief															
	Information Systems Director															
	Library Director															
	Parks & Recreation Director															
	Police Chief															
	Public Works Director															
D62		3,784	3,919	4,054	4,189	4,324	4,460	4,595	4,730	4,865	5,000	5,136	5,271	5,406	5,541	5,676
		43.66	*45.22*	*46.78*	*48.34*	*49.90*	*51.45*	*53.02*	*54.58*	*56.14*	*57.69*	*59.25*	*60.81*	*62.37*	*63.93*	*65.49*
	Airport Manager															
	Assistant Chief															
	City Engineer															
	Maintenance & Operations Superintendent															
	Police Captain															
	Wastewater Services Manager															
D61		3,619	3,748	3,877	4,006	4,136	4,265	4,395	4,523	4,653	4,782	4,911	5,040	5,169	5,299	5,428
		41.75	*43.24*	*44.73*	*46.23*	*47.72*	*49.21*	*50.71*	*52.19*	*53.68*	*55.17*	*56.67*	*58.16*	*59.65*	*61.14*	*62.63*
	Human Resources Manager															
	Library Manager															
C51		3,164	3,277	3,389	3,503	3,616	3,728	3,842	3,954	4,067	4,181	4,294	4,406	4,520	4,632	4,747
		36.50	*37.81*	*39.11*	*40.41*	*41.71*	*43.02*	*44.32*	*45.64*	*46.94*	*48.24*	*49.54*	*50.85*	*52.16*	*53.46*	*54.77*
	Library Supervisor															
	Recreation Manager															
C44		3,164	3,277	3,389	3,503	3,616	3,728	3,842	3,954	4,067	4,181	4,294	4,406	4,520	4,632	4,747
		36.50	*37.81*	*39.11*	*40.41*	*41.71*	*43.02*	*44.32*	*45.64*	*46.94*	*48.24*	*49.54*	*50.85*	*52.16*	*53.46*	*54.77*
	City Recorder															
	Court Supervisor															
	Communications & Engagement Manager															
	Facilities Supervisor - Public Works															
	Information Services Administrator															
	Maintenance & Operations Supervisor															
	Senior Planner															
	Wastewater Services Supervisor															

Semi-Monthly Salary Schedule - General Service

July 1, 2023

4% Projected COLA Increase

Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
C43		2,957	3,062	3,168	3,274	3,379	3,485	3,591	3,696	3,802	3,908	4,012	4,118	4,223	4,330	4,436
		34.11	*35.34*	*36.56*	*37.77*	*38.99*	*40.22*	*41.42*	*42.65*	*43.87*	*45.08*	*46.30*	*47.53*	*48.73*	*49.96*	*51.18*
	Financial Services Administrator															
	Grant Manager															
	Project Engineer															
C42		2,791	2,891	2,991	3,091	3,191	3,291	3,389	3,489	3,590	3,689	3,789	3,889	3,987	4,087	4,188
		32.21	*33.36*	*34.52*	*35.66*	*36.82*	*37.96*	*39.11*	*40.27*	*41.41*	*42.56*	*43.72*	*44.87*	*46.02*	*47.16*	*48.32*
	Associate Planner															
	Combination Inspector, Senior															
	Financial Services Analyst															
	Human Resources Generalist															
	Librarian															
	Support Services Manager															
C41		2,626	2,721	2,814	2,909	3,001	3,095	3,190	3,282	3,377	3,470	3,565	3,658	3,752	3,846	3,941
		30.31	*31.39*	*32.47*	*33.55*	*34.63*	*35.71*	*36.80*	*37.88*	*38.96*	*40.05*	*41.13*	*42.21*	*43.30*	*44.38*	*45.46*
	Combination Inspector															
	GIS/CAD Specialist															
	Planning Analyst															
B32		2,520	2,622	2,723	2,823	2,923	3,024	3,126	3,226	3,327	3,428	3,528				
		29.09	*30.24*	*31.41*	*32.56*	*33.74*	*34.90*	*36.06*	*37.23*	*38.39*	*39.55*	*40.72*				
	Management Support Supervisor															
	Plant Mechanic, Senior															
	Senior Utility Worker															
	Wastewater Operator, Senior															
	Extra Help - Investigations															
B31		2,262	2,352	2,443	2,533	2,624	2,714	2,805	2,895	2,986	3,076	3,167				
		26.10	*27.14*	*28.18*	*29.23*	*30.27*	*31.32*	*32.36*	*33.42*	*34.44*	*35.50*	*36.54*				
	Recreation Supervisor															
B25		2,520	2,622	2,723	2,823	2,923	3,024	3,126	3,226	3,327	3,428	3,528				
		29.09	*30.24*	*31.41*	*32.56*	*33.74*	*34.90*	*36.06*	*37.23*	*38.39*	*39.55*	*40.72*				
	Development Review Specialist															
	Engineering Technician															
	Environmental Compliance Specialist, Senior															
	Information Services Specialist															
	Laboratory Technician, Senior															

Semi-Monthly Salary Schedule - General Service

July 1, 2023

4% Projected COLA Increase

Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
B24		2,262	2,352	2,443	2,533	2,624	2,714	2,805	2,895	2,986	3,076	3,167				
		26.10	*27.14*	*28.18*	*29.23*	*30.27*	*31.32*	*32.36*	*33.42*	*34.44*	*35.50*	*36.54*				
	Code Compliance Officer - Lead															
	Environmental Compliance Specialist															
	Financial Services Specialist II															
	Mechanic - Maintenance & Operations															
	Plant Mechanic															
	Recreation Program Coordinator															
	Wastewater Operator II															
B23		2,047	2,129	2,211	2,292	2,374	2,456	2,538	2,620	2,702	2,783	2,865				
		23.61	*24.56*	*25.50*	*26.45*	*27.39*	*28.34*	*29.28*	*30.23*	*31.17*	*32.12*	*33.06*				
	Development Customer Service Technician															
	Management Support Specialist, Senior															
	Senior Court Clerk															
	Utility Worker II															
B22		1,874	1,949	2,025	2,100	2,174	2,250	2,324	2,399	2,475	2,549	2,624				
		21.63	*22.50*	*23.36*	*24.23*	*25.10*	*25.96*	*26.82*	*27.68*	*28.56*	*29.42*	*30.28*				
	Code Compliance Officer															
	Financial Services Specialist															
	Management Support Specialist															
	Wastewater Operator I															
	Property & Evidence Specialist															
	Recreation Program Instructor 3															
B21		1,702	1,770	1,839	1,907	1,975	2,044	2,111	2,180	2,247	2,316	2,384				
		19.65	*20.44*	*21.21*	*22.00*	*22.79*	*23.57*	*24.36*	*25.15*	*25.93*	*26.72*	*27.51*				
	Court Clerk I															
	Library Technician, Senior															
	Maintenance Technician, Senior															
	Management Support Technician															
	Utility Worker I															
	Recreation Program Instructor 2															
	Extra Help - Engineering															
A13		1,596	1,644	1,693	1,740	1,788	1,836	1,884	1,931	1,979	2,027	2,076				
		18.42	*18.97*	*19.52*	*20.07*	*20.62*	*21.18*	*21.74*	*22.29*	*22.84*	*23.40*	*23.95*				
	Library Technician															

Semi-Monthly Salary Schedule - General Service

July 1, 2023

4% Projected COLA Increase

Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A12		1,416	1,459	1,503	1,544	1,587	1,629	1,672	1,714	1,757	1,800	1,842				
		16.35	*16.84*	*17.33*	*17.83*	*18.31*	*18.80*	*19.29*	*19.78*	*20.27*	*20.77*	*21.26*				
	Library Assistant															
	Head Guard - Shift Supervisor															
	Head Guard															
	Program Assistant															
	Recreation Program Instructor 1															
	Extra Help - Facilities															
	Extra Help - Park Ranger															
	Extra Help - Park Maintenance															
	Extra Help - Streets															
	Extra Help - WWS															
A11		1,238	1,274	1,312	1,349	1,385	1,424	1,460	1,497	1,535	1,571	1,608				
		14.28	*14.71*	*15.13*	*15.57*	*15.98*	*16.42*	*16.85*	*17.27*	*17.70*	*18.13*	*18.56*				
	Customer Service Assistant															
	Lifeguard/Swim Instructor															
	Recreation Assistant															
	Extra Help - Information Systems															

City of McMinnville

SEMI-MONTHLY SALARY SCHEDULE - POLICE UNION EMPLOYEES

July 1, 2023

Projected COLA Increase (7% Sergeants, 6% Corporals & Officers, 5% Non-Sworn)

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Police Sergeant - 12 Hour	165	3,749	3,939	4,132	4,340	4,556	4,785
Police Sergeant	160	3,568	3,746	3,939	4,132	4,340	4,556
Police Corporal - 12 Hour	158	3,456	3,627	3,811	4,000	4,204	4,411
Police Corporal	157	3,291	3,456	3,627	3,811	4,000	4,204
Police Officer - 12 Hour	155	3,214	3,376	3,546	3,722	3,910	4,103
Police Officer	150	3,061	3,214	3,376	3,546	3,722	3,910
Parking Enforcement Specialist Police Evidence & Property Tech	130	2,305	2,420	2,543	2,668	2,801	2,939
Police Records Specialist	120	2,143	2,251	2,363	2,481	2,606	2,735

Other / Certification Pay - Police Union Employees				
Title	**Amount**	**Percent**	**Range**	**Step**
AA / AS Degree	78	2%	150	F
BA / BS Degree	156	4%	150	F
Intermediate Certificate	156	4%	150	F
ASL Certified	196	5%	150	F
Bilingual	196	5%	150	F
Detective (including sergeant)	196	5%	150	F
School Resource Officer	196	5%	150	F
Advanced Certificate	313	8%	150	F
K-9	332	8.5%	150	F
Bilingual - Court Certified	391	10%	150	F
Police Training Officer	2.26 / Hour	5%	150	F
Motorcycle Duty	2.26 / Hour	5%	150	F
Officer in Charge	2.26 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

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

City of McMinnville

SEMI-MONTHLY SALARY SCHEDULE - FIRE UNION EMPLOYEES

July 1, 2023

4% Adopted COLA Increase (5% CAPT's, 6% BC's)

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Fire Battalion Chief	245	3,806	3,995	4,195	4,404	4,624	4,857
Fire Lieutenant	235	3,385	3,552	3,731	3,917	4,114	4,318
Fire Engineer	230	3,012	3,161	3,319	3,485	3,659	3,841
Deputy Fire Marshal	225	3,125	3,280	3,443	3,617	3,796	3,987
Firefighter	220	2,867	3,012	3,161	3,319	3,485	3,659
Paramedic - Single Role	210	2,306	2,421	2,542	2,669	2,803	2,943
Support Services Technician-Fire	203	2,047	2,211	2,374	2,538	2,702	2,865

Other / Certification Pay - Fire Union Employees				
Title	**Amount**	**Percent**	**Range**	**Step**
AA / AS Degree *	37	1%	220	F
BA / BS Degree	73	2%	220	F
Bilingual	73	2%	220	F
Field Training Officer	110	3%	220	F
Advanced Certificate	110	3%	220	F
Intermediate Certificate	183	5%	220	F
Field Training Officer Coordinator	220	6%	220	F
Paramedic	366	10%	220	F
Acting In Capacity	2.11 / Hour	7%	220	F

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

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

GENERAL FUND
BEGINNING FUND BALANCE

General Fund – Beginning Fund Balance

Beginning Fund Balance

The beginning fund balance represents the reserve amount carried forward from the previous fiscal year. At July 1, 2023, the beginning fund balance for fiscal year 2023-24 is estimated to be $6.29 million total with $5.44 million available as unrestricted funds to support general fund activities.

- **General Fund reserve** --- The 2023-24 budget proposes spending down the beginning fund balance or the reserve to fund current operations. The General Fund unrestricted beginning balance is *budgeted* to decrease from $5.44 million on July 1, 2023, to $3.95 million at year's end June 30, 2024 (reserve includes unrestricted ending fund balance and contingency). This is a *budgeted* decrease of approximately $1.49 million over the course of the year, larger than the decrease of $550,000 anticipated in the FY2022-23 adopted budget.
- The City's reserve policy enacted in FY2020-21 states that the general fund should target holding two months operating expense at the end of the year, with a five-year timeline for rebuilding the reserve (by FY2025-26). In the first year of the policy's existence, the reserve level increased from 0.80 months of operating reserve in FY2020-21 to 0.97 months budgeted in reserve for the end of FY2021-22, an improvement of over 20% year over year. The City plans to incrementally increase the reserve level by .25 months the next three years with FY2023-24's minimum unrestricted reserve target set at 1.5 months of operating.
- The City typically achieves "savings" during the budget year. This will likely happen in FY2022-23 as well and actual beginning fund balance for FY2023-24 may be higher than the projection included in the proposed budget. "Savings" reflects a combination of actual revenue that exceeds budgeted amounts and actual expenditures that are less than budgeted amounts. In response to the city's new reserve policy, departments continue to focus projections of routine revenues and expenses tied to actual trends instead of the more conservative practice of budgeting minimum revenue expectations and recurring costs at a level to cover what might happen in the year.
- Please see the Budget Officer's Message and Financial Overview in the introductory section of this document for additional information regarding the City's General Fund reserve.

Designated Beginning Fund Balance – Length of Service Awards Program (LOSAP) – LOSAP is the City's retirement benefit plan for volunteer firefighters and is included in the General Fund's budgeted beginning balance but is excluded from the calculation of the City's operating reserve level. The LOSAP Designated Fund Balance reflects funds that have been set aside to fund the program, although a formal trust has not been created. LOSAP beginning balance funds at July 1, 2023 is estimated to be $847,000.

With the creation of the new Fire District (should the voters choose to do so), the LOSAP balance will be transferred to the Fire District. As this program will no longer be a part of the City of McMinnville financial structure, the ending fund balance for LOSAP in FY2023-24 will go to zero.

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	0	**4001-01**	**Designated Begin FB-General Fd - Grants**	0	0	0
711,883	786,091	825,000	**4001-07**	**Designated Begin FB-General Fd - LOSAP** Designated carryover from prior year for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	847,233	0	0
4,876,207	4,975,668	4,559,824	**4090**	**Beginning Fund Balance** Estimated July 1 undesignated carryover from the prior year.	5,443,120	0	0
5,588,091	**5,761,758**	**5,384,824**		**TOTAL BEGINNING FUND BALANCE**	**6,290,353**	**0**	**0**
5,588,091	**5,761,758**	**5,384,824**		***TOTAL RESOURCES***	**6,290,353**	**0**	**0**

ADMINISTRATION DEPARTMENT

Organization Set – Sections	Organization Set #
• City Manager's Office	01-01-002
• City Hall & City Property	01-01-003
• Mayor & City Council	01-01-005
• Legal	01-01-008
• Community Services	01-01-011
• Human Resources	01-01-012

Budget Highlights

The Administration Department consists of six sections as listed below. These sections define the Administration Department for operating and budget adoption purposes. Two new positions were added in FY2023-24: one for support of the proposed new fire district, on a limited duration timeline, and a new Human Resources Generalist position.

City Manager's Office

- Includes the City Manager, Communications & Engagement Manager and 0.20 FTE of the City Recorder. A limited duration administrative specialist is new this year who will exclusively work to support the new fire district (if the voters pass the ballot measure) during this transitional period.

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 Nelson House building.

Mayor & City Council

- Includes 0.80 FTE of City Recorder who is responsible for preparing City Council packets and minutes and performing other support functions for the Mayor and City Councilors.

Legal

- Includes the City Attorney and a part time plus paralegal as well as contracted services for the City Prosecutor.

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.
- ARPA support for translation services is also found in this budget section.

Human Resources

- Includes the Human Resources Manager, Management Support Specialist, and a new Human Resources Generalist position.

Core Services

City Manager's Office

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

City Attorney's Office

- Provides legal services to the Mayor, City Council, City Manager, Department Heads, and City employees.
- Represents the City in court proceedings, administrative matters, and other forums.

Future Challenges and Opportunities

Administration - City Manager's Office

The City Manager is currently the President of the International City and County Managers Association (ICMA), a role which is focused on professional ethics, training and development, civic leadership, social justice, DEI, emergency response, and community building and infrastructure.

The City Manager has prioritized:

- Financing options for 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 and practices to recruit the highest quality work force and ensure its long term success.
- Lead an organizational review of core service needs, deferred facilities maintenance, capital investment needs, process improvements and opportunities for new or enhanced revenues.

After three years of administrative functions operating in a remote-service delivery model and, wherever possible, public service functions conducted with phone and videoconferencing technologies or by appointment, FY2023-24 will see the administrative staff based in City Hall continue to work a hybrid approach, taking advantage of the benefit of paperless or remote business processes, and adding back in-person interactions.

The City Manager is prioritizing investments in core services and connecting community partners to the available resources, such as programming supported by the American Rescue Plan Act. These funding sources are intended to support the vibrant private and non-profit sector of McMinnville as we emerge from this extraordinary moment in our history.

Administration - City Attorney's Office

The City Attorney's office is in transition as we look towards FY2023-24. A recruitment process for a new attorney is still underway with hopes to have a new staffer on board at the start of the calendar year 2024. From a budget perspective, dollars for basic city legal services are contemplated in the 9 months' worth of salary for that position. The City will have a contracted firm(s) during the transition and the assumption is that the vacancy savings and contracted costs will offset each other.

In the event that a prolonged transition period occurs, a supplemental budget process may be required to properly value any incremental costs required to cover the contracted legal services.

The City Attorney's budget also includes the contract for City Prosecutor services and for specialized legal services as needed for land use and employment law.

Administration – Human Resources

While the HR Department anticipates ongoing challenges in recruiting and retaining talent in the City, the adoption of the new classification and compensation structure in FY2021-22 will support these efforts.

Negotiations with the International Association of Fire Fighters Local 3099 labor union and the McMinnville Police Association were completed and signed contracts are in place for fiscal year 2023-2024.

The Management Support Specialist is primarily focusing on personnel records management, organizing personnel policies, and administrative tasks associated with workers' compensation claims, unemployment insurance claims, and recruitment.

In 2023-2024 Human Resources will be focusing on updating the employee handbook and ensuring policies and procedures are documented and implemented consistently. This includes the implementation of Oregon Paid Leave.

Administration – Communications & Engagement

During FY2021-22, Administration added a Communications and Engagement professional which will assist the city in our goal of enhancing engagement policy, transparency, and trust with McMinnville's community members.

The Communications & Engagement manager is actively working towards the development of a messaging strategy that supports the city's mission, values, and objectives with eyes on monitoring the public's perception of our effectiveness within the community.

In FY2022-23 financial support has been added to enhance our ability to provide translated materials and programming that is aimed at improving public forums, education, and web-based communication tools.

The Diversity, Equity & Inclusion Advisory Committee continues to provide guidance and feedback to City Council and City staff on a variety of topics related to service delivery, outreach, engagement, and training and education.

Mac-Town 2032 Strategic Priority Focus

The Administration Department plays a central role in moving forward the work of Mac-Town 2032. FY2021-22 saw organizational development activities including the adoption and implementation of Re-Branding our City's internal and external communications, a city-wide core service evaluation process, and continued advances on diversity, equity and inclusion goals and measures. The City has also prioritized activities to address the housing shortage and needs of residents facing housing insecurity, particularly for those most vulnerable to the impacts of Covid-19.

Also notable in the FY2021-22 year are efforts to assure community safety in a financially sustainable manner, with a particular emphasis on a study which evaluated our delivery of ambulance and fire services, the addition of two back-up generators capable of supplying 1,000 KW of power to our Wastewater Services plant and pump station, integration of body camera software for our police officers, and the addition of a Crime Response Unit dedicated to addressing community livability issues.

We saw community building and infrastructure support through a successful UGB amendment and adoption of the McMinnville Growth Management and Urbanization Plan along with the Adoption of the Yamhill County Transit Plan and 99W Active Transportation Plan.

We prioritized engagement and inclusion by providing free and accessible community events through our Parks, Recreation, and Library programs, and through the adoption of iheartmac.org; a civic engagement platform which provides City news and content in both English and Spanish

General Fund – Administration

In FY2022-23 We hope to see our investments in core services and ARPA dollars put to work to continue the focus on our strategic plan. We're looking at projects that actively support our organizational objectives to engage effectively with stakeholders and enhance overall service delivery.

We plan to demonstrate the strength of our business community and partnerships through the support and development of an Innovation Center and by enhancing our historic downtown via the Third Street Improvement Project.

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

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

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

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

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

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

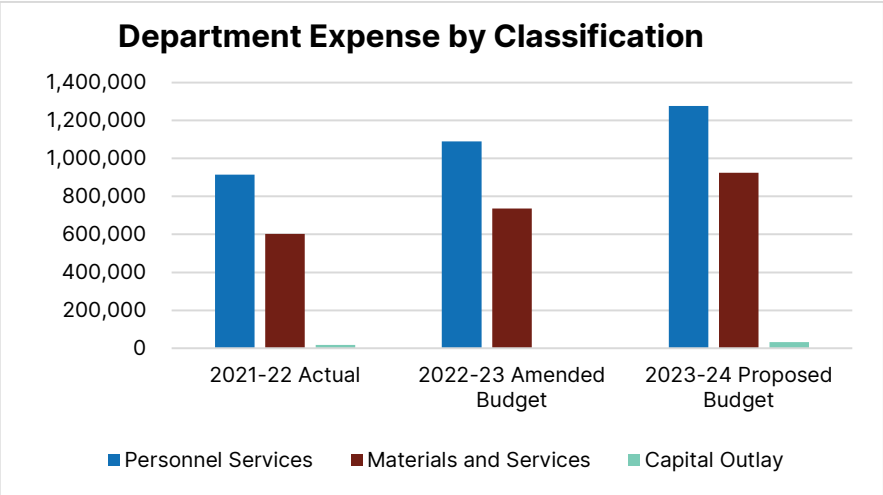
HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)
Create diverse housing opportunities that support great neighborhoods

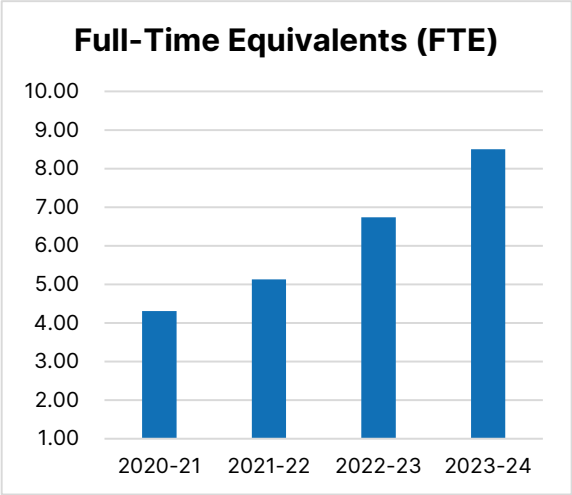
General Fund - Administration

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Charges for Services	2,118	0	0	0
Intergovernmental	14,413	95,000	268,002	173,002
Miscellaneous	0	10,000	16,500	6,500
Revenue Total	**16,531**	**105,000**	**284,502**	**179,502**
Expenses				
Personnel Services	914,391	1,090,515	1,277,257	186,742
Materials and Services	602,786	735,845	925,461	189,616
Capital Outlay	16,812	0	32,795	32,795
Expenses Total	**1,533,989**	**1,826,360**	**2,235,513**	**409,153**
Unrestricted Resources Required	1,517,458	1,721,360	1,951,011	229,651

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	4.31	5.13	6.74	8.50





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

2006 City establishes new "one stop" Community Development Center to house the Engineering, Building, and Planning Departments

2007 City Hall is remodeled

2008 City Council establishes Downtown Public Art Program

2009 Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed

2009 Rick Olson elected Mayor

2013 Northeast Gateway Urban Renewal District is established

2013 Transient Lodging Tax is implemented

2014 December 2014, Retired Brigadier General Martha Meeker appointed City Manager

2015 Third Street named as one of Five Great Streets in America

2017 Scott Hill elected Mayor

2017 February 2017, Jeff Towery appointed City Manager

2020 March 2020, Declaration of McMinnville State of Emergency and closure of city facilities to the public due to Covid-19 begins

2022 Remy Drabkin elected first female Mayor

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**4546**	**American Rescue Plan**	6,000	0	0
			ARPA funds offsetting payroll costs associated with Covid-19				
			Description	Units / Amt/Unit / Total			
			ARPA diversity recruitment	1 / 5,000 / 5,000			
			ARPA payroll costs covid related	1 / 1,000 / 1,000			
0	0	0	**5029**	**McMinnville Fire District**	149,276	0	0
			Description	Units / Amt/Unit / Total			
			Admin personnel service alloc for support of new fire district	1 / 28,524 / 28,524			
			Admin new personnel - Clerk of the Board	1 / 120,752 / 120,752			
0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**155,276**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6600**	**Other Income**	0	0	0
0	**0**	**0**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
0	**0**	**0**		***TOTAL RESOURCES***	**155,276**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,772	-2,378	0	**7000**	**Salaries & Wages**	0	0	0
153,252	277,558	264,603	**7000-05**	**Salaries & Wages - Regular Full Time** City Manager - 1.00 FTE City Recorder - 0.20 FTE Communications & Engagement Manager - 1.00 FTE Management Support Specialist - Senior - Admin - 1.00 FTE Management Support Specialist - Admin - 0.20 FTE	368,780	0	0
0	0	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
220	1,467	2,100	**7000-20**	**Salaries & Wages - Overtime**	500	0	0
325	0	0	**7000-25**	**Salaries & Wages - City Employee Recognition**	0	0	0
5,400	6,000	6,000	**7000-30**	**Salaries & Wages - Auto Allowance** City Manager's $500 per month automobile allowance.	6,000	0	0
0	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	480	0	0
1,105	-1,157	0	**7300**	**Fringe Benefits**	0	0	0
7,996	14,808	14,017	**7300-05**	**Fringe Benefits - FICA - Social Security**	20,319	0	0
2,409	4,211	4,164	**7300-06**	**Fringe Benefits - FICA - Medicare**	5,673	0	0
61,790	91,230	81,212	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	114,918	0	0
11,464	13,178	14,561	**7300-18**	**Fringe Benefits - Retirement Benefit** City Manager's deferred compensation contributions - 8% of salary.	15,527	0	0
19,650	41,284	45,746	**7300-20**	**Fringe Benefits - Medical Insurance**	69,078	0	0
2,850	6,400	6,200	**7300-22**	**Fringe Benefits - VEBA Plan**	9,200	0	0
113	170	132	**7300-25**	**Fringe Benefits - Life Insurance**	204	0	0
770	780	520	**7300-30**	**Fringe Benefits - Long Term Disability**	752	0	0
109	224	328	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	414	0	0
21	45	74	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	79	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1,378	0	0
269,248	**453,820**	**439,657**		**TOTAL PERSONNEL SERVICES**	**613,302**	**0**	**0**
				MATERIALS AND SERVICES			
0	319	1,000	**7520**	**Public Notices & Printing**	2,000	0	0
172	146	300	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	500	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,191	6,484	5,000	**7550**	**Travel & Education** Professional association conferences, seminars, travel and meal costs, professional memberships, dues and subscriptions. Includes allowance for leadership training and development for City staff.	6,000	0	0
1,400	1,590	1,800	**7610-05**	**Insurance - Liability**	3,740	0	0
905	917	1,200	**7620**	**Telecommunications**	3,000	0	0
191	824	800	**7660**	**Materials & Supplies**	2,000	0	0

Description	Units	Amt/Unit	Total
Misc materials & supplies	1	1,500	1,500
MailChimp	1	500	500

174	1,518	1,000	**7660-05**	**Materials & Supplies - Office Supplies**	1,500	0	0
35	0	150	**7660-15**	**Materials & Supplies - Postage**	300	0	0
14,397	2,208	1,400	**7750**	**Professional Services**	1,400	0	0
0	0	3,560	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	2,600	0	0
2,143	4,466	5,146	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	6,812	0	0
0	0	4,640	**7840-02**	**M & S Computer Charges - City Manager's Office**	3,500	0	0

Description	Units	Amt/Unit	Total
Adobe Creative Cloud / Indesign Renewals	1	1,700	1,700
New Monitors	3	250	750
Office 365 Licensing (4)	1	1,050	1,050

49,785	50,965	54,000	**8000**	**City Memberships**	55,517	0	0

Description	Units	Amt/Unit	Total
Mid-Willamette Valley of Council of Govs	1	21,400	21,400
League of Oregon Cities	1	29,022	29,022
International City/County Management Assoc	1	1,200	1,200
McMinnville Area Chamber of Commerce	1	750	750
International Institute of Municipal Clerks	1	215	215
Rotary Club of McMinnville	1	500	500
Oregon City/County Management Association	1	385	385
Engaging Local Govt Leaders	1	370	370
Oregon Assoc of Municipal Recorders	1	75	75
Professional Associations	1	1,000	1,000
International Association for Public Participation (IAP2)	1	600	600

70,392	**69,437**	**79,996**		**TOTAL MATERIALS AND SERVICES**	**88,869**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				CAPITAL OUTLAY			
0	416	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	1,826	0	0
0	**416**	**0**		**TOTAL CAPITAL OUTLAY**	**1,826**	**0**	**0**
339,641	**523,674**	**519,653**		***TOTAL REQUIREMENTS***	**703,997**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	14,413	15,000	**4546**	**American Rescue Plan**	0	0	0
0	**14,413**	**15,000**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				CHARGES FOR SERVICES			
12,708	2,118	0	**5400-02**	**Property Rentals - The Nelson House**	0	0	0
12,708	**2,118**	**0**		**TOTAL CHARGES FOR SERVICES**	**0**	**0**	**0**
12,708	**16,531**	**15,000**		***TOTAL RESOURCES***	**0**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	**7515**	**City Services Charge expense**	1,390	0	0
12,218	13,791	18,000	**7600**	**Utilities** For City Hall, Civic Hall and rental building	18,000	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
1,000	923	1,040	**7610-05**	**Insurance - Liability**	1,200	0	0
12,500	11,706	13,230	**7610-10**	**Insurance - Property**	15,460	0	0
5,588	4,969	6,050	**7620**	**Telecommunications**	7,000	0	0
10,244	10,736	10,500	**7650-10**	**Janitorial - Services**	11,500	0	0
3,950	3,486	2,500	**7650-15**	**Janitorial - Supplies**	2,500	0	0
786	18	150	**7660**	**Materials & Supplies**	150	0	0
0	0	500	**7720-06**	**Repairs & Maintenance - Equipment**	500	0	0
7,323	3,015	10,000	**7720-08**	**Repairs & Maintenance - Building Repairs**	26,000	0	0

Description	Units	Amt/Unit	Total
Repairs and maintenance projects for City Hall and Civic Hall	1	11,000	11,000
Civic Hall door repairs	1	15,000	15,000

3,739	4,816	5,000	**7720-10**	**Repairs & Maintenance - Building Maintenance**	5,500	0	0
40	1,604	5,000	**7720-12**	**Repairs & Maintenance - Grounds**	5,000	0	0
20,304	21,791	21,020	**7720-34**	**Repairs & Maintenance - Parking Structure & Lots**	24,010	0	0

Description	Units	Amt/Unit	Total
Liability insurance premiums	1	3,420	3,420
Property insurance premiums	1	4,590	4,590
Miscellaneous repairs	1	4,000	4,000
Flower basket program	1	6,500	6,500
Lighting	1	5,500	5,500

6,319	5,262	1,780	**7740-05**	**Rental Property Repair & Maint - Building**	7,290	0	0

Description	Units	Amt/Unit	Total
Liability insurance premiums	1	290	290
Property insurance premiums	1	2,000	2,000
Miscellaneous repairs	1	5,000	5,000

781	680	0	**7750**	**Professional Services** Document shredding services	1,000	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
6,900	8,303	11,000	**7780-17**	**Contract Services - Parking Structure & Lots**	12,500	0	0
26,514	24,840	26,200	**7790**	**Maintenance & Rental Contracts** Security system, floor mat cleaning, heating system maintenance, pest control, copier lease, postage machine lease	28,000	0	0
5,400	5,400	5,400	**7790-05**	**Maintenance & Rental Contracts - Water & Light Fiber Net**	6,000	0	0
0	0	0	**7800**	**M & S Equipment**	0	0	0
123,604	**121,341**	**137,370**		**TOTAL MATERIALS AND SERVICES**	**173,000**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8710**	**Equipment**	0	0	0
0	14,413	0	**8800**	**Building Improvements** Replace City Hall hydraulic piping insulation	24,000	0	0

Description	Units	Amt/Unit	Total
Restore windows, south side, 2nd level	1	13,000	13,000
Replace City Hall hydraulic piping insulation	1	11,000	11,000

0	**14,413**	**0**		**TOTAL CAPITAL OUTLAY**	**24,000**	**0**	**0**
123,604	**135,754**	**137,370**		***TOTAL REQUIREMENTS***	**197,000**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
47,786	42,399	63,498	**7000-05**	**Salaries & Wages - Regular Full Time** City Recorder - 0.80 FTE	73,762	0	0
0	0	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
882	1,830	900	**7000-20**	**Salaries & Wages - Overtime**	2,000	0	0
300	0	0	**7000-30**	**Salaries & Wages - Auto Allowance**	0	0	0
2,859	2,645	3,896	**7300-05**	**Fringe Benefits - FICA - Social Security**	4,584	0	0
699	618	934	**7300-06**	**Fringe Benefits - FICA - Medicare**	1,099	0	0
14,046	12,359	18,710	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	22,935	0	0
637	0	0	**7300-18**	**Fringe Benefits - Retirement Benefit**	0	0	0
5,336	4,454	6,154	**7300-20**	**Fringe Benefits - Medical Insurance**	6,244	0	0
750	600	800	**7300-22**	**Fringe Benefits - VEBA Plan**	800	0	0
70	48	48	**7300-25**	**Fringe Benefits - Life Insurance**	48	0	0
270	163	142	**7300-30**	**Fringe Benefits - Long Term Disability**	156	0	0
48	38	77	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	83	0	0
13	12	18	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	18	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	270	0	0
291	0	500	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	500	0	0
73,987	**65,166**	**95,677**		**TOTAL PERSONNEL SERVICES**	**112,499**	**0**	**0**
				MATERIALS AND SERVICES			
1,903	0	1,500	**7520**	**Public Notices & Printing**	2,000	0	0
432	432	500	**7620**	**Telecommunications**	5,000	0	0
152	28	200	**7660**	**Materials & Supplies**	500	0	0
1,479	1,565	800	**7660-05**	**Materials & Supplies - Office Supplies**	800	0	0
21	0	150	**7660-15**	**Materials & Supplies - Postage**	150	0	0
2,247	5,027	15,000	**7750**	**Professional Services** Budget Note: Increased due to contract expenses for City Council; such as: goal setting, backlog minutes transcription services.	30,000	0	0
0	0	30	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	100	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
11,485	0	10,000	**7750-06**	**Professional Services - Community Outreach** City Council's public communication efforts	40,000	0	0
13,393	15,528	18,377	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	18,423	0	0
2,877	2,749	1,800	**7840-03**	**M & S Computer Charges - City Council**	4,800	0	0

Description	Units	Amt/Unit	Total
Replace Presentation Laptop	1	1,500	1,500
Replace Control iPads (2)	2	600	1,200
New Monitor	1	250	250
Office 365 Licensing (7)	1	1,850	1,850

9,305	14,474	18,000	**8005**	**Mayor/City Council Expenses** Including Mayor/City Council events like State of the City, Community Fair, etc. Increase is consistent with pre-Covid expenses.	25,000	0	0
26,355	0	10,000	**8016**	**Affordable Housing**	0	0	0
69,649	**39,803**	**76,357**		**TOTAL MATERIALS AND SERVICES**	**126,773**	**0**	**0**
				CAPITAL OUTLAY			
0	1,448	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	4,939	0	0
0	**1,448**	**0**		**TOTAL CAPITAL OUTLAY**	**4,939**	**0**	**0**
143,637	**106,417**	**172,034**		***TOTAL REQUIREMENTS***	**244,211**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				MISCELLANEOUS			
0	0	0	**6600**	**Other Income**	0	0	0
0	**0**	**0**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
0	**0**	**0**		***TOTAL RESOURCES***	**0**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
121,827	132,282	156,790	**7000-05**	**Salaries & Wages - Regular Full Time** City Attorney - 1.00 FTE (Anticipated start date of 10/1/2023)	122,803	0	0
28,600	32,472	38,868	**7000-10**	**Salaries & Wages - Regular Part Time** Management Support Specialist - Senior - Legal - 0.50 FTE (Anticipating start date of 1/1/2024)	17,191	0	0
6,090	3,840	3,456	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
0	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
9,554	10,323	11,455	**7300-05**	**Fringe Benefits - FICA - Social Security**	8,470	0	0
2,234	2,414	2,887	**7300-06**	**Fringe Benefits - FICA - Medicare**	2,030	0	0
40,643	43,740	57,227	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	42,375	0	0
21,847	18,895	25,470	**7300-20**	**Fringe Benefits - Medical Insurance**	20,800	0	0
4,500	1,500	1,500	**7300-22**	**Fringe Benefits - VEBA Plan**	4,000	0	0
198	135	120	**7300-25**	**Fringe Benefits - Life Insurance**	75	0	0
953	568	444	**7300-30**	**Fringe Benefits - Long Term Disability**	370	0	0
198	197	239	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	154	0	0
31	29	37	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	23	0	0
2,268	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	616	0	0
238,944	**246,395**	**298,493**		**TOTAL PERSONNEL SERVICES**	**218,907**	**0**	**0**
				MATERIALS AND SERVICES			
317	202	300	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	300	0	0
2,646	6,428	6,000	**7545**	**Subscriptions** Westlaw legal research subscriptions.	1,500	0	0
2,355	660	7,700	**7550**	**Travel & Education** Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, professional reference materials for the City Attorney.	1,000	0	0
2,500	2,348	2,650	**7610-05**	**Insurance - Liability**	4,990	0	0
1,359	1,795	1,300	**7620**	**Telecommunications**	1,300	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
472	500	500	**7660-05**	**Materials & Supplies - Office Supplies**	500	0	0
29	112	150	**7660-15**	**Materials & Supplies - Postage**	150	0	0
5,509	32,176	20,000	**7750**	**Professional Services** Provide City Attorney with legal assistance on projects other than city prosecutorial services.	20,000	0	0
0	0	0	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	500	0	0
107,656	141,533	104,000	**7750-09**	**Professional Services - Legal** Provide City Attorney with legal assistance on projects other than city prosecutorial services.	86,000	0	0
0	0	0	**7750-18**	**Professional Services - Contract Prosecutor** Contract city prosecutor services to provide City Attorney with assistance.	104,000	0	0
3,750	3,828	4,411	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	3,028	0	0
0	0	6,920	**7840-08**	**M & S Computer Charges - Legal**	530	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (2)	1	530	530

126,593	**189,583**	**153,931**		**TOTAL MATERIALS AND SERVICES**	**223,798**	**0**	**0**
				CAPITAL OUTLAY			
0	357	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	812	0	0
0	**357**	**0**		**TOTAL CAPITAL OUTLAY**	**812**	**0**	**0**
365,536	**436,335**	**452,424**		***TOTAL REQUIREMENTS***	**443,517**	**0**	**0**

01 - GENERAL FUND

Department : **01 - ADMINISTRATION**
Section : **011 - COMMUNITY SERVICES**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	80,000	**4546**	**American Rescue Plan**	57,000	0	0
			Description	Units / Amt/Unit / Total			
			Cultural Competent Communication	1 / 10,000 / 10,000			
			DEI Implementation	1 / 10,000 / 10,000			
			DEI Implementation Training	1 / 15,000 / 15,000			
			ARPA translation key documents	1 / 22,000 / 22,000			
0	**0**	**80,000**		**TOTAL INTERGOVERNMENTAL**	**57,000**	**0**	**0**
				MISCELLANEOUS			
1,180	0	0	**6405**	**Donations - Administration**	0	0	0
0	0	0	**6490**	**Donations - Public Art** Public donations for the Public Art Program	0	0	0
0	0	10,000	**6490-10**	**Donations - Public Art - Dedicated** Public donations for specific pieces of artwork for the Public Art Program	16,500	0	0
1,180	**0**	**10,000**		**TOTAL MISCELLANEOUS**	**16,500**	**0**	**0**
1,180	**0**	**90,000**		***TOTAL RESOURCES***	**73,500**	**0**	**0**

01 - GENERAL FUND

Department : **01 - ADMINISTRATION**
Section : **011 - COMMUNITY SERVICES**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
0	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
0	0	0	**7300-05**	**Fringe Benefits - FICA - Social Security**	0	0	0
0	0	0	**7300-06**	**Fringe Benefits - FICA - Medicare**	0	0	0
0	0	0	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	0	0	0
0	0	0	**7300-20**	**Fringe Benefits - Medical Insurance**	0	0	0
0	0	0	**7300-22**	**Fringe Benefits - VEBA Plan**	0	0	0
0	0	0	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	0	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	0	0	0
0	**0**	**0**		**TOTAL PERSONNEL SERVICES**	**0**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7710**	**Materials & Supplies - Grants**	20,000	0	0

Description	Units	Amt/Unit	Total
ARPA: DEI Implementation	1	10,000	10,000
ARPA: Cultural Competent Communication	1	10,000	10,000

200	0	2,000	**7720-03**	**Repairs & Maintenance - Public Art**	2,000	0	0
0	0	0	**7750**	**Professional Services**	2,000	0	0

Photographer services for city website

0	0	80,000	**7750-04**	**Professional Services - Grants**	37,000	0	0

Description	Units	Amt/Unit	Total
ARPA: DEI Implementation Training	1	15,000	15,000
ARPA: translation services key documents	1	22,000	22,000

13,129	37,716	14,000	**8010**	**Holiday Lighting**	38,600	0	0

City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd Street kiosks.

Description	Units	Amt/Unit	Total
3rd Street Kiosks	12	300	3,600
City Banners	5	4,000	20,000
Winter lights Sequoia tree, City Hall, Civic Center	1	15,000	15,000

01 - GENERAL FUND

Department : **01 - ADMINISTRATION**
Section : **011 - COMMUNITY SERVICES**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,613	5,885	10,000	**8012**	**M&S Downtown Public Art Program** City's annual support of Downtown Public Art Program includes pedestal construction and artist honorariums.	10,000	0	0
0	0	0	**8012-05**	**M&S Downtown Public Art Program - Donations - Public Art** Public art purchases funded through revenue account 6490, Donations-Public Art.	0	0	0
0	0	0	**8012-10**	**M&S Downtown Public Art Program - Donations - Dedicated** Public donations for purchase of specific pieces of artwork for the Downtown Public Art Program; funded through revenue account 6490-10, Donations-Public Art-Dedicated.	16,500	0	0
0	0	0	**8015**	**Community Services**	12,000	0	0

Description	Units	Amt/Unit	Total
General printing - community communications	1	7,000	7,000
Community engagement	1	5,000	5,000

15,180	14,000	14,000	**8020**	**McMinnville Downtown Association** City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.	14,000	0	0
22,500	22,500	25,000	**8025**	**Yamhill Co - YCTA** Public transportation program support with 5% increase	26,250	0	0
83,768	92,208	93,000	**8060**	**Economic Development**	93,000	0	0

Description	Units	Amt/Unit	Total
McMinnville Economic Development Partnership	1	75,000	75,000
Bypass lobbying	1	18,000	18,000

136,391	**172,308**	**238,000**		**TOTAL MATERIALS AND SERVICES**	**271,350**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8712-10**	**Capital Outlay Downtown Public Art Program - Donations - Dedicated**	0	0	0
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
136,391	**172,308**	**238,000**		***TOTAL REQUIREMENTS***	**271,350**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**5029**	**McMinnville Fire District** Personnel service allocation for support of new fire district	55,726	0	0
0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**55,726**	**0**	**0**
0	**0**	**0**		***TOTAL RESOURCES***	**55,726**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
113,730	98,401	152,106	**7000-05**	**Salaries & Wages - Regular Full Time** Human Resources Manager - 1.00 FTE Human Resources Generalist - 1.00 FTE (Anticipated start date of 1/1/2024) Management Support Specialist - 0.80 FTE	212,924	0	0
0	0	0	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
4,115	0	4,800	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
367	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
0	0	0	**7000-25**	**Salaries & Wages - City Employee Recognition**	0	0	0
300	0	0	**7000-30**	**Salaries & Wages - Auto Allowance**	0	0	0
0	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	1,920	0	0
7,021	5,865	9,492	**7300-05**	**Fringe Benefits - FICA - Social Security**	12,998	0	0
1,672	1,372	2,275	**7300-06**	**Fringe Benefits - FICA - Medicare**	3,115	0	0
32,156	27,222	44,727	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	65,035	0	0
637	0	0	**7300-18**	**Fringe Benefits - Retirement Benefit**	0	0	0
18,478	15,140	39,170	**7300-20**	**Fringe Benefits - Medical Insurance**	34,066	0	0
900	500	3,500	**7300-22**	**Fringe Benefits - VEBA Plan**	750	0	0
140	75	120	**7300-25**	**Fringe Benefits - Life Insurance**	138	0	0
648	338	236	**7300-30**	**Fringe Benefits - Long Term Disability**	496	0	0
137	78	189	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	236	0	0
29	19	73	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	52	0	0
648	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	819	0	0
180,977	**149,010**	**256,688**		**TOTAL PERSONNEL SERVICES**	**332,549**	**0**	**0**
				MATERIALS AND SERVICES			
225	0	0	**7520**	**Public Notices & Printing** Recruitment Advertising	6,200	0	0

Description	Units	Amt/Unit	Total
ARPA diversity recruitment costs	1	5,000	5,000
General recruitment advertising costs	1	1,200	1,200

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	500	**7530**	**Training** Local trainings and webinars	500	0	0
0	0	0	**7540**	**Employee Events**	400	0	0
1,744	219	8,000	**7550**	**Travel & Education** Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials.	10,000	0	0

Description	Units	Amt/Unit	Total
NPELRA Conference	1	3,000	3,000
NEOGOV Conference	2	2,500	5,000
Memberships	1	2,000	2,000

0	271	2,500	**7579**	**Employee Recognition**	2,500	0	0

Description	Units	Amt/Unit	Total
Safety Committee Hazard Program	1	1,000	1,000
Health and Wellness Fair	1	1,500	1,500

449	444	800	**7620**	**Telecommunications**	800	0	0
541	960	1,000	**7660**	**Materials & Supplies**	1,000	0	0
9	235	500	**7660-05**	**Materials & Supplies - Office Supplies**	1,000	0	0
21	0	200	**7660-15**	**Materials & Supplies - Postage**	200	0	0
29,845	6,271	7,500	**7750**	**Professional Services**	10,000	0	0

Description	Units	Amt/Unit	Total
Gallagher Classification Support	1	5,000	5,000
Legal Support	1	5,000	5,000

0	0	60	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	100	0	0
1,071	1,914	4,411	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	4,541	0	0
0	0	24,720	**7840-12**	**M & S Computer Charges - Human Resources**	4,430	0	0

Description	Units	Amt/Unit	Total
Adobe Pro Licensing	2	200	400
Office 365 Licensing (2)	1	530	530
Computer/monitor/tech - new position	1	3,500	3,500

33,906	**10,314**	**50,191**		**TOTAL MATERIALS AND SERVICES**	**41,671**	**0**	**0**
				CAPITAL OUTLAY			
0	178	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	1,218	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	178	0	**TOTAL CAPITAL OUTLAY**	1,218	0	0
214,883	159,502	306,879	***TOTAL REQUIREMENTS***	375,438	0	0

FINANCE DEPARTMENT

Budget Highlights

The finance department is responsible for maintaining the financial integrity of the City and providing a wide range of financial support services. The finance department ensures the timeliness and accuracy of financial information, the adequacy of internal accounting and budgetary controls, and safekeeping of the City's financial assets. The City has received the Government Finance Officer Association's award for excellence in financial reporting for over 30 straight years.

In 2022-23 fiscal year, the finance department has worked to implement a sustainable resources plan to better support core services across the city, continue to make progress on increasing general fund fiscal reserves, devote more resources to maintaining city's physical assets and support the creation of a solid support services base with the Fire Department so that, if the voters pass the creation of a new Fire District in May 2023, the new organization will be well prepared to start operations in July 2023.

The finance department's FY 2023-24 proposed budget seeks to strengthen McMinnville's ability to prioritize and deliver municipal services with discipline and focus. It reflects an increased staffing level of 6.90, one limited duration position more than the current fiscal year. This new staff position would provide additional resources in order to support the new McMinnville Fire District in its first year of operations. Also of note, the department is investing in training and educational opportunities for all finance staffers.

American Rescue Plan Act (ARPA) funds continue to pay for a grant manager to provide fiscal, compliance and project management support for ARPA funded activities for the duration of that unique, once in a generation funding source. ARPA also is supporting the acquisition of a financial forecasting application and staffing cost for its implementation.

Core Services

Accounting

- Provide accounting services for all City financial operations, including payroll and fringe benefits, accounts payable, accounts receivable, and general ledger accounting
- Prepare the Annual Comprehensive Financial Report (ACFR), coordinate the annual financial audit, maintain clean audit opinions
- Administer collection of Transient Lodging Taxes and other revenue sources
- Assist City departments, as needed, on various financial issues, including internal control development and compliance

Budgeting and Financial Planning

- Prepare the City's annual budget, providing long-term forecasting and on-going monitoring of the budget
- Coordinate issuance and management of the City's debt
- Support grants and other project activities to meet fiscal compliance requirements

Treasury Services

- Manage investment of public funds consistent with state law to assure the on-going ability of the city to meet its financial obligations
- Ensure quality, efficient banking and merchant services operations
- Support strong internal control structures and training for cash handling processes throughout the organization

Future Challenges and Opportunities

The finance department is prioritizing for FY2023-24:

- Implementation of financial forecasting software to assist in longer term financial planning
- Continue to actively participate in conversations and actions for balancing the organization's operational needs within revenue capacities
- Complete internal reorganization in order to focus more consistent resources on basic accounting, internal controls and organizational financial reporting
- Establish financial services systems and business processes that will set the new Fire District up for success going forward
- Maximize functionality of existing accounting software and implement cost-effective tools to enhance public visibility of city finances, accrue efficiencies across the city and benefit city employees
- Continue partnering with departments to identify opportunities for maximizing operating efficiencies, while promoting internal controls and compliance
- Focus on risk management in area of treasury and insurance
- Work closely with new HR staff to support city needs and internal business processes where the two functional areas overlap

The Finance department is also eager to assist with new initiatives as they emerge across our organization – from working on diversity, equity and inclusion activities to supporting departmental plans funded by ARPA.

Mac-Town 2032 Strategic Plan

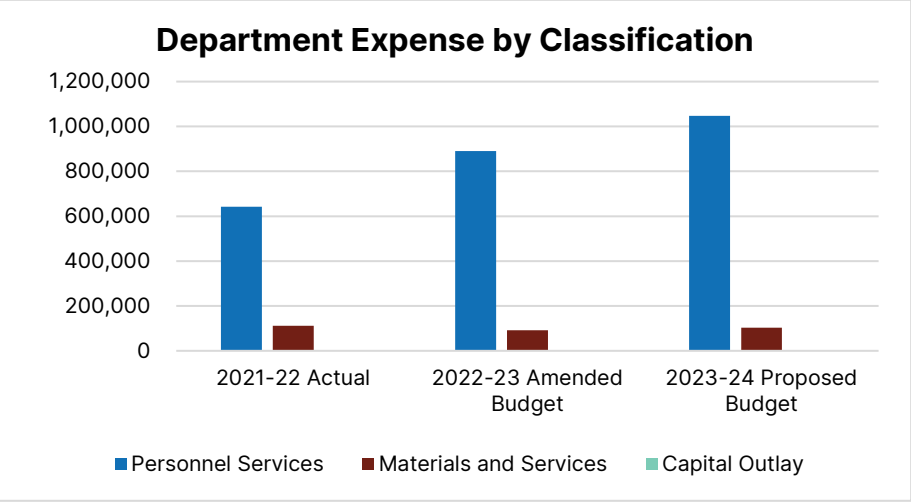
The finance department reviewed its contributions to the Strategic Plan Priorities:

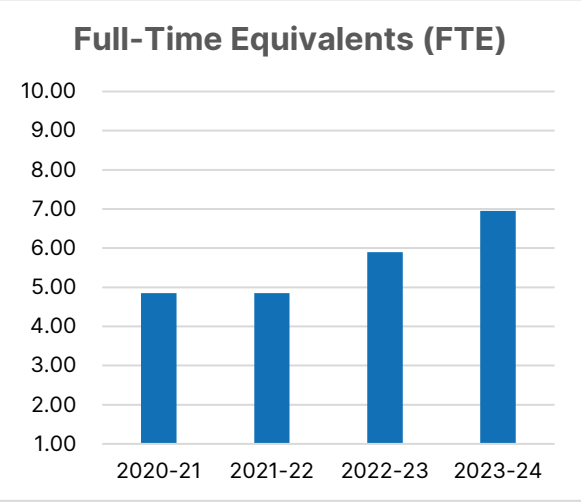
McMinnville MAC-2032 Strategic Priority		Finance Contribution
CITY GOVERNMENT CAPACITY	Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus	Prepare the Fiscal forecast Manage the budget process Play lead role with all fiscal compliance issues
COMMUNITY SAFETY & RESILIENCY	Proactively plan for and responsively maintain a safe and resilient community	Support risk management and assure insurance coverage for municipality and workforce
ECONOMIC PROSPERITY	Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors	Manage collection and disbursement of Transient Lodging taxes, and Downtown Economic Improvement District assessment, franchise fee
ENGAGEMENT & INCLUSION	Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity	Strive for supportive, problem solving engagement with all departments and members of the public
GROWTH & DEVELOPMENT CHARACTER	Guide growth and development strategically, responsively, and responsibly to enhance our unique character	Provide financial services for Urban Renewal District Assist with debt issuance and management

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Charges for Services	26,932	25,000	23,100	(1,900)
Intergovernmental	21,584	158,304	317,684	159,380
Miscellaneous	46	0	0	0
Revenue Total	**48,562**	**183,304**	**340,784**	**157,480**
Expenses				
Personnel Services	641,952	890,368	1,047,449	157,081
Materials and Services	112,351	91,101	103,006	11,905
Capital Outlay	952	0	2,841	2,841
Expenses Total	**755,255**	**981,469**	**1,153,296**	**171,827**
Unrestricted Resources Required	706,693	798,165	812,512	14,347

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	4.85	4.85	5.90	6.95





General Fund – Finance

Historical Highlights

1983 Finance Department transitions City accounting system to mainframe computer using Group 4 software

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

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

2007 Implementation new Enterprise Resource System (ERP) Phase 1: general ledger, procurement, revenue collections, and miscellaneous billing

2008 ERP implementation Phase 2: payroll processing and position budgeting, annual budget preparation

2014 Affordable Care Act reporting requirements implemented

2015 Merina & Co, LLP appointed City financial auditor

2016 Oregon sick leave law implemented

2019 Ambulance billing outsourced to third party provider

2019 Financial system functionality additions with implementation of e-Suite and HR Portal

2020 Draft an updated reserve policy for the city as a whole as critical component of drive towards a sustainable financial future

2021 Add application to track debt, lease and other long-term obligations

2023 Add financial forecasting application to the department's tools

2023 Build financial services operations infrastructure to support newly established McMinnville Fire District

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	21,584	158,304	**4546**	**American Rescue Plan**	157,938	0	0
			Description	Units / Amt/Unit / Total			
			ARPA Grant Manager	1 / 150,438 / 150,438			
			ARPA Forecasting Implementation staff	1 / 2,500 / 2,500			
			ARPA General Covid Costs	1 / 5,000 / 5,000			
0	0	0	**5029**	**McMinnville Fire District**	159,746	0	0
			Description	Units / Amt/Unit / Total			
			Finance personnel service alloc for support of new fire district	1 / 159,746 / 159,746			
0	**21,584**	**158,304**		**TOTAL INTERGOVERNMENTAL**	**317,684**	**0**	**0**
				CHARGES FOR SERVICES			
27,234	26,932	25,000	**5310**	**On-Line Lien Search Fees** Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed $33 per lien search; City pays $15 per search through expenditure account 7750-27, Professional Services-Net Assets.	23,100	0	0
27,234	**26,932**	**25,000**		**TOTAL CHARGES FOR SERVICES**	**23,100**	**0**	**0**
				MISCELLANEOUS			
1	46	0	**6600-94**	**Other Income - Finance** Miscellaneous Finance Department collections.	0	0	0
1	**46**	**0**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
27,234	**48,562**	**183,304**		***TOTAL RESOURCES***	**340,784**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-845	4,364	0	**7000**	**Salaries & Wages**	0	0	0
345,258	392,401	542,392	**7000-05**	**Salaries & Wages - Regular Full Time** Finance Director - 0.95 FTE Financial Services Administrator - 1.00 FTE Financial Services Analyst - 1.00 FTE Financial Services Analyst - Payroll - 1.00 FTE Financial Services Specialist II - 1.00 FTE Financial Services Specialist - 1.00 FTE Grant Program Manager (ARPA) - 1.00 FTE	659,114	0	0
1,196	0	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
818	3,953	5,000	**7000-20**	**Salaries & Wages - Overtime**	3,000	0	0
700	900	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	2,400	0	0
-222	1,551	0	**7300**	**Fringe Benefits**	0	0	0
20,927	23,931	33,116	**7300-05**	**Fringe Benefits - FICA - Social Security**	40,202	0	0
4,894	5,597	7,938	**7300-06**	**Fringe Benefits - FICA - Medicare**	9,636	0	0
100,675	115,277	165,392	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	213,348	0	0
77,973	82,691	120,704	**7300-20**	**Fringe Benefits - Medical Insurance**	103,776	0	0
8,638	9,138	13,675	**7300-22**	**Fringe Benefits - VEBA Plan**	10,712	0	0
524	384	354	**7300-25**	**Fringe Benefits - Life Insurance**	417	0	0
1,975	1,351	1,004	**7300-30**	**Fringe Benefits - Long Term Disability**	1,524	0	0
330	328	657	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	730	0	0
95	88	136	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	160	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	2,430	0	0
562,937	**641,952**	**890,368**		**TOTAL PERSONNEL SERVICES**	**1,047,449**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7500**	**Credit Card Fees**	0	0	0
0	0	0	**7514**	**Fines & Penalties**	0	0	0
1,978	2,219	2,000	**7520**	**Public Notices & Printing**	8,000	0	0
612	354	500	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	900	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
8,913	12,896	17,000	**7550**	**Travel & Education** Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	25,500	0	0

Description	Units	Amt/Unit	Total
Finance travel & education	1	22,000	22,000
Finance travel & education - new fire district stand-up	1	3,500	3,500

4,000	4,539	5,130	**7610-05**	**Insurance - Liability**	7,360	0	0
3,334	3,128	3,500	**7620**	**Telecommunications**	4,450	0	0

Description	Units	Amt/Unit	Total
Telecommunications	1	3,800	3,800
Addition of new phone line for stand-up of new fire district	1	650	650

5,468	7,011	5,000	**7660-05**	**Materials & Supplies - Office Supplies**	6,650	0	0

Description	Units	Amt/Unit	Total
Office Supplies	1	5,150	5,150
Additional office supplies for stand-up of new fire district	1	1,500	1,500

-831	-659	500	**7660-10**	**Materials & Supplies - Office Supplies Inventory**	500	0	0
4,119	4,821	2,000	**7660-15**	**Materials & Supplies - Postage**	8,000	0	0
0	194	0	**7710**	**Materials & Supplies - Grants**	0	0	0
0	0	0	**7720-06**	**Repairs & Maintenance - Equipment**	0	0	0
2,423	37,327	15,000	**7750**	**Professional Services**	5,000	0	0
0	0	1,280	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	2,900	0	0
2,216	1,677	2,500	**7750-24**	**Professional Services - Audit**	0	0	0
13,056	10,860	12,000	**7750-27**	**Professional Services - Net Assets** Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed $33 per lien search; revenue recorded in account 5310, On-Line Lien Search Fees. City pays Net Assets $15 per lien search.	10,500	0	0
2,306	2,500	0	**7750-57**	**Professional Services - Financing Administration**	0	0	0
2,261	2,403	2,000	**7790**	**Maintenance & Rental Contracts** Printer / scanner / copier lease and per page cost.	3,100	0	0
0	0	0	**7800-03**	**M & S Equipment - Office**	0	0	0
8,572	10,207	10,291	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	10,596	0	0
6,586	12,875	12,400	**7840-05**	**M & S Computer Charges - Accounting**	9,550	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET

Description	Units	Amt/Unit	Total
Printer Maintenance - Lexmark	1	300	300
Adobe Pro Licensing (5)	5	200	1,000
Adobe InDesign	1	400	400
Replacement Scanner	1	1,000	1,000
Office 365 Licensing (7)	1	1,850	1,850
DebtBook Renewal	1	5,000	5,000

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
65,013	**112,351**	**91,101**	**TOTAL MATERIALS AND SERVICES**	**103,006**	**0**	**0**
			CAPITAL OUTLAY			
0	952	0	**8750 Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	2,841	0	0
0	**952**	**0**	**TOTAL CAPITAL OUTLAY**	**2,841**	**0**	**0**
627,950	**755,255**	**981,469**	***TOTAL REQUIREMENTS***	**1,153,296**	**0**	**0**

ENGINEERING DEPARTMENT

Budget Highlights

During fiscal year 2023-24, the Engineering staff will continue to provide project management, design, bid document and specification development, contract administration, inspection, and other technical assistance in support of advancing the City's goal to plan and construct capital projects, including:

- Begin design of the Third Street Improvement Plan and apply for potential funding to complete construction documents and future construction of the project;
- Begin design of the ODOT funded Safe Routes to School pedestrian improvements projects in the vicinity of Sue Buel Elementary and Patton Middle Schools;
- Complete the design and start construction of the Chandler's Addition Sanitary Sewer Rehabilitation project (Wastewater Capital Fund);
- Complete the installation of an emergency stand-by generator at the Cozine Pump Station (Wastewater Capital Fund);
- Begin construction of the Solids Treatment Capacity Improvements – formerly named the Biosolids and Grit System Expansion project (Wastewater Capital Fund);
- Complete the construction of the Three Mile Lane force main (Wastewater Capital Fund) in conjunction with ODOT's Three Mile Lane bridge replacement project;
- Application of slurry sealcoat on various City streets (Transportation Fund);
- Design and installation of a new Rapid Flashing Beacon Pedestrian Crossing at the Baker Creek Road / Meadows Drive intersection (Transportation Fund);
- Begin the update of the Transportation System Master Plan (Transportation Fund);
- Continue work on the update of the Sanitary Sewer Conveyance System Master Plan (Wastewater Capital Fund);
- Continue work on the update of the Water Reclamation Facilities Master Plan (Wastewater Capital Fund);
- Ongoing work to implement the City's Willamette River Mercury TMDL Plan and annual reporting, (Wastewater Services Fund).

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

Core Services

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

- Perform “Call Before You Dig” utility locates.
- These services help meet the Goal of City Government Capacity and the objective of identifying and focusing on the City core services.

Future Challenges and Opportunities

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

To date, the Engineering Department has evaluated over 2,400 private sewer laterals.

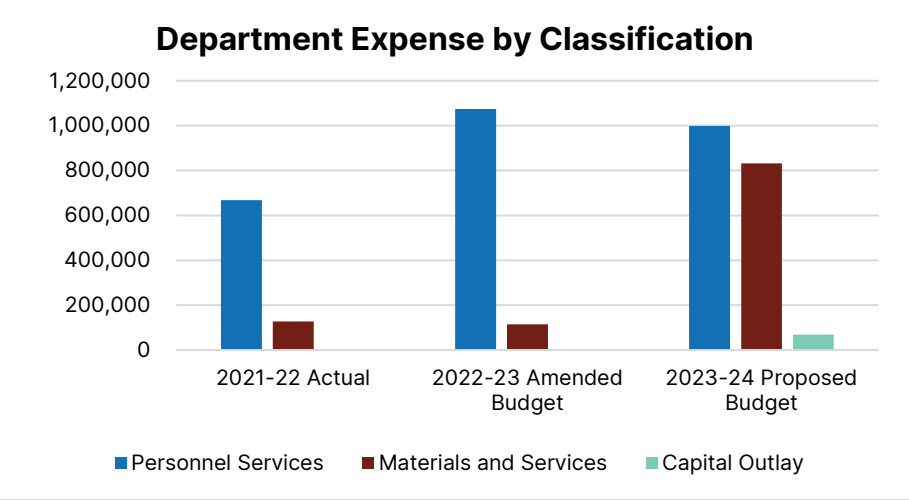
Construction crews work on the NE High School Basin Sanitary Sewer Rehabilitation Project in 2022.

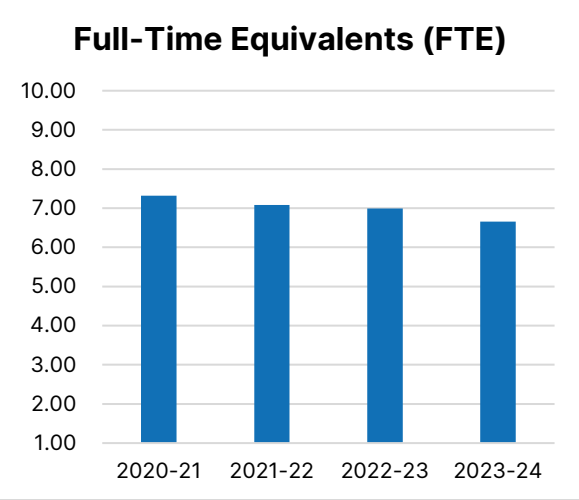
General Fund - Engineering

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Charges for Services	180,440	150,000	50,000	(100,000)
Intergovernmental	0	0	600,000	600,000
Miscellaneous	2,402	1,000	1,000	0
Revenue Total	**182,842**	**151,000**	**651,000**	**500,000**
Expenses				
Personnel Services	667,471	1,074,529	998,407	(76,122)
Materials and Services	127,316	114,622	831,616	716,994
Capital Outlay	991	0	68,336	68,336
Expenses Total	**795,778**	**1,189,151**	**1,898,359**	**709,208**
Unrestricted Resources Required	612,936	1,038,151	1,247,359	209,208

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	7.32	7.08	6.99	6.66





General Fund – Engineering Division

Historical Highlights

1967 City Manager appoints City's first Public Works Director.

1992 City adds Assistant City Engineer position.

1996 City creates a Geographic Information System (GIS).

1997 City Council adopts private lateral sewer ordinance defining the responsibilities for property owners to repair defective sewer laterals. Engineering Department assumes administration of ordinance.

1997 Community Development Department reorganized related to Measure 47/50, but with the ultimate goal of a one-stop development center --- includes Engineering, Building, Planning, Airport, Wastewater Services, Park Maintenance and Public Works.

2005 City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and Planning Departments.

2007 Engineering, Building, and Planning Departments complete move to the Community Development Center.

2008 The Engineering Department issues and tracks 46 right-of-way permits for Verizon Northwest's FIOS fiber optic network installation throughout the City.

2015 A second Project Manager position was added.

2017 Administrative Assistant II – Public Affairs position was added.

2021 Community Development Department reorganized and created "Public Works Department" with Engineering as a Division within the department

2022 The City filled its City Engineer position.

The Engineering Department received 2,189 utility locate requests in 2022.

01 - GENERAL FUND

Department : **05 - ENGINEERING**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**4546**	**American Rescue Plan** 3rd Street Project 30% Design	600,000	0	0
0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**600,000**	**0**	**0**
				CHARGES FOR SERVICES			
200,811	180,440	150,000	**5320**	**Engineering Fees** Developer charges for City inspection and plan review of development projects at the rate of 5% for first $100,000 and 3% over $100,000 of project costs.	50,000	0	0
200,811	**180,440**	**150,000**		**TOTAL CHARGES FOR SERVICES**	**50,000**	**0**	**0**
				MISCELLANEOUS			
1,267	2,402	1,000	**6600-96**	**Other Income - Engineering**	1,000	0	0
1,267	**2,402**	**1,000**		**TOTAL MISCELLANEOUS**	**1,000**	**0**	**0**
				TRANSFERS IN			
0	0	0	**6900-58**	**Transfers In - Urban Renewal**	0	0	0
0	**0**	**0**		**TOTAL TRANSFERS IN**	**0**	**0**	**0**
202,078	**182,842**	**151,000**		***TOTAL RESOURCES***	**651,000**	**0**	**0**

01 - GENERAL FUND

Department : **05 - ENGINEERING**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-3,853	1,811	0	**7000**	**Salaries & Wages**	0	0	0
484,468	424,844	656,635	**7000-05**	**Salaries & Wages - Regular Full Time** Public Works Director - 1.00 FTE City Engineer - 1.00 FTE Project Engineer - 1.00 FTE GIS/CAD Specialist - 1.00 FTE Engineering Technician - 2.00 FTE Development Customer Service Technician - Combined Depts - 0.33 FTE	624,852	0	0
17,821	0	0	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
5,542	4,358	12,350	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Engineering - 0.33 FTE	14,124	0	0
698	1,220	0	**7000-20**	**Salaries & Wages - Overtime**	5,000	0	0
5,005	0	0	**7000-30**	**Salaries & Wages - Auto Allowance**	0	0	0
600	1,850	1,200	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	1,200	0	0
-2,667	-86	0	**7300**	**Fringe Benefits**	0	0	0
30,212	26,312	40,469	**7300-05**	**Fringe Benefits - FICA - Social Security**	39,031	0	0
7,249	6,154	9,718	**7300-06**	**Fringe Benefits - FICA - Medicare**	9,354	0	0
141,640	123,440	204,083	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	192,584	0	0
106,479	59,110	121,036	**7300-20**	**Fringe Benefits - Medical Insurance**	89,384	0	0
15,000	9,330	18,640	**7300-22**	**Fringe Benefits - VEBA Plan**	10,580	0	0
612	391	400	**7300-25**	**Fringe Benefits - Life Insurance**	380	0	0
2,509	1,474	1,124	**7300-30**	**Fringe Benefits - Long Term Disability**	1,444	0	0
7,738	7,163	8,680	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	7,970	0	0
114	101	194	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	153	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	2,351	0	0
819,167	**667,471**	**1,074,529**		**TOTAL PERSONNEL SERVICES**	**998,407**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7515**	**City Services Charge expense**	100	0	0
657	657	800	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	1,000	0	0

Department : **05 - ENGINEERING**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
5,879	1,635	10,000	**7550**	**Travel & Education** Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	10,000	0	0
1,728	1,869	5,000	**7590**	**Fuel - Vehicle & Equipment**	3,000	0	0
3,710	3,970	4,600	**7600**	**Utilities** Department's share of Community Development Center's electricity expense, ~38%.	5,000	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
8,000	8,175	9,240	**7610-05**	**Insurance - Liability**	10,530	0	0
2,100	1,986	2,240	**7610-10**	**Insurance - Property**	2,820	0	0
7,674	7,836	9,000	**7620**	**Telecommunications**	9,720	0	0
4,762	1,020	5,300	**7650**	**Janitorial** Department's share of Community Development Center janitorial service and supply costs, ~38%.	5,800	0	0
5,583	9,644	10,000	**7660**	**Materials & Supplies** Uniforms, safety equipment, office, engineering, and surveying materials and supplies.	10,800	0	0
471	1,630	1,650	**7720**	**Repairs & Maintenance** Vehicle and equipment repairs and maintenance.	1,780	0	0
5,880	1,970	1,900	**7720-08**	**Repairs & Maintenance - Building Repairs** Department's share of Community Development Center's repairs and improvements, ~38%.	2,100	0	0
2,248	2,564	9,700	**7720-10**	**Repairs & Maintenance - Building Maintenance** 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%.	4,300	0	0
5,165	55,235	10,000	**7750**	**Professional Services**	120,000	0	0

Description	Units	Amt/Unit	Total
Environmental Services for Underground Storage Tanks	1	40,000	40,000
Environmental Services for Civic Hall UST Investigation	1	40,000	40,000
Traffic Engineering	1	40,000	40,000

0	0	1,600	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	2,000	0	0
0	0	0	**7750-04**	**Professional Services - Grants** ARPA funded 3rd Street 30% Design	600,000	0	0
0	0	0	**7790**	**Maintenance & Rental Contracts**	0	0	0
2,699	2,764	4,200	**7790-20**	**Maintenance & Rental Contracts - Community Development Center** Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.	4,500	0	0

01 - GENERAL FUND

Department : **05 - ENGINEERING**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
9,471	10,629	14,702	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	17,666	0	0
10,021	15,732	14,690	**7840-10**	**M & S Computer Charges - Engineering**	20,500	0	0

Description	Units	Amt/Unit	Total
Hansen Maintenance 25% - shared with Street, Park, WWS	1	4,000	4,000
ESRI Maintenance 17% - shared with Bldg,Comm Dvl,Eng.Street,WWS	1	2,500	2,500
AutoCAD Maintenance 66% - shared with Comm Dvlpmt	1	3,000	3,000
Plotter Maintenance	1	1,200	1,200
Adobe Licensing (2)	2	200	400
Office 365 Licensing (11)	1	2,900	2,900
Replacement Desktops (2)	2	1,500	3,000
New Laptop - GIS	1	3,500	3,500

76,048	**127,316**	**114,622**		**TOTAL MATERIALS AND SERVICES**	**831,616**	**0**	**0**
				CAPITAL OUTLAY			
0	991	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	4,736	0	0
0	0	0	**8750-10**	**Capital Outlay Computer Charges - Engineering**	27,500	0	0

Description	Units	Amt/Unit	Total
Hansen Upgrade - 25% shared with Park, Street, WWS	1	27,500	27,500

0	0	0	**8800**	**Building Improvements** Department's share of Community Development Center's building improvements, ~38%.	36,100	0	0

Description	Units	Amt/Unit	Total
Replace RTU #1 - 1996 HVAC Unit at CDC	1	13,300	13,300
Install Secure Entryway at CDC	1	22,800	22,800

0	0	0	**8850**	**Vehicles**	0	0	0
0	**991**	**0**		**TOTAL CAPITAL OUTLAY**	**68,336**	**0**	**0**
895,215	**795,778**	**1,189,151**		***TOTAL REQUIREMENTS***	**1,898,359**	**0**	**0**

COMMUNITY DEVELOPMENT DEPARTMENT

Organization Set – Sections	Organization Set #
• Administration	01-07-001
• Current Planning	01-07-025
• Long Range Planning	01-07-028
• Code Compliance	01-07-031
• Economic Development	01-07-035

Budget Highlights

In 2022, the Planning Department was renamed the Community Development Department, housing the Building, Planning, Code Compliance, Urban Renewal and Special Economic Development Programs.

The Building and Urban Renewal programs each have their own dedicated budget funds, as their expenses and revenues are captured independently in each fund. The Building Program is 100% fee supported and the Urban Renewal program is operated under a separate agency, supported by the staff of the Community Development Department.

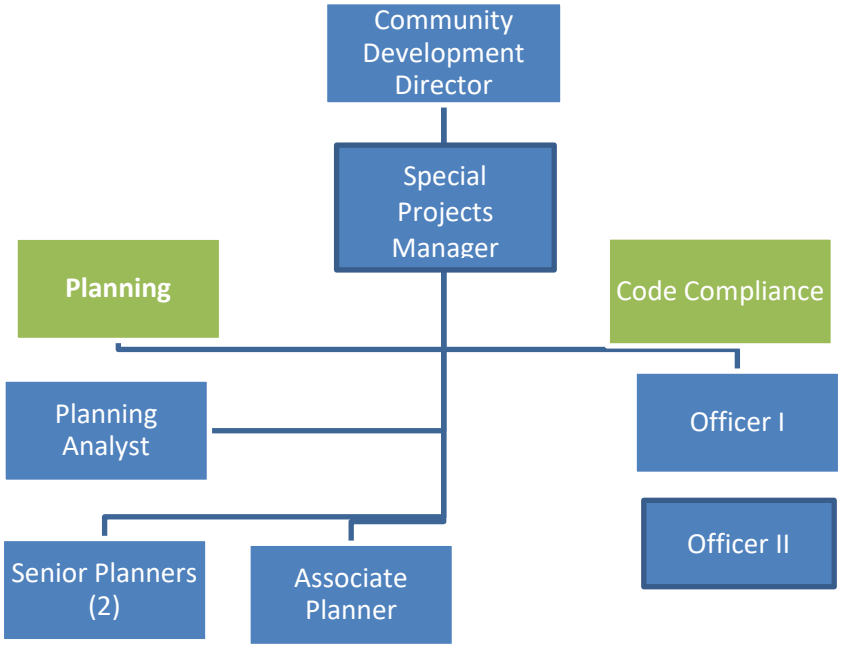
The mission of the City of McMinnville is to deliver high-quality services in collaboration with partners for a prosperous, safe and livable community. The Community Development Department achieves this by providing excellent customer service, public engagement, and proactive development programs. This mission drives the department's work and service to the community.

It is achieved through implementing the City of McMinnville's Comprehensive Plan and its subset of plans, codes and strategies that provide a visionary and comprehensive approach to community building, livability, commerce and public health. The Community Development Department's role is to facilitate the continual, ongoing community dialogue to strategically update and implement these plans and regulations in order to provide a high quality of life for both current and future generations, and at the same time maintain a sustainable business model of municipal tax base and service levels.

The Community Development Department Fund supports three programs – ***Planning, Code Compliance and Community Relations, and Economic Development Special Projects.***

In 2020, the Community Development Fund was restructured to better capture revenue and expenses associated with each program in the planning program by creating four sub-funds – Administrative (001), Current Planning (025), Long Range Planning (028), and Code Compliance (031).

In the 2022/23 Fiscal Year Budget, a fifth sub-fund, economic development was added (035), as well as a separate Affordable Housing Fund.



Organizational structure for the Planning/Code Compliance Program

Summary of Core Services

(Detailed matrix is provided at the end of this budget summary)

Current Planning

- Direct and administer the day-to-day land use, development, and zoning related activities of the City.
- Process land-use applications per regulatory compliance.

Long-Range Planning

- Maintain and update the comprehensive plan; analyze and forecast economic and growth-related trends; and assist in the preparation of public facility master plans.
- Initiate strategic long-range plans that reflect the community's values and opportunities.
- Inform the City Council on matters of land use policy that affect McMinnville.

Citizen Involvement

- Staff and support six citizen involvement committees – Affordable Housing Committee, Economic Vitality Leadership Council, Historic Landmarks Committee, Landscape Review Committee, Planning Commission, Urban Renewal Advisory Committee.
- Ensure that the City is reaching out and allowing opportunities for public input and engagement in city planning activities.

Economic Development

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

Code Compliance and Community Relations

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

PLANNING PROGRAM: The Planning program provides three primary services: current planning, long-range planning, and citizen involvement. With 4.75 FTEs, the Planning Division in 2022 issued 133 land-use decisions and staffed six city committees - the Affordable Housing Task Force, Economic Vitality Leadership Council, Historic Landmarks Committee, Landscape Review Committee, Planning Commission and Urban Renewal Advisory Committee; and partnered with McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association and Visit McMinnville on promoting McMinnville for economic development opportunities, business investment and job creation, and staffing the McMinnville Economic Vitality Leadership Council.

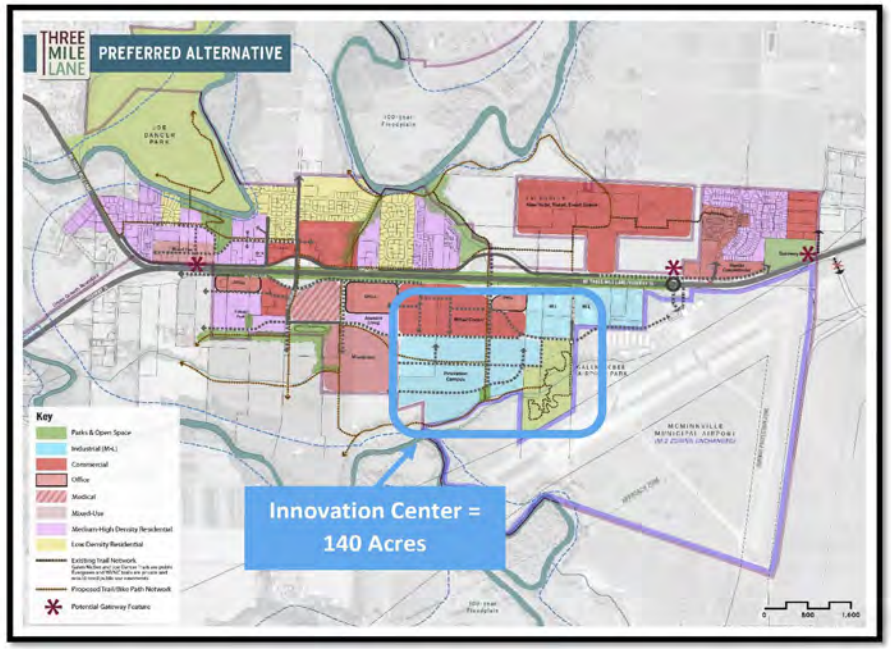
The Planning program also initiates and facilitates community dialogues about how the community would like to see McMinnville grow now and in the future. These efforts include supporting specially appointed Citizen Advisory Committees and Technical Advisory Committees that help lead the community through the dialogue.

2022 ACCOMPLISHMENTS: Planning

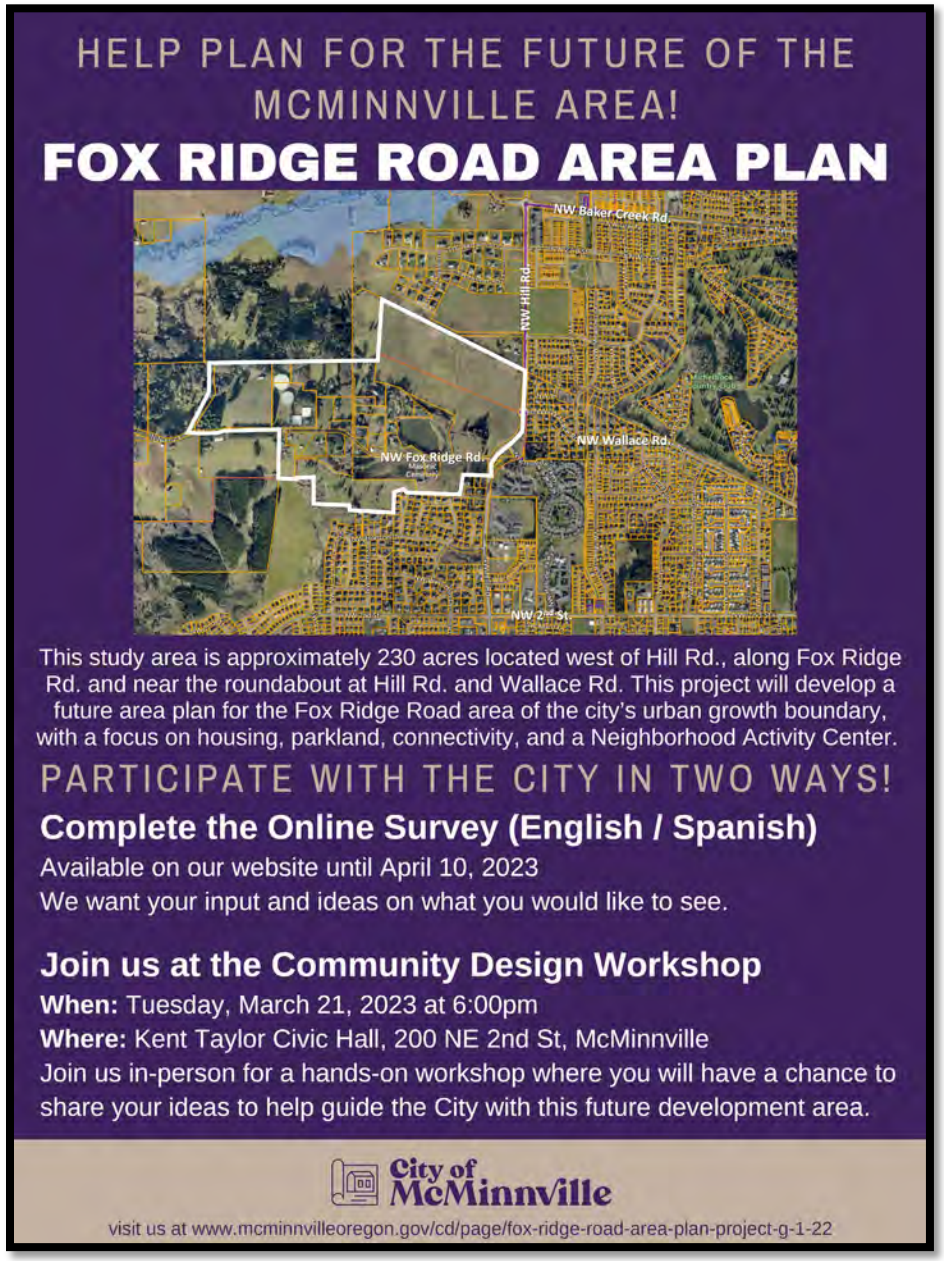
In 2022, planning focused on smaller land-use projects such as minor partitions, planned development amendments and historic landmarks alterations. One new subdivision and one new housing planned development were approved since large tracts of developable land are no longer available within the city limits.

The Planning team worked on several long-range planning initiatives in an effort to expedite opportunities within the urban growth boundary for future development.

Three Mile Lane Area Plan



A new annexation process was developed and approved. A new residential design and development standards chapter for the McMinnville Municipal Code was developed and approved in order to allow for more housing types in McMinnville and more opportunities for homeownership at all income levels. The Three Mile Lane Area Plan was initiated and the Fox Ridge Road Area Plan was initiated. Due to staffing attrition and the resulting reduced capacity, many elements of the 2022/23 work plan were put on hold and carried over into the 2023/24 fiscal year work plan.



Residential Site and Design Review Standards: The planning team worked with the Planning Commission on rewriting the City's Zoning Ordinance for residential development creating design and development standards for tiny houses, single family dwelling units, duplexes, triplexes, and quadplexes, cottage clusters, townhomes, apartments, accessory dwelling units and single room occupancy units. This will allow the City to develop a variety of different housing types in McMinnville serving all incomes and household needs.

Supporting Public Engagement: A primary role of the Planning Division is to support public engagement in the city's planning efforts. Staff continued to process permits, provide inspections, meet with developers to discuss their projects, and support monthly committee meetings, enabling 64 public meetings, and 1482 volunteer hours (value of $31,122 hours) as the community continued to plan for McMinnville's future.

ENGAGED CITIZEN INVOLVEMENT

VOLUNTEER COMMITTEES

- Planning Commission
- Historic Landmarks Committee
- Landscape Review Committee
- Affordable Housing Task Force
- Economic Vitality Leadership Council
- Urban Renewal Advisory Committee

6 Standing Committees

79 Volunteers Meeting Monthly

64 Public Meetings

1482 Volunteer Hours

$31,122 Volunteer Value

CODE COMPLIANCE AND COMMUNITY RELATIONS:

In 2018, the City's Code Enforcement program transitioned to the Planning Department and was retitled to Code Compliance and Community Relations. With a goal of voluntary code compliance and neighborhood revitalization, two code compliance officers were hired.

For most of 2022, the Code Compliance team consisted of one FTE, responding to 374 complaints. Graffiti complaints increased from 2 properties in 2021 to 50 properties in 2022. Code Compliance worked with the local schools to organize student graffiti clean-up events.

Student Volunteers – Graffiti Clean Up

Student Volunteers – Graffiti Clean Up

2022 ACCOMPLISHMENTS: Code Compliance

- Staff responded to 374 complaints in 2022, which is up from 358 in 2021.
- Complaints regarding houselessness or camping activity/paraphernalia on City-owned property decreased from 40 in 2021 to 24 in 2022 (these statistics do not include any issues on private property or in the public right-of-way).
- The most common complaints continue to be for noxious vegetation (81 complaints), junk (60 complaints) and noise (60 complaints).
- The area where we received the biggest increase in complaints was for graffiti (2 properties complained about in 2021, 50 in 2022).
- In addition to responding to complaints, staff hosted volunteers for two service days in the spring and fall. Several groups of middle school students helped remove noxious vegetation, clean graffiti, and generally beautify areas of the City that were highly visible and aided those in need.

2022 ACCOMPLISHMENTS: Economic Development

The Economic Development sub-fund was established in 2022 to support several special economic development projects – the $750,000 Business Recovery and Resiliency Grant including a specialty loan program, business assistance grants, business training and mentorship and workforce development as well as the planning for the Innovation Center.

These projects are managed by a Special Projects Manager that is grant funded.

The Community Development Department's 2023-24 proposed budget will allow the Department to offer the following services:

- ***Current Planning***: Continue to provide timely response to current planning responsibilities.
- ***Long Range Planning:*** Continue to build on the growth planning accomplished in 2022 by developing Area Plans for the Fox Ridge Road Area and the Southwest Area; facilitate the coordination of the Transportation System Plan Update, prepare the City's response to HB 2003 (2019 Legislative Session) by refining the June 2020 draft Housing Needs Analysis and Housing Production Strategy to include the recent UGB boundary amendment, and HB 2001 planning, and develop the Three Mile Lane Area Plan design and development standards.

- ***Public Outreach and Engagement:*** Identify and utilize the tools available to expand community engagement in long-range planning discussions that is broad in scope and engages a demographic profile representative of the community.
- ***Citizen Involvement:*** Continue to support citizen engagement and participation in the Planning Commission, Historic Landmarks Committee, Landscape Review Committee, McMinnville Affordable Housing Committee, McMinnville Economic Vitality Leadership Council, and McMinnville Urban Renewal Advisory Committee.
- ***Economic Development:*** Support the McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association, and Visit McMinnville in economic development projects, business support, and business recruitment. Meet with businesses to discuss their project needs and interests in order to support their successful growth. Manage the Business Recovery and Resiliency grant programs. Lead the Innovation Center master planning and public infrastructure feasibility analysis and the Third Street Improvement Project public engagement.

Innovation Center Site

- ***Code Compliance/Enforcement:*** a comprehensive centralized code compliance and enforcement program that serves the City of McMinnville.
- ***Urban Renewal:*** Provide comprehensive staff support and guidance to McMinnville's Urban Renewal program.

Third Street Improvement Project Public Workshop

Mac-Town 2032 Strategic Plan Community Development Department Focus

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan which will guide the City for the next decade or so. The Community Development Department supports this strategic plan by ensuring decision that we make are made with the strategic plan principles, values and strategies in mind. For fiscal year 2023-24 the Community Development Department will support the Plan in the following manner:

Values – Stewardship, Equity, Courage and Accountability:

The Community Development Department incorporates the strategic plan's value in everything that it does and will continue to focus on stewardship of services and resources, serving the community, striving for inclusivity and public engagement in planning processes and accountability through code compliance.

Goals – The Strategic Plan is structured with seven overarching goals with strategic objectives and actions to achieve those objectives. Below is a chart of the goals, strategic objectives and actions that the Community Development Department is working on to advance the Strategic Plan and serve the community.

Civic Leadership – Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement.

Strategy: *Attract and develop future leaders.*

- The Planning Division works with all of its citizen committees to ensure a safe and respectful environment for engagement and participation.
- The Planning Division has solicited youth members for all of its commissions, committees and project advisory committees.

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

Strategy: *Develop and foster local and regional partnerships*

- Planning/code compliance staff strategically participates in local and regional partnerships as members of many different association boards, state-wide policy committees and regional collaboratives.

Strategy: *Gain efficiencies from technology and equipment investments.*

- Planning/code compliance staff continue to promote and refine electronic permitting opportunities and communication strategies.

Strategy: *Identify and focus on the city's core services*

- Planning/code compliance staff have been working towards a full cost recovery system for permitting services and nuisance abatement.

Community Safety and Resiliency – Proactively plan for and responsively maintain a safe and resilient community.

Strategy: *Build a community culture of safety.*

- Code Compliance staff will work on accreditation for the program.

Strategy: *Develop resiliency targets for critical infrastructure.*

- In 2023, Planning staff will identify and develop mitigation plans for natural and man-made hazards relative to development and growth planning.

Engagement and Inclusion – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity.

Strategy: *Improve access by identifying and removing barriers to participation.*

- In 2023, Planning and Code Compliance will translate all applications and program brochures into Spanish.

Growth & Development Character – Guide growth and development strategically, responsively, and responsibly to enhance our unique character.

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

- In 2023, planning staff will be working with the community on updating several Comprehensive Plan chapters and policies.
- In 2023, Planning will work with the Communications Specialist on DEI public facility plan that is grant funded by the DLCD.

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

- In 2023, Planning will work with utility partners to update the Transportation System Plan, Wastewater Conveyance Plan and Water Master Plan to plan for infrastructure support in the new urban growth boundary area.
- In 2023, Planning will work with property owners and community stakeholders on a Fox Ridge Road Area Plan to plan for future growth in that area.

Housing OpportunitieS – Create diverse housing opportunities that support great neighborhoods.

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

- In 2023, the City will amend the 2020 Buildable Lands Inventory, Housing Needs Analysis, and Housing Strategy to incorporate the recently approved MGMUP UGB amendment, and then work with a Project Advisory Committee to develop efficiency measures for accommodating any additional need identified with a goal of adoption by December 2023 to become compliant with HB 2003 (2019 Legislative Session).
- In 2023, the Planning Division will initiate work on a Housing Production Strategy to become compliant with HB 2003 (2019 Legislative Session).

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

In 2019, the City of McMinnville adopted the MAC Town 2032 Economic Development Strategic Plan to support its Economic Prosperity goal. The City collaborates with McMinnville Economic Development Partnership, Visit McMinnville, McMinnville Downtown Association, and the McMinnville Chamber of Commerce to implement the Plan. Below are some highlights that the Planning Division is working on from that plan to support this goal.

- Evaluate existing land use patterns and zoning in the downtown to ensure that land is being used for its highest and best use in the city center.
- Improve key gateways into and through McMinnville with coordinated design interventions that reflect McMinnville's brand.
- As new infrastructure projects are planned and completed, ensure that the design serves McMinnville's sense of place.

Future Challenges and Opportunities

- Housing supply will become more and more critical as developable land opportunities become more and more scarce within the city limits and the opportunity to annex land within the expanded UGB is still a couple of years removed.
- Fully staffing the planning program continues to be challenging. The standard for planning staff in Oregon is one FTE per 5,000 people in population. McMinnville currently has 4.75 FTE devoted to planning activities for a population of approximately 35,000 people.
- Catching up on delinquent long-range planning activities will continue to be an issue for the City of McMinnville. With constrained resources, the Planning Division will need to continue to be creative and innovative about updating state and federally mandated plans and undertaking the critical strategic planning necessary for McMinnville to continue to grow in the manner that the community would like to see.
- Need to develop an internal electronic filing database for both internal and external efficiencies as current filing systems rely on paper copies that are disparate, not easy to access with limited indexing.
- Update the McMinnville Comprehensive Plan and Zoning Ordinance to reflect the values of the community and to ensure that future growth is enhancing what is unique about McMinnville. Many foundational documents have not been updated significantly since the 1980s and 1990s.
- Innovative ideas and programs should be supported and accessed by providing adequate training and support for planning staff and volunteers on the department's various committees.
- Provide on-going training to staff and elected and appointed officials regarding land use.

Core Services

The Planning and Code Compliance team rely on FTEs and professional services for their programs.

The Code Compliance team is currently working at a mid-level of service for its core services.

The Planning team is working at a below base - base level of services for its core services. Below is a chart itemizing what the Planning team would need in terms of FTEs and Professional Services dollars in order to achieve each level of service.

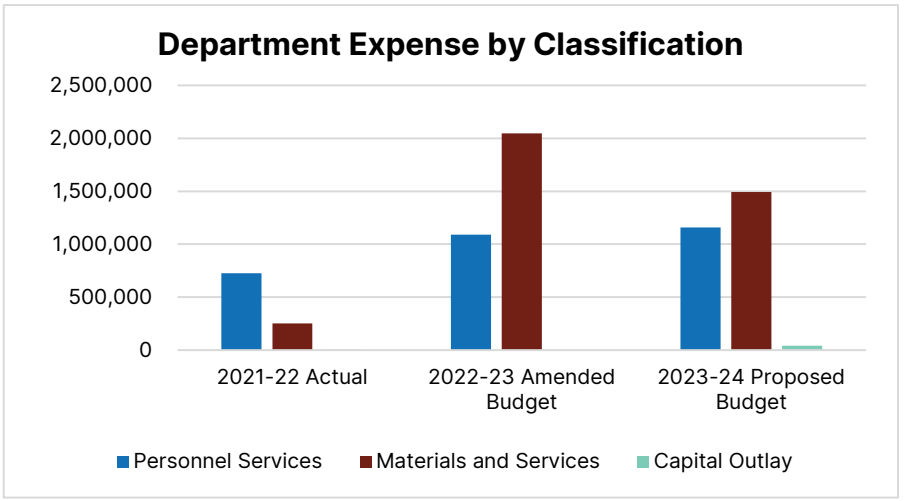
Base Level	Mid Level	Optimal Level
6.0 FTEs $325,000 Professional Services	6.50 FTEs $325,000 Professional Services	8.0 FTEs $400,000 Professional Services
Add 1.0 FTE *Associate Planner*	Add 1.5 FTE *Associate Planner* *0.50 GIS Planner*	Add 3.0 FTEs plus $50,000 professional services. *Planning Manager* *Associate Planner* *GIS Planner*

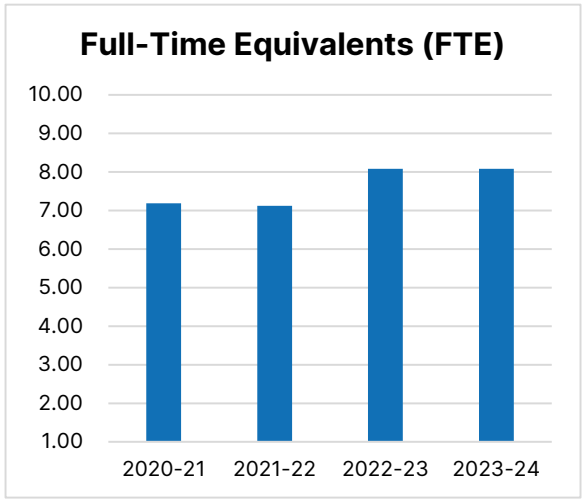
General Fund - Community Development

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Fines and Forfeitures	14,362	7,500	7,500	0
Intergovernmental	752,512	1,607,000	725,867	(881,133)
Licenses and Permits	204,643	140,000	140,000	0
Miscellaneous	124	250	300	50
Revenue Total	**971,641**	**1,754,750**	**873,667**	**(881,083)**
Expenses				
Personnel Services	725,726	1,090,886	1,158,917	68,031
Materials and Services	252,019	2,048,142	1,494,471	(553,671)
Capital Outlay	1,335	0	43,166	43,166
Expenses Total	**979,080**	**3,139,028**	**2,696,554**	**(442,474)**
Unrestricted Resources Required	7,439	1,384,278	1,822,887	438,609

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	7.19	7.12	8.08	8.08





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

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

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

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

1948 First McMinnville Planning Commission appointed.

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

1970 City population passes 10,000 residents.

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

1993 City residents exceed more than 20,000.

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

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

2005 decade of explosive growth, McMinnville is Oregon's 15th most populated city at over 30,000 people.

2006 Planning Department helps establish the McMinnville Economic Development Partnership (MEDP).

McMinnville ECONOMIC DEVELOPMENT PARTNERSHIP

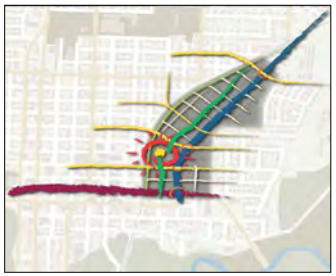
Historical Highlights

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

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

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

2011 Initiated the Northeast Gateway Plan and Implementation Strategy.



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

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

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

2013 Principal Planner Ron Pomeroy elected MDA Board President.

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

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

2014 The Council adopts an updated Economic Opportunities Analysis.

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

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

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

2016 Planning Director Heather Richards is hired

2017 Building Division moves to the Planning Department to co-locate development services.

2018 Code Enforcement moves to the Planning Department.

2020 City Council and Yamhill County Board of County Commissioners adopt the McMinnville Growth Management Urbanization Plan Remand Update expanding the urban growth boundary by 662.40 acres.

2022 The Planning Department was renamed the Community Development Department supporting Building, Planning, Code Compliance and Urban Renewal Programs. Building and Urban Renewal are separate budget funds.

2023 A new special projects Economic Development sub-fund was added to the newly named Community Development Fund.

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	741	0	**7720-10**	**Repairs & Maintenance - Building Maintenance**	0	0	0
0	**741**	**0**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
0	**741**	**0**		***TOTAL REQUIREMENTS***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **001 - ADMINISTRATION**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**4546**	**American Rescue Plan**	0	0	0
0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				MISCELLANEOUS			
982	124	0	**6600-99**	**Other Income - Community Development**	0	0	0
982	**124**	**0**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
982	**124**	**0**		***TOTAL RESOURCES***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **001 - ADMINISTRATION**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-5,124	2,412	0	**7000**	**Salaries & Wages**	0	0	0
21,013	21,467	23,191	**7000-05**	**Salaries & Wages - Regular Full Time** Community Development Director - 0.10 FTE Planning Analyst - 0.10 FTE	21,232	0	0
0	-2	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
-1,582	735	0	**7300**	**Fringe Benefits**	0	0	0
1,267	1,302	1,404	**7300-05**	**Fringe Benefits - FICA - Social Security**	1,284	0	0
296	305	336	**7300-06**	**Fringe Benefits - FICA - Medicare**	308	0	0
6,594	6,662	6,737	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	6,424	0	0
4,885	3,623	5,234	**7300-20**	**Fringe Benefits - Medical Insurance**	2,666	0	0
750	450	750	**7300-22**	**Fringe Benefits - VEBA Plan**	400	0	0
27	19	15	**7300-25**	**Fringe Benefits - Life Insurance**	12	0	0
121	78	30	**7300-30**	**Fringe Benefits - Long Term Disability**	50	0	0
358	349	315	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	270	0	0
5	4	5	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	7	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	78	0	0
28,611	**37,403**	**38,017**		**TOTAL PERSONNEL SERVICES**	**32,731**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7500**	**Credit Card Fees**	0	0	0
0	0	0	**7515**	**City Services Charge expense**	100	0	0
1,152	89	0	**7520**	**Public Notices & Printing**	1,000	0	0
52	644	400	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	100	0	0
68	0	0	**7550**	**Travel & Education**	0	0	0
0	0	0	**7590**	**Fuel - Vehicle & Equipment**	0	0	0
3,613	3,865	4,440	**7600**	**Utilities** Department's share of Community Development Center electricity expense.	4,800	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
7,400	7,292	8,240	**7610-05**	**Insurance - Liability**	11,270	0	0

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **001 - ADMINISTRATION**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,900	1,814	2,050	**7610-10**	**Insurance - Property**	2,600	0	0
4,049	4,906	400	**7620**	**Telecommunications**	4,000	0	0
4,658	1,013	5,200	**7650**	**Janitorial** Department's share of Community Development Center janitorial service and supply costs.	5,600	0	0
4,169	6,683	5,500	**7660**	**Materials & Supplies** Office supplies and work station support.	3,000	0	0
0	0	0	**7710**	**Materials & Supplies - Grants**	0	0	0
0	0	0	**7720**	**Repairs & Maintenance**	0	0	0
5,726	1,900	1,850	**7720-08**	**Repairs & Maintenance - Building Repairs** Department's share of Community Development Center's repairs and improvements. 37%	2,000	0	0
2,189	2,638	9,400	**7720-10**	**Repairs & Maintenance - Building Maintenance**	4,200	0	0
1,472	3,669	0	**7750**	**Professional Services**	0	0	0
0	0	1,910	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,900	0	0
0	0	0	**7750-04**	**Professional Services - Grants**	0	0	0
6,372	5,161	8,700	**7790-20**	**Maintenance & Rental Contracts - Community Development Center** Copier Lease, HVAC, Fire/Security Alarm, Parking Lot Sweeping, Orkin, Holiday Lights, Misc (Community Development's share of CDC Building)	9,400	0	0
1,339	1,595	1,838	**7840**	**M & S Computer Charges**	1,892	0	0
0	0	240	**7840-16**	**M & S Computer Charges - Community Dev Administration**	460	0	0

Description	Units	Amt/Unit	Total
Adobe Pro Licensing (1)	1	200	200
Office 365 Licensing	1	260	260

44,157	**41,270**	**50,168**		**TOTAL MATERIALS AND SERVICES**	**52,322**	**0**	**0**
				CAPITAL OUTLAY			
0	149	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	507	0	0
0	0	0	**8750-16**	**Capital Outlay Computer Charges - Community Dev Administration**	0	0	0
0	0	0	**8800**	**Building Improvements** Department's share of Community Development Center's repairs and improvements. 37%	35,150	0	0

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **001 - ADMINISTRATION**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			Description / Units / Amt/Unit / Total			
			Replace RTU #1 - 1996 HVAC Unit at CDC — 1 — 12,950 — 12,950			
			Install Secure Entryway at CDC — 1 — 22,200 — 22,200			
0	**149**	**0**	**TOTAL CAPITAL OUTLAY**	**35,657**	**0**	**0**
72,768	**78,822**	**88,185**	***TOTAL REQUIREMENTS***	**120,710**	**0**	**0**

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **025 - CURRENT PLANNING**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			LICENSES AND PERMITS			
120,061	167,699	105,000	**4250-03 Planning Fees - Land Use Fees** Fees for processing land use applications (e.g. variances, conditional use permits, zone changes and plan amendments).	105,000	0	0
28,660	36,944	35,000	**4250-25 Planning Fees - Building Permit Review Fees** Fees to cover Planning Division costs associated with the review of building permit applications.	35,000	0	0
148,720	**204,643**	**140,000**	**TOTAL LICENSES AND PERMITS**	**140,000**	**0**	**0**
148,720	**204,643**	**140,000**	***TOTAL RESOURCES***	**140,000**	**0**	**0**

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **025 - CURRENT PLANNING**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	**7000**	**Salaries & Wages**	0	0	0
180,955	167,156	208,654	**7000-05**	**Salaries & Wages - Regular Full Time** Community Development Director - 0.25 FTE Senior Planner - 1.00 FTE Associate Planner - 0.50 FTE Planning Analyst - 0.45 FTE Development Customer Service Technician - Combined Depts - 0.25 FTE	228,044	0	0
0	0	0	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
0	0	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
54	-7	0	**7000-20**	**Salaries & Wages - Overtime**	3,000	0	0
0	500	600	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	600	0	0
0	0	0	**7300**	**Fringe Benefits**	0	0	0
11,031	10,225	12,660	**7300-05**	**Fringe Benefits - FICA - Social Security**	14,015	0	0
2,535	2,391	3,034	**7300-06**	**Fringe Benefits - FICA - Medicare**	3,359	0	0
55,312	42,418	64,095	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	73,737	0	0
32,436	23,262	37,386	**7300-20**	**Fringe Benefits - Medical Insurance**	25,240	0	0
4,900	5,050	5,150	**7300-22**	**Fringe Benefits - VEBA Plan**	3,450	0	0
244	161	153	**7300-25**	**Fringe Benefits - Life Insurance**	147	0	0
1,009	591	366	**7300-30**	**Fringe Benefits - Long Term Disability**	524	0	0
3,291	2,860	2,695	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	2,772	0	0
43	39	83	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	78	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	841	0	0
291,811	**254,646**	**334,876**		**TOTAL PERSONNEL SERVICES**	**355,807**	**0**	**0**
				MATERIALS AND SERVICES			
1,417	1,367	2,000	**7500**	**Credit Card Fees** Fees paid to offer credit card payment services - monthly and percentage of overall credit card transactions.	2,000	0	0
5,805	3,756	8,000	**7520**	**Public Notices & Printing** Legal notices for public hearings, public open houses, printing brochures, forms and surveys.	7,000	0	0
200	385	400	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	400	0	0

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **025 - CURRENT PLANNING**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,436	2,873	6,000	**7550**	**Travel & Education** Memberships in professional organizations (APA, ORAPA, ULI, ICMA); staff training, Planning Commissoner training.	5,000	0	0
255	256	500	**7590**	**Fuel - Vehicle & Equipment**	200	0	0
0	0	1,500	**7620**	**Telecommunications** Cell phones for planners	2,500	0	0
1,898	2,882	3,500	**7660**	**Materials & Supplies** Office supplies and work station support.	2,500	0	0
0	0	0	**7710**	**Materials & Supplies - Grants**	0	0	0
2,665	36,111	27,500	**7750**	**Professional Services**	60,000	0	0

Description	Units	Amt/Unit	Total
Transcriptionist - PC, HLC, LRC	1	5,000	5,000
Contract Transportation Planning	1	5,000	5,000
Legal Services	1	50,000	50,000

0	0	0	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	300	0	0
0	0	0	**7750-04**	**Professional Services - Grants**	0	0	0
5,014	6,788	5,146	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	13,624	0	0
4,068	7,566	12,905	**7840-17**	**M & S Computer Charges - Community Dev Current**	9,380	0	0

Description	Units	Amt/Unit	Total
ESRI Maintenance - 12.5%	1	1,250	1,250
Adobe InDesign	1	400	400
Replacement Desktops (2) + Monitor	1	3,250	3,250
AutoCAD Maintenance	1	750	750
GIS Laptop/Tech - 50%	1	3,000	3,000
Adobe Pro Licensing (1)	1	200	200
Office 365 Licensing (2)	1	530	530

22,758	**61,985**	**67,451**		**TOTAL MATERIALS AND SERVICES**	**102,904**	**0**	**0**
				CAPITAL OUTLAY			
0	633	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	3,653	0	0
0	0	0	**8750-17**	**Capital Outlay Computer Charges - Community Dev Current**	0	0	0
0	**633**	**0**		**TOTAL CAPITAL OUTLAY**	**3,653**	**0**	**0**
314,569	**317,263**	**402,327**		***TOTAL REQUIREMENTS***	**462,364**	**0**	**0**

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **028 - LONG RANGE PLANNING**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
719	2,512	12,000	**4535**	**Federal NPS CLG Grant** Federal National Park Service Certified Local Government grant for historic preservation program.	15,000	0	0
75,407	0	95,000	**4778**	**OR Dept of Land Conservation & Dev (DLCD)** Technical Assistance and Planning grants.	0	0	0
76,126	**2,512**	**107,000**		**TOTAL INTERGOVERNMENTAL**	**15,000**	**0**	**0**
76,126	**2,512**	**107,000**		***TOTAL RESOURCES***	**15,000**	**0**	**0**

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **028 - LONG RANGE PLANNING**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	**7000**	**Salaries & Wages**	0	0	0
164,884	149,923	183,712	**7000-05**	**Salaries & Wages - Regular Full Time** Community Development Director - 0.30 FTE Senior Planner - 1.00 FTE Associate Planner - 0.50 FTE Planning Analyst - 0.35 FTE Development Customer Service Technician - Combined Depts - 0.05 FTE	217,172	0	0
0	0	0	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
67,494	0	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
54	-2	0	**7000-20**	**Salaries & Wages - Overtime**	3,000	0	0
0	500	600	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	600	0	0
0	0	0	**7300**	**Fringe Benefits**	0	0	0
14,225	9,180	11,152	**7300-05**	**Fringe Benefits - FICA - Social Security**	13,356	0	0
3,327	2,147	2,673	**7300-06**	**Fringe Benefits - FICA - Medicare**	3,201	0	0
76,810	36,418	56,845	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	70,444	0	0
26,107	19,550	26,178	**7300-20**	**Fringe Benefits - Medical Insurance**	23,924	0	0
4,000	4,650	3,650	**7300-22**	**Fringe Benefits - VEBA Plan**	3,300	0	0
212	137	123	**7300-25**	**Fringe Benefits - Life Insurance**	132	0	0
918	528	378	**7300-30**	**Fringe Benefits - Long Term Disability**	498	0	0
4,260	2,649	2,476	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	2,769	0	0
46	33	71	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	69	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	801	0	0
362,335	**225,713**	**287,858**		**TOTAL PERSONNEL SERVICES**	**339,266**	**0**	**0**
				MATERIALS AND SERVICES			
13,490	7,445	10,000	**7520**	**Public Notices & Printing** Legal notices for public hearings, public open houses, printing brochures, forms and surveys for long range planning projects	10,000	0	0
413	341	400	**7540**	**Employee Events** Costs shared city-wide for employees training, materials and events.	300	0	0
1,526	2,508	7,000	**7550**	**Travel & Education** Memberships in professional organizations. Staff training. Planning Commissioner training.	4,500	0	0

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **028 - LONG RANGE PLANNING**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	1,500	**7620**	**Telecommunications** Cell phones for planners (split 50/50 between current and long range planning)	2,500	0	0
2,246	1,020	9,000	**7660**	**Materials & Supplies** Office supplies and work station support. GIS Staff - Work station and office supplies	5,000	0	0
0	0	0	**7710**	**Materials & Supplies - Grants**	0	0	0
272,531	104,874	414,500	**7750**	**Professional Services**	581,500	0	0

Description	Units	Amt/Unit	Total
Fox Ridge Road Area Plan (2023 Carryover)	1	100,000	100,000
Southwest Area Plan (2023 Carryover)	1	200,000	200,000
DEI PFP Grant Match (2023 Carryover)	1	19,000	19,000
HB 2003 HNA/HPS/EOA Adoption (2023 Carryover)	1	70,000	70,000
HB 2003 Efficiency Measures Analysis	1	25,000	25,000
CLG HP Grant Match	1	22,000	22,000
Three Mile Lane Overlay Dev Standards	1	25,000	25,000
Transcriptionist	1	4,500	4,500
Legal Services	1	96,000	96,000
Consultant Services	1	20,000	20,000

0	0	20	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	300	0	0
50,407	5,512	107,000	**7750-04**	**Professional Services - Grants** CLG Grant - Intensive Level Survey (ILS) in South of Downtown Association (SODAN)	15,000	0	0
2,539	3,381	2,940	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	9,840	0	0
1,553	1,626	9,505	**7840-18**	**M & S Computer Charges - Community Dev Long Range**	5,730	0	0

Description	Units	Amt/Unit	Total
ESRI Maintenance - 12.5 %	1	1,250	1,250
AutoCAD Maintenance	1	750	750
GIS Laptop/Tech - 50%	1	3,000	3,000
Adobe Pro Licensing (1)	1	200	200
Office 365 Licensing (2)	1	530	530

344,705	**126,707**	**561,865**		**TOTAL MATERIALS AND SERVICES**	**634,670**	**0**	**0**
				CAPITAL OUTLAY			
0	315	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	2,638	0	0
0	0	0	**8750-18**	**Capital Outlay Computer Charges - Community Dev Long Range**	0	0	0
0	**315**	**0**		**TOTAL CAPITAL OUTLAY**	**2,638**	**0**	**0**

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **028 - LONG RANGE PLANNING**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
707,041	352,735	849,723	***TOTAL REQUIREMENTS***	976,574	0	0

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **031 - CODE COMPLIANCE**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**4546**	**American Rescue Plan** Reimburse code compliance staff for general covid recovery related activities	2,000	0	0
0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**2,000**	**0**	**0**
				FINES AND FORFEITURES			
158	14,362	7,500	**6115**	**Code Enforcement** Fines for non-compliance with City ordinances and reimbursement to City for costs for involuntary abatement.	7,500	0	0
158	**14,362**	**7,500**		**TOTAL FINES AND FORFEITURES**	**7,500**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6310**	**Interest**	50	0	0
0	0	250	**6407-31**	**Donations-Community Development - Code Compliance**	250	0	0
0	**0**	**250**		**TOTAL MISCELLANEOUS**	**300**	**0**	**0**
158	**14,362**	**7,750**		***TOTAL RESOURCES***	**9,800**	**0**	**0**

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **031 - CODE COMPLIANCE**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	**7000**	**Salaries & Wages**	0	0	0
128,341	124,415	149,075	**7000-05**	**Salaries & Wages - Regular Full Time** Community Development Director - 0.10 FTE Code Compliance Officer - Lead - 1.00 FTE Code Compliance Officer - 1.00 FTE Planning Analyst - 0.10 FTE Development Customer Service Technician - Combined Depts - 0.03 FTE	158,584	0	0
0	0	0	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
0	649	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
0	0	0	**7300**	**Fringe Benefits**	0	0	0
7,719	7,515	9,020	**7300-05**	**Fringe Benefits - FICA - Social Security**	9,597	0	0
1,805	1,757	2,161	**7300-06**	**Fringe Benefits - FICA - Medicare**	2,299	0	0
35,249	36,532	43,308	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	48,009	0	0
29,284	28,814	39,581	**7300-20**	**Fringe Benefits - Medical Insurance**	32,262	0	0
4,600	5,430	5,690	**7300-22**	**Fringe Benefits - VEBA Plan**	4,431	0	0
237	160	133	**7300-25**	**Fringe Benefits - Life Insurance**	134	0	0
745	482	332	**7300-30**	**Fringe Benefits - Long Term Disability**	366	0	0
2,367	2,174	2,010	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	1,995	0	0
41	36	97	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	99	0	0
2,219	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	582	0	0
212,607	**207,964**	**251,407**		**TOTAL PERSONNEL SERVICES**	**258,358**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	100	**7500**	**Credit Card Fees** Transactional fees for paying code enforcement fines with credit card.	100	0	0
630	752	4,000	**7520**	**Public Notices & Printing** Print materials for door hangers, property notices, certified mailings.	2,500	0	0
194	166	300	**7540**	**Employee Events** Costs shared city-wide for employee training, materials and events.	400	0	0
1,238	3,611	6,000	**7550**	**Travel & Education** Memberships in OCEA, staff training.	3,500	0	0
500	568	1,250	**7590**	**Fuel - Vehicle & Equipment**	1,250	0	0

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **031 - CODE COMPLIANCE**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
2,741	2,766	3,000	**7620**	**Telecommunications**	3,200	0	0
92	0	600	**7630**	**Uniforms**	600	0	0
477	1,644	5,000	**7660**	**Materials & Supplies** Office supplies, work station support, neighborhood clean-up supplies.	3,000	0	0
0	0	0	**7660-25**	**Materials & Supplies - Grants**	0	0	0
0	0	0	**7680-31**	**Materials & Supplies - Donations - Code Compliance**	250	0	0
5,368	8,862	18,000	**7750**	**Professional Services**	15,500	0	0

Description	Units	Amt/Unit	Total
Hearings Officer	1	3,000	3,000
Abatement	1	12,500	12,500

0	0	60	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	300	0	0
2,143	2,552	2,940	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	3,028	0	0
311	395	480	**7840-19**	**M & S Computer Charges - Community Dev Code Compliance**	6,530	0	0

Description	Units	Amt/Unit	Total
Replacement Laptops (2)	2	3,000	6,000
Office 365 Licensing (2)	1	530	530

13,693	**21,316**	**41,730**		**TOTAL MATERIALS AND SERVICES**	**40,158**	**0**	**0**
				CAPITAL OUTLAY			
0	238	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	812	0	0
0	0	0	**8750-19**	**Capital Outlay Computer Charges - Community Dev Code Enforcement**	0	0	0
0	**238**	**0**		**TOTAL CAPITAL OUTLAY**	**812**	**0**	**0**
226,300	**229,518**	**293,137**		***TOTAL REQUIREMENTS***	**299,328**	**0**	**0**

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **035 - ECONOMIC DEVELOPMENT**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	750,000	**4546 American Rescue Plan** Innovation Center Public Infrastructure Feasibility Analysis	246,824	0	0
0	750,000	750,000	**4546-05 American Rescue Plan - SFRF Bus Recovery & Resiliency** State DAS Grant for Business Recovery and Resiliency (Noble Grant)	462,043	0	0
0	**750,000**	**1,500,000**	**TOTAL INTERGOVERNMENTAL**	**708,867**	**0**	**0**
0	**750,000**	**1,500,000**	***TOTAL RESOURCES***	**708,867**	**0**	**0**

Description	Units	Amt/Unit	Total
ARPA - 3rd Street Staffing	1	21,907	21,907
ARPA - Innovation Center Staffing	1	24,917	24,917
ARPA - Innovation Center Study	1	200,000	200,000

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **035 - ECONOMIC DEVELOPMENT**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	109,150	**7000-05**	**Salaries & Wages - Regular Full Time** Community Development Special Projects Manager - 1.00 FTE	122,441	0	0
0	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	1,200	0	0
0	0	6,604	**7300-05**	**Fringe Benefits - FICA - Social Security**	7,480	0	0
0	0	1,583	**7300-06**	**Fringe Benefits - FICA - Medicare**	1,793	0	0
0	0	31,708	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	37,426	0	0
0	0	22,116	**7300-20**	**Fringe Benefits - Medical Insurance**	0	0	0
0	0	6,000	**7300-22**	**Fringe Benefits - VEBA Plan**	0	0	0
0	0	60	**7300-25**	**Fringe Benefits - Life Insurance**	60	0	0
0	0	0	**7300-30**	**Fringe Benefits - Long Term Disability**	284	0	0
0	0	1,484	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	1,570	0	0
0	0	23	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	46	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	455	0	0
0	**0**	**178,728**		**TOTAL PERSONNEL SERVICES**	**172,755**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7540**	**Employee Events**	200	0	0
0	0	0	**7595-10**	**Business Assistance Grant - Business Resiliency**	0	0	0
0	0	10,000	**7660-25**	**Materials & Supplies - Grants**	0	0	0
0	0	0	**7750-01**	**Professional Services - Audit & other city-wide prof svc**	200	0	0
0	0	1,310,928	**7750-04**	**Professional Services - Grants** McMinnville Business Recovery and Resiliency Grant - SFRF Fund Innovation Center - City ARPA Third Street Improvement Project - City ARPA	662,043	0	0

Description	Units	Amt/Unit	Total
City ARPA - Innovation Center	1	200,000	200,000
State ARPA - Business Resiliency and Recovery balance	1	462,043	462,043

0	0	0	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	1,514	0	0

01 - GENERAL FUND

Department : **07 - COMMUNITY DEVELOPMENT**
Section : **035 - ECONOMIC DEVELOPMENT**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	6,000	**7840-14**	**M & S Computer Charges - Community Dev Econ Development**	460	0	0
			Description	Units / Amt/Unit / Total			
			Adobe Pro Licensing (1)	1 / 200 / 200			
			Office 365 Licensing (1)	1 / 260 / 260			
0	**0**	**1,326,928**		**TOTAL MATERIALS AND SERVICES**	**664,417**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	406	0	0
0	0	0	**8750-14**	**Capital Outlay Computer Charges - Community Dev Econ Development**	0	0	0
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**406**	**0**	**0**
0	**0**	**1,505,656**		***TOTAL REQUIREMENTS***	**837,578**	**0**	**0**

POLICE DEPARTMENT

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

Budget Highlights

The McMinnville Police Department (MPD) is committed to the safety and livability of our community. The 2023-24 proposed budget reflects MPD's best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. This year's budget reflects a status quo. We requested add packages of two (2) Community Service Officers (CSO's) to help reduce the number of hours our sworn officers spend on lower-level calls for service, which would also add capacity in dealing with the growing houseless issues our city faces. In addition, we requested the part time office specialist position be moved to a full-time support service specialist to add staffing capacity to the records section which hasn't seen expansion in several years, despite the increase in their every growing responsibility. Despite our inability to realize these positions adds, we were able to invest in critical safety equipment for our staff.

Core Services

Field Operations

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

Investigations and Support Division

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

Administrative

- Budget, Accounts Payable, Payroll
- Police records management and reporting required by law
- Records requests, i.e., information, police report copies, etc.
- Volunteer Coordination
- Community Relations
- Facilitate community safety and educational events, i.e., National Night Out, Kids' Bicycle and Safety Fair, Coffee with a Cop, Tip a Cop, Special Olympics Torch Run, and Shop with a Cop.

Professional Standards

To ensure the highest standards and best practices in law enforcement, the McMinnville Police Department maintains Accreditation through the Oregon Accreditation Alliance (OAA). Accreditation through the Alliance helps to ensure that the department's policies and practices are consistent with Oregon and Federal law, as well as state and national standards. In the winter of 2022, the Police Department was reaccredited through the OAA. This is a massive undertaking, and we are proud to receive our 4th reaccreditation, reaffirming our compliance with law enforcement best practices. A note of thanks to Captain Tim Symons for his work on this project.

2023-2024 Budgeted Organizational Structure

1 Chief of Police	1 Support Services Manager
2 Captain	3 Support Service Specialists
1 Administrative Sergeant	1 Evidence and Property Tech
4 Patrol Sergeants	1 Office Specialist (PT Evidence)
4 Corporals	1 Parking Enforcement Officer
22 Police Officers	1 Management Support Tech. (P/T)
1 Detective Sergeant	1 Facilities Maintenance (P/T)
6 Detectives	2 School Resource Officers

The State of MPD and Opportunities for Growth

The Past Year

We continued to provide services to our city and citizens during what can only be described as a challenging time. Difficulty in recruitment of new officers, heightened scrutiny of our profession, complex legislative mandates, and the decriminalization of large portion of narcotic laws has changed what it's like to police in Oregon. These issues, coupled with the homeless and mental health crisis within our community, has caused some of our officers to leave the profession and seek other opportunities. Statewide issues have made policing more labor intensive and complex, yet we show up every day.

MPD welcomes these changes as opportunities to look at issues with a fresh set of eyes and seek out non-traditional solutions to complex community issues and expectations.

MPD appreciates the faith our City and City Council have in us to be there for them. With the large amount of sworn officer turnover it is critical that any new staff we hire see their role in the community as both role models and leaders. The community deserves the best possible police department that provides services that other cities of comparable size provide.

We continue to fill vacancies within the organization. We will look to hire employees who fit MPD's organizational culture and work hard to be laser focused on the goal of making McMinnville the safest place to live, learn, work, and play.

This Year and Years Beyond

The strength of MPD is its employees and volunteers. They are intelligent, thoughtful, and dedicated to providing the best service possible to our citizens. MPD's staff is among the best and brightest in the State of Oregon and are continually looking for ways to improve the services we provide.

As our organization grows older, MPD continues to build a bench of future leaders. We have vacancies in the rank of sergeant in our organization, however we have temporarily filled these gaps by having our corporals fill vacant sergeant positions to gain knowledge and experience in preparation for future promotional opportunities. With the retirement of a Captain last year, we filled the vacancy through an internal hiring process. We continue to recognize several formal leadership positions could retire this in the next couple of years, and we need to prepare to fill them from either our leadership bench or through external hiring processes.

We hope to expand our technology package to include updating our in-car video systems and acquiring body worn cameras for our officers. We have applied for a federal grant for BWC, and if awarded funds we anticipate being able to purchase them this summer. As reported last year, we completed our testing of body worn camera vendors, and our budget reflects grant revenue and expenditures funds to cover 100% of the cost for the coming fiscal year.

In addition, we had requested funds to purchase an additional unmanned aircraft system (UAS) commonly known as a drone. The first UAS has been purchased and we are training staff to deploy this high-tech equipment. A drone will make the work of our first responders significantly safer and easier. As previously

mentioned, drones are a force multiplier and can be invaluable for expanding the capabilities of law enforcement in several ways. Whether it's a chaotic scene, crime scene documentation, or searching for a suspect or a missing person, drones have proven to be a cost-effective resource that law enforcement agencies.

Mac-Town 2032 Strategic Plan Police Department Focus

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for the next decade or so. The MPD will support this strategic plan by ensuring decisions we make are made with the strategic plan in mind. For fiscal year 2023-24 the MPD will continue to support plan in the following manner.

City Government Capacity

- Develop and foster local and regional partnerships
  - The police department works with local partners to bring expanded services to our city. These partners included local, state, and federal public safety organizations, such as Oregon State Police, Federal Bureau of Investigation, and Department of Human Services. We will continue to foster these relationships, as well as our inter-county partnerships with YCSO, Newberg Dundee PD, Carlton PD and Yamhill PD.
- Invest in the City's Workforce
  - Police staff will regularly attend in-service training, conferences, and other training opportunities to grow their technical skills and reaffirm their core competencies. Each employee is encouraged to seek training opportunities to enrich themselves and bring added value back to the department.
    - As mentioned in previous budget narratives we have invested in formal leadership roles for MPD employees through the rank police corporal. We have identified emotional wellness as an essential component of having successful employees through our Peer Support program and have recently added a Chaplain to assist our peer support program and as a resource for all our employees.
  - We continue to fund a voluntary annual mental wellness check for police department employees. This program aligns with the PD's desire to promote positive changes in the general wellness of our employees.

MPD chaplain Leo Keelan

Community Safety & Resiliency

- Build a community culture of safety (consider best practices)
    - Our organization is built upon safety as our number one priority. We continually train, plan, and debrief incidents to ensure we are completing our jobs with safety in the forefront of our minds.
- Provide exceptional police services
    - Our organization is accredited by an independent body known as the Oregon Accreditation Alliance (OAA). In the winter of 2022, we were once again reaccredited by the OAA as proof we are maintaining the highest standards and have shown proof that we are adhering to the OAA's best practice models. We will continue to follow these best practices and look forward to our reaccreditation in 2025.
- Lead and Plan for Emergency Preparedness
    - We will continue to train and engage with our local partners in planning for emergency preparedness. We have historically worked with the MSD on active shooter exercises to prepare our employees and educated MSD staff on how to respond in the event we encountered these types of incidents. In addition, we will look for opportunities to train with the MFD and other city entities to enhance our response to disasters both natural and manmade.

Engagement and Inclusion

- Actively protect people from Discrimination & Harassment
    - MPD will actively seek out and hold those persons responsible who commit biased based crimes.
    - As a part of Oregon's statewide STOP Program, in July of 2019 MPD began reporting to the State of Oregon all officer self-initiated contacts with citizens to ensure that biased based policing is not taking place. This program was implemented by the Oregon State Legislature to ensure policing contacts are taking place for valid reasons and without discrimination or harassment.
- Celebrate diversity of McMinnville
    - MPD engages with the Hispanic community through Spanish speaking staff and having forms in Spanish. We have had staff attend DEI training as a way to improve our organization and understand explicit and implicit bias.
- Grow City's employees and Boards and Commissions to reflect our community.
    - MPD will continue to look to bring in a diverse workforce which reflects our City's demographic make-up. We will seek opportunities for our staff to take part in boards or committees which will open up opportunities to forge new relationships with our diverse city and its citizens.

Economic Prosperity

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

ARPA Project

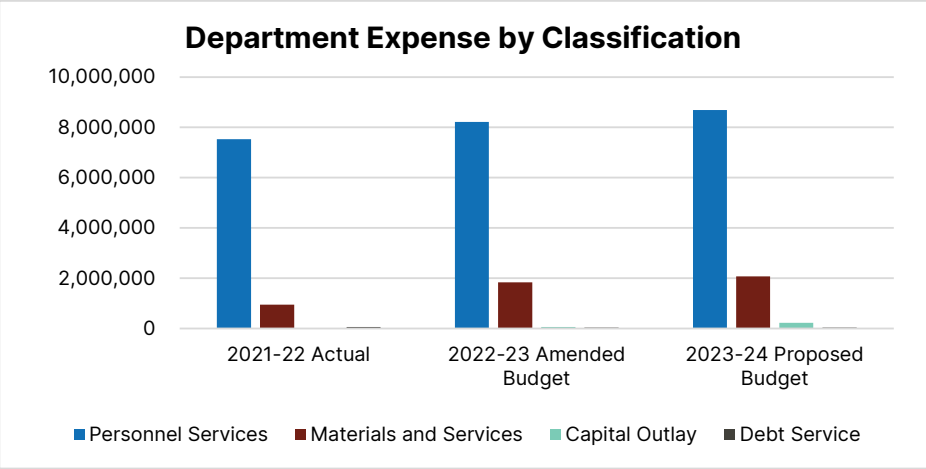
- Consultant work for Mental Health response
  - Historically those in our community who suffer from mental health crisis, homelessness, and addition have inappropriately been funneled into a public safety pathway to deal with incidents within our community. This has generally pulled resources from the police department who are equipped to handle some incidents; however, they are not necessarily the most effective at finding long term and wrap around solutions for those in need. The City has chosen to use some ARPA funds to study how a community-based system solution to keep public safety out of many of these types of calls. We believe these community-based solutions will provide better long-term outcomes for those in crisis by having those with the expertise to take the lead and find positive outcomes for those who need, or desire help. This project will consist of contracting with a consultant who could best provide a "road map" for our community. The consultant would provide information about how to right size a program for a community our size, utilizing existing programs inside the county or finding new entities to invest in and partner with.

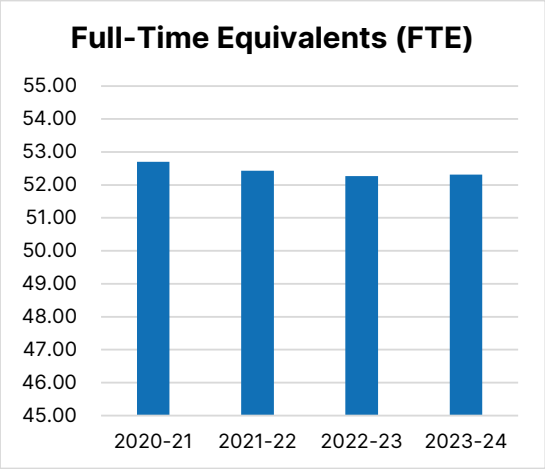
General Fund - Police

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Charges for Services	52,187	54,147	54,637	490
Fines and Forfeitures	0	0	0	0
Intergovernmental	102,453	759,900	780,600	20,700
Licenses and Permits	25,997	25,650	25,650	0
Miscellaneous	81,001	75,661	81,052	5,391
Other Financing Source	11,467	7,500	6,000	(1,500)
Revenue Total	**273,105**	**922,858**	**947,939**	**25,081**
Expenses				
Personnel Services	7,528,623	8,217,820	8,688,266	470,446
Materials and Services	944,734	1,837,687	2,071,966	234,279
Capital Outlay	11,975	65,500	227,263	161,763
Debt Service	63,793	33,080	33,081	1
Expenses Total	**8,549,124**	**10,154,087**	**11,020,576**	**866,489**
Unrestricted Resources Required	8,276,019	9,231,229	10,072,637	841,408

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	52.70	52.43	52.27	52.31





2018 City Council authorizes the hiring of 2 additional police officers to enhance police services.
MPD takes over the Park Ranger program from the Parks and Recreation Department.

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

2019 MPD adds Corporals to their rank structure to add capacity to their leadership and provide for succession planning.

2019 MPD begins reinforcing employee wellness by beginning to stand up a formal Peer Support Team, and updating our gym through donations.

MPD partnered with the City Council, other City Departments, and private partners to roll out a Prohibited Camping Ordinance to deal with chronic behavioral and criminal activity taking place within our city.

MPD receives its 3rd reaccreditation award from the Oregon Accreditation Alliance.

2020 MPD and the City recognize the importance of officer wellness and enter into an agreement with the MPA to begin officer wellness checkups.

2020 The COVID-19 pandemic requires MPD to curtail some City services. MPD closes our front office to the public, and we have little to no school resource officer deployment. Traffic enforcement is limited.

MDP canine Axell retires due to an aggressive medical issue. He later passes away.

MPD launches updated radio system, moving from an analog to digital platform with encryption.

2021 Budget shortfalls cause the PD to hold vacant one full time police officer position and one part time front office position.

MPD starts up the Crime Response Unit which seeks to improve community livability through responsive policing. The team has several high-profile cases before staffing shortages shutter the program.

MPD seeks federal funds to cover the purchase of body worn cameras for our officers.

2022 MPD added back one part time front office position.

MPD purchased two K9s to replace K9s who had retired and/or passed away. MPD also purchased our first drone to assist in multiple types of operations. This is seen as a force multiplier.

MPD was reaccredited through the OAA in the winter of 2022.

Filling vacant sworn positions continues to be a challenge as we have seen as many as 7 vacancies at one time.

POLICE DEPARTMENT
Chief's Office

Organization Set – Programs	Organization Set #
• Administration	01-11-040-501
• Records	01-11-040-580
• IS – Technology	01-11-040-589
• Community Education	01-11-040-592

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				LICENSES AND PERMITS			
26,903	25,997	25,650	**4490**	**Licenses & Permits - Misc** Permit fee for second hand merchants and pawnbrokers. K9 licensing fee received quarterly from Yamhill County.	25,650	0	0
26,903	**25,997**	**25,650**		**TOTAL LICENSES AND PERMITS**	**25,650**	**0**	**0**
				INTERGOVERNMENTAL			
0	0	0	**4546**	**American Rescue Plan** ARPA Mental Health Crisis Response Description — Units — Amt/Unit — Total ARPA Mental Health Crisis Response — 1 — 25,000 — 25,000	25,000	0	0
0	3,108	5,400	**4560**	**BVP Grant** Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	6,000	0	0
11,057	4,465	0	**4596-16**	**OR Criminal Justice Commission - CESF Grant**	0	0	0
0	0	600,000	**4597-05**	**US Department of Justice - JAG-Body Worn/In Car Cameras** Grant application to be submitted for body worn and in-car video cameras	600,000	0	0
0	0	22,500	**4597-10**	**US Department of Justice - BJS NCHIP Grant-Fingerprinting**	0	0	0
0	0	5,000	**4600**	**Traffic Safety Grant-DUII**	7,000	0	0
0	0	5,000	**4605**	**Traffic Safety Grant-Speed**	5,000	0	0
0	0	3,000	**4609**	**Distracted Driving Enforcement Grant**	5,000	0	0
0	0	3,000	**4610**	**Traffic Safety Grant-Safety Belt**	5,000	0	0
11,057	**7,574**	**643,900**		**TOTAL INTERGOVERNMENTAL**	**653,000**	**0**	**0**
				CHARGES FOR SERVICES			
11,111	8,817	9,650	**5330**	**Police Fees** Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 20 Photocopy per police report	10,000	0	0
0	0	500	**5350**	**Registration Fees** Fees received for department hosted trainings	0	0	0
30,755	31,370	31,997	**5400-30**	**Property Rentals - YCOM** Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	32,637	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
41,866	**40,187**	**42,147**		**TOTAL CHARGES FOR SERVICES**	**42,637**	**0**	**0**
				MISCELLANEOUS			
2,919	6,446	7,550	**6400**	**Donations - Police**	12,767	0	0
25,698	15,594	0	**6600-05**	**Other Income - Workers' Comp Reimbursement** Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages up to a cap	10,000	0	0
0	28,930	30,000	**6600-22**	**Other Income - Airshow**	20,000	0	0
0	0	250	**6600-25**	**Other Income - PD Reserves** Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	250	0	0
0	0	0	**6600-26**	**Other Income - Park Rangers** McMinnville Downtown Association support to help fund Downtown Park Ranger Program.	0	0	0
16,000	25,299	25,000	**6600-95**	**Other Income - Police** Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage	20,000	0	0
44,617	**76,269**	**62,800**		**TOTAL MISCELLANEOUS**	**63,017**	**0**	**0**
				OTHER FINANCING SOURCE			
4,726	11,467	7,500	**6845**	**Proceeds from asset sale**	6,000	0	0
4,726	**11,467**	**7,500**		**TOTAL OTHER FINANCING SOURCE**	**6,000**	**0**	**0**
129,169	**161,493**	**781,997**		***TOTAL RESOURCES***	**790,304**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,800	-5,460	0	**7000**	**Salaries & Wages**	0	0	0
229,300	215,135	237,624	**7000-05**	**Salaries & Wages - Regular Full Time** Police Chief - 1.00 FTE Support Services Manager - 1.00 FTE	262,433	0	0
10,194	0	21,904	**7000-10**	**Salaries & Wages - Regular Part Time** Management Support Technician - 0.60 FTE	26,547	0	0
4,200	4,200	4,200	**7000-30**	**Salaries & Wages - Auto Allowance** Police Chief's $350 per month automobile allowance.	4,200	0	0
0	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	720	0	0
3,078	-5,680	0	**7300**	**Fringe Benefits**	0	0	0
14,612	12,801	15,199	**7300-05**	**Fringe Benefits - FICA - Social Security**	17,204	0	0
3,444	3,100	3,825	**7300-06**	**Fringe Benefits - FICA - Medicare**	4,261	0	0
76,019	65,255	78,303	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	91,271	0	0
43,749	39,238	45,573	**7300-20**	**Fringe Benefits - Medical Insurance**	44,960	0	0
6,000	5,000	5,000	**7300-22**	**Fringe Benefits - VEBA Plan**	6,000	0	0
252	164	184	**7300-25**	**Fringe Benefits - Life Insurance**	186	0	0
1,228	803	532	**7300-30**	**Fringe Benefits - Long Term Disability**	648	0	0
5,133	5,426	5,293	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	4,890	0	0
44	37	59	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	60	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1,078	0	0
2	0	50	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	50	0	0
402,055	**340,019**	**417,746**		**TOTAL PERSONNEL SERVICES**	**464,508**	**0**	**0**
				MATERIALS AND SERVICES			
1,257	1,268	1,260	**7500**	**Credit Card Fees**	1,260	0	0
0	99	750	**7520**	**Public Notices & Printing** Advertising for employment positions, community events, and newspaper subscriptions.	2,000	0	0
642	2,939	2,850	**7530**	**Training**	2,850	0	0
4,414	3,771	5,200	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	7,200	0	0

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,389	3,219	9,000	**7550**	**Travel & Education** Memberships and training for Chief, Support Services Manager	8,000	0	0
921	1,060	3,000	**7570**	**Dept Employee Recognition** Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.	2,000	0	0
749	300	1,000	**7590**	**Fuel - Vehicle & Equipment**	1,000	0	0
131,600	147,406	166,570	**7610-05**	**Insurance - Liability**	190,130	0	0
18,400	25,467	28,780	**7610-10**	**Insurance - Property**	30,690	0	0
10,007	10,262	11,084	**7620**	**Telecommunications**	11,084	0	0

Description	Units	Amt/Unit	Total
Cell phones - chief, records, volunteers	12	135	1,620
Telecom - landlines	12	650	7,800
Annual fee for emergency operations center lines	1	500	500
Landlines for fire alarm panels	12	97	1,164

1,066	1,230	1,000	**7630-05**	**Uniforms - Employee** Uniforms for Chief	1,000	0	0
12,462	9,650	11,000	**7660**	**Materials & Supplies**	12,000	0	0
0	0	0	**7660-25**	**Materials & Supplies - Grants**	0	0	0
2,919	6,446	7,550	**7680**	**Materials & Supplies - Donations** Materials and supplies purchases funded by revenue account 6400, Donations - Police.	12,767	0	0
1,417	1,306	0	**7710-16**	**Materials & Supplies - Grants - CESF Grant**	0	0	0
447	322	500	**7720-14**	**Repairs & Maintenance - Vehicles**	1,000	0	0
81,982	63,787	55,660	**7750**	**Professional Services**	50,000	0	0

Description	Units	Amt/Unit	Total
Homeward Bound Pets - kennel fees	12	1,825	21,900
Homeward Bound Pets - contract to release dogs	12	425	5,100
Peer support program responder life fees	1	5,500	5,500
Annual employee wellness checks	1	1,000	1,000
Labor law attorney services	1	10,000	10,000
Misc services (flash alert / language line)	1	1,500	1,500
Pre-employment service for police officers and reserve officers	1	5,000	5,000

0	0	13,050	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	17,700	0	0
0	0	0	**7750-04**	**Professional Services - Grants**	25,000	0	0

Description	Units	Amt/Unit	Total
ARPA Mental Health Crisis Response	1	25,000	25,000

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7750-10**	**Professional Services - Training**	0	0	0
45,077	43,912	69,950	**7790**	**Maintenance & Rental Contracts**	70,000	0	0

Description	Units	Amt/Unit	Total
Lease payments (copier, etc)	1	40,000	40,000
Storage lot lease	1	30,000	30,000

150	0	500	**7800**	**M & S Equipment**	0	0	0
2,629	1,025	10,800	**7820**	**M & S Equipment - Grants**	12,000	0	0
0	0	600,000	**7820-10**	**M & S Equipment - Grants - Justice Assistance Grant (JAG)** Anticipated grant funding to purchase body worn and in-car cameras	600,000	0	0
4,189	311	0	**7820-16**	**M & S Equipment - Grants - CESF Grant**	0	0	0
321,718	**323,780**	**999,504**		**TOTAL MATERIALS AND SERVICES**	**1,057,681**	**0**	**0**
				CAPITAL OUTLAY			
0	0	25,000	**8720**	**Equipment - Grants**	0	0	0
0	**0**	**25,000**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
723,773	**663,799**	**1,442,250**		***TOTAL REQUIREMENTS***	**1,522,189**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
167,364	173,036	185,032	**7000-05**	**Salaries & Wages - Regular Full Time** Police Records Specialist - 3.00 FTE	199,393	0	0
1,746	0	611	**7000-20**	**Salaries & Wages - Overtime**	586	0	0
10,070	10,321	11,230	**7300-05**	**Fringe Benefits - FICA - Social Security**	12,099	0	0
2,355	2,414	2,691	**7300-06**	**Fringe Benefits - FICA - Medicare**	2,899	0	0
44,319	50,267	53,993	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	60,534	0	0
52,469	53,172	55,032	**7300-20**	**Fringe Benefits - Medical Insurance**	55,656	0	0
1,425	1,350	1,350	**7300-22**	**Fringe Benefits - VEBA Plan**	1,350	0	0
306	240	180	**7300-25**	**Fringe Benefits - Life Insurance**	180	0	0
867	632	424	**7300-30**	**Fringe Benefits - Long Term Disability**	452	0	0
133	146	279	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	268	0	0
56	58	69	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	69	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	728	0	0
281,111	**291,634**	**310,891**		**TOTAL PERSONNEL SERVICES**	**334,214**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	3,000	**7550**	**Travel & Education**	2,000	0	0
0	0	750	**7630-05**	**Uniforms - Employee**	750	0	0
5,084	1,419	5,000	**7660**	**Materials & Supplies**	6,000	0	0
244	95	0	**7750**	**Professional Services**	0	0	0
0	0	100	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	100	0	0
0	0	5,000	**7800**	**M & S Equipment**	5,000	0	0
6,129	6,196	6,830	**8040**	**Regional Automated Info Network**	5,600	0	0
11,458	**7,711**	**20,680**		**TOTAL MATERIALS AND SERVICES**	**19,450**	**0**	**0**
292,569	**299,346**	**331,571**		***TOTAL REQUIREMENTS***	**353,664**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **040 - CHIEF'S OFFICE**
Program : **589 - IS - TECHNOLOGY**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
66,429	79,108	92,621	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	93,855	0	0
75,006	69,782	94,920	**7840-20**	**M & S Computer Charges - Police**	144,400	0	0

Description	Units	Amt/Unit	Total
Adobe Pro Licensing (10)	10	200	2,000
Data 911 MDT Maintenance	1	11,000	11,000
Office 365 Licensing (54)	1	14,000	14,000
OnQ Maintenance	1	21,500	21,500
Netmotion Maint 50% - shared with FD, AMB	1	3,400	3,400
CS Maintenance	1	26,500	26,500
E-Ticketing Maintenance - 67%, shared with Muni Court	1	9,400	9,400
WebLEDS Maintenance	1	1,200	1,200
Desktop/Mobile Replacements (3)	3	2,000	6,000
Power DMS Software	1	5,000	5,000
New Monitors	12	250	3,000
RMS Server Rehost	1	15,000	15,000
Zebra Mobile Printers	5	1,000	5,000
MDT Repair	1	2,000	2,000
New Printers (2)	2	1,000	2,000
InTime software	1	17,400	17,400

141,435	**148,890**	**187,541**		**TOTAL MATERIALS AND SERVICES**	**238,255**	**0**	**0**
				CAPITAL OUTLAY			
0	7,375	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	25,163	0	0
51,161	0	0	**8750-20**	**Capital Outlay Computer Charges - Police**	50,000	0	0

Description	Units	Amt/Unit	Total
Replacement MDTs	1	50,000	50,000

51,161	**7,375**	**0**		**TOTAL CAPITAL OUTLAY**	**75,163**	**0**	**0**
192,596	**156,265**	**187,541**		***TOTAL REQUIREMENTS***	**313,418**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **040 - CHIEF'S OFFICE**
Program : **592 - COMMUNITY EDUCATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	500	**7520**	**Public Notices & Printing**	500	0	0
2,337	3,136	4,200	**7660**	**Materials & Supplies**	3,200	0	0
2,337	**3,136**	**4,700**		**TOTAL MATERIALS AND SERVICES**	**3,700**	**0**	**0**
2,337	**3,136**	**4,700**		***TOTAL REQUIREMENTS***	**3,700**	**0**	**0**

POLICE DEPARTMENT
Field Operations

Organization Set – Programs	Organization Set #
• Administration	01-11-043-501
• Patrol	01-11-043-553
• Reserves	01-11-043-562
• Canine	01-11-043-565

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **043 - FIELD OPERATIONS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
128,544	122,086	132,790	**7000-05**	**Salaries & Wages - Regular Full Time** Police Captain - 1.00 FTE	141,824	0	0
2,940	1,920	2,880	**7000-30**	**Salaries & Wages - Auto Allowance** Police Captain's $240 per month automobile allowance.	0	0	0
8,010	7,573	8,208	**7300-05**	**Fringe Benefits - FICA - Social Security**	8,580	0	0
1,873	1,771	1,967	**7300-06**	**Fringe Benefits - FICA - Medicare**	2,056	0	0
48,510	39,859	40,850	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	43,767	0	0
20,568	19,734	22,092	**7300-20**	**Fringe Benefits - Medical Insurance**	16,320	0	0
3,000	3,000	3,000	**7300-22**	**Fringe Benefits - VEBA Plan**	2,000	0	0
108	83	66	**7300-25**	**Fringe Benefits - Life Insurance**	66	0	0
658	431	294	**7300-30**	**Fringe Benefits - Long Term Disability**	314	0	0
4,737	4,642	4,396	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	3,971	0	0
19	17	23	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	23	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	522	0	0
218,967	**201,116**	**216,566**		**TOTAL PERSONNEL SERVICES**	**219,443**	**0**	**0**
				MATERIALS AND SERVICES			
532	0	1,600	**7530**	**Training**	1,500	0	0
225	745	2,000	**7550**	**Travel & Education** Membership and training	2,000	0	0
22,877	25,289	27,204	**7620**	**Telecommunications** Includes telecommunications for entire Field Operations Division.	27,204	0	0

Description	Units	Amt/Unit	Total
Telecom landlines	1	6,720	6,720
Cell phones for Field Operations	1	19,484	19,484
Repair-replace damaged cell phones	1	1,000	1,000

640	178	900	**7630-05**	**Uniforms - Employee**	900	0	0
338	532	1,000	**7660**	**Materials & Supplies**	1,000	0	0
45	45	0	**7750**	**Professional Services**	0	0	0
0	0	50	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	50	0	0

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **043 - FIELD OPERATIONS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7800**	**M & S Equipment**	0	0	0
24,657	**26,789**	**32,754**		**TOTAL MATERIALS AND SERVICES**	**32,654**	**0**	**0**
243,624	**227,904**	**249,320**		***TOTAL REQUIREMENTS***	**252,097**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,495,483	2,461,673	2,701,185	**7000-05**	**Salaries & Wages - Regular Full Time** Police Sergeant - 4.00 FTE Police Corporal - 4.00 FTE Police Officer - 22.00 FTE *Anticipating three Police patrol position vacancies through out the fiscal year. The FTE count was not adjusted for these vacancies.	2,790,497	0	0
338,108	420,620	373,445	**7000-20**	**Salaries & Wages - Overtime**	400,005	0	0
172,450	175,722	186,013	**7300-05**	**Fringe Benefits - FICA - Social Security**	193,024	0	0
40,655	41,359	44,580	**7300-06**	**Fringe Benefits - FICA - Medicare**	46,259	0	0
901,388	941,283	1,040,331	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	1,102,964	0	0
513,879	488,537	520,780	**7300-20**	**Fringe Benefits - Medical Insurance**	500,904	0	0
9,838	9,588	10,500	**7300-22**	**Fringe Benefits - VEBA Plan**	9,450	0	0
3,122	2,313	1,870	**7300-25**	**Fringe Benefits - Life Insurance**	1,782	0	0
12,828	8,593	5,444	**7300-30**	**Fringe Benefits - Long Term Disability**	5,916	0	0
103,517	104,254	99,617	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	89,334	0	0
662	623	679	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	644	0	0
8,716	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	10,204	0	0
4,600,646	**4,654,563**	**4,984,444**		**TOTAL PERSONNEL SERVICES**	**5,150,983**	**0**	**0**
				MATERIALS AND SERVICES			
2,144	4,379	11,000	**7550**	**Travel & Education**	10,000	0	0

Description	Units	Amt/Unit	Total
Membership and training for patrol division	1	5,000	5,000
Leadership training for Sergeants	1	2,500	2,500
Leadership training for Corporals	1	2,500	2,500

54,572	66,961	80,000	**7590**	**Fuel - Vehicle & Equipment**	90,000	0	0
12,237	16,823	27,000	**7630-05**	**Uniforms - Employee** Equipment for new hires, rain jacket and pants replacements, uniform updates for patrol	27,000	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
13,073	7,919	12,375	**7660**	**Materials & Supplies**	12,375	0	0
			Description	Units / Amt/Unit / Total			
			Batteries, CDs,forms and equipment for patrol	1 / 9,500 / 9,500			
			Trauma kit supplies	1 / 2,875 / 2,875			
1,855	0	2,700	**7720**	**Repairs & Maintenance** Radar calibrations every other year	0	0	0
33,574	42,543	40,000	**7720-14**	**Repairs & Maintenance - Vehicles**	50,000	0	0
0	0	2,500	**7720-20**	**Repairs & Maintenance - Vehicle Electronics** Video's, DVD's, mobile radios	2,500	0	0
			Description	Units / Amt/Unit / Total			
			mobile data computer repairs	1 / 2,500 / 2,500			
520	366	560	**7750**	**Professional Services**	0	0	0
0	0	350	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	400	0	0
21,536	1,555	20,162	**7800**	**M & S Equipment**	50,405	0	0
			Description	Units / Amt/Unit / Total			
			Motorola portable radio APX8000 multi band	1 / 9,250 / 9,250			
			Motorola APX4000 extended life batteries	40 / 118 / 4,720			
			Binoculars for patrol cars	15 / 105 / 1,575			
			Spotting scope for patrol	1 / 800 / 800			
			WRAP system	2 / 1,500 / 3,000			
			Heavy duty shelving for mud room & storage room	1 / 1,500 / 1,500			
			Daily use rifle plates for patrol (front plate)	34 / 600 / 20,400			
			Additional stop sticks for patrol cars	10 / 600 / 6,000			
			Patrol radar	1 / 3,160 / 3,160			
139,509	**140,546**	**196,647**		**TOTAL MATERIALS AND SERVICES**	**242,680**	**0**	**0**
				CAPITAL OUTLAY			
178,728	4,600	0	**8850**	**Vehicles**	136,000	0	0
			Description	Units / Amt/Unit / Total			
			Patrol vehicle purchase	2 / 50,000 / 100,000			
			Patrol vehicle upfitting	2 / 18,000 / 36,000			
178,728	**4,600**	**0**		**TOTAL CAPITAL OUTLAY**	**136,000**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				DEBT SERVICE			
55,511	58,361	30,655	**9410-05**	**Vehicle Lease/Purchase - Principal** Lease principal payments on patrol vehicles for leases executed 2018-19. Final payment on lease is July 2023.	31,845	0	0
8,281	5,432	2,425	**9410-10**	**Vehicle Lease/Purchase - Interest**	1,236	0	0
63,792	**63,793**	**33,080**		**TOTAL DEBT SERVICE**	**33,081**	**0**	**0**
4,982,674	**4,863,502**	**5,214,171**		***TOTAL REQUIREMENTS***	**5,562,744**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **043 - FIELD OPERATIONS**
Program : **562 - RESERVES**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				MISCELLANEOUS			
990	4,732	9,361	**6331**	**MVRT Academy Tuition** Mid Valley Reserve Training academy revenue is tied directly to the expenditure account of 01-11-043-562.6331. Any unused funds are rolled over to the next fiscal year.	14,468	0	0
990	**4,732**	**9,361**		**TOTAL MISCELLANEOUS**	**14,468**	**0**	**0**
990	**4,732**	**9,361**		***TOTAL RESOURCES***	**14,468**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **043 - FIELD OPERATIONS**
Program : **562 - RESERVES**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
155	159	500	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Police Reserves - 0.05 FTE	500	0	0
10	10	30	**7300-05**	**Fringe Benefits - FICA - Social Security**	30	0	0
2	2	7	**7300-06**	**Fringe Benefits - FICA - Medicare**	7	0	0
0	0	0	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	0	0	0
6	6	16	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	14	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
412	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	2	0	0
378	168	20	**7400-05**	**Fringe Benefits - Volunteers - Life Insurance**	20	0	0
637	577	1,098	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	1,098	0	0
1,599	**923**	**1,671**		**TOTAL PERSONNEL SERVICES**	**1,671**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	1,300	**7550**	**Travel & Education**	500	0	0
				Description — Units — Amt/Unit — Total Other training (seminars, advanced training) — 1 — 500 — 500			
0	201	8,200	**7630-10**	**Uniforms - Volunteer**	1,000	0	0
				Description — Units — Amt/Unit — Total Other equipment/uniform needs — 1 — 1,000 — 1,000			
0	0	200	**7660**	**Materials & Supplies**	200	0	0
990	4,732	9,361	**7660-31**	**Materials & Supplies - Mid Valley Reserve Training** This expenditure account is tied directly to the MVRT revenue account 01-11-043-562.6331	14,468	0	0
990	**4,933**	**19,061**		**TOTAL MATERIALS AND SERVICES**	**16,168**	**0**	**0**
2,589	**5,856**	**20,732**		***TOTAL REQUIREMENTS***	**17,839**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				MISCELLANEOUS			
0	0	3,500	**6400**	**Donations - Police**	3,567	0	0
0	**0**	**3,500**		**TOTAL MISCELLANEOUS**	**3,567**	**0**	**0**
0	**0**	**3,500**		***TOTAL RESOURCES***	**3,567**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
-225	4,205	14,920	**7550**	**Travel & Education**	7,100	0	0

Description	Units	Amt/Unit	Total
Oregon Police Canine Association fall conference	1	3,000	3,000
Oregon Police Canine Association spring conference	1	3,000	3,000
Oregon Police Canine Association yearly dues	1	100	100
Other training	1	1,000	1,000

2,409	5,015	8,925	**7660**	**Materials & Supplies**	10,815	0	0

Description	Units	Amt/Unit	Total
Medical and professional	1	4,000	4,000
Dog food	1	2,000	2,000
Leashes, harnesses, kennel supplies, miscellaneous equipment	1	1,000	1,000
Boarding	1	1,500	1,500
Licenses	1	315	315
Bite suit	1	2,000	2,000

0	0	3,500	**7680**	**Materials & Supplies - Donations**	3,567	0	0
2,184	**9,220**	**27,345**		**TOTAL MATERIALS AND SERVICES**	**21,482**	**0**	**0**
				CAPITAL OUTLAY			
0	0	24,500	**8710-15**	**Equipment - Canine**	0	0	0
0	**0**	**24,500**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
2,184	**9,220**	**51,845**		***TOTAL REQUIREMENTS***	**21,482**	**0**	**0**

POLICE DEPARTMENT
Investigations & Support Division

Organization Set – Programs	Organization Set #
• Administration	01-11-046-501
• Building Maintenance	01-11-046-550
• Parking Enforcement	01-11-046-559
• Investigations	01-11-046-568
• Narcotics	01-11-046-571
• School Resource	01-11-046-574
• Unmanned Aircraft System	01-11-046-575
• In-Service Training	01-11-046-577
• Evidence	01-11-046-583
• Professional Standards	01-11-046-586

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
224,984	258,423	238,751	**7000-05**	**Salaries & Wages - Regular Full Time** Police Captain - 1.00 FTE Police Sergeant - Administration - 1.00 FTE	260,664	0	0
18,990	11,847	40,000	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Park Ranger - 1.25 FTE	41,600	0	0
1,813	5,520	5,933	**7000-20**	**Salaries & Wages - Overtime**	5,026	0	0
2,880	2,880	2,880	**7000-30**	**Salaries & Wages - Auto Allowance** Police Captain's $240 per month automobile allowance.	2,880	0	0
15,031	16,862	17,395	**7300-05**	**Fringe Benefits - FICA - Social Security**	18,765	0	0
3,515	3,944	4,169	**7300-06**	**Fringe Benefits - FICA - Medicare**	4,497	0	0
84,643	86,222	79,236	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	94,838	0	0
38,362	39,076	40,460	**7300-20**	**Fringe Benefits - Medical Insurance**	40,990	0	0
3,450	3,450	3,450	**7300-22**	**Fringe Benefits - VEBA Plan**	3,450	0	0
216	168	132	**7300-25**	**Fringe Benefits - Life Insurance**	132	0	0
1,165	793	524	**7300-30**	**Fringe Benefits - Long Term Disability**	566	0	0
9,968	9,546	9,273	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	8,764	0	0
55	49	75	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	75	0	0
101	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1,117	0	0
0	291	0	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	0	0	0
405,173	**439,070**	**442,278**		**TOTAL PERSONNEL SERVICES**	**483,364**	**0**	**0**
				MATERIALS AND SERVICES			
958	2,404	2,600	**7550**	**Travel & Education**	2,600	0	0

Description	Units	Amt/Unit	Total
Memberships	1	600	600
Trainings	1	2,000	2,000

15,522	17,123	17,124	**7620**	**Telecommunications**	15,720	0	0

Description	Units	Amt/Unit	Total
16 Telecom - landlines	12	650	7,800
15 Cell phones	12	615	7,380
Evidence facility landline	12	45	540

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
638	509	1,600	**7630-05**	**Uniforms - Employee** Uniforms for Captain and Park Rangers	600	0	0
615	528	700	**7660**	**Materials & Supplies**	700	0	0
709	149	1,000	**7720-16**	**Repairs & Maintenance - Radio & Pagers**	1,000	0	0
26,463	15,035	20,000	**7750**	**Professional Services**	20,000	0	0

Description	Units	Amt/Unit	Total
Computer forensics (Newberg-Dundee Police)	1	20,000	20,000

0	0	50	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	100	0	0
0	0	1,279	**7800**	**M & S Equipment**	6,699	0	0

Description	Units	Amt/Unit	Total
Emergency lights for parking enforcement vehicle	1	1,700	1,700
Faraday locker box	1	4,999	4,999

7,747	0	10,100	**7800-06**	**M & S Equipment - Weapons**	5,272	0	0

Description	Units	Amt/Unit	Total
40mm launchers	2	1,500	3,000
Glock handguns with lights	4	568	2,272

52,652	**35,748**	**54,453**		**TOTAL MATERIALS AND SERVICES**	**52,691**	**0**	**0**
				CAPITAL OUTLAY			
0	0	16,000	**8710**	**Equipment**	0	0	0
0	**0**	**16,000**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
457,825	**474,818**	**512,731**		***TOTAL REQUIREMENTS***	**536,055**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
44,668	44,479	48,599	**7000-10**	**Salaries & Wages - Regular Part Time** Maintenance Technician - Senior - 0.80 FTE	48,599	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
2,769	2,758	2,940	**7300-05**	**Fringe Benefits - FICA - Social Security**	2,940	0	0
648	645	705	**7300-06**	**Fringe Benefits - FICA - Medicare**	705	0	0
11,752	10,252	11,202	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	11,795	0	0
51	55	60	**7300-25**	**Fringe Benefits - Life Insurance**	60	0	0
258	177	120	**7300-30**	**Fringe Benefits - Long Term Disability**	120	0	0
1,653	1,646	1,409	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	1,453	0	0
17	17	18	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	18	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	178	0	0
61,816	**60,029**	**65,053**		**TOTAL PERSONNEL SERVICES**	**65,868**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7515**	**City Services Charge expense**	1,130	0	0
43,095	43,177	45,000	**7600**	**Utilities**	45,000	0	0
2,700	2,600	2,940	**7610-05**	**Insurance - Liability**	3,250	0	0
10,600	11,048	12,480	**7610-10**	**Insurance - Property**	16,020	0	0
0	0	100	**7630-05**	**Uniforms - Employee**	100	0	0
31,745	32,822	35,000	**7650-10**	**Janitorial - Services**	35,000	0	0

Description	Units	Amt/Unit	Total
Garten janitorial services	1	35,000	35,000

1,760	1,833	2,500	**7650-15**	**Janitorial - Supplies**	3,300	0	0
63,547	62,977	71,000	**7720-10**	**Repairs & Maintenance - Building Maintenance**	73,000	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				Description / Units / Amt/Unit / Total			
				Carpet cleaning — 1 — 5,700 — 5,700			
				Peterson Cat extended warranty for generator — 1 — 4,000 — 4,000			
				Maintenance contracts — 1 — 44,300 — 44,300			
				Materials and stock — 1 — 9,000 — 9,000			
				Projects and maintenance (painting floors and walls) — 1 — 10,000 — 10,000			
153,447	**154,458**	**169,020**		**TOTAL MATERIALS AND SERVICES**	**176,800**	**0**	**0**
				CAPITAL OUTLAY			
30,574	0	0	**8710**	**Equipment**	0	0	0
30,574	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
245,836	**214,487**	**234,073**		***TOTAL REQUIREMENTS***	**242,668**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **559 - PARKING ENFORCEMENT**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
64,303	39,365	58,523	**7000-05**	**Salaries & Wages - Regular Full Time** Parking Enforcement Specialist - 1.00 FTE	58,577	0	0
0	189	262	**7000-20**	**Salaries & Wages - Overtime**	293	0	0
3,873	2,398	3,554	**7300-05**	**Fringe Benefits - FICA - Social Security**	3,562	0	0
906	561	852	**7300-06**	**Fringe Benefits - FICA - Medicare**	853	0	0
17,365	8,267	19,625	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	17,821	0	0
17,724	11,816	18,344	**7300-20**	**Fringe Benefits - Medical Insurance**	18,552	0	0
450	300	450	**7300-22**	**Fringe Benefits - VEBA Plan**	450	0	0
108	51	66	**7300-25**	**Fringe Benefits - Life Insurance**	60	0	0
349	150	0	**7300-30**	**Fringe Benefits - Long Term Disability**	134	0	0
2,552	1,400	1,904	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	1,648	0	0
18	12	23	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	23	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	215	0	0
362	472	1,098	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	1,098	0	0
108,011	**64,980**	**104,701**		**TOTAL PERSONNEL SERVICES**	**103,286**	**0**	**0**
				MATERIALS AND SERVICES			
-60	0	1,350	**7550**	**Travel & Education** Memberships and training	1,300	0	0
861	1,280	1,500	**7590**	**Fuel - Vehicle & Equipment**	3,000	0	0
408	478	1,100	**7630-05**	**Uniforms - Employee**	750	0	0
869	6,955	1,000	**7660**	**Materials & Supplies** Tow charges, postal charges, tow stickers, parking permits	3,000	0	0
120	154	500	**7720-14**	**Repairs & Maintenance - Vehicles**	500	0	0
30,734	15,085	15,000	**7750**	**Professional Services** Abandoned RV tows for dismantling	52,500	0	0
32,932	**23,951**	**20,450**		**TOTAL MATERIALS AND SERVICES**	**61,050**	**0**	**0**
140,943	**88,932**	**125,151**		***TOTAL REQUIREMENTS***	**164,336**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **568 - INVESTIGATIONS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
604,052	604,470	679,719	**7000-05**	**Salaries & Wages - Regular Full Time** Police Sergeant - 1.00 FTE Police Officer - 6.00 FTE	759,968	0	0
5,275	10,076	8,500	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Investigations - 0.13 FTE	8,500	0	0
50,640	68,595	46,986	**7000-20**	**Salaries & Wages - Overtime**	72,994	0	0
3,038	3,750	3,500	**7000-35**	**Salaries & Wages - Clothing Allowance** Detectives' $500 annual clothing allowance.	3,500	0	0
40,632	42,100	44,690	**7300-05**	**Fringe Benefits - FICA - Social Security**	51,119	0	0
9,503	9,846	10,712	**7300-06**	**Fringe Benefits - FICA - Medicare**	12,251	0	0
298,133	222,521	252,505	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	296,714	0	0
116,804	113,645	127,670	**7300-20**	**Fringe Benefits - Medical Insurance**	129,864	0	0
2,400	2,100	2,100	**7300-22**	**Fringe Benefits - VEBA Plan**	2,400	0	0
712	515	460	**7300-25**	**Fringe Benefits - Life Insurance**	462	0	0
2,887	1,880	1,188	**7300-30**	**Fringe Benefits - Long Term Disability**	1,522	0	0
24,743	23,716	23,820	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	23,560	0	0
136	135	163	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	164	0	0
0	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	2,815	0	0
1,158,954	**1,103,347**	**1,202,013**		**TOTAL PERSONNEL SERVICES**	**1,365,833**	**0**	**0**
				MATERIALS AND SERVICES			
5,281	6,163	12,350	**7550**	**Travel & Education**	12,850	0	0

Description	Units	Amt/Unit	Total
Supervisor training	1	500	500
Miscellaneous training	1	3,500	3,500
Homicide conference	1	3,850	3,850
Child abuse summit	1	4,000	4,000
New detective training	1	1,000	1,000

6,015	9,215	6,500	**7590**	**Fuel - Vehicle & Equipment**	7,500	0	0
972	3,606	1,100	**7630-05**	**Uniforms - Employee**	1,500	0	0

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **568 - INVESTIGATIONS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
4,233	1,012	4,000	**7660**	**Materials & Supplies**	4,000	0	0
			Description	Units / Amt/Unit / Total			
			Investigative funds	1 / 2,000 / 2,000			
			Materials and supplies	1 / 2,000 / 2,000			
3,009	3,228	3,000	**7720-14**	**Repairs & Maintenance - Vehicles**	3,000	0	0
1,425	7,629	13,380	**7750**	**Professional Services**	11,380	0	0
			Description	Units / Amt/Unit / Total			
			Comcast internet line	1 / 480 / 480			
			The last one (TLO)	1 / 900 / 900			
			Transcription services	1 / 10,000 / 10,000			
0	0	50	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	50	0	0
686	0	500	**7800**	**M & S Equipment**	500	0	0
21,621	**30,854**	**40,880**		**TOTAL MATERIALS AND SERVICES**	**40,780**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8850**	**Vehicles**	0	0	0
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
1,180,575	**1,134,201**	**1,242,893**		***TOTAL REQUIREMENTS***	**1,406,613**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **571 - NARCOTICS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
-57	0	0	**7620**	**Telecommunications**	0	0	0
-57	**0**	**0**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
-57	**0**	**0**		***TOTAL REQUIREMENTS***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **574 - SCHOOL RESOURCE**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
8,147	54,229	53,000	**5020-05 McMinnville School Dist #40 - SRO - High School** McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	64,800	0	0
9,089	40,650	63,000	**5020-10 McMinnville School Dist #40 - SRO - Middle School** McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	62,800	0	0
17,236	**94,879**	**116,000**	**TOTAL INTERGOVERNMENTAL**	**127,600**	**0**	**0**
17,236	**94,879**	**116,000**	***TOTAL RESOURCES***	**127,600**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **574 - SCHOOL RESOURCE**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
142,518	144,696	193,564	**7000-05**	**Salaries & Wages - Regular Full Time** Police Officer - 2.00 FTE	204,432	0	0
2,539	3,020	6,500	**7000-20**	**Salaries & Wages - Overtime**	6,489	0	0
8,897	9,056	12,103	**7300-05**	**Fringe Benefits - FICA - Social Security**	12,761	0	0
2,081	2,118	2,901	**7300-06**	**Fringe Benefits - FICA - Medicare**	3,059	0	0
45,246	48,430	66,841	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	73,599	0	0
29,540	28,063	36,688	**7300-20**	**Fringe Benefits - Medical Insurance**	37,104	0	0
600	750	750	**7300-22**	**Fringe Benefits - VEBA Plan**	750	0	0
180	140	132	**7300-25**	**Fringe Benefits - Life Insurance**	132	0	0
681	505	382	**7300-30**	**Fringe Benefits - Long Term Disability**	440	0	0
5,815	5,904	6,482	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	5,905	0	0
32	28	46	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	46	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	746	0	0
238,129	**242,710**	**326,389**		**TOTAL PERSONNEL SERVICES**	**345,463**	**0**	**0**
				MATERIALS AND SERVICES			
1,615	1,274	3,700	**7550**	**Travel & Education**	2,500	0	0
0	13	300	**7660**	**Materials & Supplies**	300	0	0
0	57	0	**7750**	**Professional Services**	0	0	0
0	0	50	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	100	0	0
0	0	0	**7800**	**M & S Equipment**	0	0	0
1,615	**1,344**	**4,050**		**TOTAL MATERIALS AND SERVICES**	**2,900**	**0**	**0**
239,744	**244,053**	**330,439**		***TOTAL REQUIREMENTS***	**348,363**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **575 - UNMANNED AIRCRAFT SYSTEM**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	**7550**	**Travel & Education**	6,000	0	0
			Description	Units / Amt/Unit / Total			
			Law enforcement drone association conference	1 / 4,000 / 4,000			
			Pilot training	1 / 1,200 / 1,200			
			Membership in drone association	1 / 800 / 800			
0	0	0	**7660**	**Materials & Supplies**	0	0	0
0	0	0	**7800**	**M & S Equipment**	8,300	0	0
			Description	Units / Amt/Unit / Total			
			Loud speaker and spot light combination attachment	1 / 2,000 / 2,000			
			Flight management software	1 / 3,500 / 3,500			
			Small drone	1 / 2,800 / 2,800			
0	**0**	**0**		**TOTAL MATERIALS AND SERVICES**	**14,300**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8710**	**Equipment**	16,100	0	0
			Description	Units / Amt/Unit / Total			
			Drone (larger)	1 / 16,100 / 16,100			
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**16,100**	**0**	**0**
0	**0**	**0**		***TOTAL REQUIREMENTS***	**30,400**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
11,500	12,000	12,000	**5380-02**	**Facility Rentals - Training Facility** Revenue received from neighboring agencies for use of the Firearms Facility.	12,000	0	0
11,500	**12,000**	**12,000**		**TOTAL CHARGES FOR SERVICES**	**12,000**	**0**	**0**
11,500	**12,000**	**12,000**		***TOTAL RESOURCES***	**12,000**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
289	750	3,830	**7550-05**	**Travel & Education - Defensive Tactics**	1,500	0	0
			Description	Units / Amt/Unit / Total			
			New instructor training	1 / 1,500 / 1,500			
999	677	1,000	**7550-10**	**Travel & Education - Driving Training**	1,000	0	0
1,618	1,578	4,000	**7550-20**	**Travel & Education - Firearms Training**	3,000	0	0
			Description	Units / Amt/Unit / Total			
			Firearms instructor development (existing instructors)	1 / 2,000 / 2,000			
			Firearms instructor development (new instructors)	1 / 1,000 / 1,000			
14,726	11,317	29,297	**7660**	**Materials & Supplies**	42,300	0	0
			Description	Units / Amt/Unit / Total			
			Firearms ammunition (handgun, rifle, shotgun) duty and training	1 / 28,000 / 28,000			
			Firearms supplies and maintenance	1 / 4,000 / 4,000			
			Confrontation Simulation training equipment	1 / 5,500 / 5,500			
			Tactical first aid training equipment	1 / 2,700 / 2,700			
			Defensive tactics training mats	1 / 1,000 / 1,000			
			Defensive tactics portable shelter	1 / 200 / 200			
			40mm ammunitions (training)	1 / 900 / 900			
3,543	299	2,100	**7720-18**	**Repairs & Maintenance - Training Facility**	4,100	0	0
			Description	Units / Amt/Unit / Total			
			Gravel	1 / 3,000 / 3,000			
			Chem can rental	1 / 500 / 500			
			Range construction	1 / 600 / 600			
5,632	5,632	5,800	**7800**	**M & S Equipment**	20,850	0	0
			Description	Units / Amt/Unit / Total			
			Taser 7 bundle plan	15 / 1,390 / 20,850			
26,807	**20,253**	**46,027**		**TOTAL MATERIALS AND SERVICES**	**72,750**	**0**	**0**
26,807	**20,253**	**46,027**		***TOTAL REQUIREMENTS***	**72,750**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
63,936	65,158	69,015	**7000-05**	**Salaries & Wages - Regular Full Time** Police Evidence & Property Technician - 1.00 FTE	72,136	0	0
11,323	15,201	21,182	**7000-10**	**Salaries & Wages - Regular Part Time** Management Support Specialist - 0.48 FTE	22,459	0	0
2,452	1,385	2,530	**7000-20**	**Salaries & Wages - Overtime**	2,537	0	0
4,760	4,984	5,621	**7300-05**	**Fringe Benefits - FICA - Social Security**	5,879	0	0
1,113	1,166	1,347	**7300-06**	**Fringe Benefits - FICA - Medicare**	1,410	0	0
20,937	23,747	27,123	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	29,417	0	0
17,724	17,724	18,344	**7300-20**	**Fringe Benefits - Medical Insurance**	18,552	0	0
450	450	450	**7300-22**	**Fringe Benefits - VEBA Plan**	450	0	0
108	80	60	**7300-25**	**Fringe Benefits - Life Insurance**	60	0	0
349	241	160	**7300-30**	**Fringe Benefits - Long Term Disability**	168	0	0
61	69	202	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	186	0	0
27	27	34	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	34	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	345	0	0
123,240	**130,232**	**146,068**		**TOTAL PERSONNEL SERVICES**	**153,633**	**0**	**0**
				MATERIALS AND SERVICES			
422	80	900	**7550**	**Travel & Education**	2,000	0	0

Description	Units	Amt/Unit	Total
Trainings for evidence personnel	1	2,000	2,000

302	473	500	**7590**	**Fuel - Vehicle & Equipment**	500	0	0
1,628	679	1,250	**7630-05**	**Uniforms - Employee**	1,000	0	0
7,131	9,660	1,000	**7660**	**Materials & Supplies**	2,500	0	0
0	223	200	**7720-14**	**Repairs & Maintenance - Vehicles**	300	0	0
0	26	6,500	**7750**	**Professional Services** Vehicle tows (evidence, maintenance, RV tows)	8,000	0	0
0	0	0	**7750-01**	**Professional Services - Audit & other city-wide prof svc**	100	0	0
251	251	250	**7790**	**Maintenance & Rental Contracts** Evidence storage building alarm contract	250	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
4,028	0	1,000	**7800**	**M & S Equipment**	1,000	0	0
			Description	Units / Amt/Unit / Total			
			Faraday bag	1 / 1,000 / 1,000			
13,764	**11,393**	**11,600**		**TOTAL MATERIALS AND SERVICES**	**15,650**	**0**	**0**
137,004	**141,625**	**157,668**		***TOTAL REQUIREMENTS***	**169,283**	**0**	**0**

01 - GENERAL FUND

Department : **11 - POLICE**
Section : **046 - INVESTIGATIONS AND SUPPORT**
Program : **586 - PROFESSIONAL STANDARDS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
1,705	0	0	**7550**	**Travel & Education**	0	0	0
49	1,727	2,975	**7660**	**Materials & Supplies**	2,975	0	0
1,754	**1,727**	**2,975**		**TOTAL MATERIALS AND SERVICES**	**2,975**	**0**	**0**
1,754	**1,727**	**2,975**		***TOTAL REQUIREMENTS***	**2,975**	**0**	**0**

MUNICIPAL COURT

Organization Set – Sections	Organization Set #
• Court	01-13-060
• Parking Tickets	01-13-063

Budget Highlights

The operations of the McMinnville Municipal Court support the City's mission to deliver high quality service for a prosperous, safe and livable community. The Municipal Court was able to pivot from remote/virtual hearings due to COVID-19 era restrictions to be able to hold in person hearings during fiscal year 2022-2023 and that will continue in FY 2023-2024. ARPA funded projects have been a highlight of this current fiscal cycle and will continue to play an integral part of the Municipal Court going into FY 2023-2024.

City Hall has reopened to the public and this will continue into the next fiscal cycle. The ability to reopen to the public follows the completion of a remodel of the Municipal Court's offices within City Hall. The remodel was funded with American Rescue Plan Act (ARPA) funding, an investment approved by the City Council earlier in FY2021-22.

The FY2023-24 budget reflects changes in staffing due to another ARPA investment to support the Court's efforts to reduce our operational backlog due to pandemic impacts. One clerk typically scheduled to work 3 days a week will be working a full-time schedule partially in FY2022-23 and the balance in FY2023-24.

One area of concern is that of fines and fees and the growing number of crimes and incidents being committed by the houseless community. The cost to the court for these types of matters is significant. We have partnered with Yamhill County to have behavioral health assessments referred through our court and also have begun referring defendants to work crew to work off fines/fees. These programs will become the cornerstones of a community court model that the Municipal Court will begin utilizing into the next fiscal cycle.

The Court processed remission order signed by Governor Brown that wrote off $122K in fines owed to our court that may also have a revenue impact this fiscal year and moving into FY 2023-24

Judge Arnold Poole was appointed by the City Council during fiscal year 2022-2023 and Judge will continue serving on the bench for fiscal year 2023-2024. Our pro tempore judge Terrance Mahr will be joined by Michael Videtich to round out our judicial bench for the foreseeable future.

Core Services

We strive to embrace the City's values in all that we do as responsible stewards of public assets and resources. We take pride in being compassionate and welcoming to all that interact with the court, as we proactively work to reduce barriers to access and participation in the court's programs and services many of which are compliance based rather than punitive.

Court takes place on Wednesdays, with court staff available at City Hall Monday through Friday.

As noted, the backlog of cases processing that has occurred recently due to covid procedures will be addressed by proposing a 4th clerk be assigned an additional 16 hours weekly to be able to cover clerical duties while Senior/Supervisor staff are able to delve into duties that have been neglected during the pandemic.

Mac-Town 2032 Strategic Plan and the Municipal Court

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

City Government Capacity

During FY2023-24, we will be open at City Hall and give stability to the City by allowing the public to come and speak with us face and being given direction to their inquiries.

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

Community Safety & Resiliency

Sensitive to the some of the issues coming out of the pandemic, the Municipal Court will strive to continue a balance between enforcing judgments out of court and to continue to help defendants through the process.

The Court is working proactively with local agencies to assist some of the community's most vulnerable offenders.

Engagement & Inclusion

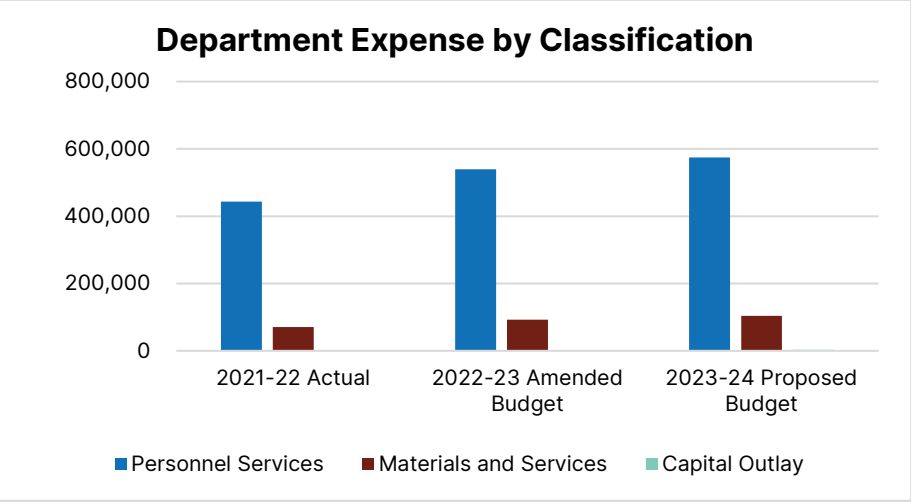
The Municipal Court added bi-lingual staff to its team, an important skill set that greatly improves our ability to serve the almost 25% of the City's residents who identify as Latino or Hispanic according to US Census estimates for 2018.

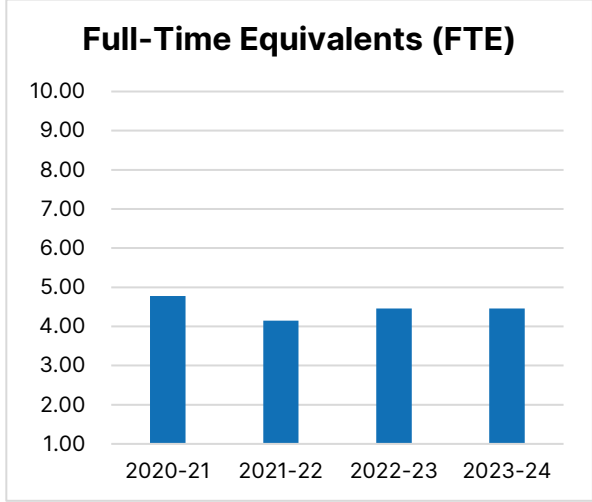
In the FY2023-24 year, the court will utilize its diversity, equity and inclusion plan to keep advancing its commitment to reducing barriers to inclusion and any negative impacts for equity in outcomes for all the people who appear before the municipal court.

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Fines and Forfeitures	333,889	381,600	377,100	(4,500)
Intergovernmental	13,673	48,000	32,920	(15,080)
Miscellaneous	256	300	500	200
Revenue Total	**347,819**	**429,900**	**410,520**	**(19,380)**
Expenses				
Personnel Services	443,243	539,144	574,489	35,345
Materials and Services	70,811	92,921	103,820	10,899
Capital Outlay	1,070	0	3,247	3,247
Expenses Total	**515,124**	**632,065**	**681,556**	**49,491**
Unrestricted Resources Required	167,305	202,165	271,036	68,871

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	4.78	4.15	4.46	4.46





1846 First entry in McMinnville Municipal Court docket—a disorderly conduct charge against Henry Johnson for "assaulting" the neighbors' children by "throwing things at them" --- fine of $9.75.

1846 First drunk and disorderly charge, filed against Bud Turner --- fine of $9.75.

1847 First speeding charge. The defendant, James Badley, was arrested and jailed until sober, at which time he admitted he had been drunk, but pled innocent to the charge of riding faster than the law allowed by his own will. His horse had, indeed, exceeded four miles an hour, Mr. Badley said, but he also successfully argued that he had tried (but failed) to control the beast. He was picked up again within two weeks on charges of drunk and disorderly, but the horse didn't make another appearance.

1848 First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.

1876 Being drunk and disorderly in the street or in any house within the town limits resulted in a fine of not less than $3.00 and not more than $20.00.

1924 Possession of or smoking a cigarette by a minor under 14 was punishable by a fine of $5.00.

1971 First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.

1991 Personal computers first used for Municipal Court docket and citation tracking.

2004 Municipal Court transitions to windows-based Caselle Software.

2006 Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.

2009 Court sessions held in new Civic Hall.

2014 Honorable Cynthia Kaufman Noble appointed as Judge.

2017 Municipal Court Software upgraded.

2020 Municipal Court reorganization, moving from Legal Department to Finance Department and staffing roles re-defined to meet programmatic needs of the court including adding Spanish speaking capacity to the staff.

2020 Established a remote court in May 2020, one of the first municipal courts to re-open during the first months of the Covid-19 pandemic, utilizing technology to conduct all appearances via computers and smart phones.

2022 Judge Poole appointed presiding McMinnville Municipal Court Judge

2022 McMinnville City Hall opens to the public after remodel

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	13,673	48,000	**4546**	**American Rescue Plan**	32,920	0	0
			Description	Units / Amt/Unit / Total			
			ARPA Backlog program	1 / 32,920 / 32,920			
0	**13,673**	**48,000**		**TOTAL INTERGOVERNMENTAL**	**32,920**	**0**	**0**
				FINES AND FORFEITURES			
349,795	330,495	375,000	**6120**	**Fines & Bail Forfeitures**	360,000	0	0
			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.				
200	50	100	**6140**	**Peer Court Assessment**	100	0	0
			Prior to 2012, individuals cited were assessed $10 which was passed through to the Yamhill County Peer Court Program. The Court will continue to collect assessments on citations issued prior to 2012.				
2,070	1,396	2,000	**6150**	**Court Appointed Attorney Fees**	5,000	0	0
			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.				
352,066	**331,941**	**377,100**		**TOTAL FINES AND FORFEITURES**	**365,100**	**0**	**0**
				MISCELLANEOUS			
6,305	256	300	**6600-93**	**Other Income - Municipal Court**	500	0	0
6,305	**256**	**300**		**TOTAL MISCELLANEOUS**	**500**	**0**	**0**
358,371	**345,870**	**425,400**		***TOTAL RESOURCES***	**398,520**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-1,713	590	0	**7000**	**Salaries & Wages**	0	0	0
179,659	208,742	236,087	**7000-05**	**Salaries & Wages - Regular Full Time** Finance Director - 0.05 FTE Court Supervisor - 1.00 FTE Senior Court Clerk - 0.95 FTE Court Clerk I - 1.00 FTE	215,900	0	0
69,244	48,636	92,545	**7000-10**	**Salaries & Wages - Regular Part Time** Judge - 0.25 FTE Court Clerk I - 0.90 FTE - (ARPA: 9 mths full-time; 3 mths part-time 24 hrs/wk) Municipal Court - Interpreter - 0.06 FTE Municipal Court Security Officer - 0.20 FTE	132,398	0	0
22,854	2,189	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
7,919	1	0	**7000-20**	**Salaries & Wages - Overtime**	5,000	0	0
565	224	0	**7300**	**Fringe Benefits**	0	0	0
16,842	15,609	19,883	**7300-05**	**Fringe Benefits - FICA - Social Security**	21,375	0	0
3,939	3,650	4,764	**7300-06**	**Fringe Benefits - FICA - Medicare**	5,122	0	0
83,246	74,844	100,455	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	107,055	0	0
55,208	61,167	69,836	**7300-20**	**Fringe Benefits - Medical Insurance**	69,536	0	0
11,363	9,113	8,925	**7300-22**	**Fringe Benefits - VEBA Plan**	8,888	0	0
331	303	243	**7300-25**	**Fringe Benefits - Life Insurance**	240	0	0
950	746	390	**7300-30**	**Fringe Benefits - Long Term Disability**	616	0	0
372	339	395	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	387	0	0
79	74	104	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	106	0	0
1,209	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1,279	0	0
452,068	**426,227**	**533,627**		**TOTAL PERSONNEL SERVICES**	**567,902**	**0**	**0**
				MATERIALS AND SERVICES			
7,977	3,929	0	**7500**	**Credit Card Fees**	0	0	0
929	2,325	3,000	**7510**	**Service Fees**	0	0	0
0	840	1,000	**7520**	**Public Notices & Printing**	0	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
380	413	500	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	700	0	0
2,816	635	7,000	**7550**	**Travel & Education** 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.	7,000	0	0
3,600	4,473	5,050	**7610-05**	**Insurance - Liability**	5,560	0	0
5,605	5,581	5,500	**7620**	**Telecommunications**	5,700	0	0
0	0	1,000	**7630**	**Uniforms**	1,500	0	0
3,729	2,319	6,000	**7660-05**	**Materials & Supplies - Office Supplies**	16,500	0	0

Description	Units	Amt/Unit	Total
General Municipal Court Supplies	1	6,500	6,500
Community Court Supplies - ARPA funded	1	10,000	10,000

3,373	2,892	4,750	**7660-15**	**Materials & Supplies - Postage**	6,500	0	0
2,885	1,792	1,500	**7750**	**Professional Services**	800	0	0

Description	Units	Amt/Unit	Total
General professional services	1	800	800

0	0	890	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,300	0	0
825	5,025	1,500	**7750-12**	**Professional Services - Contract Judge** Back-up Judge if necessary to cover Judge's absences. FY22 had extraordinary cost during new Judge recruitment process.	1,500	0	0
13,750	16,675	17,500	**7750-15**	**Professional Services - Court Appointed Attorney** 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.	22,000	0	0
0	0	0	**7750-18**	**Professional Services - Contract Prosecutor** Back-up prosecutor if necessary to cover City Prosecuter's absences and legal conflicts.	0	0	0
291	31	100	**7750-21**	**Professional Services - Security** Security contract to provide panic button monitoring.	200	0	0
200	50	100	**7750-22**	**Professional Services - Peer Court Assessment** Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.	100	0	0
822	870	1,750	**7800**	**M & S Equipment**	1,200	0	0
8,572	11,483	11,761	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	12,110	0	0
12,672	11,155	23,400	**7840-25**	**M & S Computer Charges - Municipal Court**	20,450	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			Description / Units / Amt/Unit / Total			
			E-Ticketing Maintenance - 33%, shared with Police Dept — 1 — 5,400 — 5,400			
			Caselle Utils / Integration — 1 — 5,000 — 5,000			
			Caselle Maintenance — 1 — 6,000 — 6,000			
			Notification Software — 1 — 1,500 — 1,500			
			Replacement Monitors (6) — 6 — 250 — 1,500			
			Office 365 Licensing (4) — 1 — 1,050 — 1,050			
409	314	500	**8050 Trial Expense** Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.	500	0	0
68,834	**70,803**	**92,801**	**TOTAL MATERIALS AND SERVICES**	**103,620**	**0**	**0**
			CAPITAL OUTLAY			
0	1,070	0	**8750 Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	3,247	0	0
0	**1,070**	**0**	**TOTAL CAPITAL OUTLAY**	**3,247**	**0**	**0**
520,902	**498,100**	**626,428**	***TOTAL REQUIREMENTS***	**674,769**	**0**	**0**

01 - GENERAL FUND

Department : **13 - MUNICIPAL COURT**
Section : **063 - PARKING TICKETS**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				FINES AND FORFEITURES			
5,625	1,949	4,500	**6130**	**Parking Tickets** Downtown Parking Patrol and Police Officer parking citations revenue.	12,000	0	0
5,625	**1,949**	**4,500**		**TOTAL FINES AND FORFEITURES**	**12,000**	**0**	**0**
5,625	**1,949**	**4,500**		***TOTAL RESOURCES***	**12,000**	**0**	**0**

01 - GENERAL FUND

Department : **13 - MUNICIPAL COURT**
Section : **063 - PARKING TICKETS**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
14,103	9,843	3,115	**7000-05**	**Salaries & Wages - Regular Full Time** Senior Court Clerk - 0.05 FTE	3,336	0	0
0	0	0	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
851	0	0	**7000-20**	**Salaries & Wages - Overtime**	501	0	0
886	578	188	**7300-05**	**Fringe Benefits - FICA - Social Security**	232	0	0
207	135	45	**7300-06**	**Fringe Benefits - FICA - Medicare**	55	0	0
3,870	2,859	905	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	1,162	0	0
5,159	3,527	1,106	**7300-20**	**Fringe Benefits - Medical Insurance**	1,122	0	0
750	0	150	**7300-22**	**Fringe Benefits - VEBA Plan**	150	0	0
27	15	3	**7300-25**	**Fringe Benefits - Life Insurance**	3	0	0
78	42	0	**7300-30**	**Fringe Benefits - Long Term Disability**	8	0	0
20	14	4	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	5	0	0
5	3	1	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	1	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	12	0	0
25,956	**17,015**	**5,517**		**TOTAL PERSONNEL SERVICES**	**6,587**	**0**	**0**
				MATERIALS AND SERVICES			
69	8	100	**7510**	**Service Fees**	100	0	0
0	0	20	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	100	0	0
69	**8**	**120**		**TOTAL MATERIALS AND SERVICES**	**200**	**0**	**0**
26,025	**17,024**	**5,637**		***TOTAL REQUIREMENTS***	**6,787**	**0**	**0**

FIRE DEPARTMENT

This budget assumes May 2023 voter approval of creation for a new fire district.

A new Fire District Transition Fund (99) has been set-up and reflects stand-up support for the new district.

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **070 - FIRE ADMINISTRATION & OPERATIONS**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				LICENSES AND PERMITS			
0	0	0	**4213-15**	**Specialty Business License - Care Homes**	0	0	0
4,628	8,660	7,500	**4490**	**Licenses & Permits - Misc**	0	0	0
4,628	**8,660**	**7,500**		**TOTAL LICENSES AND PERMITS**	**0**	**0**	**0**
				INTERGOVERNMENTAL			
0	0	363,636	**4545**	**Federal FEMA Grant**	0	0	0
34,974	35,424	38,000	**4555**	**Ground Emergency Medical Transport (GEMT) Reimbursement**	0	0	0
0	0	0	**4773-05**	**OR Dept of Public Safety Standards & Training (DPSST) - Wildland Training Grant**	0	0	0
0	0	0	**4774-05**	**OR State Fire Marshall - 2022 Wildfire Season Staff Grant**	0	0	0
56,457	27,072	10,000	**4840-05**	**OR Conflagration Reimbursement - Personnel**	0	0	0
28,957	17,474	5,000	**4840-10**	**OR Conflagration Reimbursement - Equipment**	0	0	0
0	0	0	**5029**	**McMinnville Fire District**	0	0	0
0	0	0	**5030**	**McMinnville Rural Fire District**	0	0	0
398,493	410,447	575,000	**5030-05**	**McMinnville Rural Fire District - Contract Fire Protection**	0	0	0
95,895	64,229	0	**5035-10**	**Amity Fire District - Admin/Training Svcs Contract**	0	0	0
3,822	0	0	**5036**	**City of Dundee**	0	0	0
618,598	**554,646**	**991,636**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				CHARGES FOR SERVICES			
21,357	1,684	12,500	**5340**	**Fire Department Service Fees**	0	0	0
27,953	28,512	28,000	**5400**	**Property Rentals**	0	0	0
49,310	**30,196**	**40,500**		**TOTAL CHARGES FOR SERVICES**	**0**	**0**	**0**
				FINES AND FORFEITURES			
600	0	600	**6115**	**Code Enforcement**	0	0	0
600	**0**	**600**		**TOTAL FINES AND FORFEITURES**	**0**	**0**	**0**
				MISCELLANEOUS			
20,909	24,481	25,000	**6310-07**	**Interest - LOSAP**	0	0	0

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **070 - FIRE ADMINISTRATION & OPERATIONS**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	6,381	1,000	**6410**	**Donations - Fire**	0	0	0
23,116	2,302	10,000	**6600**	**Other Income**	0	0	0
1,860	19,609	0	**6600-05**	**Other Income - Workers' Comp Reimbursement**	0	0	0
24,266	0	24,000	**6600-07**	**Other Income - LOSAP**	0	0	0
0	24,778	26,000	**6600-22**	**Other Income - Airshow**	0	0	0
70,150	**77,551**	**86,000**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
				OTHER FINANCING SOURCE			
0	11,700	0	**6845**	**Proceeds from asset sale**	0	0	0
0	**11,700**	**0**		**TOTAL OTHER FINANCING SOURCE**	**0**	**0**	**0**
743,286	**682,753**	**1,126,236**		***TOTAL RESOURCES***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **070 - FIRE ADMINISTRATION & OPERATIONS**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,521	4,742	0	**7000**	**Salaries & Wages**	0	0	0
1,333,449	1,359,120	1,591,911	**7000-05**	**Salaries & Wages - Regular Full Time**	0	0	0
21,901	13,937	41,948	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
7,256	7,665	18,000	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
24,815	23,630	30,000	**7000-17**	**Salaries & Wages - Volunteer Reimbursement**	0	0	0
179,976	333,972	185,028	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
308	525	900	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
1,566	848	0	**7300**	**Fringe Benefits**	0	0	0
94,779	105,345	112,608	**7300-05**	**Fringe Benefits - FICA - Social Security**	0	0	0
22,166	24,686	27,087	**7300-06**	**Fringe Benefits - FICA - Medicare**	0	0	0
485,942	550,595	599,463	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	0	0	0
255,588	240,694	323,992	**7300-20**	**Fringe Benefits - Medical Insurance**	0	0	0
51,938	46,356	65,500	**7300-22**	**Fringe Benefits - VEBA Plan**	0	0	0
1,733	1,271	1,198	**7300-25**	**Fringe Benefits - Life Insurance**	0	0	0
6,947	4,562	3,296	**7300-30**	**Fringe Benefits - Long Term Disability**	0	0	0
47,068	49,280	66,767	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	0	0	0
455	427	555	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
312	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	0	0	0
1,729	989	240	**7400-05**	**Fringe Benefits - Volunteers - Life Insurance**	0	0	0
11,280	11,296	14,018	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	0	0	0
19,716	25,649	22,000	**7400-15**	**Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current**	0	0	0
0	0	0	**7400-21**	**Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins**	0	0	0
7,347	7,347	7,500	**7400-25**	**Fringe Benefits - Volunteers - Volunteer Accident Insurance**	0	0	0
2,580,790	**2,812,937**	**3,112,011**		**TOTAL PERSONNEL SERVICES**	**0**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7515**	**City Services Charge expense**	0	0	0

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **070 - FIRE ADMINISTRATION & OPERATIONS**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7530**	**Training**	0	0	0
1,451	1,885	4,700	**7540**	**Employee Events**	0	0	0
23,407	24,438	30,500	**7550**	**Travel & Education**	0	0	0
19,113	26,900	30,000	**7590**	**Fuel - Vehicle & Equipment**	0	0	0
15,843	16,509	17,000	**7600**	**Utilities**	0	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
24,300	26,646	30,110	**7610-05**	**Insurance - Liability**	0	0	0
31,300	30,527	34,500	**7610-10**	**Insurance - Property**	0	0	0
23,597	24,438	25,000	**7620**	**Telecommunications**	0	0	0
7,319	15,463	16,000	**7630-05**	**Uniforms - Employee**	0	0	0
52,384	58,049	70,000	**7630-15**	**Uniforms - Protective Clothing**	0	0	0
8,842	11,960	9,000	**7650**	**Janitorial**	0	0	0
26,160	17,341	41,000	**7660**	**Materials & Supplies**	0	0	0
0	6,381	1,000	**7680**	**Materials & Supplies - Donations**	0	0	0
2,391	2,146	3,000	**7700**	**Hazardous Materials**	0	0	0
0	0	0	**7710**	**Materials & Supplies - Grants**	0	0	0
1,340	788	4,000	**7720**	**Repairs & Maintenance**	0	0	0
2,790	2,178	5,000	**7720-06**	**Repairs & Maintenance - Equipment**	0	0	0
72,486	67,615	56,000	**7720-08**	**Repairs & Maintenance - Building Repairs**	0	0	0
99,566	100,160	60,000	**7720-14**	**Repairs & Maintenance - Vehicles**	0	0	0
9,828	2,893	10,000	**7720-16**	**Repairs & Maintenance - Radio & Pagers**	0	0	0
3,163	4,257	6,000	**7720-22**	**Repairs & Maintenance - Breathing Apparatus**	0	0	0
74,404	137,844	123,100	**7750**	**Professional Services**	0	0	0
0	0	7,140	**7750-01**	**Professional Services - Audit & other city-wide prof svc**	0	0	0
16,180	18,016	41,539	**7790**	**Maintenance & Rental Contracts**	0	0	0
36,203	2,146	6,000	**7800**	**M & S Equipment**	0	0	0
5,261	2,947	5,000	**7800-09**	**M & S Equipment - Radios**	0	0	0
496	12,500	5,000	**7800-30**	**M & S Equipment - Breathing Apparatus**	0	0	0
0	0	0	**7820**	**M & S Equipment - Grants**	0	0	0
24,643	35,726	48,516	**7840**	**M & S Computer Charges**	0	0	0

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **070 - FIRE ADMINISTRATION & OPERATIONS**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
41,427	45,134	40,940	**7840-30**	**M & S Computer Charges - Fire**	0	0	0
68,636	72,060	70,000	**8090**	**Hydrant Rental & Maintenance**	0	0	0
3,786	3,846	18,000	**8110**	**Hoses, Nozzles, & Adapters**	0	0	0
5,185	5,321	5,500	**8120**	**Hose & Ladder Testing**	0	0	0
701,500	**776,114**	**823,545**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
				CAPITAL OUTLAY			
67,153	0	0	**8710**	**Equipment**	0	0	0
0	0	400,000	**8720**	**Equipment - Grants**	0	0	0
0	3,330	0	**8750**	**Capital Outlay Computer Charges**	0	0	0
16,755	0	0	**8750-30**	**Capital Outlay Computer Charges - Fire**	0	0	0
68,679	16,128	0	**8800**	**Building Improvements**	0	0	0
44,993	0	0	**8850**	**Vehicles**	0	0	0
197,580	**19,459**	**400,000**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
				DEBT SERVICE			
88,087	90,839	93,677	**9442-05**	**2014 Fire Vehicle Financing - Principal**	0	0	0
27,205	24,453	21,615	**9442-10**	**2014 Fire Vehicle Financing - Interest**	0	0	0
115,291	**115,291**	**115,292**		**TOTAL DEBT SERVICE**	**0**	**0**	**0**
3,595,162	**3,723,801**	**4,450,848**		***TOTAL REQUIREMENTS***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **073 - FIRE PREVENTION & LIFE SAFETY**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**4774-06**	**OR State Fire Marshall - 2023 Wildland/Urban Interface**	0	0	0
0	0	0	**5029**	**McMinnville Fire District**	0	0	0
0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
0	**0**	**0**		***TOTAL RESOURCES***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **073 - FIRE PREVENTION & LIFE SAFETY**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
222,598	210,517	227,849	**7000-05**	**Salaries & Wages - Regular Full Time**	0	0	0
0	0	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
285	185	0	**7000-17**	**Salaries & Wages - Volunteer Reimbursement**	0	0	0
6,892	8,267	9,996	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
13,909	13,254	14,390	**7300-05**	**Fringe Benefits - FICA - Social Security**	0	0	0
3,253	3,100	3,448	**7300-06**	**Fringe Benefits - FICA - Medicare**	0	0	0
77,795	69,142	74,649	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	0	0	0
38,113	36,026	37,291	**7300-20**	**Fringe Benefits - Medical Insurance**	0	0	0
7,500	6,500	6,500	**7300-22**	**Fringe Benefits - VEBA Plan**	0	0	0
216	168	132	**7300-25**	**Fringe Benefits - Life Insurance**	0	0	0
1,136	771	510	**7300-30**	**Fringe Benefits - Long Term Disability**	0	0	0
7,795	8,004	9,300	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	0	0	0
40	40	46	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
14	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	0	0	0
19	97	200	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	0	0	0
379,565	**356,071**	**384,311**		**TOTAL PERSONNEL SERVICES**	**0**	**0**	**0**
				MATERIALS AND SERVICES			
174	101	300	**7540**	**Employee Events**	0	0	0
2,908	5,024	5,000	**7550**	**Travel & Education**	0	0	0
0	0	0	**7680**	**Materials & Supplies - Donations**	0	0	0
0	0	0	**7710**	**Materials & Supplies - Grants**	0	0	0
1,540	1,540	1,540	**7750**	**Professional Services**	0	0	0
0	0	50	**7750-01**	**Professional Services - Audit & other city-wide prof svc**	0	0	0
3,652	4,136	5,000	**8080**	**Fire Prevention Education**	0	0	0
8,274	**10,801**	**11,890**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
387,839	**366,871**	**396,201**		***TOTAL REQUIREMENTS***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **079 - AMBULANCE**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**4545**	**Federal FEMA Grant**	0	0	0
0	0	250,000	**4546**	**American Rescue Plan**	0	0	0
0	0	0	**4549-05**	**US Dept of Health & Human Services - CARES Act Provider Relief Fund**	0	0	0
112,087	80,052	119,000	**4555**	**Ground Emergency Medical Transport (GEMT) Reimbursement**	0	0	0
0	679,197	1,000,000	**4555-05**	**Ground Emergency Medical Transport (GEMT) Reimbursement - Coordinated Care Org (CCO)**	0	0	0
42,815	5,805	10,000	**4840-05**	**OR Conflagration Reimbursement - Personnel**	0	0	0
10,958	0	0	**4840-10**	**OR Conflagration Reimbursement - Equipment**	0	0	0
0	0	0	**5029**	**McMinnville Fire District**	0	0	0
95,895	57,340	0	**5035-10**	**Amity Fire District - Admin/Training Svcs Contract**	0	0	0
3,822	0	0	**5036**	**City of Dundee**	0	0	0
265,577	**822,393**	**1,379,000**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				CHARGES FOR SERVICES			
2,987,019	3,115,521	3,536,000	**5700**	**Transport Fees**	0	0	0
136,092	147,475	136,000	**5710**	**FireMed Fees**	0	0	0
3,123,111	**3,262,996**	**3,672,000**		**TOTAL CHARGES FOR SERVICES**	**0**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6460**	**Donations - Ambulance**	0	0	0
10,778	1,106	0	**6600**	**Other Income**	0	0	0
3,455	36,417	0	**6600-05**	**Other Income - Workers' Comp Reimbursement**	0	0	0
0	13,342	15,000	**6600-22**	**Other Income - Airshow**	0	0	0
22,280	20,371	10,000	**6610**	**Collections - EMS**	0	0	0
36,513	**71,237**	**25,000**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
				OTHER FINANCING SOURCE			
29,447	7,100	0	**6845**	**Proceeds from asset sale**	0	0	0

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **079 - AMBULANCE**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
29,447	7,100	0	TOTAL OTHER FINANCING SOURCE	0	0	0
3,454,649	4,163,727	5,076,000	*TOTAL RESOURCES*	0	0	0

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **079 - AMBULANCE**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
6,822	4,190	0	**7000**	**Salaries & Wages**	0	0	0
2,072,507	2,008,601	2,422,150	**7000-05**	**Salaries & Wages - Regular Full Time**	0	0	0
40,673	25,883	77,904	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
277,317	584,845	314,976	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
572	175	300	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
2,609	-797	0	**7300**	**Fringe Benefits**	0	0	0
144,857	159,335	170,197	**7300-05**	**Fringe Benefits - FICA - Social Security**	0	0	0
33,878	37,280	40,819	**7300-06**	**Fringe Benefits - FICA - Medicare**	0	0	0
768,075	850,365	931,068	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	0	0	0
379,519	352,100	515,132	**7300-20**	**Fringe Benefits - Medical Insurance**	0	0	0
81,312	73,644	106,000	**7300-22**	**Fringe Benefits - VEBA Plan**	0	0	0
2,677	1,899	1,891	**7300-25**	**Fringe Benefits - Life Insurance**	0	0	0
10,599	6,672	4,948	**7300-30**	**Fringe Benefits - Long Term Disability**	0	0	0
77,399	77,741	107,514	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	0	0	0
715	665	900	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
173	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	0	0	0
3,899,705	**4,182,598**	**4,693,799**		**TOTAL PERSONNEL SERVICES**	**0**	**0**	**0**
				MATERIALS AND SERVICES			
1,978	1,951	1,600	**7500**	**Credit Card Fees**	0	0	0
0	0	0	**7515**	**City Services Charge expense**	0	0	0
2,261	1,340	3,300	**7540**	**Employee Events**	0	0	0
18,203	17,044	32,000	**7550**	**Travel & Education**	0	0	0
35,469	57,085	75,000	**7590**	**Fuel - Vehicle & Equipment**	0	0	0
5,099	5,320	5,500	**7600**	**Utilities**	0	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
27,800	31,222	35,280	**7610-05**	**Insurance - Liability**	0	0	0

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **079 - AMBULANCE**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
17,000	16,873	19,070	**7610-10**	**Insurance - Property**	0	0	0
26,577	27,817	27,000	**7620**	**Telecommunications**	0	0	0
9,936	18,208	29,932	**7630-05**	**Uniforms - Employee**	0	0	0
63	88	1,000	**7640**	**Laundry**	0	0	0
2,931	249	4,000	**7650**	**Janitorial**	0	0	0
23,250	21,138	36,125	**7660**	**Materials & Supplies**	0	0	0
21	0	0	**7660-15**	**Materials & Supplies - Postage**	0	0	0
126,528	120,964	125,000	**7660-45**	**Materials & Supplies - Medical Equipment & Supplies**	0	0	0
1,425	1,600	1,500	**7660-55**	**Materials & Supplies - Oxygen**	0	0	0
0	0	0	**7680**	**Materials & Supplies - Donations**	0	0	0
2,565	6,797	6,000	**7720-06**	**Repairs & Maintenance - Equipment**	0	0	0
23,674	18,397	20,000	**7720-08**	**Repairs & Maintenance - Building Repairs**	0	0	0
73,182	72,040	60,000	**7720-14**	**Repairs & Maintenance - Vehicles**	0	0	0
12,734	2,493	10,000	**7720-16**	**Repairs & Maintenance - Radio & Pagers**	0	0	0
19,794	19,624	26,000	**7735**	**Rental Property**	0	0	0
217,232	264,640	207,150	**7750**	**Professional Services**	0	0	0
0	0	6,370	**7750-01**	**Professional Services - Audit & other city-wide prof svc**	0	0	0
14,102	13,407	10,731	**7790**	**Maintenance & Rental Contracts**	0	0	0
26,462	2,146	15,000	**7800**	**M & S Equipment**	0	0	0
2,634	1,034	5,000	**7800-09**	**M & S Equipment - Radios**	0	0	0
28,929	29,346	32,344	**7840**	**M & S Computer Charges**	0	0	0
13,942	32,984	44,420	**7840-95**	**M & S Computer Charges - Ambulance**	0	0	0
0	0	0	**8070**	**FireMed Promotion**	0	0	0
733,790	**783,808**	**839,322**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8710**	**Equipment**	0	0	0
281,887	0	0	**8710-22**	**Equipment - EMS Defibrillators**	0	0	0
0	2,736	0	**8750**	**Capital Outlay Computer Charges**	0	0	0
10,085	0	0	**8750-95**	**Capital Outlay Computer Charges - Ambulance**	0	0	0

01 - GENERAL FUND

Department : **15 - FIRE**
Section : **079 - AMBULANCE**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
22,362	5,376	0	**8800**	**Building Improvements**	0	0	0
0	0	450,000	**8850**	**Vehicles**	0	0	0
0	0	0	**8850-15**	**Vehicles - Grants**	0	0	0
314,334	**8,112**	**450,000**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
4,947,828	**4,974,517**	**5,983,121**		***TOTAL REQUIREMENTS***	**0**	**0**	**0**

PARKS & RECREATION

Organization Set – Sections	Organization Set #
• 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

Budget Highlights

Play | Explore | Grow | Connect

Parks and Recreation provides diverse opportunities to discover, create, and encourage personal and community growth at indoor and outdoor facilities across the city. We offer services and programs to keep our bodies and minds healthy including youth programming, adult and youth team sports, senior programming, after school programs, art programs, swim programs, health and wellness services in addition to Park Development (fund 50). Parks and Recreation programs are fee supported and we are starting to see programs return to pre-pandemic participation rates.

The budget assumptions for Parks and Rec were put together in February/March 2023. The revenue assumptions are still adjusted for Covid recovery as people get more and more comfortable returning to programs and facilities. Participation numbers for recreation sports, both youth and adult, are trending up and in some cases are the highest numbers we have seen over the last 2 decades. Not every program has recovered as quickly, and some have not returned at all (Wortman Café) due to challenges with Covid and inflation.

The Parks and Recreation Department has learned a lot from our community through the pandemic and the subsequent recovery efforts. Part of that is due to an improved ability to engage our community and understand what's important to them, what we do well, and what we need to do more of. The recreation facility planning project (MacPAC) let us know the community wants the city to expand programs at the pool, increase access to fitness opportunities including gym sports and work towards more inter-generational activities. Through the Parks, Recreation and Open Space Master Planning work we have a renewed understanding of how important safety in our parks is to our community, and we're working to improve that through design, programming and maintenance.

Challenges and Opportunities

Challenges:

- Deteriorating, aging facilities continue to be one of the largest challenges. Because of the movement towards replacing the Aquatic Center and Community Center and not investing in the existing buildings, the staff continues to keep the spaces up and functioning. While this approach makes sense, each year this will continue to be more challenging. Doing nothing is not an option.
- Staffing shortages continue to complicate some programs and could result in curtailed service levels.
- While the conceptual planning phase for a new rec center is complete, significant challenges still exist including finding a site for the new facility.
- Real and perceived safety concerns exist for our community in our buildings and parks and is a challenge almost anywhere in our community.
- The momentum built through the facility planning work will start to fade over time if there is a lack of progress.
- We continue to break down barriers to participation. There are many areas where this exists including financial, physical, and emotional.

Opportunities:

- P&R continues to strengthen and build partnerships across the spectrum. Strong partnerships exist between the McMinnville School District, Friends of the Senior Center, Willamette Valley Medical Center, club sports, MV Advancements, and others allow us to broaden our reach and collaborate to serve our community.
- Updating the 1999 Parks, Recreation and Open Space Plan (see fund 50) is an exciting opportunity to grow our outdoor spaces and programs.
- The Parks and Recreation staff continue to grow and develop as a high performing team to achieve our common goals. From lifeguards to referees, front desk staff to instructors, volunteers to managers, we are a nimble, creative, innovative team that constantly challenges ourselves to serve our community (which makes Parks and Recreation a great place to work).
- The community recognizes and values our services that enhance the quality of life in McMinnville.
- Staff development has added horsepower to the team for grant writing, teaching new classes, and increase marketing opportunities.
- Significant work has been done to add structure to the P&R sponsorship program and financial assistance program to connect resources with those truly in need for financial assistance to participate in our programs.
- Partnerships with senior healthcare programs (Renew Active, Silver & Fit, Silver Sneakers) have increased participation in many of our fitness classes and contribute overall to community well-being.
- In our continued efforts to include kids and families with physical or emotional barriers to participation in traditional programs, we have piloted adaptive programs such as soccer, sensory swim, basketball, baseball/softball and family support social events. The response has been with families asking for more programs and opportunities. P&R has submitted an add package for the second year for an adaptive recreation specialist that would bring expertise and resources not currently available to us. We have a lot more work to do to serve this community.

Mac-Town 2032 Strategic Plan Parks and Recreation Focus

City Government Capacity

- P&R operates in a very lean way due to the cost recovery system that has been in place for many years, if not decades.
- Continue, strengthen, and formalize current partnerships to assist in delivering activities and events; seek new partnerships to develop innovative programs and revenue opportunities within the partnership guidelines in the phase I facility report.

Invest in the City's Workforce

- P&R is proud to be one of our community's bigger employers of youth, particularly in the summer. Additional support and resources for the city's Human Resources program would help P&R staff focus on programs and services.

Civic Leadership
Attract and develop future leaders

- Providing opportunities for current staff and volunteers to cross-train, find higher level staff and board opportunities across all departments

Community Safety & Resiliency
Build a community culture of safety

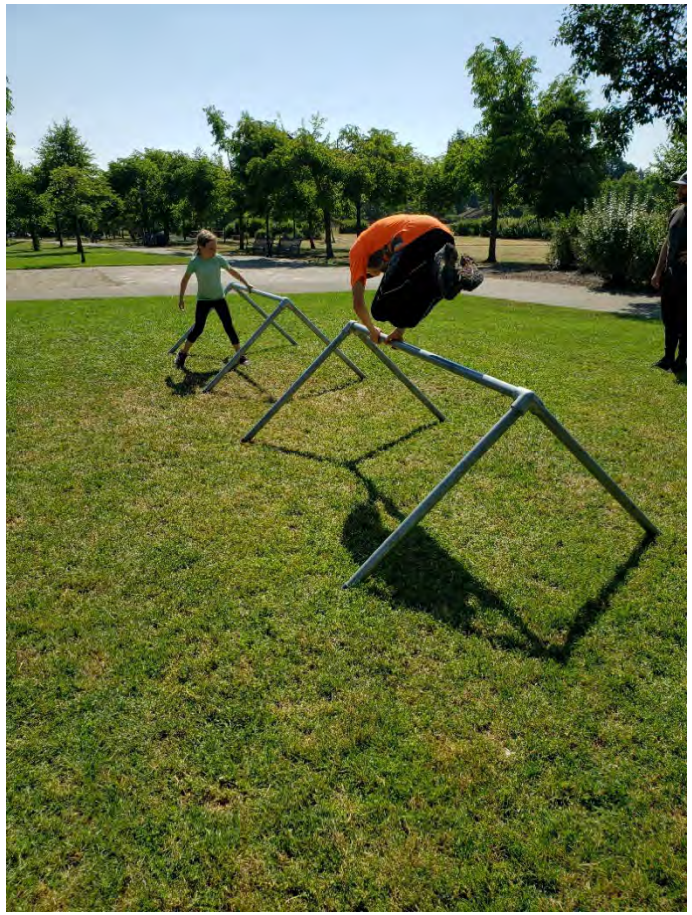
- Learn to Swim and Survival Swim Program – Accidental drowning is a leading cause of death for children of any age and therefore an important community safety issue.

Economic Prosperity
Improve systems for economic mobility and inclusion

- Developing updated fee and scholarship program

Be a leader in hospitality and place-based tourism

- Offer community events throughout the year
- Parks and Recreation programs, particularly Summer Fun and large community events, can enhance local tourism
- Partner with Visit McMinnville on projects that not only serve current community members but potential visitors as well.



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

- As part of the parks master planning work, community gardens and planting beds are a common need heard through community engagement.

Engagement & Inclusion
Celebrate diversity of McMinnville

- Parks and Recreation hope to reflect cultural diversity and education through programming and educational opportunities.
- Focus on diverse programming and reaching those who are furthest from opportunity.
- Engage with Hispanic/Latinx community through department Open House, special events, and activities.

Improve access by identifying and removing barriers to participation.

- Increase Inclusion training for all Parks and Recreation staff, identify and remove physical and programmatic barriers. Expand and promote the Accommodations Request process to better welcome and assist people with disabilities.
- Internal programming teams apply a Diversity, Equity, and Inclusion lens to our program offerings to improve access and engagement with historically excluded groups/communities.
- Continue with improvements to our written materials, such as the Recreation Activity Guide update that published in dual languages and taking advantage of the City's new translation services.

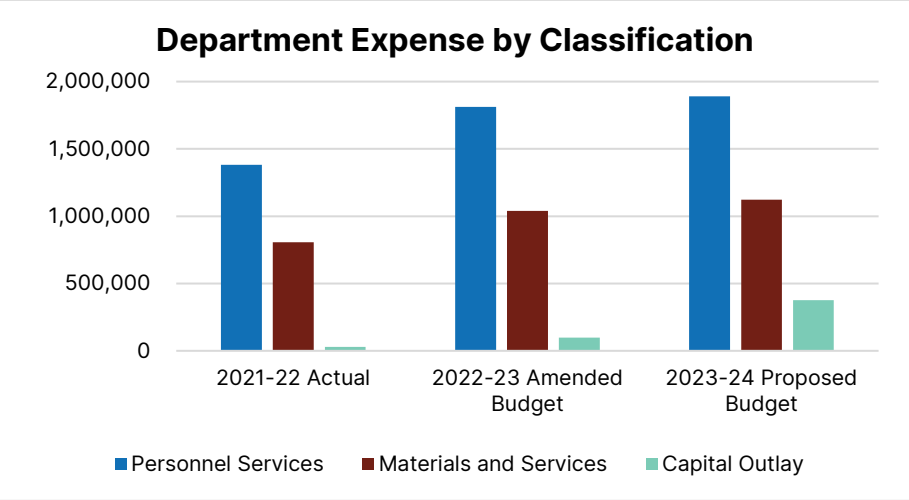
Core Services

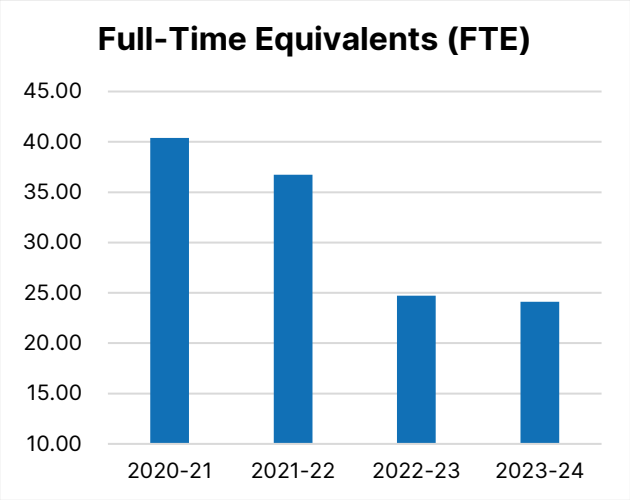
- Staff created an inventory of 35 general programs/services offered by the Parks and Recreation Department and utilized the Core Services calculator to determine the ranking for each program/service.
- The top two Core Services were Park Development and Volunteer Opportunities.
- The lowest two Core Services were short-term and long-term facility rentals. In the new building community meeting spaces will be more manageable and we'll have a greater opportunity to generate revenue with newer, modern spaces. Through the pandemic, we have chosen to prioritize P&R program use of spaces over rentals due to the core services exercise.

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Charges for Services	561,805	737,725	803,850	66,125
Intergovernmental	0	182,000	100,000	(82,000)
Miscellaneous	16,473	31,050	67,765	36,715
Revenue Total	**578,278**	**950,775**	**971,615**	**20,840**
Expenses				
Personnel Services	1,381,824	1,812,795	1,891,209	78,414
Materials and Services	806,716	1,039,373	1,121,556	82,183
Capital Outlay	28,722	97,000	375,127	278,127
Expenses Total	**2,217,261**	**2,949,168**	**3,387,892**	**438,724**
Unrestricted Resources Required	1,638,984	1,998,393	2,416,277	417,884

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	40.38	36.72	24.71	24.11





1906 Funds are raised to purchase City Park.

1908 McMinnville's first community Pavilion was constructed on the site of the current Aquatic Center – it was demolished in 1922.

1908 to 1922

1910 A swimming pond and small zoo are added to upper City Park. The zoo included a bear, deer, and other animals.

1927 Soper Fountain is constructed at Upper City Park and a new pool is constructed near West 2nd Street and Star Mill Road. The city donated the old pool to the Garden Club for a sunken garden.

Outdoor Pool by Star Mill

1948 McMinnville voters pass first park levy to support parks and recreation services and parks maintenance operations.

1956 The City built a 30 yard outdoor pool and 20 yard enclosed recreational pool. Children can swim for 15 cents and adults for 25 cents.

1st Indoor Aquatic Center 1956 to 1985

1965 McMinnville senior residents 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.

1977 Programs begin to expand beyond recreational sports to include special interest classes, summer concerts, etc. Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails.

1978 Voters pass 5-year bond levy for City to purchase the old National Guard Armory at 6th and Evans for $190,000 along with a $2.6 million 20-year bond levy to remodel it into the McMinnville Community Center.

1981 New McMinnville Community Center opens. Senior Citizen's Inc. moves into the facility as well.

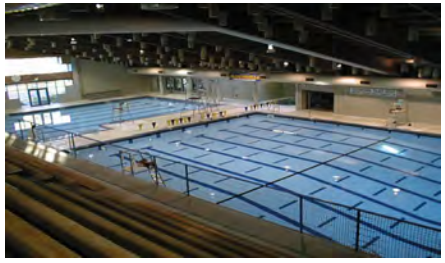
1982 Parks and Recreation creates Youth Soccer Program.

1983 McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres.

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

1985 Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, and 4 soccer fields.

1986 The current Aquatic Center is opened, the new facility includes a renovated 20 yard recreational pool and new 25 yard lap pool.



1990 Dancer Park Phase II expands irrigation systems and completes new soccer field areas. Parks and Recreation Department develops a Youth Baseball/Softball program.

1993 In partnership, the City and Senior Citizen's Inc. combine funds to build the Senior Center at Wortman Park. Additional funding is provided through a Community Development Block Grant.

1994 Major seismic retrofit at the Community Center and renovation is completed after 1993 Spring Break Quake, funded from the Insurance Reserve Fund.

1995 McMinnville Senior Center opens.

2000 Voters pass 20-year park improvements bond - $9,500,000 after the 1999 Parks Master Plan is completed.

2002 Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball/softball fields.

2009 Dancer Park parking expanded due to growth in soccer.

2016 The Wortman Park Café began operating a Tuesday and Thursday lunch program at the Senior Center.

2019 Jay Pearson Neighborhood Park opens as McMinnville's first barrier-free, inclusive park.

Facilities and Recreation Master plan project begins.

2020 MacPAC, a citizens advisory committee, is formed to provide recommendations for the facilities and recreation opportunities of McMinnville

2021 MacPAC delivers a final recommendation to City Council for new and updated facilities.

PARKS & RECREATION
Administration

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **001 - ADMINISTRATION**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	182,000	**4546**	**American Rescue Plan** This funding will be used for the continued work on indoor and outdoor recreation facility master planning. Description / Units / Amt/Unit / Total Recreation facilities master planning and open space master plan / 1 / 100,000 / 100,000	100,000	0	0
0	**0**	**182,000**		**TOTAL INTERGOVERNMENTAL**	**100,000**	**0**	**0**
				MISCELLANEOUS			
98	0	2,000	**6420**	**Donations - Parks & Recreation**	0	0	0
1,000	820	5,000	**6420-02**	**Donations - Parks & Recreation - Community Events**	5,000	0	0
0	0	1,000	**6420-05**	**Donations - Parks & Recreation - Scholarships** Scholarship revenue that is disbursed to Parks & Recreation departments.	10,000	0	0
0	0	0	**6420-06**	**Donations - Parks & Recreation - Sponsorships** Sponsorships to support Parks & Recreation programs.	23,315	0	0
0	2,260	3,000	**6600**	**Other Income** Miscellaneous Income including large event permits.	3,000	0	0
1,098	**3,080**	**11,000**		**TOTAL MISCELLANEOUS**	**41,315**	**0**	**0**
1,098	**3,080**	**193,000**		***TOTAL RESOURCES***	**141,315**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **001 - ADMINISTRATION**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-651	792	0	**7000**	**Salaries & Wages**	0	0	0
112,043	114,972	129,563	**7000-05**	**Salaries & Wages - Regular Full Time** Parks & Recreation Director - 1.00 FTE	138,836	0	0
1,200	500	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
-312	679	0	**7300**	**Fringe Benefits**	0	0	0
7,021	7,081	7,839	**7300-05**	**Fringe Benefits - FICA - Social Security**	8,400	0	0
1,642	1,656	1,879	**7300-06**	**Fringe Benefits - FICA - Medicare**	2,013	0	0
41,724	41,697	46,785	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	51,174	0	0
0	9,211	16,080	**7300-20**	**Fringe Benefits - Medical Insurance**	16,320	0	0
0	2,000	2,000	**7300-22**	**Fringe Benefits - VEBA Plan**	2,000	0	0
108	80	60	**7300-25**	**Fringe Benefits - Life Insurance**	60	0	0
642	434	287	**7300-30**	**Fringe Benefits - Long Term Disability**	318	0	0
2,017	2,030	1,762	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	1,763	0	0
19	18	23	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	23	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	510	0	0
489	506	698	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	698	0	0
165,942	**181,658**	**206,976**		**TOTAL PERSONNEL SERVICES**	**222,115**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7500**	**Credit Card Fees**	0	0	0
0	0	0	**7520**	**Public Notices & Printing** Moved to 7520-15, Public Notice & Printing - Brochure	0	0	0
24,129	49,811	47,000	**7520-15**	**Public Notices & Printing - Brochure** Outreach and inclusion efforts to reach the full community in different ways (example: radio, social media bumps, specialized mailers, rec guide, banners,) as well as translation costs.	55,000	0	0
88	73	200	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	200	0	0
2,927	2,884	10,000	**7550**	**Travel & Education** Professional development conferences and workshop fees including membership fees for State and National Park and Recreation Association.	10,000	0	0
800	936	1,060	**7610-05**	**Insurance - Liability**	1,250	0	0
0	0	0	**7610-10**	**Insurance - Property**	0	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **001 - ADMINISTRATION**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
499	472	700	**7620**	**Telecommunications**	700	0	0
1,121	467	1,000	**7660**	**Materials & Supplies**	1,000	0	0
98	0	2,000	**7680**	**Materials & Supplies - Donations** Matching line for admin donations - 6420	0	0	0
173,462	3,310	25,000	**7750**	**Professional Services** Minor consulting projects geared towards supporting department initiatives.	32,000	0	0

Description	Units	Amt/Unit	Total
Minor consulting projects	1	15,000	15,000
Structural review roof aquatic and community centers	1	17,000	17,000

0	0	600	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	3,300	0	0
0	0	100,000	**7750-04**	**Professional Services - Grants** ARPA dollars projected to be used on outreach, communication, strategy and implementation on recreation facilities master planning and open space master planning.	100,000	0	0

Description	Units	Amt/Unit	Total
recreation facilities master planning and open space master plan	1	100,000	100,000

1,071	1,283	1,470	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	1,514	0	0
1,231	1,735	16,280	**7840-35**	**M & S Computer Charges - Parks & Rec Administration**	2,300	0	0

Description	Units	Amt/Unit	Total
WhenToWork Software	1	600	600
Activenet Maintenance	1	1,440	1,440
Office 365 Licensing (1)	1	260	260

0	0	0	**8137**	**Scholarships Utilized** Parks & Recreation Scholarships matched with revenue account #6420-05 Donations - Parks & Recreation Scholarships	10,000	0	0
0	0	0	**8138**	**Sponsorships Utilized** Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships	23,315	0	0
19,836	21,282	25,000	**8140**	**Community Events** Core Services: Removing barriers to participation. This is for special, free, community wide events, Parks and Rec month, concerts, movies (Summer Fun, etc.). Admin donation line item 6420-02.	27,000	0	0
225,263	**82,253**	**230,310**		**TOTAL MATERIALS AND SERVICES**	**267,579**	**0**	**0**
				CAPITAL OUTLAY			
0	119	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	406	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **001 - ADMINISTRATION**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**8750-35**	**Capital Outlay Computer Charges - Parks & Rec Administration**	14,000	0	0
			Description	Units / Amt/Unit / Total			
			Activenet Mobile Software	1 / 14,000 / 14,000			
0	0	82,000	**8850-15**	**Vehicles - Grants**	0	0	0
0	**119**	**82,000**		**TOTAL CAPITAL OUTLAY**	**14,406**	**0**	**0**
391,205	**264,030**	**519,286**		***TOTAL REQUIREMENTS***	**504,100**	**0**	**0**

PARKS & RECREATION
Aquatic Center

Organization Set – Programs	Organization Set #
• Administration	01-17-087-501
• Swim Lessons	01-17-087-621
• Fitness Programs	01-17-087-626
• Pro Shop	01-17-087-632
• Classes & Programs	01-17-087-635

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
4,722	17,389	30,000	**5360-05**	**Admissions - Child/Student** Aquatic Center daily child/student admission fees. FY24 Revenue Proposals are estimated 80% of normal revenue pre-covid.	36,000	0	0
16,725	31,882	45,000	**5360-10**	**Admissions - Adult/Seniors** Aquatic Center daily adult/senior admission fees. FY24 Revenue Proposals are estimated 80% of normal revenue pre-covid.	51,000	0	0
11,218	39,152	52,500	**5370-05**	**Memberships - Family** Aquatic Center family memberships. FY24 Revenue Proposals are estimated 80% of normal revenue pre-covid.	61,000	0	0
30,575	66,475	85,000	**5370-10**	**Memberships - Individual** Aquatic Center individual memberships. FY24 Revenue Proposals are estimated 80% of normal revenue pre-covid.	96,000	0	0
0	255	12,000	**5380-05**	**Facility Rentals - Pool & Facility** Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, and other organizations. FY24: reasonable estimate	11,000	0	0
11,654	12,012	15,000	**5380-10**	**Facility Rentals - McM Swim Club & McM High School** Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices. Budget Note: In addition, the MSC families purchase approximately $25,000 in family and single memberships. FY24: reasonable estimate based on annual contract with the MSC.	16,500	0	0
0	1,820	3,500	**5380-15**	**Facility Rentals - Lockers & Equipment** FY24: reasonable estimate	3,500	0	0
74,894	**168,984**	**243,000**		**TOTAL CHARGES FOR SERVICES**	**275,000**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6420**	**Donations - Parks & Recreation**	0	0	0
0	308	0	**6420-05**	**Donations - Parks & Recreation - Scholarships**	0	0	0
0	0	0	**6420-06**	**Donations - Parks & Recreation - Sponsorships** Parks & Recreation Sponsorships for Aquatic Center programs.	4,500	0	0
0	0	0	**6420-10**	**Donations - Parks & Recreation - Equipment** Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. Donations used to purchase Aquatic Center equipment.	0	0	0
0	129	100	**6600**	**Other Income**	0	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	437	100	**TOTAL MISCELLANEOUS**	4,500	0	0
74,894	169,421	243,100	***TOTAL RESOURCES***	279,500	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,519	2,731	0	**7000**	**Salaries & Wages**	0	0	0
198,185	199,713	224,123	**7000-05**	**Salaries & Wages - Regular Full Time** Recreation Manager - 1.00 FTE Recreation Supervisor - 1.00 FTE Management Support Specialist - 1.00 FTE	239,090	0	0
28,431	32,552	33,720	**7000-10**	**Salaries & Wages - Regular Part Time** Recreation Program Coordinator - 0.60 FTE	38,110	0	0
70,032	112,974	167,253	**7000-15**	**Salaries & Wages - Temporary** Head Guard / Lifeguard - 4.77 FTE Customer Service Assistant - 0.78 FTE	174,007	0	0
105	94	290	**7000-20**	**Salaries & Wages - Overtime**	525	0	0
-161	946	0	**7300**	**Fringe Benefits**	0	0	0
17,993	21,008	25,736	**7300-05**	**Fringe Benefits - FICA - Social Security**	27,330	0	0
4,208	4,913	6,168	**7300-06**	**Fringe Benefits - FICA - Medicare**	6,551	0	0
87,888	93,995	107,796	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	117,077	0	0
49,942	51,705	53,580	**7300-20**	**Fringe Benefits - Medical Insurance**	54,370	0	0
7,000	7,000	7,000	**7300-22**	**Fringe Benefits - VEBA Plan**	7,000	0	0
432	320	240	**7300-25**	**Fringe Benefits - Life Insurance**	240	0	0
1,197	830	558	**7300-30**	**Fringe Benefits - Long Term Disability**	636	0	0
10,115	12,858	12,337	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	13,507	0	0
133	163	208	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	210	0	0
4,640	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1,657	0	0
0	6	50	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	50	0	0
481,658	**541,808**	**639,059**		**TOTAL PERSONNEL SERVICES**	**680,360**	**0**	**0**
				MATERIALS AND SERVICES			
2,078	5,119	7,000	**7500**	**Credit Card Fees**	7,500	0	0
0	0	0	**7515**	**City Services Charge expense**	1,700	0	0

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
82	51	100	**7530**	**Training** 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	0	0
316	261	400	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	600	0	0
407	1,170	1,000	**7550**	**Travel & Education** Primarily re-certification training for Aquatic Center lifeguards. May also include limited registration fees and other expenses associated with professional development workshops. FY24 includes ~$600 for one staff member to become certified in adaptive swimming lessons.	2,000	0	0
73,049	87,083	85,000	**7600**	**Utilities**	90,000	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
4,400	6,023	6,810	**7610-05**	**Insurance - Liability**	6,480	0	0
8,600	9,180	10,370	**7610-10**	**Insurance - Property**	13,190	0	0
4,503	3,723	4,000	**7620**	**Telecommunications** FY24 additional cell phones for manager and supervisor in order to eliminate personal cell phone use for work purposes.	5,250	0	0
2,601	27,617	36,000	**7650-10**	**Janitorial - Services**	50,250	0	0
1,864	1,476	4,500	**7650-15**	**Janitorial - Supplies**	5,000	0	0
744	832	1,500	**7660-05**	**Materials & Supplies - Office Supplies**	1,500	0	0
0	0	0	**7680**	**Materials & Supplies - Donations** Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).	0	0	0
4,132	7,735	15,000	**7690**	**Chemicals** 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.	15,000	0	0
36,398	75,657	60,000	**7720**	**Repairs & Maintenance** General day to day repairs and maintenance of the AC building including hvac, electrical, plumbing and mechanical systems. FY24: reflects anticipated increase in structural and mechanical deterioration and higher repair costs due to inflation.	75,000	0	0
1,026	1,050	0	**7750**	**Professional Services**	0	0	0
0	0	1,250	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	500	0	0
10,253	6,267	15,000	**7790**	**Maintenance & Rental Contracts** Annual chlorinator service, hvac preventative maintenance visits, annual fire prevention system testing, fire alarm monitoring, copy machine contract, garbage service, etc.	17,500	0	0
0	0	0	**7800**	**M & S Equipment**	0	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
319	250	250	**7800-03**	**M & S Equipment - Office** Miscellaneous office equipment such as tables and chairs.	300	0	0
0	0	0	**7800-36**	**M & S Equipment - Weight Room**	0	0	0
0	0	0	**7810**	**M & S Equipment - Donations** Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.	0	0	0
5,357	6,380	7,351	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	7,569	0	0
1,200	4,630	3,640	**7840-40**	**M & S Computer Charges - Aquatic Center**	5,760	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (5)	1	1,320	1,320
Desktop Replacement	1	1,500	1,500
Activenet Maintenance	1	1,440	1,440
Activenet Peripherals	1	1,500	1,500

4,125	3,776	7,000	**8130**	**Recreation Program Expenses** Purchase of general recreation program supplies. *Include additional $2,500.00 new/updated rec amenities such as lifejackets, water polo inner tubes, water volleyball & basketball equipment.	7,000	0	0
0	0	0	**8138**	**Sponsorships Utilized** Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships and some lifeguard personnel expense.	2,000	0	0
161,455	**248,280**	**266,171**		**TOTAL MATERIALS AND SERVICES**	**314,199**	**0**	**0**
				CAPITAL OUTLAY			
0	26,700	0	**8710**	**Equipment**	0	0	0
0	595	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	2,029	0	0
0	**27,295**	**0**		**TOTAL CAPITAL OUTLAY**	**2,029**	**0**	**0**
643,113	**817,382**	**905,230**		***TOTAL REQUIREMENTS***	**996,588**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **621 - SWIM LESSONS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
9,714	35,101	80,000	**5350**	**Registration Fees** Aquatic Center - Swim Lessons FY24: Proposal is estimated 85% of normal revenue pre-covid.	85,000	0	0
9,714	**35,101**	**80,000**		**TOTAL CHARGES FOR SERVICES**	**85,000**	**0**	**0**
9,714	**35,101**	**80,000**		***TOTAL RESOURCES***	**85,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **621 - SWIM LESSONS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
574	10,092	20,003	**7000-15**	**Salaries & Wages - Temporary** Head Guard / Lifeguard / Swim Instructor - 0.66 FTE	20,797	0	0
36	626	1,214	**7300-05**	**Fringe Benefits - FICA - Social Security**	1,258	0	0
8	146	292	**7300-06**	**Fringe Benefits - FICA - Medicare**	302	0	0
72	1,208	2,253	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	2,301	0	0
0	0	581	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	622	0	0
1	9	16	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	15	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	76	0	0
690	**12,080**	**24,359**		**TOTAL PERSONNEL SERVICES**	**25,371**	**0**	**0**
				MATERIALS AND SERVICES			
247	275	650	**8130**	**Recreation Program Expenses** Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices). FY24: reasonable estimate	750	0	0
247	**275**	**650**		**TOTAL MATERIALS AND SERVICES**	**750**	**0**	**0**
937	**12,355**	**25,009**		***TOTAL REQUIREMENTS***	**26,121**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **626 - FITNESS CLASSES**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,315	838	14,703	**7000-15**	**Salaries & Wages - Temporary** Recreation Program Instructor 1, 2 & 3 - 0.39 FTE	15,302	0	0
82	52	888	**7300-05**	**Fringe Benefits - FICA - Social Security**	926	0	0
19	12	213	**7300-06**	**Fringe Benefits - FICA - Medicare**	222	0	0
134	150	1,655	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	1,692	0	0
0	0	427	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	457	0	0
1	1	11	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	9	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	56	0	0
1,551	**1,053**	**17,897**		**TOTAL PERSONNEL SERVICES**	**18,664**	**0**	**0**
				MATERIALS AND SERVICES			
277	497	1,000	**8130**	**Recreation Program Expenses** Fitness program supplies (i.e. exercise belts & hand weights). FY24: reasonable estimate	1,000	0	0
277	**497**	**1,000**		**TOTAL MATERIALS AND SERVICES**	**1,000**	**0**	**0**
1,828	**1,550**	**18,897**		***TOTAL REQUIREMENTS***	**19,664**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **632 - PRO SHOP**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
1,141	5,038	6,500	**5410 Sales** Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract. FY24: reasonable estimate	6,000	0	0
1,141	**5,038**	**6,500**	**TOTAL CHARGES FOR SERVICES**	**6,000**	**0**	**0**
1,141	**5,038**	**6,500**	***TOTAL RESOURCES***	**6,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **632 - PRO SHOP**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	3,284	3,000	**7660**	**Materials & Supplies** Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop. FY24: reasonable estimate	3,500	0	0
0	**3,284**	**3,000**		**TOTAL MATERIALS AND SERVICES**	**3,500**	**0**	**0**
0	**3,284**	**3,000**		***TOTAL REQUIREMENTS***	**3,500**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **635 - CLASSES & PROGRAMS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
450	105	250	**5350 Registration Fees** Aquatic Center - Classes & Programs (Lifeguard Training) FY24: Lifeguard Training classes are being offered for free, to potential part-time employees, to encourage employment at the pool.	250	0	0
450	**105**	**250**	**TOTAL CHARGES FOR SERVICES**	**250**	**0**	**0**
450	**105**	**250**	***TOTAL RESOURCES***	**250**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **087 - AQUATIC CENTER**
Program : **635 - CLASSES & PROGRAMS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	282	**7000-15**	**Salaries & Wages - Temporary** Head Guard / Lifeguard / Swim Instructor - 0.01 FTE	300	0	0
0	0	16	**7300-05**	**Fringe Benefits - FICA - Social Security**	18	0	0
0	0	3	**7300-06**	**Fringe Benefits - FICA - Medicare**	4	0	0
0	0	30	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	33	0	0
0	0	8	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	9	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1	0	0
0	**0**	**339**		**TOTAL PERSONNEL SERVICES**	**365**	**0**	**0**
				MATERIALS AND SERVICES			
488	560	500	**8130**	**Recreation Program Expenses** Lifeguard Training Class materials.	650	0	0
488	**560**	**500**		**TOTAL MATERIALS AND SERVICES**	**650**	**0**	**0**
488	**560**	**839**		***TOTAL REQUIREMENTS***	**1,015**	**0**	**0**

PARKS & RECREATION
Community Center & Rec Programs

Organization Set – Programs	Organization Set #
• Administration	01-17-090-501
• Classes and Programs	01-17-090-635
• Tiny Tots	01-17-090-638
• Special Events	01-17-090-641
• Summer Stars	01-17-090-644

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
20,750	0	0	**4772**	**Oregon Alliance of YMCA**	0	0	0
0	0	0	**5061**	**Clackamas Education Services District**	0	0	0
20,750	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				CHARGES FOR SERVICES			
110	3,732	15,000	**5380-20**	**Facility Rentals - Meeting Rooms** Community Center general meeting room rentals.	20,000	0	0
180	7,565	10,000	**5380-25**	**Facility Rentals - Auditorium** Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	10,000	0	0
0	0	750	**5380-30**	**Facility Rentals - Kitchen Facilities** Community Center flat-fee kitchen use fees generated from rental groups and revenue from contracted vendors.	1,500	0	0
98	6,064	9,000	**5380-35**	**Facility Rentals - Athletic Facilities** Community Center athletic membership fees for track, racquetball, basketball, pickleball, and various recreation drop-in programs.	11,000	0	0
195	1,770	2,500	**5380-40**	**Facility Rentals - Staff Fees** Staff fees charged to user groups when the Community Center is rented beyond normal operating hours.	3,000	0	0
0	0	200	**5380-42**	**Facility Rentals - Contract Event Security** Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	200	0	0
583	**19,131**	**37,450**		**TOTAL CHARGES FOR SERVICES**	**45,700**	**0**	**0**
				MISCELLANEOUS			
1,405	0	0	**6420**	**Donations - Parks & Recreation**	0	0	0
0	0	0	**6420-06**	**Donations - Parks & Recreation - Sponsorships** Parks & Recreation Sponsorships for Community Center programs.	2,000	0	0
3	259	250	**6600**	**Other Income** Incidental revenue received at Community Center from copy machine, av equipment user fees, etc .	700	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,408	259	250	TOTAL MISCELLANEOUS	2,700	0	0
22,741	19,390	37,700	*TOTAL RESOURCES*	48,400	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-780	-1,660	0	**7000**	**Salaries & Wages**	0	0	0
98,072	110,199	172,455	**7000-05**	**Salaries & Wages - Regular Full Time** Recreation Manager - 1.00 FTE Recreation Program Coordinator - 1.00 FTE Management Support Technician - 1.00 FTE	184,597	0	0
19,393	58,099	66,743	**7000-15**	**Salaries & Wages - Temporary** Customer Service Assistant & Recreation Assistant - 2.38 FTE	74,894	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
-759	242	0	**7300**	**Fringe Benefits**	0	0	0
7,083	10,334	14,472	**7300-05**	**Fringe Benefits - FICA - Social Security**	15,700	0	0
1,657	2,417	3,468	**7300-06**	**Fringe Benefits - FICA - Medicare**	3,763	0	0
30,395	38,222	57,607	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	64,160	0	0
18,168	14,981	37,500	**7300-20**	**Fringe Benefits - Medical Insurance**	23,418	0	0
3,600	3,000	5,000	**7300-22**	**Fringe Benefits - VEBA Plan**	3,000	0	0
181	140	234	**7300-25**	**Fringe Benefits - Life Insurance**	180	0	0
530	366	270	**7300-30**	**Fringe Benefits - Long Term Disability**	428	0	0
1,890	2,070	1,721	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	1,777	0	0
51	90	145	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	124	0	0
1,117	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	953	0	0
2	137	101	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	101	0	0
180,600	**238,636**	**359,716**		**TOTAL PERSONNEL SERVICES**	**373,095**	**0**	**0**
				MATERIALS AND SERVICES			
4,702	4,520	8,000	**7500**	**Credit Card Fees**	5,000	0	0
0	0	0	**7515**	**City Services Charge expense**	1,700	0	0
171	179	300	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	500	0	0
330	0	300	**7550**	**Travel & Education** Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association.	300	0	0
77,823	80,427	78,000	**7600**	**Utilities**	80,000	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
5,600	5,651	6,390	**7610-05**	**Insurance - Liability**	8,410	0	0
20,000	21,555	24,360	**7610-10**	**Insurance - Property**	30,870	0	0
4,130	4,426	5,500	**7620**	**Telecommunications**	5,500	0	0
17,634	43,391	55,000	**7650-10**	**Janitorial - Services**	60,000	0	0
1,060	1,884	3,000	**7650-15**	**Janitorial - Supplies**	4,500	0	0
2,324	2,779	3,000	**7660**	**Materials & Supplies**	3,000	0	0
7,279	0	0	**7660-25**	**Materials & Supplies - Grants**	0	0	0
1,305	0	0	**7680**	**Materials & Supplies - Donations**	0	0	0
24,862	26,258	40,000	**7720**	**Repairs & Maintenance** Routine annual maintenance and special projects. Additional funds for safety improvements to wood floor.	40,000	0	0
810	809	1,260	**7750**	**Professional Services**	500	0	0
0	0	910	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	400	0	0
18,862	17,323	20,000	**7790**	**Maintenance & Rental Contracts**	18,000	0	0
0	0	0	**7800**	**M & S Equipment** Misc. equipment replacement	0	0	0
2,143	5,104	7,351	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	9,083	0	0
2,421	4,666	7,040	**7840-45**	**M & S Computer Charges - Community Center**	3,760	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (5)	1	1,320	1,320
Activenet Maintenance	1	1,440	1,440
Activenet Peripherals	1	1,000	1,000

0	0	0	**8130-50**	**Recreation Program Expenses - Contract Event Security**	0	0	0
0	0	0	**8138**	**Sponsorships Utilized** Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships	2,000	0	0
191,456	**218,971**	**260,411**		**TOTAL MATERIALS AND SERVICES**	**273,523**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				CAPITAL OUTLAY			
0	0	0	**8710**	**Equipment**	142,000	0	0
			Description	Units / Amt/Unit / Total			
			Carpeting	1 / 92,000 / 92,000			
			Court Resurfacing	1 / 50,000 / 50,000			
0	476	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	2,435	0	0
0	0	0	**8800**	**Building Improvements**	0	0	0
0	**476**	**0**		**TOTAL CAPITAL OUTLAY**	**144,435**	**0**	**0**
372,055	**458,083**	**620,127**		***TOTAL REQUIREMENTS***	**791,053**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **635 - CLASSES & PROGRAMS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
34,375	105,744	135,000	**5350**	**Registration Fees** Community Center special interest programs and classes serving children and adults.	170,000	0	0
0	0	0	**5350-12**	**Registration Fees - Piano** No longer a functional program	0	0	0
34,375	**105,744**	**135,000**		**TOTAL CHARGES FOR SERVICES**	**170,000**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6420-27**	**Donations - Parks & Recreation - Piano** No longer a functional program	0	0	0
0	**0**	**0**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
34,375	**105,744**	**135,000**		***TOTAL RESOURCES***	**170,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **635 - CLASSES & PROGRAMS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
15,094	29,985	52,966	**7000-15**	**Salaries & Wages - Temporary** Recreation Program Instructor 1, 2 & 3 - 1.47 FTE	63,555	0	0
0	4	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
936	1,857	3,204	**7300-05**	**Fringe Benefits - FICA - Social Security**	3,845	0	0
219	434	768	**7300-06**	**Fringe Benefits - FICA - Medicare**	922	0	0
4,063	6,502	5,959	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	7,030	0	0
693	1,283	1,658	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	1,900	0	0
11	18	33	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	34	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	233	0	0
21,016	**40,083**	**64,588**		**TOTAL PERSONNEL SERVICES**	**77,519**	**0**	**0**
				MATERIALS AND SERVICES			
26,172	44,439	40,000	**8130**	**Recreation Program Expenses** Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors/camps	40,000	0	0
26,172	**44,439**	**40,000**		**TOTAL MATERIALS AND SERVICES**	**40,000**	**0**	**0**
47,187	**84,522**	**104,588**		***TOTAL REQUIREMENTS***	**117,519**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **638 - TINY TOTS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
123	2,252	4,000	**5350**	**Registration Fees** Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	5,000	0	0
123	**2,252**	**4,000**		**TOTAL CHARGES FOR SERVICES**	**5,000**	**0**	**0**
123	**2,252**	**4,000**		***TOTAL RESOURCES***	**5,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **638 - TINY TOTS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	200	**8130**	**Recreation Program Expenses** Materials and supplies needed to support Tiny Tots Indoor Playpark.	400	0	0
0	**0**	**200**		**TOTAL MATERIALS AND SERVICES**	**400**	**0**	**0**
0	**0**	**200**		***TOTAL REQUIREMENTS***	**400**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **641 - SPECIAL EVENTS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
0	2,575	4,000	**5350**	**Registration Fees** Community Center fees and other revenues received from annual community-wide special event fees; i.e., Alien Abduction Dash, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	5,000	0	0
0	**2,575**	**4,000**		**TOTAL CHARGES FOR SERVICES**	**5,000**	**0**	**0**
0	**2,575**	**4,000**		***TOTAL RESOURCES***	**5,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **641 - SPECIAL EVENTS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	1,135	1,200	**8130**	**Recreation Program Expenses** Expenses for major community events or department-sponsored special events including Alien Abduction Dash.	2,500	0	0
0	**1,135**	**1,200**		**TOTAL MATERIALS AND SERVICES**	**2,500**	**0**	**0**
0	**1,135**	**1,200**		***TOTAL REQUIREMENTS***	**2,500**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **644 - SUMMER STARS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
41,299	47,510	0	**5350**	**Registration Fees**	0	0	0
41,299	**47,510**	**0**		**TOTAL CHARGES FOR SERVICES**	**0**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6420-50**	**Donations - Parks & Recreation - STARS**	0	0	0
0	**0**	**0**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
41,299	**47,510**	**0**		***TOTAL RESOURCES***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **090 - COMMUNITY CENTER & REC PROGRAMS**
Program : **644 - SUMMER STARS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000-05	Salaries & Wages - Regular Full Time	0	0	0
35,290	32,759	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	3	0	7000-20	Salaries & Wages - Overtime	0	0	0
2,188	2,031	0	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
512	475	0	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
1,087	0	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	0	7300-20	Fringe Benefits - Medical Insurance	0	0	0
0	0	0	7300-22	Fringe Benefits - VEBA Plan	0	0	0
0	0	0	7300-25	Fringe Benefits - Life Insurance	0	0	0
0	0	0	7300-30	Fringe Benefits - Long Term Disability	0	0	0
1,666	1,546	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
31	27	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
391	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	0	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
41,164	**36,842**	**0**		**TOTAL PERSONNEL SERVICES**	**0**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	7680	Materials & Supplies - Donations	0	0	0
6,912	5,323	0	8130	Recreation Program Expenses	0	0	0
6,912	**5,323**	**0**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
48,077	**42,165**	**0**		***TOTAL REQUIREMENTS***	**0**	**0**	**0**

PARKS & RECREATION
Kids on the Block

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **093 - KIDS ON THE BLOCK**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**5020-17**	**McMinnville School Dist #40 - 21st Century Grant**	0	0	0
0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				CHARGES FOR SERVICES			
-143	70	0	**5350-05**	**Registration Fees - KOB - Elementary**	0	0	0
-143	**70**	**0**		**TOTAL CHARGES FOR SERVICES**	**0**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6420**	**Donations - Parks & Recreation**	0	0	0
0	0	0	**6420-05**	**Donations - Parks & Recreation - Scholarships**	0	0	0
0	0	0	**6420-15**	**Donations - Parks & Recreation - KOB, Inc. - Elementary**	0	0	0
0	0	0	**6420-20**	**Donations - Parks & Recreation - KOB, Inc. - Enrichment**	0	0	0
0	0	0	**6420-25**	**Donations - Parks & Recreation - KOB, Inc. - Misc**	0	0	0
0	0	0	**6600**	**Other Income**	0	0	0
0	**0**	**0**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
-143	**70**	**0**		***TOTAL RESOURCES***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **093 - KIDS ON THE BLOCK**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-336	-337	0	**7000**	**Salaries & Wages**	0	0	0
0	0	0	**7000-05**	**Salaries & Wages - Regular Full Time**	0	0	0
7,950	1,989	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
0	11	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
-113	-128	0	**7300**	**Fringe Benefits**	0	0	0
492	124	0	**7300-05**	**Fringe Benefits - FICA - Social Security**	0	0	0
115	29	0	**7300-06**	**Fringe Benefits - FICA - Medicare**	0	0	0
2,130	581	0	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	0	0	0
0	0	0	**7300-20**	**Fringe Benefits - Medical Insurance**	0	0	0
0	0	0	**7300-22**	**Fringe Benefits - VEBA Plan**	0	0	0
0	0	0	**7300-25**	**Fringe Benefits - Life Insurance**	0	0	0
0	0	0	**7300-30**	**Fringe Benefits - Long Term Disability**	0	0	0
99	25	0	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	0	0	0
5	1	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
5,288	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	0	0	0
15,630	**2,296**	**0**		**TOTAL PERSONNEL SERVICES**	**0**	**0**	**0**
				MATERIALS AND SERVICES			
5	30	0	**7500**	**Credit Card Fees**	0	0	0
66	38	0	**7540**	**Employee Events**	0	0	0
600	877	0	**7610-05**	**Insurance - Liability**	0	0	0
864	650	0	**7620**	**Telecommunications**	0	0	0
38	136	0	**7660-05**	**Materials & Supplies - Office Supplies**	0	0	0
0	0	0	**7680**	**Materials & Supplies - Donations**	0	0	0
501	1,450	0	**7750**	**Professional Services**	0	0	0
2,143	2,544	0	**7840**	**M & S Computer Charges**	0	0	0
1,200	1,200	0	**7840-50**	**M & S Computer Charges - Kids on the Block**	0	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **093 - KIDS ON THE BLOCK**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
2,104	200	0	**8130**	**Recreation Program Expenses**	0	0	0
0	0	0	**8130-35**	**Recreation Program Expenses - Enrichment Programs**	0	0	0
133	40,000	0	**8130-40**	**Recreation Program Expenses - Miscellaneous**	0	0	0
0	0	0	**8130-45**	**Recreation Program Expenses - Workstudy**	0	0	0
7,654	**47,125**	**0**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
				CAPITAL OUTLAY			
0	238	0	**8750**	**Capital Outlay Computer Charges**	0	0	0
0	**238**	**0**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
23,285	**49,660**	**0**		***TOTAL REQUIREMENTS***	**0**	**0**	**0**

PARKS & RECREATION
Recreational Sports

Organization Set – Programs	Organization Set #
• Administration	01-17-096-501
• Adult Sports	01-17-096-647
• Youth Soccer	01-17-096-650
• Youth Basketball	01-17-096-653
• Youth Baseball/Softball	01-17-096-656
• Youth Sports Camps	01-17-096-659

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
160	315	500	**5380-60 Facility Rentals - Field Rentals** Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery Meadows Parks. Facility use fees charged to leagues and event sponsors who are independent of Park and Recreation sponsored programs.	500	0	0
160	**315**	**500**	**TOTAL CHARGES FOR SERVICES**	**500**	**0**	**0**
160	**315**	**500**	***TOTAL RESOURCES***	**500**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
521	618	0	**7000**	**Salaries & Wages**	0	0	0
81,057	92,350	98,433	**7000-05**	**Salaries & Wages - Regular Full Time** Recreation Manager - 1.00 FTE	105,518	0	0
878	474	13,150	**7000-15**	**Salaries & Wages - Temporary** Program Assistant - 0.35 FTE	13,149	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
60	177	0	**7300**	**Fringe Benefits**	0	0	0
4,921	5,574	6,750	**7300-05**	**Fringe Benefits - FICA - Social Security**	7,179	0	0
1,151	1,304	1,618	**7300-06**	**Fringe Benefits - FICA - Medicare**	1,721	0	0
30,086	33,365	37,023	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	40,347	0	0
14,958	15,505	16,080	**7300-20**	**Fringe Benefits - Medical Insurance**	16,320	0	0
2,000	2,000	2,000	**7300-22**	**Fringe Benefits - VEBA Plan**	2,000	0	0
108	80	60	**7300-25**	**Fringe Benefits - Life Insurance**	60	0	0
422	287	192	**7300-30**	**Fringe Benefits - Long Term Disability**	232	0	0
1,513	1,975	815	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	842	0	0
22	20	31	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	31	0	0
250	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	435	0	0
986	2,686	3,393	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	3,393	0	0
138,933	**156,415**	**179,545**		**TOTAL PERSONNEL SERVICES**	**191,227**	**0**	**0**
				MATERIALS AND SERVICES			
2,541	4,095	4,000	**7500**	**Credit Card Fees**	4,200	0	0
88	73	200	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	200	0	0
0	0	300	**7550**	**Travel & Education** Professional memberships and miscellaneous workshops.	300	0	0
213	178	300	**7590**	**Fuel - Vehicle & Equipment**	1,000	0	0
1,200	1,261	1,420	**7610-05**	**Insurance - Liability**	1,640	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
200	142	160	**7610-10**	**Insurance - Property**	170	0	0
1,515	1,699	1,800	**7620**	**Telecommunications**	1,800	0	0
9	21	50	**7660-05**	**Materials & Supplies - Office Supplies**	50	0	0
431	369	650	**7750**	**Professional Services**	650	0	0
0	0	550	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	200	0	0
0	0	0	**7800**	**M & S Equipment**	0	0	0
2,143	2,552	1,470	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	1,514	0	0
1,200	1,200	1,680	**7840-55**	**M & S Computer Charges - Recreational Sports**	1,700	0	0

Description	Units	Amt/Unit	Total
Activenet Maintenance	1	1,440	1,440
Office 365 Licensing (1)	1	260	260

0	0	0	**8130-15**	**Recreation Program Expenses - Concessions**	0	0	0
9,539	**11,588**	**12,580**		**TOTAL MATERIALS AND SERVICES**	**13,424**	**0**	**0**
				CAPITAL OUTLAY			
0	238	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	406	0	0
0	**238**	**0**		**TOTAL CAPITAL OUTLAY**	**406**	**0**	**0**
148,472	**168,241**	**192,125**		***TOTAL REQUIREMENTS***	**205,057**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **647 - ADULT SPORTS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
7,720	12,278	16,000	**5350**	**Registration Fees** Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	17,000	0	0
7,720	**12,278**	**16,000**		**TOTAL CHARGES FOR SERVICES**	**17,000**	**0**	**0**
7,720	**12,278**	**16,000**		***TOTAL RESOURCES***	**17,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **647 - ADULT SPORTS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,932	4,874	6,798	**7000-15**	**Salaries & Wages - Temporary** Program Assistant - 0.22 FTE Recreation Assistant - 0.15 FTE	15,752	0	0
120	302	411	**7300-05**	**Fringe Benefits - FICA - Social Security**	953	0	0
28	71	99	**7300-06**	**Fringe Benefits - FICA - Medicare**	228	0	0
0	0	765	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	1,743	0	0
0	0	50	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	287	0	0
2	4	4	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	10	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	58	0	0
2,082	**5,250**	**8,127**		**TOTAL PERSONNEL SERVICES**	**19,031**	**0**	**0**
				MATERIALS AND SERVICES			
7,622	5,902	11,000	**8130**	**Recreation Program Expenses** Sports officials, portable toilet rentals, field paint/chalk, balls, and other expenses/supplies related to the Adult Sports Program.	9,500	0	0
7,622	**5,902**	**11,000**		**TOTAL MATERIALS AND SERVICES**	**9,500**	**0**	**0**
9,704	**11,152**	**19,127**		***TOTAL REQUIREMENTS***	**28,531**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **650 - YOUTH SOCCER**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
47,151	81,661	83,000	**5350**	**Registration Fees** Recreational Sports registration fees for fall and spring Youth Soccer seasons. $7000 goes to needed soccer field maintenance improvements (matched by park maintenance).	95,000	0	0
0	0	0	**5380-55**	**Facility Rentals - Concessions**	0	0	0
47,151	**81,661**	**83,000**		**TOTAL CHARGES FOR SERVICES**	**95,000**	**0**	**0**
47,151	**81,661**	**83,000**		***TOTAL RESOURCES***	**95,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **650 - YOUTH SOCCER**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
15,712	15,131	20,798	**7000-15**	**Salaries & Wages - Temporary** Program Assistant - 0.20 FTE Recreation Assistant - 0.50 FTE	23,192	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
974	938	1,258	**7300-05**	**Fringe Benefits - FICA - Social Security**	1,403	0	0
228	219	302	**7300-06**	**Fringe Benefits - FICA - Medicare**	336	0	0
271	234	2,340	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	2,565	0	0
0	0	488	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	519	0	0
14	13	15	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	16	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	85	0	0
17,199	**16,535**	**25,201**		**TOTAL PERSONNEL SERVICES**	**28,116**	**0**	**0**
				MATERIALS AND SERVICES			
18,991	24,456	30,000	**8130**	**Recreation Program Expenses** Soccer equipment, team t-shirts, field supplies, and printing, etc. $7000 to cover additional field maintenance.	30,000	0	0
18,991	**24,456**	**30,000**		**TOTAL MATERIALS AND SERVICES**	**30,000**	**0**	**0**
36,191	**40,991**	**55,201**		***TOTAL REQUIREMENTS***	**58,116**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **653 - YOUTH BASKETBALL**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
-78	11,059	17,500	**5350**	**Registration Fees** Recreational Sports registration fees or Youth Basketball.	17,000	0	0
-78	**11,059**	**17,500**		**TOTAL CHARGES FOR SERVICES**	**17,000**	**0**	**0**
-78	**11,059**	**17,500**		***TOTAL RESOURCES***	**17,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **653 - YOUTH BASKETBALL**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
316	6,694	9,351	**7000-15**	**Salaries & Wages - Temporary** Program Assistant - 0.10 FTE Recreation Assistant - 0.24 FTE	11,002	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
20	415	565	**7300-05**	**Fringe Benefits - FICA - Social Security**	665	0	0
5	97	135	**7300-06**	**Fringe Benefits - FICA - Medicare**	159	0	0
0	112	1,052	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	1,217	0	0
0	0	219	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	246	0	0
0	6	7	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	7	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	40	0	0
340	**7,324**	**11,329**		**TOTAL PERSONNEL SERVICES**	**13,336**	**0**	**0**
				MATERIALS AND SERVICES			
226	3,131	3,000	**8130**	**Recreation Program Expenses** T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program.	3,200	0	0
226	**3,131**	**3,000**		**TOTAL MATERIALS AND SERVICES**	**3,200**	**0**	**0**
566	**10,455**	**14,329**		***TOTAL REQUIREMENTS***	**16,536**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **656 - YOUTH BASEBALL/SOFTBALL**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
19,033	45,205	42,000	**5350**	**Registration Fees** Recreational Sports registration fees for Youth Baseball and Softball Programs.	42,000	0	0
0	0	500	**5380-55**	**Facility Rentals - Concessions** Baseball/Softball concessionaire profit sharing with City.	500	0	0
19,033	**45,205**	**42,500**		**TOTAL CHARGES FOR SERVICES**	**42,500**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6420-06**	**Donations - Parks & Recreation - Sponsorships** Parks & Recreation Sponsorships for Recreational Sports programs.	15,500	0	0
4,795	12,224	15,500	**6420-35**	**Donations - Parks & Recreation - Base/Softball Sponsorships** Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8.	0	0	0
0	0	0	**6420-40**	**Donations - Parks & Recreation - Base/Softball Fundraisers** Discontinued.	0	0	0
4,795	**12,224**	**15,500**		**TOTAL MISCELLANEOUS**	**15,500**	**0**	**0**
23,828	**57,429**	**58,000**		***TOTAL RESOURCES***	**58,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **656 - YOUTH BASEBALL/SOFTBALL**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,979	5,859	12,102	**7000-15**	**Salaries & Wages - Temporary** Program Assistant - 0.15 FTE Recreation Assistant - 0.26 FTE	13,990	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
123	363	733	**7300-05**	**Fringe Benefits - FICA - Social Security**	846	0	0
29	85	175	**7300-06**	**Fringe Benefits - FICA - Medicare**	203	0	0
0	162	1,361	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	1,547	0	0
0	0	256	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	285	0	0
2	5	10	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	10	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	51	0	0
2,133	**6,474**	**14,637**		**TOTAL PERSONNEL SERVICES**	**16,932**	**0**	**0**
				MATERIALS AND SERVICES			
4,795	12,224	15,500	**7680**	**Materials & Supplies - Donations** Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships.	0	0	0
12,548	13,515	19,000	**8130**	**Recreation Program Expenses** Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	19,000	0	0
0	0	0	**8138**	**Sponsorships Utilized** Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships	15,500	0	0
17,343	**25,739**	**34,500**		**TOTAL MATERIALS AND SERVICES**	**34,500**	**0**	**0**
19,476	**32,212**	**49,137**		***TOTAL REQUIREMENTS***	**51,432**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **659 - YOUTH SPORTS CAMPS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
428	1,060	1,200	**5350**	**Registration Fees** Recreational Sports registration fees for several summer skill development youth sports camps and classes.	1,200	0	0
428	**1,060**	**1,200**		**TOTAL CHARGES FOR SERVICES**	**1,200**	**0**	**0**
428	**1,060**	**1,200**		***TOTAL RESOURCES***	**1,200**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **096 - RECREATIONAL SPORTS**
Program : **659 - YOUTH SPORTS CAMPS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	49	**7000-15**	**Salaries & Wages - Temporary** Recreation Assistant - 0.01 FTE	50	0	0
0	0	3	**7300-05**	**Fringe Benefits - FICA - Social Security**	4	0	0
0	0	1	**7300-06**	**Fringe Benefits - FICA - Medicare**	1	0	0
0	0	5	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	6	0	0
0	0	2	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	2	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	0	0	0
0	**0**	**60**		**TOTAL PERSONNEL SERVICES**	**63**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	50	**8130**	**Recreation Program Expenses** Incidental equipment or supplies to support youth sports camps and classes as needed.	50	0	0
0	**0**	**50**		**TOTAL MATERIALS AND SERVICES**	**50**	**0**	**0**
0	**0**	**110**		***TOTAL REQUIREMENTS***	**113**	**0**	**0**

PARKS & RECREATION
Senior Center

Organization Set – Programs	Organization Set #
• Administration	01-17-099-501
• Classes and Programs	01-17-099-635
• Special Events	01-17-099-641
• Day Tours	01-17-099-665
• Overnight Tours	01-17-099-668
• Wortman Park Café	01-17-099-670

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
0	1,715	2,875	**5380-20**	**Facility Rentals - Meeting Rooms**	3,200	0	0
0	0	0	**5380-30**	**Facility Rentals - Kitchen Facilities** Senior Center kitchen facility rentals.	0	0	0
90	56	2,550	**5380-40**	**Facility Rentals - Staff Fees**	500	0	0
220	220	2,100	**5380-45**	**Facility Rentals - Reception Facilities**	1,800	0	0
0	0	0	**5380-50**	**Facility Rentals - Meal Site** Northwest Senior & Disabled Services moved to a new location March 28, 2019	0	0	0
10	0	0	**5420**	**Newsletter** Eliminated newsletter and subscriptions as part of transition effort to P&R guide.	0	0	0
320	**1,991**	**7,525**		**TOTAL CHARGES FOR SERVICES**	**5,500**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6420-06**	**Donations - Parks & Recreation - Sponsorships** Parks & Recreation Sponsorships for Senior Center programs.	2,000	0	0
269	-5	2,200	**6420-45**	**Donations - Parks & Recreation - Seniors** Miscellaneous contributions to support McMinnville Senior Center and senior activities including coffee donations. Expenses posted to account #7680.	0	0	0
0	5	0	**6420-60**	**Donations - Parks & Recreation - Building Improvements**	0	0	0
1	63	500	**6600**	**Other Income** Senior Center equipment rental fees and other incidental revenues.	250	0	0
0	410	1,500	**6600-35**	**Other Income - Wortman Gallery** Income received from the sale of art work displayed in the Wortman Gallery at the Senior Center. Senior Center receives a small percentage of art sales proceeds. Payments to artists are reflected in expense account # 8135. Contributions which support incidental expenses related to Gallery programs are also recorded in this revenue account.	1,500	0	0
271	**473**	**4,200**		**TOTAL MISCELLANEOUS**	**3,750**	**0**	**0**
591	**2,464**	**11,725**		***TOTAL RESOURCES***	**9,250**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-1,243	607	0	**7000**	**Salaries & Wages**	0	0	0
114,040	60,493	62,995	**7000-05**	**Salaries & Wages - Regular Full Time** Recreation Supervisor - 1.00 FTE	67,164	0	0
0	14,119	30,876	**7000-10**	**Salaries & Wages - Regular Part Time** Management Support Technician - 0.80 FTE	34,009	0	0
3,294	3,835	20,117	**7000-15**	**Salaries & Wages - Temporary** Customer Service Assistant & Recreation Assistant - 0.50 FTE	15,772	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
800	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
-510	383	0	**7300**	**Fringe Benefits**	0	0	0
7,075	4,516	6,896	**7300-05**	**Fringe Benefits - FICA - Social Security**	7,075	0	0
1,655	1,056	1,653	**7300-06**	**Fringe Benefits - FICA - Medicare**	1,696	0	0
38,668	17,658	29,534	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	32,369	0	0
17,030	25,747	29,808	**7300-20**	**Fringe Benefits - Medical Insurance**	30,268	0	0
2,400	4,000	4,000	**7300-22**	**Fringe Benefits - VEBA Plan**	4,000	0	0
161	115	120	**7300-25**	**Fringe Benefits - Life Insurance**	120	0	0
530	267	226	**7300-30**	**Fringe Benefits - Long Term Disability**	244	0	0
2,550	1,610	1,052	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	916	0	0
33	31	56	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	53	0	0
542	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	430	0	0
23	299	997	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	997	0	0
187,049	**134,736**	**188,330**		**TOTAL PERSONNEL SERVICES**	**195,113**	**0**	**0**
				MATERIALS AND SERVICES			
153	503	1,250	**7500**	**Credit Card Fees**	1,250	0	0
0	0	0	**7515**	**City Services Charge expense**	860	0	0
157	131	200	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	300	0	0

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
145	417	1,000	**7550**	**Travel & Education** Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.	1,000	0	0
8,455	9,112	12,500	**7600**	**Utilities**	12,500	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
2,000	2,210	2,500	**7610-05**	**Insurance - Liability**	2,930	0	0
3,400	3,662	4,140	**7610-10**	**Insurance - Property**	5,310	0	0
5,522	5,566	6,500	**7620**	**Telecommunications** Cost of living increase.,	6,500	0	0
2,512	10,386	22,500	**7650-10**	**Janitorial - Services**	33,220	0	0
642	966	2,500	**7650-15**	**Janitorial - Supplies**	2,500	0	0
1,245	2,846	2,100	**7660**	**Materials & Supplies**	2,100	0	0
269	0	1,500	**7680**	**Materials & Supplies - Donations** Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.	0	0	0
12,480	17,452	20,000	**7720**	**Repairs & Maintenance**	20,000	0	0
0	0	1,500	**7720-24**	**Repairs & Maintenance - Donations - Seniors** Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors. For FY2024 all expenses will be posted to account 7680..	0	0	0
443	561	600	**7750**	**Professional Services**	0	0	0
0	0	640	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	300	0	0
9,057	8,662	11,000	**7790**	**Maintenance & Rental Contracts**	13,000	0	0
578	490	500	**7800**	**M & S Equipment**	500	0	0
0	0	0	**7810**	**M & S Equipment - Donations** Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.	0	0	0
2,893	3,828	4,411	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	5,041	0	0
1,522	1,598	7,160	**7840-60**	**M & S Computer Charges - Senior Center**	4,470	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (2)	1	530	530
Activenet Maintenance	1	1,440	1,440
Activenet Peripherals	1	1,000	1,000
Projector	1	1,500	1,500

50	0	0	**8130-05**	**Recreation Program Expenses - Newsletter**	0	0	0

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **501 - ADMINISTRATION**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			Newsletter being eliminated as part of transition effort to P&R guide, postage and supply cost reflects completion of service commitment to subscribers			
0	536	1,350	**8135 Wortman Gallery Expenses** Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.	1,500	0	0
0	0	0	**8138 Sponsorships Utilized** Parks & Recreation Sponsorships matched with revenue account #6420-06 Donations - Parks & Recreation Sponsorships	2,000	0	0
51,523	**68,924**	**103,851**	**TOTAL MATERIALS AND SERVICES**	**115,281**	**0**	**0**
			CAPITAL OUTLAY			
0	357	0	**8750 Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	1,351	0	0
0	0	15,000	**8800 Building Improvements** Exterior Senior Center Sign	212,500	0	0
			Description / Units / Amt/Unit / Total Outdoor lit signage: 1 × 12,500 = 12,500 Bathroom remodel: 1 × 200,000 = 200,000			
0	**357**	**15,000**	**TOTAL CAPITAL OUTLAY**	**213,851**	**0**	**0**
238,572	**204,017**	**307,181**	***TOTAL REQUIREMENTS***	**524,245**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **635 - CLASSES & PROGRAMS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
5,191	21,265	30,000	**5350**	**Registration Fees**	30,000	0	0
5,191	**21,265**	**30,000**		**TOTAL CHARGES FOR SERVICES**	**30,000**	**0**	**0**
5,191	**21,265**	**30,000**		***TOTAL RESOURCES***	**30,000**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **635 - CLASSES & PROGRAMS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	575	46,618	**7000-15**	**Salaries & Wages - Temporary** Recreation Program Instructor 1, 2 & 3 - 0.51 FTE	22,782	0	0
0	36	2,820	**7300-05**	**Fringe Benefits - FICA - Social Security**	1,378	0	0
0	8	676	**7300-06**	**Fringe Benefits - FICA - Medicare**	330	0	0
0	0	5,244	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	2,520	0	0
0	14	569	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	241	0	0
0	0	23	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	12	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	84	0	0
0	**634**	**55,950**		**TOTAL PERSONNEL SERVICES**	**27,347**	**0**	**0**
				MATERIALS AND SERVICES			
3,196	14,135	8,000	**8130**	**Recreation Program Expenses** Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	11,000	0	0
3,196	**14,135**	**8,000**		**TOTAL MATERIALS AND SERVICES**	**11,000**	**0**	**0**
3,196	**14,769**	**63,950**		***TOTAL REQUIREMENTS***	**38,347**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **641 - SPECIAL EVENTS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
1,765	0	500	**5350**	**Registration Fees**	500	0	0
1,765	**0**	**500**		**TOTAL CHARGES FOR SERVICES**	**500**	**0**	**0**
1,765	**0**	**500**		***TOTAL RESOURCES***	**500**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **641 - SPECIAL EVENTS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
2,706	142	500	**8130**	**Recreation Program Expenses** Costs associated with Senior Center special fund raising events and other major programs.	500	0	0
2,706	**142**	**500**		**TOTAL MATERIALS AND SERVICES**	**500**	**0**	**0**
2,706	**142**	**500**		***TOTAL REQUIREMENTS***	**500**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **665 - DAY TOURS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
0	0	500	**5350**	**Registration Fees** Registration income from Senior Center sponsored day-long field trip and tour event registration fees	2,200	0	0
0	**0**	**500**		**TOTAL CHARGES FOR SERVICES**	**2,200**	**0**	**0**
0	**0**	**500**		***TOTAL RESOURCES***	**2,200**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **665 - DAY TOURS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	250	**7000-15**	**Salaries & Wages - Temporary** Program Assistant - 0.06 FTE	2,126	0	0
0	0	15	**7300-05**	**Fringe Benefits - FICA - Social Security**	129	0	0
0	0	4	**7300-06**	**Fringe Benefits - FICA - Medicare**	31	0	0
0	0	28	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	236	0	0
0	0	3	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	23	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	2	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	8	0	0
0	**0**	**300**		**TOTAL PERSONNEL SERVICES**	**2,555**	**0**	**0**
				MATERIALS AND SERVICES			
40	0	1,250	**8130**	**Recreation Program Expenses** Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	0	0	0
40	**0**	**1,250**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
40	**0**	**1,550**		***TOTAL REQUIREMENTS***	**2,555**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **668 - OVERNIGHT TOURS**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
0	0	200	**5350**	**Registration Fees** No expenses attached to this program. Revenue is a percentage from a participant registering for an Overnight Trip through Collette Travel.	500	0	0
0	**0**	**200**		**TOTAL CHARGES FOR SERVICES**	**500**	**0**	**0**
0	**0**	**200**		***TOTAL RESOURCES***	**500**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **670 - WORTMAN PARK CAFE**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
0	461	28,100	**5410-05**	**Sales - Wortman Park Cafe** Program is being eliminated due to the cost risk with fees needing to increase by 60% - 80%.	0	0	0
0	**461**	**28,100**		**TOTAL CHARGES FOR SERVICES**	**0**	**0**	**0**
0	**461**	**28,100**		***TOTAL RESOURCES***	**0**	**0**	**0**

01 - GENERAL FUND

Department : **17 - PARKS & RECREATION**
Section : **099 - SENIOR CENTER**
Program : **670 - WORTMAN PARK CAFE**

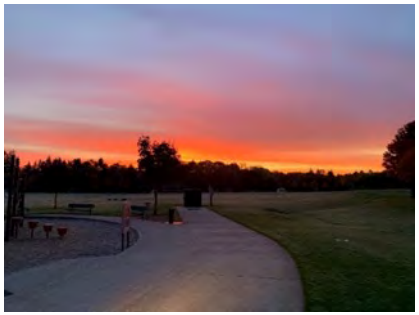
2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	13,648	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
0	0	826	**7300-05**	**Fringe Benefits - FICA - Social Security**	0	0	0
0	0	198	**7300-06**	**Fringe Benefits - FICA - Medicare**	0	0	0
0	0	1,535	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	0	0	0
0	0	167	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	0	0	0
0	0	8	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	0	0	0
0	**0**	**16,382**		**TOTAL PERSONNEL SERVICES**	**0**	**0**	**0**
				MATERIALS AND SERVICES			
581	556	31,200	**7660-37**	**Materials & Supplies - Wortman Park Cafe**	0	0	0
				Program is being eliminated due to the cost risk with fees needing to increase by 60% - 80%.			
581	**556**	**31,200**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
581	**556**	**47,582**		***TOTAL REQUIREMENTS***	**0**	**0**	**0**

PARK MAINTENANCE

Budget Highlights

- The FY 2023-24 budget proposal includes new resources via "Add Packages" that will enable the Operations Division to begin the process of restoring service levels and to rehabilitate key assets in the park system:
  - $140,000 additional contract services
  - $66,000 additional for fleet/equipment renewal

  This proposal represents the first of a three-year effort to increase Park Maintenance service levels to above base with additional resources for staffing and capital needs in the following budget cycles.
- The FY 2023-24 budget proposal also includes Add Package funding for a new centralized Facility Maintenance program. Ultimately the program will likely be its own division in Public Works. For budget presentation purposes, the initiative has been included in the Operation Division's Park Maintenance proposal.
- The proposal includes installing "Portland Loo" style restrooms in several parks. The long term plan for parks restrooms has been to move to the loo exclusively in all parks due to their utilitarian design and function. These structures are simpler to maintain and are useful in deterring some negative behaviors.
- The budget proposal includes several ARPA funded projects:
  - Neighborhood park renovations
  - Discovery Meadows Splash Pad renovations
  - Park System irrigation renovations
  - Fleet/equipment renewals
- The proposal includes funding via a FEMA reimbursement grant to initiate replacing trees lost in the 2021 ice storm.
- The Division will be taking on maintenance of the recently completed BPA Pedestrian pathway extension in 2023.
- Staff will continue to partner with key volunteer Groups. Unfortunately, due to the pandemic the inmate work crew is no longer available to the City for projects. These volunteer partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community." Typical 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), dog park maintenance projects (Duniway Middle School) and riparian area vegetation management (Greater Yamhill Watershed Council). Materials, staff support, and supervisory oversight for these projects are typically provided by the City in cooperative efforts with these groups. Resource constraints limit the Division's ability to support these groups.



Sunrise at Joe Dancer Park

- Some maintenance needs will continue to be addressed through the use of independent contractors. This work can require 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. The add package resource will help fund backlogged maintenance work such as roof repairs, skate park repairs, bridge repairs and sports turf renovation projects.
- A key component in McMinnville's livability lies in the City's ability to develop and maintain quality open spaces throughout the community. This concept aligns with the vision statement in Mac-Town 2032 for "a collaborative and caring city inspiring an exceptional quality of life". These spaces are diverse, from formal landscapes to undeveloped natural areas. Each is intended to meet the needs of our residents in its own fashion. In order to continue the invitation to our residents to come and enjoy the benefits of these spaces, quality maintenance is essential. The service level enhancements funded with these additional resources will put the Division in stronger position to meet the intent of the vision statement.
- **Facility Maintenance**: The proposed Facility Maintenance program seeks to develop and implement a centralized approach to how the City manages it's buildings and associated assets. The add package seeks to implement a base level of service for facility maintenance throughout the City. The City owns and operates over 50 structures, and does not have a centralized management approach for these important assets. The current approach is decentralized and consumes staff capacity for both building managers and various other supporting departments (primarily Operations staff and PD Facility Manager). More critically, three of the senior staff members who provide this service are all nearing retirement age. The approach consumes the capacity of staff members who have no additional capacity to spare, and who are typically have little to no formal training in facility management. Ultimately the program will include staff, equipment and capital funding to fully implement a comprehensive facility maintenance program. The proposed add package, if funded, includes:
  - 1 FTE Facility Maintenance supervisor
  - Extra Help staff
  - Utility pickup
  - Additional contract maintenance resources ($80,000) for various facility maintenance programs and maintenance needs

  First year program emphasis will be on developing preventative maintenance plans for each individual facility and system, identifying service contract gaps, and managing vendors/contractors. Additional work will include adding facility maintenance program elements to the City's existing maintenance management system. This Add Package would address initial program development needs but will require significant additional resources to address capital needs.

Core Services

The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's park and open space asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's on-going efforts to identify and focus on core services. This work is accomplished in parks, landscaped City owned parking lots, and beautification areas, with a total of 42 sites comprising over 350 acres. The primary objective of this mission is to provide quality maintenance services that protect user safety as well as the City's assets. The overarching goal is to invite our residents to enjoy these spaces and their amenities, which are a key factor in McMinnville's livability.

Park Services

Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year-round. Restrooms are cleaned daily and have annual repairs (painting, repairs, etc.)

Kristine Reed, Parks Maintenance Lead Worker (20 years), works along side a group of student volunteers from Duniway Middle School at Riverside Dog Park.

Turf/Landscape Maintenance

- Turf stands are mowed and edged; landscape areas are weeded; irrigation systems are maintained and operated. The combination of potential Add Package resources and ARPA funding will improve service levels for this core service. All irrigated turf stands will be irrigated and mowed. This transition will take some time as irrigation systems are renovated and repaired, but staff anticipates by summer 2024 all systems should be operational.
- Using the Division's Integrated Pest Management Plan (IPM), 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. Add Package resources will improve this service area. Mulch application will be restored at some facilities and the application cycle shortened at others. These changes should result in improved aesthetics and weed control.
- Annual flowers are typically planted in the spring at various City facilities.
- Trail systems are maintained in Dancer Park, Airport Park, Discovery Meadows, Tice Rotary Park, and other facilities. The proposed budget continues the practice of partnering with local tree service vendors for chip material and local user groups to spread material, resulting in reduced labor and material costs.
- Park Maintenance staff assists with the maintenance and operation of the irrigation systems for various Street Department assets (landscaped beautification areas). Additionally, Park Maintenance staff continues to be tasked with landscape and irrigation maintenance for downtown parking facilities.

Sports Turf Maintenance

- This work is primarily performed in Dancer Park in support of City recreation programs. This internal partnership is again reflective of the Strategic Plan mission to deliver high quality services in collaboration with partners for a prosperous, safe and livable community. Sports turf is irrigated, fertilized, over-seeded, mowed, and aerated at as high a frequency as resources allow in an effort to support a healthy turf stand that can withstand the high activity levels these programs bring. This work helps to preserve the turf stand, improves user safety and supports the City's recreational sports programs. This work is critical in maintaining a safe, high quality turf stand, and the potential new Add Package resources will allow the Division to restore these se

Recreation 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.
- Since the pandemic, the Parks and Recreation Department has expanded its outdoors program offerings, which creates demand for Park Maintenance support. The additional resources will improve Park Maintenance staff's capacity to provide a higher level of support for these important programs.

Tree Maintenance

- Typical activities include conducting annual pruning on young trees, along with scheduled fertilizing, which promotes tree health and correct tree structure. The work also includes mitigating storm damage, which can include pruning, removal and replacement. This core service is a contributing element in the City's requirement to provide $2 per capita of tree related expenditures to achieve "Tree City USA" designation.

Large oak at Tice Rotary Nature Preserve falls across Westside Road

Park Amenities

- Maintain courts, splash pad, shelters, drinking fountains, interpretive signage, lighting, etc. The Discovery Meadows splash pad, operated under Oregon Public Health Division's administrative rules, is cleaned, and inspected on a specific schedule, and is remotely monitored via web-based telemetry. The splash pad remains one of the most highly visible and highly visited park amenities the City has to offer.

Park Building Maintenance

- Building lighting, security, and plumbing systems are repaired as resources allow, and vandalism is cleaned up as soon as possible. The additional resources allocated in the proposed budget will allow the Division to restore some preventative maintenance practices that have been deferred in recent years and improve response times for graffiti and vandalism repairs.

Skate Park Maintenance

- Regular inspection and repairs, including replacement of coping stones, sealing concrete, repairing skate elements, and cleanup of vandalism and graffiti. The additional resources allocated in the proposed budget will allow the Division to restore some preventative maintenance practices that have been deferred in recent years.

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 as staff capacity allows.
- Fall attenuation material is replaced annually as needed.

Community Event/Volunteer support

- Prepare facilities for special community events.
- Provide materials and support for volunteer events. The additional Add Package resources will allow the Division to provide a higher level of support for volunteer projects.

Lippert Component employee volunteer group working on trail maintenance at Joe Dancer.

Emergency Response

- Park Maintenance staff members are a key element in the City's response to various incidents, and work alongside Street Maintenance and Conveyance System field staff in this role. This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority's objective to "provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works". Activities include responding to vehicle accidents and hazardous materials spills; snow response work including deicing, sanding and snow removal: flood/high water response; sanitary sewer and storm drain problems; clearing downed trees from streets, etc. Park Maintenance staff are trained and certified to the same level as the Street Maintenance staff in this area, and function as integral team members on these first responder crews.

Parks Maintenance crew surveys damage at Airport Park after a day of high winds.

Future Challenges and Opportunities

Maintenance planning

- As with any asset, as the park system ages, maintenance demands and related costs continue to increase. The park system has grown since 2005 with West Hills, Kiwanis improvements, Chegwyn Farms, Riverside Dog Park, BPA linear park extensions, and Jay Pearson Park all being added in that time period. As noted earlier, a BPA extension north of Baker Creek Road has been completed and the City will assume maintenance in 2023. In recent years, resource constraints have impacted service levels, including closing restrooms, reducing park service visits, reducing mowing costs by allowing neighborhood parks to go brown, reducing athletic turf maintenance at Dancer Park, reducing annual flower plantings, reducing tree replacements, reducing maintenance cycles on various building and play equipment structures, and continued deferred maintenance in the system overall. Over the intervening years these changes have resulted in a lower quality of aesthetics than the typical McMinnville standard and have had other impacts. This budget proposal represents an opportunity to begin the process of improving park maintenance service levels.
- The FY 2023-34 budget proposal improves the Division's capacity to begin to address some backlogged maintenance items. Examples of backlogged items include renovating the Discovery Meadows splash pad, irrigation system renovations, neighborhood park renovations pavement repairs, restoring shrub beds system wide, replacing picnic tables, roof maintenance, flatwork repairs, skate park repairs, sports turf renovations, and fleet/equipment replacements.
- The FY 2023-24 budget continues a staffing model that features Utility Worker I positions for parks services and similar tasks, freeing up Utility Worker II staff for higher level functions. However, it is important to note that without continued additional staffing resources there is no latent maintenance capacity within this work group to take on additional new facilities, and as facilities are added there will continue to be an impact on the Division's capacity to maintain existing assets.
- Staff will continue the use of a computerized maintenance management system (CMMS) to plan, schedule, and track work. Using this tool, staff continues to make use of the data to track work against service levels, identify problem trends, and identify opportunities to improve work practices. There is funding in the FY 23-24 budget proposal to update the City's current CMMS software, which has been in use since the mid 1990's.

Westside Greenway rainbow

Capital Planning

- As the park system overall continues to age, planning for and funding capital improvements continues to be a critical element of the City's asset management strategy relative to parks that is not able to be consistently funded. Buildings, play structures, pavements, skate park elements, park amenities, vehicles and equipment all will continue to age, and will eventually need to be replaced or removed. Adding new facilities or elements to the system only increases this need. The needs range from replacing aging play structures such as the Recreation Station in upper City Park to replacing a 50+ year old shelter in Wortman Park. The FY 2023-24 Park Maintenance budget proposal includes significant resources to start to address asset renewal in the park system. ARPA funding is proposed to be used to "kick start" this effort with funding for vehicle and equipment needs, as well funding to address key asset renewal within the park system. More critically, funds have been allocated via the add package to begin developing a sustainable annual funding allocation for asset renewal needs. However, the challenge will continue to be to develop this as a sustainable annual investment at a level that will address needs across the park system.

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 City wide priorities.

Strategies to Address Camping Impacts

- Camping and related behaviors continue to draw on staff resources and related contractor costs to address impacts of these activities. Staff and resources are diverted on a demand basis to address these impacts. The additional resources proposed in the FY 23-24 budget will help begin to address some of these impacts.
- Strategies will continue to include identifying opportunities to reduce costs and impacts through improved facility design features and evolving operational practice to give staff the resources and training to help address these issues.

Water Conservation Strategies.

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

Americans with Disability Act (ADA) Compliance

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

Andy McCune (14 years) and Jeff Hendricks (18 years) get on their safety gear to clear the park trail of a wind fallen tree.

Sunrise Rotary volunteers working on wood chipping the trail surface at Airport Park. This group volunteers several times a year to work on the trails here.

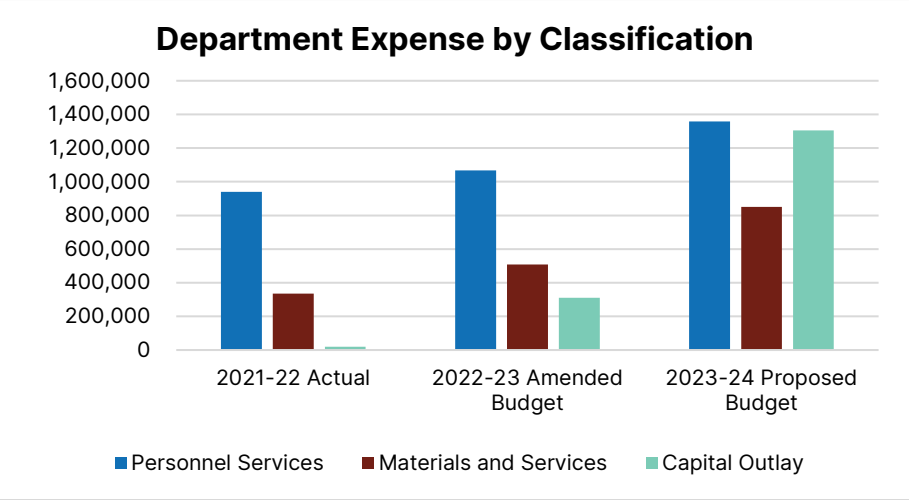
Longtime kicking wall at Joe Dancer Park was transformed into a beautiful mural by members of the McMinnville High School Art Program, supported by the

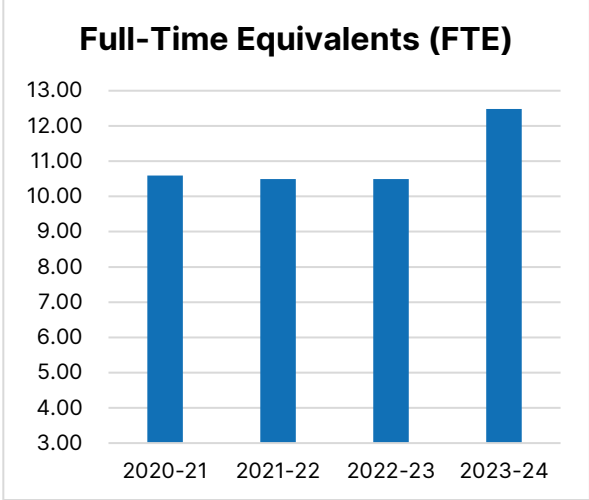
General Fund - Park Maintenance

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Charges for Services	8,193	5,000	10,000	5,000
Intergovernmental	0	390,000	554,000	164,000
Miscellaneous	0	9,750	0	(9,750)
Revenue Total	**8,193**	**404,750**	**564,000**	**159,250**
Expenses				
Personnel Services	940,670	1,067,438	1,357,375	289,937
Materials and Services	336,135	509,206	850,356	341,150
Capital Outlay	20,476	310,000	1,305,232	995,232
Expenses Total	**1,297,281**	**1,886,644**	**3,512,963**	**1,626,319**
Unrestricted Resources Required	1,289,088	1,481,894	2,948,963	1,467,069

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	10.59	10.49	10.49	12.48





General Fund – Parks Maintenance

Historical Highlights

1994 James Addition park -1.29 acre park - developed with turf, irrigation, benches, and play equipment.

1995 Senior Center built in West Wortman Park along with upgrades to the grounds.

1996 Dancer Park Phase II completed, increasing the total acreage maintained to 35 acres.

1996 Installation of recreation station in UpperCityPark.

1997 Parks Maintenance managerial oversight transferred to Public Works Superintendent and becomes part of the newly created Community Development Department.

1997 Goucher Street Linear Pathway - 2.46 acres - developed with turf, irrigation, benches, and plantings.

1998 Lower City Park remodeled and upgraded with new irrigation, parking lot, and turf.

2000 Development of Bend-O-River Park - 0.33 acre - including play equipment, basketball hoop, lawn area, and irrigation system.

2002 Development of Thompson Park - 2.40 acre - with restroom facility, play equipment, horseshoe court, basketball court, and shelter.

2003 Ash Meadows Park upgraded - 1.29 acres - with turf, irrigation, benches, and plantings.

2004 Dancer Park Phase III completed increasing the total acreage maintained to 75 acres.

2004 McMinnville Rotary donates completed Tice Park - 32.82 acres - with 1.2 miles of paths, 2 kiosks, pond, bridges, restroom facility, and irrigation.

2005 Remodel of City Park and Wortman Park completed.

2005 BPA Pathway completed – 8.43 acres – with 51 miles of concrete path and five benches.

2005 Discovery Meadows Community Park opens – 21.45 acres – water feature, skatepark, play equipment, baseball field, basketball courts, walking path, two shelters and restroom facility. Increasing the total of maintained parks to 223 acres.

2006 32 trees of varying size and value were lost throughout McMinnville Parks due to the windstorm on December 14, 2006. Over half have been replanted to date, with complete replacements planned.

2007 Computerized maintenance management program implemented, including a work order system and an asset management system.

2007 Dancer and Star Mill Parks play areas renovated with new play equipment, fall protection surfaces, walks, benches and landscaping.

Historical Highlights

2008 Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.

2010 Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.

2010 Two of five staff certified as Aquatic Facility Operator's through the National Parks and Recreation Association to meet expected state requirements for water feature operation.

2010 Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.

2011 Chegwyn Farms, a four-acre neighborhood park, opens in NE McMinnville. The park features two farm themed playgrounds and is leased by the City in a partnership with the Yamhill Soil and Water Conservation District.

2012 Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to ensure constant compliance with Oregon Health Division rules.

2014 Parks Maintenance staff plays a key role in Public Work's response to a major February snowstorm, 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.

2016 As part of succession planning, Senior Utility Worker position implemented.

2017 Lower City Park upgraded with new small shelter and bridge.

2018 Utility Worker I position added as part of a two-year phased process to restore park maintenance service levels.

2018 City park tennis courts reconfigured to six pickle ball courts and two tennis courts and resurfaced.

2019 Utility Worker I position added.

2019 Jay Pearson Park completed in NW McMinnville, featuring an inclusive accessible playground, paths, shelter and open space.

2021 City crews responded to a historic February ice storm the damaged or destroyed over 270 trees in McMinnville's park system.

2022 Park Maintenance staff worked with more than 440 volunteers to complete projects such as replenishing dog park and play equipment surfacing material, mulching landscape beds and trails, mural painting and more.

01 - GENERAL FUND

Department : **19 - PARK MAINTENANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**4545**	**Federal FEMA Grant**	0	0	0
0	0	390,000	**4546**	**American Rescue Plan**	554,000	0	0
				Park Maintenance American Rescue Plan (ARPA) grant allocation for FY 23-24			
				Description / Units / Amt/Unit / Total: Park Maintenance American Rescue Plan (ARPA) grant allocation fo — 1 — 554,000 — 554,000			
0	**0**	**390,000**		**TOTAL INTERGOVERNMENTAL**	**554,000**	**0**	**0**
				CHARGES FOR SERVICES			
-50	8,193	5,000	**5390**	**Park Rentals**	10,000	0	0
				Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.			
-50	**8,193**	**5,000**		**TOTAL CHARGES FOR SERVICES**	**10,000**	**0**	**0**
				MISCELLANEOUS			
607	0	9,750	**6600**	**Other Income**	0	0	0
607	**0**	**9,750**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
557	**8,193**	**404,750**		***TOTAL RESOURCES***	**564,000**	**0**	**0**

01 - GENERAL FUND

Department : **19 - PARK MAINTENANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-3,092	3,555	0	**7000**	**Salaries & Wages**	0	0	0
556,783	538,807	612,545	**7000-05**	**Salaries & Wages - Regular Full Time** Maintenance & Operations - Superintendent - 0.50 FTE Maintenance & Operations - Supervisor - Park Maint - 0.95 FTE Maintenance & Operations - Supervisor - Streets - 0.05 FTE Facilities Supervisor - 1.00 FTE Senior Utility Worker - 1.00 FTE Utility Worker II - 4.00 FTE Utility Worker I - 2.00 FTE Mechanic - Operations & Maintenance - 0.45 FTE Management Support Specialist - Senior - 0.50 FTE	746,600	0	0
26,986	17,013	33,604	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Park Maintenance - 1.03 FTE Extra Help - Facilities - 1.00 FTE	80,984	0	0
4,698	6,394	6,000	**7000-20**	**Salaries & Wages - Overtime**	10,000	0	0
1,700	2,000	2,400	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	2,400	0	0
-1,214	1,624	0	**7300**	**Fringe Benefits**	0	0	0
35,724	34,085	39,600	**7300-05**	**Fringe Benefits - FICA - Social Security**	50,819	0	0
8,355	7,971	9,491	**7300-06**	**Fringe Benefits - FICA - Medicare**	12,180	0	0
176,324	161,080	198,239	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	252,860	0	0
116,828	121,667	126,249	**7300-20**	**Fringe Benefits - Medical Insurance**	151,626	0	0
16,500	16,500	15,500	**7300-22**	**Fringe Benefits - VEBA Plan**	18,500	0	0
995	711	567	**7300-25**	**Fringe Benefits - Life Insurance**	627	0	0
3,047	1,965	1,386	**7300-30**	**Fringe Benefits - Long Term Disability**	1,737	0	0
28,494	27,122	21,592	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	25,708	0	0
196	175	265	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	286	0	0
1,306	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	3,048	0	0
973,630	**940,670**	**1,067,438**		**TOTAL PERSONNEL SERVICES**	**1,357,375**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7515**	**City Services Charge expense**	4,590	0	0
972	359	900	**7530**	**Training**	1,200	0	0

01 - GENERAL FUND

Department : **19 - PARK MAINTENANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
736	688	1,000	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	1,500	0	0
2,380	2,759	4,000	**7550**	**Travel & Education** Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.	5,500	0	0
14,261	21,445	36,000	**7590**	**Fuel - Vehicle & Equipment**	30,000	0	0
23,357	23,533	26,000	**7600**	**Utilities**	26,000	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
13,800	15,378	17,380	**7610-05**	**Insurance - Liability**	20,750	0	0
15,500	12,243	13,830	**7610-10**	**Insurance - Property**	20,440	0	0
6,564	7,381	9,000	**7620**	**Telecommunications**	9,000	0	0
2,295	2,448	0	**7650**	**Janitorial**	2,900	0	0
16,948	21,320	20,000	**7660**	**Materials & Supplies**	22,000	0	0
3,830	2,613	7,500	**7720-10**	**Repairs & Maintenance - Building Maintenance** Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.	7,500	0	0
15,096	15,000	18,000	**7720-14**	**Repairs & Maintenance - Vehicles**	16,000	0	0
88,296	73,966	115,000	**7720-26**	**Repairs & Maintenance - Park Maintenance** 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.	142,000	0	0
8,361	11,977	15,000	**7720-27**	**Repairs & Maintenance - Park Vandalism** Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.	20,000	0	0
1,704	1,678	0	**7750**	**Professional Services**	0	0	0
0	0	2,180	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	3,100	0	0
0	0	80,000	**7750-04**	**Professional Services - Grants**	0	0	0
10,681	10,645	12,000	**7780-07**	**Contract Services - Downtown** Downtown & Alpine Avenue solid waste disposal	12,600	0	0
116,084	94,725	105,000	**7780-15**	**Contract Services - Park Maintenance** 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.	472,000	0	0

01 - GENERAL FUND

Department : **19 - PARK MAINTENANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET

Description	Units	Amt/Unit	Total
Park Maintenance contract services	1	116,000	116,000
Park tree replacement program	1	150,000	150,000
Temporary portable restroom placements	6	1,000	6,000
Park Maintenance core service add	1	120,000	120,000
Facility maintenance core service add	1	80,000	80,000

1,786	3,660	3,000	**7800-39 M & S Equipment - Parks** Miscellaneous small equipment for operations and maintenance	4,000	0	0
2,446	1,071	2,000	**7800-42 M & S Equipment - Shop** Miscellaneous small equipment and tools for shop operations and maintenance	7,000	0	0

Description	Units	Amt/Unit	Total
Small equipment and tools for shop operations	1	2,000	2,000
Core Services Add Package: facilities maintenance tools	1	5,000	5,000

4,286	5,742	5,146	**7840 M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	8,326	0	0
7,560	7,504	16,270	**7840-65 M & S Computer Charges - Park Maintenance**	13,950	0	0

Description	Units	Amt/Unit	Total
ESRI-17%, shared with Bldg,Comm Dvlpmt,Eng,Street,WWS	1	2,500	2,500
Hansen Maintenance-25%, shared with Street,Eng,WWS	1	4,000	4,000
Facilities Computer/Tech	1	3,500	3,500
Desktop Replacement (1) - 50%, shared with Street	1	600	600
Adobe Pro Licensing (2)	2	200	400
Office 365 Licensing (5.5)	1	1,450	1,450
Discovery Network Connection	1	1,500	1,500

356,942	**336,135**	**509,206**	**TOTAL MATERIALS AND SERVICES**	**850,356**	**0**	**0**
			CAPITAL OUTLAY			
0	0	0	**8720 Equipment - Grants**	0	0	0
0	535	0	**8750 Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	2,232	0	0
0	0	0	**8750-65 Capital Outlay Computer Charges - Park Maintenance**	27,500	0	0

Description	Units	Amt/Unit	Total
Hansen Upgrade - 25%, shared with Engineering, Street, WWS	1	27,500	27,500

01 - GENERAL FUND

Department : **19 - PARK MAINTENANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**8800**	**Building Improvements**	600,500	0	0

Description	Units	Amt/Unit	Total
Restroom partitions-City Park, Discovery Meadows, Wortman	1	43,000	43,000
Restroom interior improvements-Thompson	1	17,500	17,500
Install Loos restroom	2	270,000	540,000

0	19,941	0	**8850**	**Vehicles**	121,000	0	0

Core Services Add Packages: park maintenance capital vehicle and equipment replacement; facilities maintenance vehicle

Description	Units	Amt/Unit	Total
Core Services Add Package: park maintenance capital replacement	1	66,000	66,000
Core Services Add Package: facilities maintenance vehicle	1	55,000	55,000

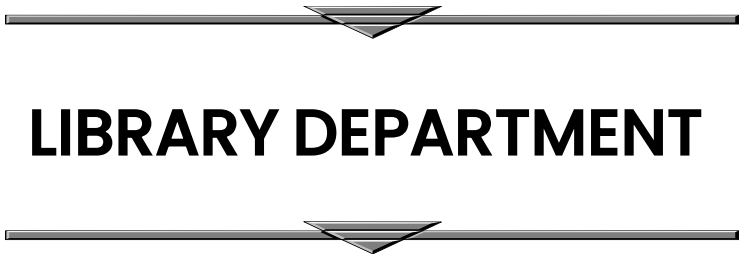
0	0	260,000	**8850-15**	**Vehicles - Grants**	140,000	0	0

Park Maintenance fleet and equipment upgrades funded with American Rescue Plan grant revenue

0	0	50,000	**9300-02**	**Park Improvements - Grants**	414,000	0	0

Description	Units	Amt/Unit	Total
ARPA-Irrigation Renovations phase 2	1	100,000	100,000
ARPA-Neighborhood Park Renovations	1	130,000	130,000
ARPA-Discovery splash pad renovation	1	184,000	184,000

0	0	0	**9300-05**	**Park Improvements - Play Equipment**	0	0	0
0	**20,476**	**310,000**		**TOTAL CAPITAL OUTLAY**	**1,305,232**	**0**	**0**
1,330,573	**1,297,281**	**1,886,644**		***TOTAL REQUIREMENTS***	**3,512,963**	**0**	**0**



LIBRARY DEPARTMENT

Budget Highlights

McMinnville Public Library staff and supporters were gifted this year with *A Love Letter to Libraries* in The New York Times. The description of public libraries and the service provided to communities resonated and reflected the work we do.

> *Libraries have always been a place of worship for a certain type of person, but they're also community centers, meeting houses and pop-up medical clinics, offering vaccines, homework help, computer classes, craft sessions and tax advice. Perhaps you need fresh needles, marigold seeds, a loaner guitar, a hammer, a venue for your knitting club or a donation box for your old eyeglasses? Head to your local library. It might have you covered and, if it doesn't, someone there will know where to send you.*
> Elisabeth Egan and Erica Ackerberg, A Love Letter to Libraries, Long Overdue; New York Times, Feb. 14, 2023

The 2023-24 proposed budget reflects the resources needed to provide library core services while being conscientious of fiscal constraints. With the support of the taxpayers, City Council, Library Foundation, Friends of the Library, and more the library will continue to serve in ways that reflect the needs, interests, and challenges of our community.

Library Core Services

- Maintain a safe and comfortable space.
- Offer materials for borrowing.
- Offer access to materials from other libraries.
- Deliver early literacy programming and education for children and caregivers.
- Bridge the digital/technological divide.
- Inform the public of available resources.
- Plan and strategize for now and the future.
- Offer educational, cultural, and community programs.

Mac-Town 2032 Priorities & Library Services

The library supports the Mac-Town 2032 priorities in a variety of ways.

City Government Capacity

- Develop and foster local and regional partnerships.
  - The library has strong partnerships with the Library Foundation, Friends of the Library, Chemeketa Cooperative Regional Library Service, Oregon Digital Library Consortium, the Oregon Library Passport program, Unidos, Linfield University Library, Paws for Love Therapy Dogs and more to bring books, programs, and resources to the community.

- Invest in the City's workforce.
  - The 2023-24 budget includes a new Library Specialist position to better reflect the specialized work of some library staff. This creates a clearer path of professional growth and responsibility, which is an investment in the city workforce and the future of the library.

Civic Leadership

- Attract and develop future leaders.
  - Library story times, the Childrens' Craft Fair, reading programs, technology training, and more encourage literacy in many of its forms (reading, writing, financial, social) which help to develop our youth into community members who will become future leaders and civic participants.

- Recognize and raise up leadership in all its forms, such that more people identify themselves as civic leaders.
    - The Library Foundation and Friends of the Library board members and volunteers understand the leadership role they play in creating an educated and literate community through their support of the library, staff, resources, and programs.

Community Safety & Resiliency

- Build a community culture of safety.
    - The library created a Behavior Response Committee to address the behavioral health issues that have increased since full reopening after the pandemic. This committee has been effective in managing difficult behaviors through informing, encouraging, and enforcing the Library Patron Code of Conduct.

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

- Improve systems for economic mobility and inclusion.
    - Through a Workforce Development grant from the Institute of Museum and Library Services the library has improved services to job seekers with a dedicated "Zoom Room" for interviews and meetings, resume and office supplies, and assistance for those working to improve their career skills.
- Be a leader in hospitality and place-based tourism.
    - A great library is a draw for visitors and residents. Friendly and knowledgeable staff, culturally significant murals and art inside and outside of the library, access to computers, Wi-Fi, and printing, local history resources, and more make our historic Carnegie Library a destination to visit.

Engagement & Inclusion- Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity.

- Celebrate the diversity of McMinnville.

- Cultivate cultural competency and fluency through the community.
    - The library works to celebrate the diversity of our community and encourage cultural competency through book displays, author visits that encourage engagement, and materials for borrowing that represent the varied viewpoints of our community.

- Grow City's employees and Boards and Commissions to reflect our community.
    - 25% of the library staff are of Latin heritage and are bilingual English/Spanish speakers.

- Improve access by identifying and removing barriers to participation.
    - Library staff are always looking for ways to remove barriers to library access. Home delivery of library materials throughout McMinnville and surrounding areas, Summer Fun activities and the bookmobile outreach to neighborhoods, parks, and apartment complexes, and library cards for those experiencing houselessness are examples of programs that have removed barriers to access.

Growth & Development Character- Guide growth and development strategically, responsively, and responsibly to enhance our unique character.

- Strategically plan for short and long-term growth and development that will create enduring value for the community.
    - A formalized long-term planning process began with the inclusion of the library in the MacPAC discussions and final report.
    - Short-term growth is managed through donations from Friends of the Library and Library Foundation, groups that have supported building improvements not covered by the City budget.
    - ARPA funds are dedicated to improving the HVAC system at the library.

Challenges and Opportunities

Challenges
The library has seen a return to the difficult behaviors that were showing up pre-pandemic, with mental and behavioral health, and substance use struggles creating a sometimes difficult and unwelcoming place for others library users and staff. Given the lack of housing, daytime shelters, storage facilities, public restrooms, and free spaces for people to stay warm and dry in our city, the library has become a destination for people with no other place to go.

This leaves the people in need, the library staff, and customers left to manage as best they can, reaching out to the police and other resources in the community if needed.

Library staff are trained in de-escalation and managing challenging situations, but often the services that are needed go beyond what our community currently provides.

Library staff regularly discuss the need for public restrooms, storage facilities, security, social services, litter and vandalism cleanup, deterrents to theft and drug use, and other challenges of society that we all increasingly face. With the limited resources available we do what we can to maintain a safe, comfortable, and law-abiding space for all.

The public library is a place where people of all walks of life can gather, engage with each other, and feel a sense of belonging. While this is an opportunity for all of us to grow, learn, and practice compassion for those different than us, it is also challenging to maintain a space that is respectful and comfortable for all in an increasingly divided society.

Those that want a quiet place to study have different needs than those who bring the family in for entertainment and relaxation, which differs yet again from those who need a dry place to rest while experiencing houselessness. The library works to serve all of these people with different needs and expectations of what the library will provide.

These needs require safe and comfortable library spaces to

- Gather to learn and engage.
- Study quietly.
- Store a variety of materials available for borrowing.
- Utilize technology to address the ever-expanding requirements of life online.

The level of need for these varying spaces and places has increased, while the square footage of the library has not. It is important to continue to plan for future expansion to serve the growing needs of our community.

Opportunities

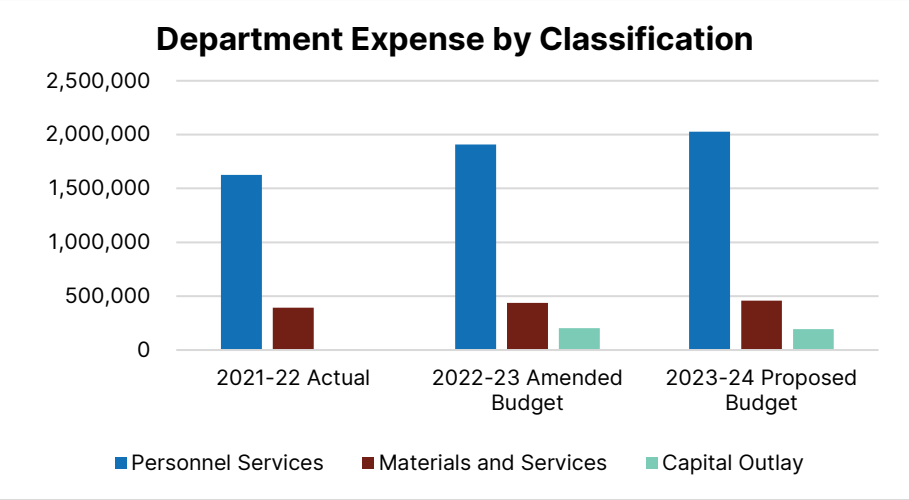
The McMinnville Public Library is always utilizing creative methods to address the needs of the community. Home delivery, partnerships with other city departments and libraries, co-sponsoring programs with other agencies, increasing electronic resources, expansion of the library of things, and reconfiguration of library spaces are some of the ways we have managed to continue to serve our community.

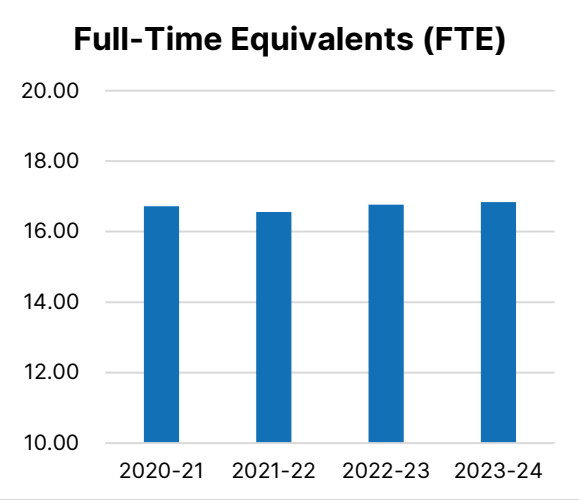
The library is fortunate to have the Friends of the McMinnville Public Library and Library Foundation of McMinnville to supplement library services, providing over $85,000 in additional funds. These groups will provide additional materials for borrowing, marketing, bookmobile services, sprucing up of the library inside and out, and programs for all ages.

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Charges for Services	480	300	480	180
Fines and Forfeitures	11,696	4,000	5,000	1,000
Intergovernmental	203,847	504,000	363,789	(140,211)
Miscellaneous	59,741	50,500	46,600	(3,900)
Revenue Total	**275,765**	**558,800**	**415,869**	**(142,931)**
Expenses				
Personnel Services	1,625,565	1,908,088	2,028,318	120,230
Materials and Services	391,921	436,570	457,846	21,276
Capital Outlay	7,137	203,000	193,134	(9,866)
Expenses Total	**2,024,623**	**2,547,658**	**2,679,298**	**131,640**
Unrestricted Resources Required	1,748,858	1,988,858	2,263,429	274,571

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	16.72	16.56	16.77	16.84





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

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

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

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

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

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

1986 Library installs its first computer automation system.

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

2000 Children's Bookmobile "hits the road" – funded by the City and Library Foundation.

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

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

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

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

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

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

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

Before Remodel

After Remodel

2020 Library introduces home delivery in response to the COVID-19 pandemic.

2021 Library receives the Downtown Association of Best COVID Pivot Award.

2023 Library purchases electric vehicle for home delivery using American Rescue Plan funds

01 - GENERAL FUND

Department : **21 - LIBRARY**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	203,000	**4546 American Rescue Plan** FY2022-23 Electric vehicle for Library home delivery FY2023-24 Library HVAC system upgrade Description / Units / Amt/Unit / Total: ARPA FY2023-24 Library HVAC system upgrade / 1 / 150,000 / 150,000	150,000	0	0
0	0	0	**4780 OR State Aid Grant - Library**	0	0	0
6,190	2,784	3,500	**4780-05 OR State Aid Grant - Library - Odd CY** The Ready to Read Grant is provided annually the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-55, Books & Materials-State Grant Materials. This grant is run on a calendar year, so is listed in separate accounts for easier tracking.	1,770	0	0
0	4,682	2,500	**4780-10 OR State Aid Grant - Library - Even CY** The Ready to Read Grant is provided annually the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-56, Books & Materials-State Grant Materials. This grant is run on a calendar year, so is listed in separate accounts for easier tracking.	3,500	0	0
0	3,285	0	**4781-05 State Library of Oregon - Library Svcs and Tech Grant**	0	0	0
185,230	193,097	295,000	**5050 CCRLS - Library** Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay.	208,519	0	0
191,420	**203,847**	**504,000**	**TOTAL INTERGOVERNMENTAL**	**363,789**	**0**	**0**
			CHARGES FOR SERVICES			
420	480	300	**5430 Outside City User Fee** $60 per household per year for full borrowing privileges 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.	480	0	0
420	**480**	**300**	**TOTAL CHARGES FOR SERVICES**	**480**	**0**	**0**
			FINES AND FORFEITURES			
11,674	11,696	4,000	**6160 Fines & Lost Books** Charges to library patrons for materials borrowed and not returned.	5,000	0	0
11,674	**11,696**	**4,000**	**TOTAL FINES AND FORFEITURES**	**5,000**	**0**	**0**

01 - GENERAL FUND

Department : **21 - LIBRARY**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			MISCELLANEOUS			
0	1,931	500	**6440 Donations - Library** General library donations received from the public and local service groups for library books, materials, equipment, and special programs. This money is expended through account 8160, Donations-Library.	500	0	0
0	3	0	**6440-05 Donations - Library - Bookmobile** Donations received from the public and local service groups for bookmobile materials and expended through account 8160-05, Donations-Library-Bookmobile Books.	0	0	0
4,453	18,754	14,000	**6440-10 Donations - Library - Library Foundation Even CY** The Library Foundation raises money for the purchase of materials for borrowing and the bookmobile program. These funds are expensed through account 01-21.8160-25, Donations - Library Foundation Even CY.	15,500	0	0
12,505	18,279	15,000	**6440-11 Donations - Library - Library Foundation Odd CY** The Library Foundation raises money for the purchase of materials for borrowing and the bookmobile program. These funds are expensed through account 01-21.8160-30, Donations - Library Foundation Odd CY.	8,500	0	0
8,554	12,896	13,000	**6440-15 Donations - Library - Friends of the Library** The Friends of the Library support the purchase of materials for borrowing. These funds are expensed through account 01-21.8160-40, Donations - Friends of the Library.	15,000	0	0
0	0	0	**6440-20 Donations - Library - Adult Programs**	0	0	0
0	3,055	0	**6440-25 Donations - Library - Children's Programs** Donations received from the public, granting agencies, and local service groups. This money is expended through account 01-21.8160-15, Donations - Children's Programs.	100	0	0
6,552	530	5,000	**6440-35 Donations - Library - Kiwanis** Donations received from this local service group. This money expended through expenditure account 8160-35, Donations-Library Kiwanis.	3,000	0	0
4,894	4,292	3,000	**6600-98 Other Income - Library** Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	4,000	0	0
36,958	**59,741**	**50,500**	**TOTAL MISCELLANEOUS**	**46,600**	**0**	**0**
240,472	**275,765**	**558,800**	***TOTAL RESOURCES***	**415,869**	**0**	**0**

01 - GENERAL FUND

Department : **21 - LIBRARY**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-3,130	9,642	0	**7000**	**Salaries & Wages**	0	0	0
575,520	805,791	1,024,247	**7000-05**	**Salaries & Wages - Regular Full Time** Library Director - 1.00 FTE Library Manager - 1.00 FTE Library Supervisor - 3.00 FTE Librarian - 3.00 FTE Library Technician - Senior - 4.00 FTE	1,014,980	0	0
286,908	231,001	171,413	**7000-10**	**Salaries & Wages - Regular Part Time** Librarian - 2.00 FTE Library Technician - 2.01 FTE Library Assistant - 0.83 FTE	259,760	0	0
73	0	0	**7000-15**	**Salaries & Wages - Temporary**	7,200	0	0
-78	1,041	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
3,696	3,209	2,400	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	3,000	0	0
-849	3,530	0	**7300**	**Fringe Benefits**	0	0	0
52,082	62,919	72,485	**7300-05**	**Fringe Benefits - FICA - Social Security**	77,739	0	0
12,181	14,715	17,369	**7300-06**	**Fringe Benefits - FICA - Medicare**	18,630	0	0
266,531	329,238	378,516	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	419,790	0	0
135,886	138,874	205,236	**7300-20**	**Fringe Benefits - Medical Insurance**	191,666	0	0
19,000	20,000	31,000	**7300-22**	**Fringe Benefits - VEBA Plan**	25,000	0	0
1,620	1,138	1,140	**7300-25**	**Fringe Benefits - Life Insurance**	960	0	0
4,408	3,014	2,158	**7300-30**	**Fringe Benefits - Long Term Disability**	2,774	0	0
698	893	1,437	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	1,412	0	0
320	312	388	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	389	0	0
870	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	4,719	0	0
184	249	299	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	299	0	0
1,355,920	**1,625,565**	**1,908,088**		**TOTAL PERSONNEL SERVICES**	**2,028,318**	**0**	**0**
				MATERIALS AND SERVICES			
505	542	500	**7500**	**Credit Card Fees** Charges for credit card payment at circulation desk for lost items and out of area library card fees.	500	0	0

01 - GENERAL FUND

Department : **21 - LIBRARY**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7515**	**City Services Charge expense**	0	0	0
1,377	1,207	1,700	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	2,600	0	0
3,136	6,927	12,000	**7550**	**Travel & Education** Membership in professional organizations, registration and travel to workshops, conferences and seminars.	8,000	0	0
1,598	738	2,500	**7580**	**Volunteer Recognition** Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	2,250	0	0
2,538	2,770	2,000	**7590**	**Fuel - Vehicle & Equipment** Fuel costs for home delivery, bookmobile, mileage reimbursement for homebound program, and outreach to preschools and daycares.	1,000	0	0
22,199	28,123	23,500	**7600**	**Utilities**	30,000	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
15,700	18,873	21,330	**7610-05**	**Insurance - Liability**	26,350	0	0
11,300	12,520	14,150	**7610-10**	**Insurance - Property**	17,690	0	0
14,170	14,258	15,000	**7620**	**Telecommunications** Staff telephone service, elevator phone line, public WiFi, bookmobile hotspot, and home delivery cell phone.	15,000	0	0
16,368	17,925	30,000	**7650**	**Janitorial** Contract janitorial services and supplies and litter patrol.	54,000	0	0
683	677	650	**7660**	**Materials & Supplies** General library and staff room supplies.	600	0	0
635	330	650	**7660-15**	**Materials & Supplies - Postage** Inter-library loan books returned by mail and other library mailing costs.	500	0	0
2,940	2,441	3,500	**7660-20**	**Materials & Supplies - Public Services** Supplies for adult services including staff office supplies and copy paper, toner, and supplies for teen and adult computer use.	3,500	0	0
2,499	3,836	2,500	**7660-30**	**Materials & Supplies - Public Information** Brochures, bookmarks, and other materials to inform public of library services, hours, and contact information.	2,500	0	0
1,611	1,782	2,000	**7660-60**	**Materials & Supplies - Administration**	1,500	0	0
2,018	2,748	2,500	**7660-63**	**Materials & Supplies - Library Circulation** Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service and circulation work group supplies.	2,500	0	0
6,001	5,911	6,000	**7660-64**	**Materials & Supplies - Library Technical Services** Processing supplies for books and audio visual materials; book covers, labels and audio-visual cases, staff office supplies.	6,000	0	0
2,495	2,098	2,500	**7660-65**	**Materials & Supplies - Children's Programs** Supplies for children's services including staff office supplies and copy paper, toner, craft supplies, and miscellaneous costs for children's programming.	2,500	0	0

Department : **21 - LIBRARY**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7680-10**	**Materials & Supplies - Donations - Adult Programs**	0	0	0
3,348	0	0	**7680-11**	**Materials & Supplies - Donations - Library Foundation Even CY** Moved to 8160-25	0	0	0
12,505	0	0	**7680-12**	**Materials & Supplies - Donations - Library Foundation Odd CY** Moved to 8160-30	0	0	0
0	0	0	**7680-15**	**Materials & Supplies - Donations - Children's Programs** Moved to 8160-15	0	0	0
8,554	0	0	**7680-16**	**Materials & Supplies - Donations - Friends of the Library** Moved to 8160-40	0	0	0
0	0	0	**7710**	**Materials & Supplies - Grants**	0	0	0
19,347	24,262	18,000	**7720-08**	**Repairs & Maintenance - Building Repairs**	18,000	0	0
23,194	24,742	25,000	**7720-10**	**Repairs & Maintenance - Building Maintenance** Building maintenance including pest control, inspections, gutter cleaning, moss treatment for roof, elevator and HVAC maintenance, garbage, windows, carpet cleaning and other regularly scheduled building maintenance.	28,000	0	0
401	1,570	600	**7720-14**	**Repairs & Maintenance - Vehicles** Repairs, maintenance and supplies for the library bookmobile and home delivery vehicle.	600	0	0
2,439	2,246	0	**7750**	**Professional Services**	0	0	0
0	0	3,040	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	5,100	0	0
8,924	8,992	10,000	**7790**	**Maintenance & Rental Contracts** Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.	10,000	0	0
4,929	2,415	5,000	**7800**	**M & S Equipment** Furniture and equipment.	4,000	0	0
0	0	0	**7810-05**	**M & S Equipment - Donations - Library Foundation**	0	0	0
63,215	76,556	86,740	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	86,286	0	0
7,877	11,716	20,960	**7840-70**	**M & S Computer Charges - Library** Core services add package, $3240 for 1 additional Surface and Office 365 licensing	13,000	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (21)	1	5,800	5,800
Adobe Pro Licensing	1	200	200
Replacement Computers	3	1,500	4,500
New Monitors	10	250	2,500

21,889	14,997	22,000	**8150-05**	**Books & Materials - Adult Books** Fiction and non-fiction print books for adult borrowing.	20,000	0	0
1,352	0	0	**8150-15**	**Books & Materials - Reference Online Database** Online subscriptions for public use.	0	0	0

01 - GENERAL FUND

Department : **21 - LIBRARY**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
15,265	12,204	13,000	**8150-20 Books & Materials - Children's Books** Books, audio visual, and other materials for children ages 0 - 12.	12,000	0	0
4,493	4,426	4,500	**8150-25 Books & Materials - Young Adult Books** Books for young adults ages 12 - 17.	4,500	0	0
5,354	6,007	6,500	**8150-30 Books & Materials - Large Print Books** Large print books for visually impaired adults.	6,000	0	0
1,777	1,905	2,000	**8150-35 Books & Materials - Spanish Language Materials** Books and media in Spanish.	2,000	0	0
0	0	0	**8150-40 Books & Materials - Bookmobile**	0	0	0
4,499	4,625	4,500	**8150-45 Books & Materials - Periodicals** Newspaper and magazine subscriptions.	4,500	0	0
8,555	8,286	8,500	**8150-50 Books & Materials - Audio Visuals-DVD** Entertainment and non-fiction DVDs and Blu-rays.	8,500	0	0
5,162	3,510	5,500	**8150-51 Books & Materials - Audio Visuals-CD Books** Fiction and non-fiction audiobooks.	5,500	0	0
3,947	0	4,000	**8150-53 Books & Materials - Audio & Ebooks** Digital audiobooks and ebooks.	3,000	0	0
0	3,285	0	**8150-54 Books & Materials - Grants**	0	0	0
6,190	2,784	3,500	**8150-55 Books & Materials - State Grant Materials Odd CY** State Ready-to-Read Grant expenditures funded through revenue account 4780-05, Oregon State Aid Grant-Library Odd CY. Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries.	1,770	0	0
0	4,682	2,500	**8150-56 Books & Materials - State Grant Materials Even CY** State Ready-to-Read Grant expenditures funded through revenue account 4780-10, Oregon State Aid Grant-Library Even CY. Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries.	3,500	0	0
1,500	320	3,500	**8150-60 Books & Materials - Emerging Collections** New trends in public library service emerge regularly to offer unique items for borrowing, such as cake pans, outdoor games, and other exciting new library collections. This budget is used to purchase such items for library patrons to borrow.	2,000	0	0
0	1,934	500	**8160 Donations - Library** Various library purchases funded through revenue account 6440, Donations-Library.	500	0	0
0	3	0	**8160-05 Donations - Library - Bookmobile Books** Books and materials for bookmobile funded through revenue account 6440-05, Donations-Library-Bookmobile.	0	0	0
0	0	0	**8160-10 Donations - Library - Adult Programs**	0	0	0
0	3,055	0	**8160-15 Donations - Library - Children's Programs** Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.	100	0	0

01 - GENERAL FUND

Department : **21 - LIBRARY**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	18,754	11,250	**8160-25 Donations - Library - Library Foundation Even CY** The purchase of materials for borrowing and the bookmobile program supplies come from this budget. Library Foundation revenue account 01-21.6440-10 includes funds to reimburse this line.	15,500	0	0
0	11,517	14,500	**8160-30 Donations - Library - Library Foundation Odd CY** The purchase of materials for borrowing and the bookmobile program supplies come from this budget. Library Foundation revenue account 01-21.6440-11 includes funds to reimburse this line.	8,500	0	0
6,552	527	5,000	**8160-35 Donations - Library - Kiwanis** Sponsoring the purchase of books for the First Grade Reading Program. Revenue account 01 -21.6440-35, Donations - Library - Kiwanis.	3,000	0	0
0	12,896	13,000	**8160-40 Donations - Library - Friends of the Library** The purchase of materials for borrowing. Friends of the Library revenue account 01-21.6440-15 includes funds to reimburse this line.	15,000	0	0
349,042	**391,921**	**436,570**	**TOTAL MATERIALS AND SERVICES**	**457,846**	**0**	**0**
			CAPITAL OUTLAY			
0	7,137	0	**8750 Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	23,134	0	0
41,680	0	150,000	**8800 Building Improvements** Exterior security cameras covering the parking lot, native plant garden, and upper city park.	20,000	0	0
0	0	1,000	**8800-02 Building Improvements - Grants** ARPA Funds: Library HVAC system upgrade	150,000	0	0
0	0	0	**8850 Vehicles**	0	0	0
0	0	52,000	**8850-15 Vehicles - Grants** ARPA Funds: Electric vehicle for Library home delivery	0	0	0
41,680	**7,137**	**203,000**	**TOTAL CAPITAL OUTLAY**	**193,134**	**0**	**0**
1,746,641	**2,024,623**	**2,547,658**	***TOTAL REQUIREMENTS***	**2,679,298**	**0**	**0**

GENERAL FUND
NON-DEPARTMENTAL

Budget Highlights

Revenues

Property Taxes - Current

The City's permanent property tax rate is $5.02 per $1,000 of assessed value. In this proposal, which assumes the scenario that voters have approved the ballot measure to create a new fire district in May 2023, McMinnville will underlevy property tax for FY2023-24 by $1.50 per $1,000 of assessed value. This translates to a reduction in property tax of 29.88% (1.50 divided by 5.02 = 29.88%).

- The 2023-24 proposed budget projects a 3.9% increase in assessed value (AV) compared to 2022-23. The AV increase in 2022-23 was 4.2% compared to the prior year.
- The City assumes 5% on property taxes levied will not be collected based on Department of Revenue statistics; this includes amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for this figure, property tax revenues are estimated at $11.33 million for current receipts in fiscal year 2023-24 with an additional $250,000 budgeted for prior year taxes.

Payment In Lieu of Tax (PILOT)

- McMinnville Water & Light remits a payment in-lieu of tax (PILOT) as a municipal electric company because it does not pay property tax. The total budgeted in 2023-24 is $2.48 million, an increase relative the estimated payments for 2022-23 of $150,000. The estimates for both years includes calculations to quantify the impact of a customer rebate from the Bonneville Power Authority that crosses these fiscal years. In addition, industrial class power users are moving from paying 3% PILOT over two years to 6%, which is the percentage all other electric customer classes contribute. This process of equalizing user contributions of PILOT fees will be completed in FY2023-24.

Franchise Fees

- Franchise fee revenue totaling $1 million for cable, telephone, natural gas, and waste collection are projected for FY2023-24 and will reflect a 5.4% increase relative the current year. Revenue trends show declines in cable and telephone franchise fees, modest increases for waste collection and a rise in natural gas due to rate increases approved by the Public Utility Commission.
- The City's franchise fee on wastewater services was increased from 5% to 6% at the start of the current fiscal year. It is budgeted to bring in $676,000 for FY2023-24. An increase of $16,000 relative this year.

Local Revenues

- The City Services Charge, the primary vehicle for raising new sustainable resources to maintain the core services provided through the general fund and as described in Resolution 2021-55, began in January 2023. Estimates for current year revenue over six months is $985,00 with a projected $2.2 million in FY2023-24 in its first full year.
- The local 3% tax receipts on recreational marijuana sales have declined from a high in FY2020-21 of over $300,000 in annual revenue. Overall market conditions in this nascent industry have caused prices to decline, resulting in lower tax revenue levels state-wide. League of Oregon City analysts see that trend reversing in FY2023-24; accordingly, the city is budgeting a year over year increase with $240,000 in the proposed budget.

Intergovernmental

- State Shared Revenues - Oregon state shared revenues are a significant source of funding for General Fund operations. The City's allocation of State shared revenue is expected to increase 4% compared to the prior year to $466,000. Liquor tax revenue is anticipated to increase 3% relative the current year's updated estimate of $700,000 to $721,000 in FY2023-24. Cigarette taxes continue declining and are projected to be $24,000, down relative the current year's $26,000 estimate, with actuals coming in even lower than budgeted.
- State marijuana tax levels, with the passage of Measure 110 in November 2020, which decriminalized possession of small amounts of street drugs and funded treatment and recovery services programming by reducing the local government share of taxes collected on recreational marijuana taxes, continue to be dramatically lower than they were prior to the ballot measure. For FY2023-24, $56,000 is budgeted compared to the levels in FY2020-21 when collections were on pace to top $200,000 that year.
- A new revenue stream exists in this budget scenario assuming voters approve the May 2023 ballot measure establishing a new fire district. The new McMinnville Fire District will pay the city for its proportion of the annual PERS transition liability debt service, an estimated total of $55,000 for half of the year (the first half of the year, these funds will be collected through payroll while fire department staffers are still on the city's payroll through December 2023). This amount is based on the current fire department staff's share of PERS subject payroll.

Urban Renewal

- In 2016-17 the City executed a bank loan for approximately $2.0 million to fund street improvements for the portion of Alpine Avenue within the urban renewal district. Loan proceeds were receipted into the General Fund and then transferred to the Urban Renewal Fund. Debt Service payments for the bank loan, which will be paid with urban renewal tax increment dollars transferred from the Urban Renewal Debt Service Fund, are included in the 2023-24 Proposed Budget in the amount of $187,000.

PERS Transition Liability

In 2016-17 the City also executed a bank loan for approximately $3.5 million, with loan proceeds used to "refinance" the City's PERS transition liability at a lower interest rate. Debt service payments included in the 2023-24 Proposed Budget will be paid from general operating funds of the City that have payroll costs that are subject to PERS.

Transfers In

- Reimbursement from other funds for Administration, Finance, Engineering, Community Development, and Parks and Recreation Administration personnel services support and for Engineering Materials and Services bring in $1.88 million to the general fund in the FY2023-24 proposed budget.
- Transient Lodging Tax of $565,000 represents 30% of the net Tax collected and reimbursement of Finance, Planning, and Administration costs to administer the tax.

  Transient Tax estimates have rebounded from the negative impacts of the covid pandemic and some new lodging options have been added in town over the last year.
- The Insurance Services fund makes a transfer to the General Fund for staffing and administering these activities and is also continuing to support the Human Resource Manager position in the General Fund for a total of $130,000 (and is included in the total transfer in amount mentioned above).
- In FY2023-24, after two years of virtually no investment in capital purchases in the general fund (other than selected grant funded vehicles) and no internal debt actions, a total of

$1.4 million in interfund loans from the wastewater capital fund are budgeted including two police car replacements, outdoor restroom alternatives (Loo's) in city parks, a restroom renovation in the Senior Center, critical technology investments, resurfacing the playing courts in the Community Center, and more. While this is less than what an average facilities improvement and capital equipment replacement investment would typically cover, this is a step in the right direction for addressing years of deferred maintenance. See the detailed list in the financial overview section of this budget document. The loan will be repaid over five years starting in FY2024-25 at an interest rate that is set 50 basis points over the current Local Government Investment Pool's rate of return of 3.75%.

Expenditures

Materials and Services

- The cost of general fund unemployment ($10,000) and billing services for the city services charge ($145,800) are included in the non-departmental portion of the fund's budget.

Transfers Out

- Transfer to Emergency Communications Fund for police emergency dispatch services from the General Fund is $535,600, an estimated 3% increase relative the current year's outlay for the Police Department's contribution to YCOM.
- Transfer to Information Systems - Reimburses the Information Systems and Services (IS) Fund for personnel services support and is anticipated to be $450,000 in FY2023-24.
- Transfers out to the Wastewater Capital Fund for annual interfund debt payments for the purchase of Police vehicles in the amount of $81,000 in FY2023-24.

Future Challenges and Opportunities

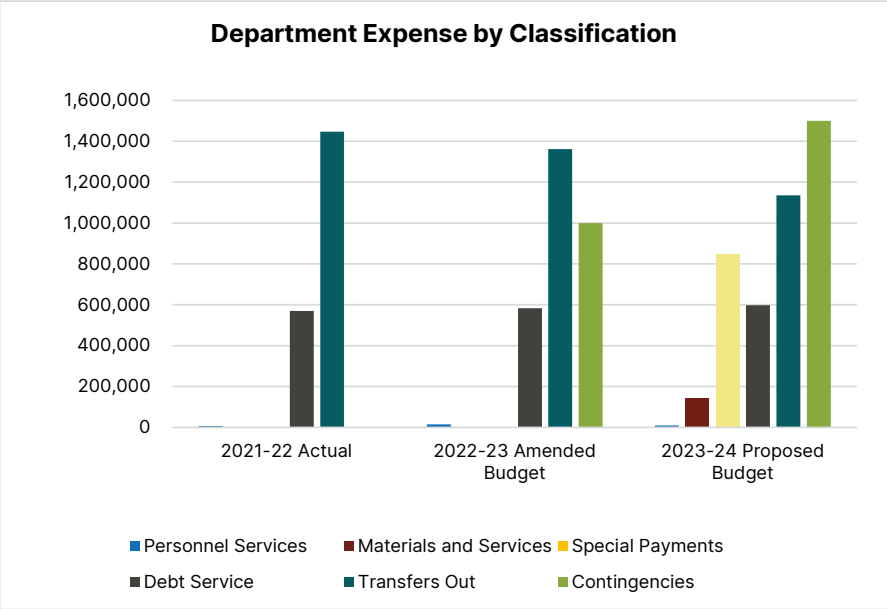
The City's general property tax revenue is directly related to changes in assessed values. Therefore, new construction and a healthy housing market have a significant impact on property tax revenue and the City's ability to fund services to the public. Conversely, should major taxpayers experience significant and/or sustained difficulties due to the negative economic environment coming out of the pandemic, the City's tax base could also contract. Though, thus far, no significant economic impacts have been seen in property tax data.

The general fund, even with the meaningful addition of the city services charge as an unrestricted funding stream supporting many of the city's core services, a current year deficit of almost $2.3 million exists between total revenue for the year of $29.65 million (including the interfund loan for capital outlays) with an annual expense total of $32.0 million. This difference means that from a budgeting perspective, the city continues to end the fiscal year with less money in reserves than it had at the outset of the year. The FY2023-24 year represents a unique one because, if the May ballot measure passes and the City of McMinnville no longer includes the fire department, the city's financial footprint will be meaningfully smaller compared to the prior year.

As the city embarks on its study of the use of the $1.50 in underlevyed property tax, which in the FY2023-24 budget is approximately $4,825,000, achieving financial sustainability that balances current core services, deferred maintenance, capital equipment replacement, the desire to address additional unfunded acute community needs with providing tax relief to property tax payers will be challenging.

Department Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Charges for Services	0	1,663,360	2,203,000	539,640
Intergovernmental	1,424,830	1,170,600	1,327,000	156,400
Licenses and Permits	3,910,246	4,170,300	4,396,830	226,530
Miscellaneous	460,260	467,782	661,172	193,390
Property Taxes	15,088,868	15,930,000	11,575,000	(4,355,000)
Transfers In	2,085,594	2,501,073	4,036,573	1,535,500
Revenue Total	**22,969,799**	**25,903,115**	**24,199,575**	**(1,703,540)**
Expenses				
Personnel Services	6,474	14,999	10,080	(4,919)
Materials and Services	0	0	145,800	145,800
Debt Service	569,590	583,070	597,059	13,989
Special Payments	0	0	847,233	847,233
Transfers Out	1,447,132	1,361,719	1,134,810	(226,909)
Contingencies	0	1,000,000	1,500,000	500,000
Expenses Total	**2,023,195**	**2,959,788**	**4,234,982**	**1,275,194**
Unrestricted Resources Available	20,946,603	22,943,327	19,964,593	(2,978,734)



General Fund – Non-Departmental

Historical Highlights

1916 Voters establish original operating property tax base.

1980 First library operations 3-year serial levy passed - $45,000 per year.

1985 Second library operations 3-year serial levy passed - $65,000 per year.

1986 First police, library, and transportation 3-year serial levy passed - $300,000 per year.

1988 March election passed library operations 1-year serial levy - $80,000 per year.

1988 November 1988 general election, "Life McMinnville Style" new tax base passed - $1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.

1990 November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to $10.00 per thousand of assessed value.

1996 November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.

1997 January and February 1997, City Council, Budget Committee, and Department Heads review City provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.

1997 May 1997, Oregon voters passed Measure 50 to "clean up" Measure 47 inconsistencies. Measure 50 established district permanent tax rates.

1997 City's permanent rate is established at $5.02.

2000 First year City levies entire $5.02 per thousand assessed value permanent rate.

2002 November 2002 general election local option levy proposal of $1.78 per thousand of assessed value fails.

2003 Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified request with Resolution 2003-14.

2005 Transfers of ~$328,000 into the General Fund helped purchase the OMI Regional Building for a total of $1,065,000; Building became the new Community Development Center.

2006 Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.

2006 McMinnville Water & Light (W&L) payment in-lieu of tax in proposed budget is less than amount collected in previous year. Trend is due to extensive conservation initiatives W&L has undertaken over the last several years.

2007 Implementation of Logos.net financial system established "non-assigned" revenues in Non-Departmental classification.

2008 All operating permanent rate, $5.02, property tax supported funds folded into the General Fund; i.e., Fire, Parks & Recreation, and Improvements Funds.

2016 Executed a bank loan to refinance the City's PERS transition liability and to fund the Urban Renewal Alpine Avenue project.

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			PROPERTY TAXES			
14,194,045	14,887,368	15,630,000	**4100-05 Property Taxes - Current** Permanent operating property tax levy is $5.02 per $1,000 of assessed value. For FY 2024, the City will levy $3.52 per $1,000 of assessed value.	11,325,000	0	0
268,236	201,500	300,000	**4100-10 Property Taxes - Prior** Collection of delinquent property taxes due from prior year permanent rate property tax levies.	250,000	0	0
14,462,281	**15,088,868**	**15,930,000**	**TOTAL PROPERTY TAXES**	**11,575,000**	**0**	**0**
			LICENSES AND PERMITS			
2,766,911	2,118,028	2,286,000	**4204 W&L Payment in Lieu of Tax** McMinnville Water and Light Department payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users. Over the FY2022-23 and FY2023-24 period, heavy industrial users - Cascade Steel Rolling Mills and Air Liquide - will phase up from 3% to 6%.	2,475,000	0	0
0	0	0	**4205-04 Franchise Fees - Water-McMinnville Water & Light**	0	0	0
0	0	0	**4205-05 Franchise Fees - PILOT McMinnville Water & Light**	0	0	0
5,008	63,350	5,000	**4205-06 Franchise Fees - Miscellaneous-Telecommunications** Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system. FY22 had one time multi-year catch up from a franchisee.	6,000	0	0
23,793	18,603	24,000	**4205-07 Franchise Fees - Ziply-Cable** Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. Note: Estimating reduction due to company's possible reduction of services.	6,000	0	0
29,860	24,511	30,000	**4205-08 Franchise Fees - Ziply-Telephone** Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	21,755	0	0
178,704	185,955	179,000	**4205-15 Franchise Fees - Comcast Communications-Cable** Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	179,000	0	0
401,781	432,681	418,500	**4205-20 Franchise Fees - Recology Western Oregon** Recology - Western Oregon franchise fee was increased from 3% to 4% effective October 2017 and from 4% to 5% effective July 2018	464,000	0	0
207,320	231,144	255,000	**4205-25 Franchise Fees - Northwest Natural** NW Natural gas franchise fee is 5%.	326,000	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
522,027	554,491	644,000	**4205-30**	**Franchise Fees - McMinnville Wastewater Services** Wastewater Services franchise fee is 6% starting in FY2022-23.	676,000	0	0
309,129	278,224	325,000	**4215**	**Marijuana Tax - Local** Local City tax is based on 3% of marijuana sales	240,075	0	0
3,847	3,259	3,800	**4490**	**Licenses & Permits - Misc** Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.	3,000	0	0
4,448,379	**3,910,246**	**4,170,300**		**TOTAL LICENSES AND PERMITS**	**4,396,830**	**0**	**0**
				INTERGOVERNMENTAL			
142,299	12,026	0	**4545**	**Federal FEMA Grant**	0	0	0
0	261,080	0	**4546**	**American Rescue Plan**	0	0	0
513,061	0	0	**4548**	**Coronavirus Relief Fund (CRF)**	0	0	0
32,803	28,562	29,100	**4720**	**OR State Cigarette Taxes** State Shared Revenue --- Cigarette taxes designed to reduce smoking have been successful. The newest taxes imposed on cigarettes and other tobacco products do not include a city share so cities now receive approximately 0.6% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities. These revenues will continue to trend downwards.	24,000	0	0
445,515	431,704	450,000	**4730**	**OR State Revenue Sharing** State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.	466,000	0	0
668,909	645,536	639,500	**4750**	**OR State Liquor Taxes** State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.	721,000	0	0
132,196	52,840	52,000	**4755**	**OR State Marijuana Taxes** State shared revenue - Measure 110 reduced by roughly 74% the statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis. The amount shared by cities under the new formula will not increase with time.	56,000	0	0
19,183	-6,918	0	**5010-01**	**Yamhill County - Other County Distributions** Miscellaneous revenue from Yamhill County sent with property tax distributions	5,000	0	0
0	0	0	**5029**	**McMinnville Fire District** Payment from McMinnville Fire District for PERS Transition Liability debt service for the period of Jan - Jun 2024.	55,000	0	0
1,953,967	**1,424,830**	**1,170,600**		**TOTAL INTERGOVERNMENTAL**	**1,327,000**	**0**	**0**
				CHARGES FOR SERVICES			
0	0	1,663,360	**5305**	**City Service Charge** Base rate of $13/ per month . Rate will be adjusted for low income and multifamily discounts.	2,203,000	0	0

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	**0**	**1,663,360**		**TOTAL CHARGES FOR SERVICES**	**2,203,000**	**0**	**0**
				MISCELLANEOUS			
34,923	41,798	50,000	**6310**	**Interest** Estimated interest income earned on investments	327,000	0	0
36,850	36,139	25,000	**6310-01**	**Interest - Property taxes** Share of interest from delinquent taxes collected at Yamhill County	35,000	0	0
1,737	30	0	**6600**	**Other Income**	0	0	0
369,248	382,293	392,782	**6600-03**	**Other Income - PERS Transition Liability Reimb** City refinanced PERS transition liability for lower interest rate in 2016. General Fund is paying debt service payments on refinancing loan and operating departments reimburse the General Fund based on the department's covered payroll. NOTE: Reduced by Fire/Ambulance portion of PERS expense.	299,172	0	0
442,758	**460,260**	**467,782**		**TOTAL MISCELLANEOUS**	**661,172**	**0**	**0**
				TRANSFERS IN			
6,977	8,001	9,470	**6900-05**	**Transfers In - Special Assessments**	9,777	0	0

Description	Units	Amt/Unit	Total
Administration and Finance personnel services support.	1	9,777	9,777

361,365	518,908	600,383	**6900-07**	**Transfers In - Transient Lodging Tax**	606,961	0	0

Description	Units	Amt/Unit	Total
Transfer 30% of transient lodging taxes collected-net revenue	1	565,121	565,121
Admin, Finance, & Comm Development personnel services support.	1	41,840	41,840

0	0	180,000	**6900-08**	**Transfers In - Affordable Housing**	89,393	0	0

Description	Units	Amt/Unit	Total
Finance personnel services support.	1	4,989	4,989
CDC staffing Nav Ctr State Grant support	1	84,404	84,404

0	0	0	**6900-10**	**Transfers In - Telecommunications**	0	0	0
0	1,531	1,718	**6900-15**	**Transfers In - Emergency Communications**	2,550	0	0

Description	Units	Amt/Unit	Total
Finance personnel services support.	1	2,550	2,550

01 - GENERAL FUND

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Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
305,591	276,923	337,516	**6900-20**	**Transfers In - Street**	329,113	0	0

Description	Units	Amt/Unit	Total
Street Fund support of Engineering operations.	1	41,282	41,282
Engineering, Admin, & Finance personnel services support.	1	283,141	283,141
Street Fund support of centralized Facility operations.	1	4,690	4,690

98,190	96,427	53,801	**6900-25**	**Transfers In - Airport**	60,153	0	0

Description	Units	Amt/Unit	Total
Engineering, Admin, & Finance personnel services support.	1	50,627	50,627
Airport Fund support of Engineering operations.	1	2,582	2,582
Airport Fund support of centralized Facility operations	1	6,944	6,944

144,253	114,753	120,219	**6900-45**	**Transfers In - Transportation**	124,529	0	0

Description	Units	Amt/Unit	Total
Engineering, Admin, & Finance personnel services support.	1	109,724	109,724
Transportation Fund support of Engineering operations.	1	14,805	14,805

58,119	48,906	58,460	**6900-50**	**Transfers In - Park Development**	62,573	0	0

Description	Units	Amt/Unit	Total
Parks & Rec Admin & Finance personnel services support.	1	62,573	62,573

46,900	46,113	52,498	**6900-58**	**Transfers In - Urban Renewal**	57,700	0	0

Description	Units	Amt/Unit	Total
Community Development personnel services support	1	57,700	57,700

17,331	21,458	25,371	**6900-70**	**Transfers In - Building**	27,846	0	0

Description	Units	Amt/Unit	Total
Admin & Finance personnel services support.	1	26,306	26,306
Building Fund support of centralized Facility operations.	1	1,540	1,540

359,141	367,708	436,227	**6900-75**	**Transfers In - Wastewater Services**	601,532	0	0

Description	Units	Amt/Unit	Total
Engineering, Admin, & Finance personnel services support.	1	516,597	516,597
Wastewater Services Fund support of Engineering operations.	1	84,935	84,935

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Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
168,476	211,100	229,238	**6900-77**	**Transfers In - Wastewater Capital**	268,733	0	0

Description	Units	Amt/Unit	Total
Engineering, Admin, & Finance personnel services support.	1	228,782	228,782
Wastewater Capital Fund support of Engineering operations.	1	39,951	39,951

0	0	0	**6900-79**	**Transfers In - Ambulance**	0	0	0
599,331	186,470	208,884	**6900-85**	**Transfers In - Insurance Services**	205,297	0	0

Insurance Services Fund distribution is to fund salaries and fringe benefits for Human Resources manager in General Fund Administration Department.

Description	Units	Amt/Unit	Total
Insurance Services Fund support of HR Manager position	1	130,147	130,147
Administration and Finance personnel services support.	1	75,150	75,150

187,293	187,297	187,288	**6901-59**	**Transfers In - Interfund Debt - Urban Renewal Debt Service**	187,295	0	0

Description	Units	Amt/Unit	Total
Bank loan payment - Interest	1	28,875	28,875
Bank loan payment - Principal	1	158,420	158,420

570,061	0	0	**6901-77**	**Transfers In - Interfund Debt - Wastewater Capital**	1,403,121	0	0

Five year term, repaid FY25 to FY29 at 3.75% interest

Description	Units	Amt/Unit	Total
CDC building: 1996 HVAC replace + secure entry	1	71,250	71,250
City Hall insulation + windows	1	24,000	24,000
Community Ctr resurface courts + replace carpet	1	142,000	142,000
IS asset management system replacement	1	55,000	55,000
IS MDTs for PD	1	50,000	50,000
Library security system	1	20,000	20,000
Park Maintenance Loo restrooms	2	270,000	540,000
Park Maintenance restroom partitions	1	60,500	60,500
Replace 2014 PD patrol cars 834+837 (Move to Hybrid)	2	68,000	136,000
Senior Ctr lit signage + bathroom remodel	1	212,500	212,500
IS shared capital - servers, domain, storage	1	91,871	91,871

2,923,029	**2,085,594**	**2,501,073**		**TOTAL TRANSFERS IN**	**4,036,573**	**0**	**0**
24,230,414	**22,969,799**	**25,903,115**		***TOTAL RESOURCES***	**24,199,575**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	6,474	14,999	**7300-40**	**Fringe Benefits - Unemployment**	10,080	0	0
0	**6,474**	**14,999**		**TOTAL PERSONNEL SERVICES**	**10,080**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7500**	**Credit Card Fees**	0	0	0
0	0	0	**7750**	**Professional Services**	0	0	0
0	0	0	**7750-25**	**Professional Services - County charges**	0	0	0
0	0	0	**7780-40**	**Contract Services - Billing** Billing services to support City Services Charge is new starting Jan 2023.	145,800	0	0
0	**0**	**0**		**TOTAL MATERIALS AND SERVICES**	**145,800**	**0**	**0**
				SPECIAL PAYMENTS			
0	0	0	**9394**	**Inter-Agency payment out** One-time FY 2024 payout to the McMinnville Fire District for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	847,233	0	0
0	0	0	**9396**	**Grant Pass Through Funds**	0	0	0
277,532	0	0	**9396-05**	**Grant Pass Through Funds - Coronavirus Relief Funds**	0	0	0
277,532	**0**	**0**		**TOTAL SPECIAL PAYMENTS**	**847,233**	**0**	**0**
				DEBT SERVICE			
295,290	316,540	338,820	**9417-05**	**PERS Transition Liability - Principal** In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	362,210	0	0
73,958	65,753	56,962	**9417-10**	**PERS Transition Liability - Interest** In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	47,554	0	0
149,060	152,120	155,230	**9540-05**	**Alpine Avenue-Urban Renewal - Principal** Payment of principal on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave	158,420	0	0
38,233	35,177	32,058	**9540-10**	**Alpine Avenue-Urban Renewal - Interest** Payment of interest on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave	28,875	0	0
556,541	**569,590**	**583,070**		**TOTAL DEBT SERVICE**	**597,059**	**0**	**0**
				TRANSFERS OUT			
0	0	0	**9700-08**	**Transfers Out - Affordable Housing** General Fund support of 25% for a Housing Associate Planner.	31,442	0	0

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
897,853	819,282	702,772	**9700-15**	**Transfers Out - Emergency Communications**	572,772	0	0

Budget Note: Fire & Ambulance portion of YCOM dues will be billed directly to the McMinnville Fire District.

Description	Units	Amt/Unit	Total
General Fund support for Emergency Comm equipment debt pmt	1	37,172	37,172
General Fund support for YCOM dispatching service-Police	1	535,600	535,600
YCOM dispatching services - Ambulance	1	97,500	97,500
YCOM dispatching services - Amb (paid directly by McM Fire Dist)	1	-97,500	-97,500
YCOM dispatching services - Fire	1	52,500	52,500
YCOM dispatching services - Fire(paid directly by McM Fire Dist)	1	-52,500	-52,500

0	0	0	**9700-58**	**Transfers Out - Urban Renewal**	0	0	0
408,038	470,219	501,315	**9700-80**	**Transfers Out - Information Systems**	449,869	0	0

Description	Units	Amt/Unit	Total
Information Systems personnel services support.	1	449,869	449,869

37,312	157,631	157,632	**9701-77**	**Transfers Out - Interfund Debt - Wastewater Capital**	80,727	0	0

Budget Note: Payment on Fire Dept equipment purchased from City inter-fund loans will be made directly from the McMinnville Fire District to the City's wastewater capital fund.

Description	Units	Amt/Unit	Total
Payment on 2020 Police vehicles - 3	1	37,312	37,312
Payment on 2021 Police vehicles - 3	1	37,699	37,699
Payment on 2021 Police audio visual equipment	1	5,716	5,716
Payment on 2021 Fire Dept Defibrillators	1	53,247	53,247
Pymt for 2021 Fire Dept Defibrillators (paid from McM Fire Dist)	1	-53,247	-53,247
Payment on 2021 Fire Dept vehicle & air compressor	1	23,655	23,655
Pymt for 2021 Fire Dept veh&compressor (paid from McM Fire Dist)	1	-23,655	-23,655

1,343,203	**1,447,132**	**1,361,719**		**TOTAL TRANSFERS OUT**	**1,134,810**	**0**	**0**
				CONTINGENCIES			
0	0	1,000,000	**9800**	**Contingencies**	1,500,000	0	0
0	**0**	**1,000,000**		**TOTAL CONTINGENCIES**	**1,500,000**	**0**	**0**
				ENDING FUND BALANCE			
0	0	0	**9901-01**	**Designated End FB - General Fd - Grants**	0	0	0

01 - GENERAL FUND

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET	Department : **99 - NON-DEPARTMENTAL** Section : **N/A** Program : **N/A**	2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
786,091	833,933	850,000	**9901-07 Designated End FB - General Fd - LOSAP** Designated carryover from proposed budget year to sbusequent for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	0	0	0
4,975,667	20,112,670	3,005,724	**9999 Unappropriated Ending Fd Balance** Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from prior year operations.	2,448,835	0	0
5,761,758	**20,946,603**	**3,855,724**	**TOTAL ENDING FUND BALANCE**	**2,448,835**	**0**	**0**
7,939,034	**22,969,798**	**6,815,512**	***TOTAL REQUIREMENTS***	**6,683,817**	**0**	**0**

01 - GENERAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
35,521,993	**36,280,771**	**42,951,312**	***TOTAL RESOURCES***	**35,949,824**	**0**	**0**
35,521,993	**6,524,871**	**42,951,312**	***TOTAL REQUIREMENTS***	**35,949,824**	**0**	**0**

GRANTS & SPECIAL ASSESSMENT FUND

Budget Highlights

Downtown Economic Improvement District (DEID) --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments on properties that benefit from the district. The purpose of the special assessment in the downtown area is to promote business activity by coordinating the efforts of all property owners.

DEID assessments that are collected by the City are passed through to the McMinnville Downtown Association (MDA).

DEID assessments for 2023 through 2025 are based on a rate of $0.85 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3rd Street. For properties in Zone 2, the rate is $0.425 per square foot. Zone 2 is primarily the downtown portion of 2nd Street and 4th Street. These rates represent the first rate increase in a decade, 10 cent and 5 cents per square foot in Zone 1 and 2 respectively.

The assessment cycle lasts for three years. City Council reviews the DEID ordinance at the end of the assessment cycle and determines if the DEID will be renewed and whether the rates will be increased.

Interest is charged to property owners who do not pay their DEID assessment in a timely manner. This interest is used to partially offset the City's administrative costs and is not passed through to the MDA.

Grant Activity - This fund also is used for federal grants that are not associated with particular City departments. Previously, the American Rescue Plan Act (ARPA) dollars that had not been allocated for a project in its current year budget appeared in this fund. For accounting purposes, these unspent/unassigned funds that were received in prior years are considered deferred revenue, which is a line item on the balance sheet and does not appear in the budget.

Opioid Settlement – The Grants and Special Assessments Fund also reflect the National Opioid Settlement dollars anticipated to come to the city in FY2023-24. At this point in time the City has limited visibility into the likely annual revenue flows which will be coming from these court settlements as initial projections prior to the actual lawsuit settlement funds began flowing appear to have been on the high side. In FY2022-23 the City estimates receiving $185,000 in distributions (which include catch up allocations) and $60,000 more in FY2023-24.

Core Services

The Grants and Special Assessment Fund is a special revenue fund and is currently used to account for DEID assessments and grants.

Mac-Town 2032 Strategic Plan

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

  DEID assessments are a key revenue stream supporting the MDA, which partners with the City and businesses within the District. The MDA coordinates activities such as the annual Farmers Market, McMinnville's UFO festival and the popular The Dine Outs(side) initiative which began during the pandemic to support local eateries and businesses when public health concerns made patronizing restaurants and local shopping venues difficult. The MDA also organizes marketing efforts, serves as a source of information and assistance, and recruits new businesses.

- Community Safety and Resiliency
  Proactively plan for and responsively maintain a safe and resilient community.

  Funds from the National Opioid Settlements are restricted for use to help members of our community who are impacted by the opioid epidemic.

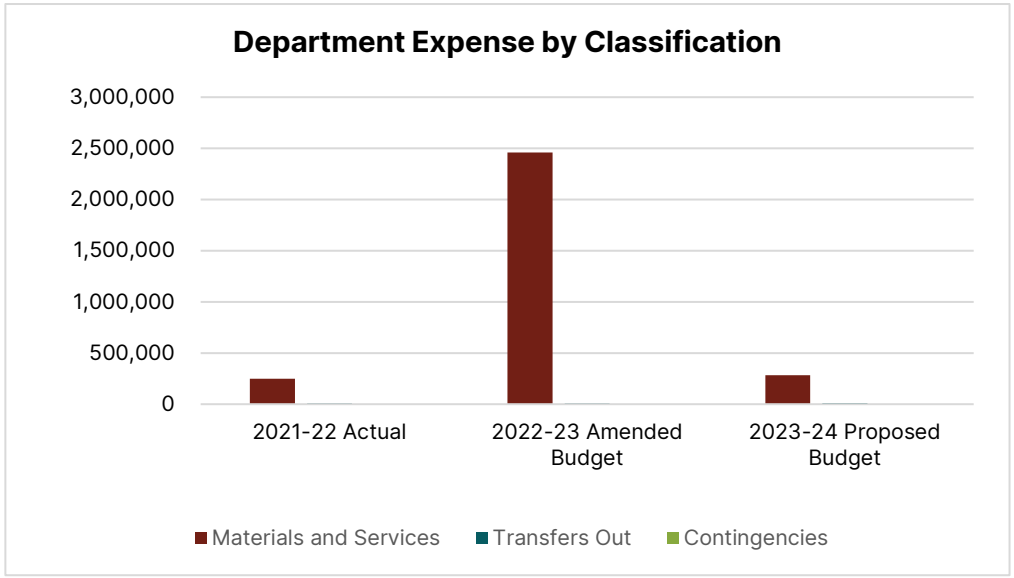
Future Challenges and Opportunities

The City has faced challenges in getting clear forecasting on the Opioid National Settlement revenues. Disbursements from multiple settlements - each settlement has its own total amount and number of years it will be paid out - make this a complex funding stream to quantify. This information will be essential for staff who are planning and carrying out programming to assure that their efforts make best possible use of this limited duration funding.

Grant & Special Assessment Fund

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	133,796	2,789,973	302,088	(2,487,885)
Fines and Forfeitures	0	400,000	60,000	(340,000)
Intergovernmental	176,417	724,996	0	(724,996)
Miscellaneous	21,873	1,550	2,300	750
Special Assessments	74,910	60,000	62,000	2,000
Revenue Total	**406,995**	**3,976,519**	**426,388**	**(3,550,131)**
Expenses				
Materials and Services	250,236	2,460,000	282,000	(2,178,000)
Transfers Out	8,001	9,470	9,777	307
Contingencies	0	0	0	0
Expenses Total	**258,237**	**2,469,470**	**291,777**	**(2,177,693)**
Ending Fund Balance	148,758	1,507,049	134,611	(1,372,438)



1976 City Council establishes Villard Street Local Improvement District.

1986 Cleveland Avenue Local Improvement District - $77,500.

1986 City Council establishes Downtown Economic Improvement District (DEID) – 1st three-year assessment district. DEID assessments collected "passed through" to McMinnville Downtown Association (MDA).

1987 Michelbook Lane Local Improvement District - $71,500.

1989 DEID – 2nd three-year assessment district ~$33,000.

1991 NE Hembree Street Local Improvement District - $130,000 and NE Newby Street Local Improvement District - $98,000.

1992 DEID – 3rd three-year assessment district

1993 Pacific Avenue Local Improvement District - $30,000.

1995 DEID – 4th three-year assessment district

1998 Burnette Road Local Improvement District - $361,500 and DEID – 5th three-year assessment district.

1999 Newby Sidewalk Local Improvement District - $23,000.

2013 DEID – 10th three-year assessment district.

2015 $400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.

2019 $500,000 Community Development Block Grant (CDBG) for housing rehabilitation in partnership with the Yamhill County Housing Authority.

2021 City distributed $57,000 in Covid-19 relief grants to local businesses.

2022 City receives $7.7 million in American Rescue Plan Act federal funding to spend over FY21 to FY24 period.

2022 City receives $1.5 million in state funds to support the creation of a Navigation Center to support access to affordable housing.

05 - GRANTS AND SPECIAL ASSESSMENTS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	2,656,369	**4005-01**	**Designated Begin Fd Balance - Grants & Special Assess - Grants** Unspent restricted funds from prior period(s) Description: Opioid Settlement Funds; Units: 1; Amt/Unit: 160,000; Total: 160,000	160,000	0	0
139,706	133,796	133,604	**4090**	**Beginning Fund Balance** Estimated July 1 carryover from prior year	142,088	0	0
139,706	**133,796**	**2,789,973**		**TOTAL BEGINNING FUND BALANCE**	**302,088**	**0**	**0**
				INTERGOVERNMENTAL			
308,583	176,417	0	**4520-19**	**Community Development Block Grnt - 2019 Housing Rehabilitation**	0	0	0
0	0	724,996	**4546**	**American Rescue Plan**	0	0	0
28,500	0	0	**4548-05**	**Coronavirus Relief Fund (CRF) - Covid-19 Business Assist Fund**	0	0	0
28,500	0	0	**4595-05**	**OR Business Development Dept - Covid-19 Business Assist Fund**	0	0	0
0	0	0	**4776-05**	**OR Dept of Administrative Svcs - Navigation Center Grant**	0	0	0
365,583	**176,417**	**724,996**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				FINES AND FORFEITURES			
0	0	400,000	**6105**	**Opioid Settlement** Funds from two national opioid settlements to be used on addressing the opioid crisis in the community	60,000	0	0
0	**0**	**400,000**		**TOTAL FINES AND FORFEITURES**	**60,000**	**0**	**0**
				SPECIAL ASSESSMENTS			
0	1,091	0	**6210**	**Street Assessment**	0	0	0
52,226	73,818	60,000	**6250**	**Downtown Economic Assessment** Collections from the Downtown Economic Improvement District (DEID) Assessment. Funds collected are passed through to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance. Budget Note: The current three-year DEID Assessment District's duration is from August 1, 2022 to July 31, 2025.	62,000	0	0
52,226	**74,910**	**60,000**		**TOTAL SPECIAL ASSESSMENTS**	**62,000**	**0**	**0**

05 - GRANTS AND SPECIAL ASSESSMENTS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				MISCELLANEOUS			
1,048	7,360	1,500	**6310**	**Interest**	2,000	0	0
19	14,513	50	**6310-25**	**Interest - Assessments** Interest collected on past due assessment accounts.	300	0	0
1,067	**21,873**	**1,550**		**TOTAL MISCELLANEOUS**	**2,300**	**0**	**0**
558,582	**406,995**	**3,976,519**		***TOTAL RESOURCES***	**426,388**	**0**	**0**

05 - GRANTS AND SPECIAL ASSESSMENTS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
57,000	0	0	**7595-05**	**Business Assistance Grant - Covid-19**	0	0	0
0	0	400,000	**7660-07**	**Materials & Supplies - Opioid Settlement** Programming to address the opioid crisis in the community	220,000	0	0
0	0	2,000,000	**7710**	**Materials & Supplies - Grants**	0	0	0
0	0	0	**7710-17**	**Materials & Supplies - Grants - Navigation Center**	0	0	0
52,226	73,818	60,000	**8020**	**McMinnville Downtown Association** Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	62,000	0	0
308,583	176,418	0	**8220-19**	**Yamhill Co Affordable Housing - 2019 Community Dev Block Grant**	0	0	0
417,809	**250,236**	**2,460,000**		**TOTAL MATERIALS AND SERVICES**	**282,000**	**0**	**0**
				TRANSFERS OUT			
6,977	8,001	9,470	**9700-01**	**Transfers Out - General Fund**	9,777	0	0

Description	Units	Amt/Unit	Total
Administration and Finance personnel services support.	1	9,777	9,777

6,977	**8,001**	**9,470**		**TOTAL TRANSFERS OUT**	**9,777**	**0**	**0**
				CONTINGENCIES			
0	0	0	**9800**	**Contingencies**	0	0	0
0	**0**	**0**		**TOTAL CONTINGENCIES**	**0**	**0**	**0**
				ENDING FUND BALANCE			
0	0	1,381,365	**9905-01**	**Designated Ending Fund Balance - Grants & Special Assess - Grants**	0	0	0
133,796	148,758	125,684	**9999**	**Unappropriated Ending Fd Balance** Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	134,611	0	0
133,796	**148,758**	**1,507,049**		**TOTAL ENDING FUND BALANCE**	**134,611**	**0**	**0**
558,582	**406,995**	**3,976,519**		***TOTAL REQUIREMENTS***	**426,388**	**0**	**0**

05 - GRANTS AND SPECIAL ASSESSMENTS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
558,582	**406,995**	**3,976,519**	***TOTAL RESOURCES***	**426,388**	**0**	**0**
558,582	**406,995**	**3,976,519**	***TOTAL REQUIREMENTS***	**426,388**	**0**	**0**

TRANSIENT LODGING TAX FUND

Budget Highlights

- Cities and counties are permitted by the State of Oregon to charge a transient lodging tax (TLT) for temporary lodging at hotels, motels, bed & breakfasts, and other temporary lodgings.
- Effective August 1, 2017, the transient lodging tax rate was increased to 10% (up from 8%) and, effective January 1, 2018, RV parks and campgrounds were included in the definition of transient lodging tax providers.
- 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 2022-23 proposed budget includes a transfer of those discretionary funds to the General Fund.
- The effects of the Covid-19 pandemic on TLT has effectively disappeared in FY2022-23. Current trends show revenues and stays on the increase. In addition, some new rooms are becoming available, growing the portfolio of accommodations options for visitors.
- The FY2023-24 budget assumes a 5% increase over the updated estimate for FY2022-23 revenues for a total of $1.97 million next year.

Core Services

- Visit McMinnville, a stand-alone, non-profit destination marketing organization, with the sole purpose of effectively marketing McMinnville as a tourist destination, receives 70% of the TLT.
- The 2023-24 budget will support the City's ability to focus on Visit McMinnville's activities, especially in an effort to contribute to a cohesive, long-term vision and connection of our Downtown, Granary, and Alpine districts.

Mac-Town 2032 Strategic Plan

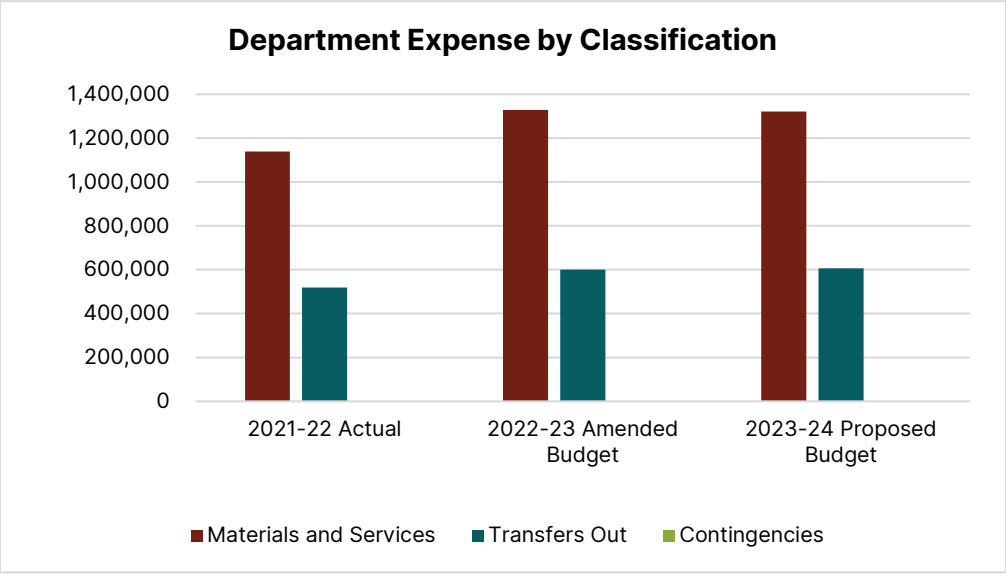
- The transient lodging tax program is particularly relevant to two of the goals identified in the Strategic Plan:
  - Economic Prosperity – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors. Visit McMinnville's marketing efforts positively impact retailers, food service and lodging providers, and the wine industry by significantly increasing tourism in McMinnville.
  - City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. Discretionary funds transferred to the General Fund help support administrative, public safety, and cultural services provided by the City.

Future Challenges and Opportunities

- McMinnville continues to be well positioned as a destination of choice for day trips and weekend getaways for people living on the I-5 corridor.
- Data shows that of the excess savings accumulated during the pandemic has fallen from $2.4 trillion to $1.2 trillion through the end of calendar year 2022 (Oxford Economics/Haver Analytics). While this is down considerably, it does show that many households still hold more disposable income than they typically have in the past and it is available to spend on travel and tourism.

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	239	0	0	0
Licenses and Permits	1,657,452	1,929,200	1,926,977	(2,223)
Miscellaneous	675	200	1,000	800
Revenue Total	**1,658,366**	**1,929,400**	**1,927,977**	**(1,423)**
Expenses				
Materials and Services	1,139,058	1,329,017	1,321,016	(8,001)
Transfers Out	518,908	600,383	606,961	6,578
Contingencies	0	0	0	0
Expenses Total	**1,657,966**	**1,929,400**	**1,927,977**	**(1,423)**
Ending Fund Balance	400	0	0	0



Transient Lodging Tax Fund

2013 Transient Lodging Tax Ordinance No. 4974 adopted by City Council assessing an 8% tax on the rent charged by a transient lodging provider.

2014 Transient Lodging Tax (TLT) collected by lodging providers beginning in January 2014.

2015 City Council directs TLT bylaws be revised to create a stand-alone, non-profit destination marketing organization. Visit McMinnville, to market McMinnville as a tourist destination.

2017 Transient Lodging Tax Ordinance No. 5026 adopted by City Council. TLT rate was increased from 8% to 10% effective August 1, 2017. This Ordinance also included RV parks and campgrounds in the definition of transient lodging tax providers effective January 1, 2018.

2020 March 2020, Governor's Emergency Order closes restaurants and bars for dine-in patronage as well as museums, theaters and recreation facilities.

2023 Actual trends over last calendar year indicate stays and revenue has rebounded to pre-covid levels. Budget will reflect an increase over the prior year and additional revenue associated with an expanding portfolio of accommodation options available in McMinnville.

07 - TRANSIENT LODGING TAX FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	239	0	**4090**	**Beginning Fund Balance** Estimated July 1 carryover from prior year	0	0	0
0	**239**	**0**		**TOTAL BEGINNING FUND BALANCE**	**0**	**0**	**0**
				LICENSES AND PERMITS			
1,125,340	1,657,452	1,929,200	**4220**	**Transient Lodging Tax** Transient Lodging Taxes (TLT) are collected by lodging providers and are turned over to the City. In 2017-18, TLT rates were increased from 8% to 10% and RV parks and campgrounds became subject to the tax.	1,926,977	0	0
1,125,340	**1,657,452**	**1,929,200**		**TOTAL LICENSES AND PERMITS**	**1,926,977**	**0**	**0**
				MISCELLANEOUS			
85	292	200	**6310**	**Interest** Interest on past due transient lodging tax payments	1,000	0	0
-16	384	0	**6600**	**Other Income** Penalties on past due transient lodging tax payments	0	0	0
69	**675**	**200**		**TOTAL MISCELLANEOUS**	**1,000**	**0**	**0**
1,125,410	**1,658,366**	**1,929,400**		***TOTAL RESOURCES***	**1,927,977**	**0**	**0**

07 - TRANSIENT LODGING TAX FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
836	966	5,000	**7750**	**Professional Services**	0	0	0
0	0	2,302	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	2,400	0	0
762,970	1,138,092	1,321,715	**8017**	**Tourism Promotion & Programs** Transient Lodging Taxes paid to Visit McMinnville.	1,318,616	0	0
763,806	**1,139,058**	**1,329,017**		**TOTAL MATERIALS AND SERVICES**	**1,321,016**	**0**	**0**
				TRANSFERS OUT			
361,365	518,908	600,383	**9700-01**	**Transfers Out - General Fund**	606,961	0	0

Description	Units	Amt/Unit	Total
Transfer 30% of transient lodging taxes collected-net revenue	1	565,121	565,121
Admin, Finance, & Comm Development personnel services support.	1	41,840	41,840

361,365	**518,908**	**600,383**		**TOTAL TRANSFERS OUT**	**606,961**	**0**	**0**
				ENDING FUND BALANCE			
239	400	0	**9999**	**Unappropriated Ending Fd Balance** Excess of revenue over expenditures that is carried over to subsequent year is budgeted as contingency. This allows all available dollars to be spent during the fiscal year, if appropriate.	0	0	0
239	**400**	**0**		**TOTAL ENDING FUND BALANCE**	**0**	**0**	**0**
1,125,410	**1,658,366**	**1,929,400**		***TOTAL REQUIREMENTS***	**1,927,977**	**0**	**0**

07 - TRANSIENT LODGING TAX FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,125,410	**1,658,366**	**1,929,400**	***TOTAL RESOURCES***	**1,927,977**	**0**	**0**
1,125,410	**1,658,366**	**1,929,400**	***TOTAL REQUIREMENTS***	**1,927,977**	**0**	**0**

AFFORDABLE HOUSING FUND

Organization Set – Sections	Organization Set #
• Construction Excise Tax	08-25
• Grants	08-26

Affordable Housing Fund

Budget Highlights

The affordable housing fund was established in the fiscal year 2022/23 budget when the City adopted an affordable housing construction excise tax program. This year's fund includes the forecasted construction excise tax (CET) revenue as well as grant funds for the Navigation Center, and American Rescue Plan funds to support the Navigation Center and the 175-unit Housing Authority of Yamhill County affordable housing project, Stratus Village.

Affordable Housing Construction Excise Tax:

The affordable housing CET is enabled by Oregon Senate Bill 1533 passed in 2016. Per state regulations, cities can enact up to 1% construction excise tax on building permits to support an affordable housing fund. On April 26, 2022, the McMinnville City Council adopted Ordinance No. 5112 authorizing the affordable housing CET in McMinnville. The McMinnville CET collects 1% on both residential and commercial/industrial building permits. 4% of the CET collected is transferred to the Building Fund and to the General Fund for administration of the collections. 15% of the CET collected on residential permits is paid to the Oregon Housing and Community Services per state regulations. The remaining funds is distributed into affordable housing programs and developer incentives.

The affordable housing fund will fund .75 FTE to develop the affordable housing programs and developer incentives funded by the CET revenue and to manage them, and the general fund will pay for .25 of the same FTE for supporting the housing mandates that have been issued from the state legislature in the past couple of years. The CET Fund cannot support the .25 FTE as this work is not isolated to supporting affordable housing.

Interest collected on the CET funds will remain within the Affordable Housing Fund.

Affordable Housing Grants:

The 23/24 Affordable Housing Fund includes grant funds dedicated to affordable housing projects. The grant funds are from the State of Oregon and the City of McMinnville's American Rescue Plan Act (ARPA) funds.

Navigation Center – in June, 2021, the City of McMinnville received $1,500,000 from the State of Oregon to construct a Navigation Center. A Navigation Center is a low-barrier emergency shelter for people experiencing houselessness with on-site supportive services. The City entered into an agreement with YCAP to build the project on one of their properties and then dedicate the improvement to YCAP for operations. YCAP also received grant funds from the Oregon Housing and Community Services which will be granted to the City through a sub-recipient agreement to help with the costs of the construction of the project. In addition, the City of McMinnville has allocated $500,000 of ARPA funds to the project.

Stratus Village – The Housing Authority of Yamhill County (HAYC) is building a 175-unit affordable housing complex serving households earning 60% or less of area median income. The City of McMinnville leveraged $300,000 of ARPA funds to help the HAYC be competitive for state funds to build the project.

The Affordable Housing Fund transfers funds to the Community Development Economic Development sub-fund to pay for the Special Projects Manager's management of the construction of the Navigation Center.

Core Services

Mac-Town 2032 Strategic Plan

One of the seven goals of the Mac Town 2032 Strategic Plan is "Housing Opportunities".

Housing Opportunities–Create diverse housing opportunities that support great neighborhoods.

Strategy: *Collaborate to improve the financial feasibility of diverse housing development opportunities.*

- The new CET affordable housing program will fund several different housing programs and development incentives to promote affordable housing development in McMinnville's neighborhoods.

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

- In 2023, the City will amend the 2020 Buildable Lands Inventory, Housing Needs Analysis, and Housing Strategy to incorporate the recently approved MGMUP UGB amendment, and then work with a Project Advisory Committee to develop efficiency measures for accommodating any additional need identified with a goal of adoption by December 2023 to become compliant with HB 2003 (2019 Legislative Session).

- In 2024, per HB 2003 (2019 Legislative Session) the City will need to submit a Housing Production Strategy to the Oregon Housing and Community Services outlining how McMinnville will work to achieve its affordable housing needs. Planning Division will initiate work on a Housing Production Strategy to become compliant with HB 2003 (2019 Legislative Session).

Concept Drawings of AnyDoor Place
(McMinnville's Navigation Center) Provided by FFA Architecture

Future Challenges and Opportunities

- The affordable housing construction excise tax funds are dependent upon annual building permit values which fluctuate with the market and land supply leading to sustainability concerns.
- McMinnville's affordable housing needs surpass what the CET affordable housing fund can support. The City will need to continue to think about other funding opportunities and creative methods to encourage affordable housing.
- The ability to build additional affordable housing is dependent upon land availability.
- As the City starts to annex land from the new urban growth boundary into the city limits, building permits which have been constrained due to land availability should start to increase and increase the annual CET revenue to build more affordable housing.
- The City has expressed a desire to work with property owners who want to annex into the city limits on the development of affordable housing as part of their overall housing master plans. The CET affordable housing program will provide a toolbox of incentives and programs to help developers offset the costs associated with affordable housing development.

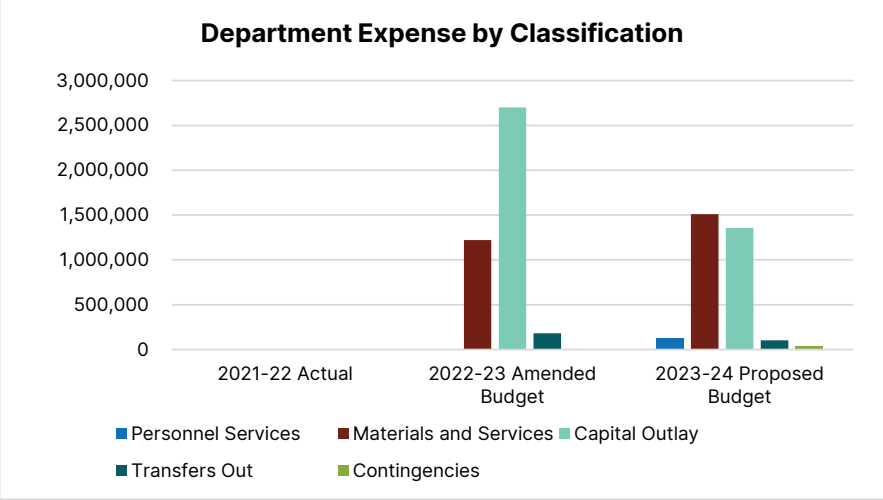
Concept plans of Stratus Village, a 175 unit affordable housing complex serving households of 60% area median income or less.

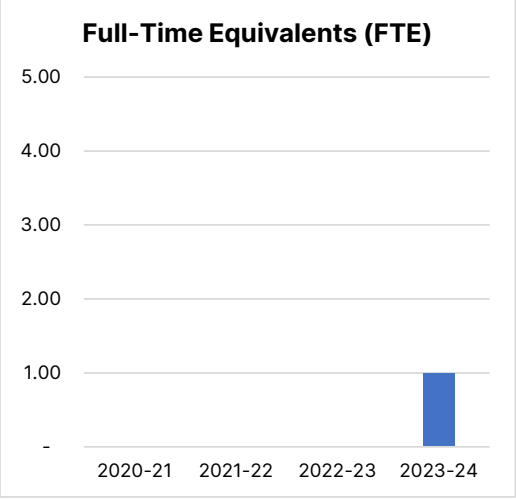
Affordable Housing Fund

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	0	1,200,000	346,934	(853,066)
Intergovernmental	0	2,300,000	2,240,074	(59,926)
Licenses and Permits	0	600,000	500,000	(100,000)
Miscellaneous	813	0	30,000	30,000
Transfers In	0	0	31,442	31,442
Revenue Total	**813**	**4,100,000**	**3,148,450**	**(951,550)**
Expenses				
Personnel Services	0	0	125,766	125,766
Materials and Services	0	1,220,000	1,508,322	288,322
Capital Outlay	0	2,700,000	1,355,561	(1,344,439)
Transfers Out	0	180,000	104,404	(75,596)
Contingencies	0	0	34,000	34,000
Expenses Total	**0**	**4,100,000**	**3,128,053**	**(971,947)**
Ending Fund Balance	813	0	20,397	20,397

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	-	-	-	1.00





08 - AFFORDABLE HOUSING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	0	**4008-01**	**Designated Begin Fd Balance - Affordable Housing - Grants** Navigation Center grant roll-over.	0	0	0
0	0	0	**4090**	**Beginning Fund Balance**	0	0	0
0	**0**	**0**		**TOTAL BEGINNING FUND BALANCE**	**0**	**0**	**0**
				LICENSES AND PERMITS			
0	0	0	**4208**	**Construction Excise Tax**	0	0	0
0	**0**	**0**		**TOTAL LICENSES AND PERMITS**	**0**	**0**	**0**
				INTERGOVERNMENTAL			
0	0	0	**4546**	**American Rescue Plan**	0	0	0
0	0	0	**4776-05**	**OR Dept of Administrative Svcs - Navigation Center Grant**	0	0	0
0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				MISCELLANEOUS			
0	813	0	**6310**	**Interest**	0	0	0
0	**813**	**0**		**TOTAL MISCELLANEOUS**	**0**	**0**	**0**
0	**813**	**0**		***TOTAL RESOURCES***	**0**	**0**	**0**

08 - AFFORDABLE HOUSING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	**7520**	**Public Notices & Printing**	0	0	0
0	0	0	**7660**	**Materials & Supplies**	0	0	0
0	0	0	**7750**	**Professional Services**	0	0	0
0	0	0	**8016**	**Affordable Housing**	0	0	0
0	0	0	**8226**	**Developer Incentives**	0	0	0
0	**0**	**0**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8800**	**Building Improvements** Navigation Center	0	0	0
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
				TRANSFERS OUT			
0	0	0	**9700-01**	**Transfers Out - General Fund**	0	0	0
0	**0**	**0**		**TOTAL TRANSFERS OUT**	**0**	**0**	**0**
				CONTINGENCIES			
0	0	0	**9800**	**Contingencies**	0	0	0
0	**0**	**0**		**TOTAL CONTINGENCIES**	**0**	**0**	**0**
				ENDING FUND BALANCE			
0	0	0	**9908-01**	**Designated Ending Fund Balance - Affordable Housing - Grants**	0	0	0
0	813	0	**9999**	**Unappropriated Ending Fd Balance**	0	0	0
0	**813**	**0**		**TOTAL ENDING FUND BALANCE**	**0**	**0**	**0**
0	**813**	**0**		***TOTAL REQUIREMENTS***	**0**	**0**	**0**

08 - AFFORDABLE HOUSING FUND

Department : **25 - CONSTRUCTION EXCISE TAX**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	0	**4090**	**Beginning Fund Balance**	346,934	0	0
0	**0**	**0**		**TOTAL BEGINNING FUND BALANCE**	**346,934**	**0**	**0**
				LICENSES AND PERMITS			
0	0	600,000	**4208**	**Construction Excise Tax**	500,000	0	0

Description	Units	Amt/Unit	Total
Commercial	1	312,500	312,500
Residential	1	187,500	187,500

0	**0**	**600,000**		**TOTAL LICENSES AND PERMITS**	**500,000**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6310**	**Interest**	30,000	0	0
0	**0**	**0**		**TOTAL MISCELLANEOUS**	**30,000**	**0**	**0**
				TRANSFERS IN			
0	0	0	**6900-01**	**Transfers In - General Fund** General Fund support for 25% of Housing Associate Planner.	31,442	0	0
0	**0**	**0**		**TOTAL TRANSFERS IN**	**31,442**	**0**	**0**
0	**0**	**600,000**		***TOTAL RESOURCES***	**908,376**	**0**	**0**

08 - AFFORDABLE HOUSING FUND

Department : **25 - CONSTRUCTION EXCISE TAX**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	**7000-05**	**Salaries & Wages - Regular Full Time** Associate Planner - Housing - 1.00 FTE	71,785	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	0	0	0
0	0	0	**7300-05**	**Fringe Benefits - FICA - Social Security**	4,343	0	0
0	0	0	**7300-06**	**Fringe Benefits - FICA - Medicare**	1,041	0	0
0	0	0	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	21,729	0	0
0	0	0	**7300-16**	**Fringe Benefits - PERS Employer Incentive Program**	0	0	0
0	0	0	**7300-20**	**Fringe Benefits - Medical Insurance**	22,438	0	0
0	0	0	**7300-22**	**Fringe Benefits - VEBA Plan**	3,000	0	0
0	0	0	**7300-25**	**Fringe Benefits - Life Insurance**	60	0	0
0	0	0	**7300-30**	**Fringe Benefits - Long Term Disability**	172	0	0
0	0	0	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	912	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	23	0	0
0	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	263	0	0
0	**0**	**0**		**TOTAL PERSONNEL SERVICES**	**125,766**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7520**	**Public Notices & Printing**	2,500	0	0
0	0	0	**7540**	**Employee Events**	200	0	0
0	0	0	**7660**	**Materials & Supplies**	2,500	0	0
0	0	51,400	**7750**	**Professional Services** Residential CET - OR Housing Fund (15% Residential)	27,000	0	0
0	0	0	**7840**	**M & S Computer Charges**	0	0	0
0	0	0	**7840-68**	**M & S Computer Charges - Affordable Housing**	6,000	0	0

Description	Units	Amt/Unit	Total
Software (ESRI, AutoCad, etc) - Housing Assoc Planner	1	2,500	2,500
Computer/monitor - Housing Assoc Planner	1	3,500	3,500

0	0	255,600	**8016**	**Affordable Housing**	312,122	0	0

08 - AFFORDABLE HOUSING FUND

Department : **25 - CONSTRUCTION EXCISE TAX**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	108,000	**8226**	**Developer Incentives**	358,000	0	0
0	**0**	**415,000**		**TOTAL MATERIALS AND SERVICES**	**708,322**	**0**	**0**
				TRANSFERS OUT			
0	0	0	**9700-01**	**Transfers Out - General Fund**	4,989	0	0
			Description	Units / Amt/Unit / Total			
			Finance Support Services Transfer	1 / 4,989 / 4,989			
0	0	0	**9700-70**	**Transfers Out - Building**	15,011	0	0
			Description	Units / Amt/Unit / Total			
			Admin support from Building program staffer	1 / 15,011 / 15,011			
0	**0**	**0**		**TOTAL TRANSFERS OUT**	**20,000**	**0**	**0**
				CONTINGENCIES			
0	0	180,000	**9800**	**Contingencies**	34,000	0	0
0	**0**	**180,000**		**TOTAL CONTINGENCIES**	**34,000**	**0**	**0**
				ENDING FUND BALANCE			
0	0	0	**9999**	**Unappropriated Ending Fd Balance**	20,397	0	0
0	**0**	**0**		**TOTAL ENDING FUND BALANCE**	**20,397**	**0**	**0**
0	**0**	**595,000**		***TOTAL REQUIREMENTS***	**908,485**	**0**	**0**

08 - AFFORDABLE HOUSING FUND

Department : **26 - GRANTS**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	1,200,000	**4008-01**	**Designated Begin Fd Balance - Affordable Housing - Grants**	0	0	0
0	**0**	**1,200,000**		**TOTAL BEGINNING FUND BALANCE**	**0**	**0**	**0**
				INTERGOVERNMENTAL			
0	0	800,000	**4546**	**American Rescue Plan**	800,000	0	0
				Description / Units / Amt/Unit / Total			
				ARPA - Stratus Village: 1 × 300,000 = 300,000			
				ARPA - Navigation Center: 1 × 500,000 = 500,000			
0	0	1,500,000	**4776-05**	**OR Dept of Administrative Svcs - Navigation Center Grant**	1,440,074	0	0
0	**0**	**2,300,000**		**TOTAL INTERGOVERNMENTAL**	**2,240,074**	**0**	**0**
0	**0**	**3,500,000**		***TOTAL RESOURCES***	**2,240,074**	**0**	**0**

08 - AFFORDABLE HOUSING FUND

Department : **26 - GRANTS**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	2,500	**7520**	**Public Notices & Printing**	0	0	0
0	0	2,500	**7660**	**Materials & Supplies**	0	0	0
0	0	800,000	**7750**	**Professional Services**	800,000	0	0

Description	Units	Amt/Unit	Total
ARPA - Stratus Village	1	300,000	300,000
ARPA - Navigation Center	1	500,000	500,000

0	0	0	**8016**	**Affordable Housing**	0	0	0
0	**0**	**805,000**		**TOTAL MATERIALS AND SERVICES**	**800,000**	**0**	**0**
				CAPITAL OUTLAY			
0	0	2,700,000	**8800**	**Building Improvements**	1,355,561	0	0

Building improvements for the navigation center

0	**0**	**2,700,000**		**TOTAL CAPITAL OUTLAY**	**1,355,561**	**0**	**0**
				TRANSFERS OUT			
0	0	0	**9700-01**	**Transfers Out - General Fund**	84,404	0	0

Description	Units	Amt/Unit	Total
CDC staffing Nav Ctr State Grant support	1	84,404	84,404

0	**0**	**0**		**TOTAL TRANSFERS OUT**	**84,404**	**0**	**0**
				ENDING FUND BALANCE			
0	0	0	**9908-01**	**Designated Ending Fund Balance - Affordable Housing - Grants**	0	0	0
0	**0**	**0**		**TOTAL ENDING FUND BALANCE**	**0**	**0**	**0**
0	**0**	**3,505,000**		***TOTAL REQUIREMENTS***	**2,239,965**	**0**	**0**

08 - AFFORDABLE HOUSING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	813	4,100,000	***TOTAL RESOURCES***	3,148,450	0	0
0	813	4,100,000	***TOTAL REQUIREMENTS***	3,148,450	0	0

TELECOMMUNICATIONS FUND

Budget Highlights

- The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Ziply Fiber (formerly 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 Ziply Fiber and Comcast Cable. The PEG fee is $1 per subscriber per month. These funds are also passed through to MCM and are restricted for capital purposes.

Core Services

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

Future Challenges and Opportunities

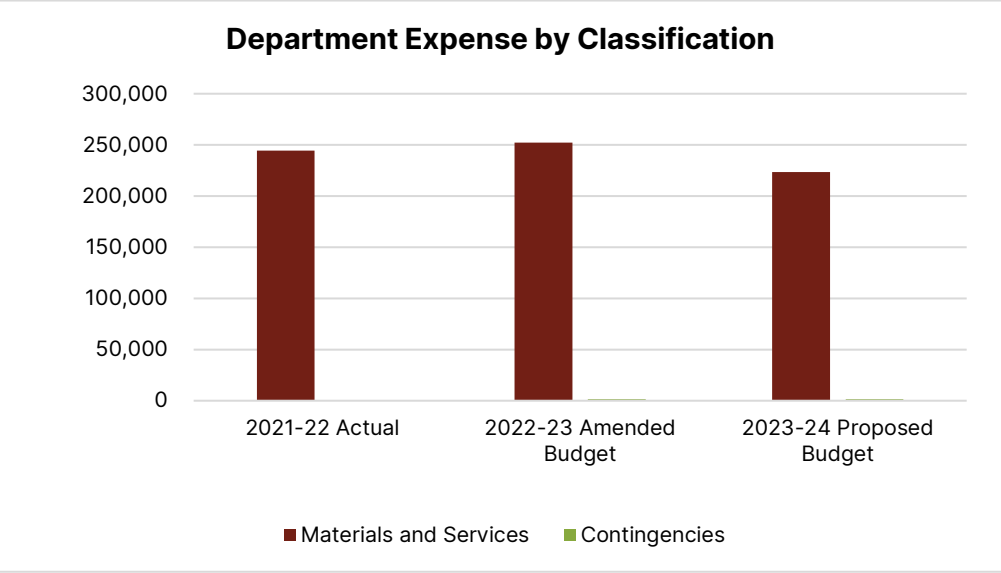
- Cable franchise fee levels vary between the two cable operators in the McMinnville local market. Comcast has vacillated in the range of $165,000 to $185,000 in revenues for franchise and PEG fees combined over the last ten years. Ziply Fiber showed a range of $25,000 to $28,000 from 2014 through 2020 but has reported a steady decline in cable revenues since FY2020-21.
- The FY2023-24 budget includes a flat estimate for Comcast ($179,000) relative FY2022-23 and continued declines for Ziply ($5,000).
- Both operators are on contract extensions and the contract renewal process is underway at this time, with the expectation of having updated contracts in place by the beginning of FY2023-24. Because the city already charges the maximum franchise fee allowed under federal law, we do not anticipate significant revenue differences as a byproduct of this work.

Mac-Town 2032 Strategic Plan

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

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	1,955	1,975	2,008	33
Licenses and Permits	244,529	252,200	223,500	(28,700)
Miscellaneous	3	25	50	25
Revenue Total	**246,487**	**254,200**	**225,558**	**(28,642)**
Expenses				
Materials and Services	244,529	252,200	223,500	(28,700)
Contingencies	0	1,500	1,500	0
Expenses Total	**244,529**	**253,700**	**225,000**	**(28,700)**
Ending Fund Balance	1,958	500	558	58



Telecommunications Fund

Historical Highlights

1982 Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.

1999 Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and "past sins" negotiations with TCI Cablevision of Oregon dba AT&T Broadband.

2001 New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.

2001 New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.

2001 New agreement also requires a $1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.

2001 City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.

2001 McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio.

2001 City receives $453,500 from TCI / AT&T a combination of $352,500 of "past sins money", $75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~$26,000 for move to McMinnville Marketplace.

2002 April 1, 2002 MCM takes over operating McMinnville's local access Channel 11 from MCTV.

2003 January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.

2005 MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.

2006 January 2006, Major upgrade of **mcm11.org** website, allowing form submittal and easy access to program listings.

2007 Estimated "past sins" balance remaining at July 1, 2007 is ~$120,000.

2008 MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.

2009 "Past sins" settlement remainder of $32,200 and accrued interest of $11,000 paid to MCM. Remaining accrued interest of about $40,000 to be paid in fiscal year 2010-2011.

10 - TELECOMMUNICATIONS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
1,933	1,955	1,975	**4090**	**Beginning Fund Balance** Estimated July 1 carryover from the prior year	2,008	0	0
1,933	**1,955**	**1,975**		**TOTAL BEGINNING FUND BALANCE**	**2,008**	**0**	**0**
				LICENSES AND PERMITS			
19,467	15,220	23,000	**4205-07**	**Franchise Fees - Ziply-Cable** Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. Note: Estimating reduction due to company's possible reduction of services.	5,000	0	0
146,213	152,145	147,000	**4205-15**	**Franchise Fees - Comcast Communications-Cable** Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	147,000	0	0
6,829	4,564	8,200	**4275-07**	**Subscriber Fees - PEG - Ziply-Cable** $1 per month subscriber fee received from Ziply Fiber for public access channel capital expenditures; passed through to McMinnville Community Media (MCM). Note: Estimating reduction due to company's possible reduction of services.	1,500	0	0
73,548	72,600	74,000	**4275-15**	**Subscriber Fees - PEG - Comcast-Cable** $1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	70,000	0	0
246,057	**244,529**	**252,200**		**TOTAL LICENSES AND PERMITS**	**223,500**	**0**	**0**
				MISCELLANEOUS			
22	3	25	**6310**	**Interest**	50	0	0
22	**3**	**25**		**TOTAL MISCELLANEOUS**	**50**	**0**	**0**
248,012	**246,487**	**254,200**		***TOTAL RESOURCES***	**225,558**	**0**	**0**

10 - TELECOMMUNICATIONS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
146,213	152,145	147,000	**8170-05**	**McMinnville Community Media - Comcast Franchise Fees-Cable** Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	147,000	0	0
19,467	15,220	23,000	**8170-07**	**McMinnville Community Media - Ziply Franchise Fee-Cable** Ziply cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel. Note: Estimating reduction due to company's possible reduction of services.	5,000	0	0
73,548	72,600	74,000	**8170-15**	**McMinnville Community Media - PEG Access Support-Comcast** City pass through to McMinnville Community Media (MCM) of the $1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	70,000	0	0
6,829	4,564	8,200	**8170-17**	**McMinnville Community Media - PEG Access Support-Ziply** City pass through to McMinnville Community Media (MCM) of the $1 per month subscriber fee collected by Ziply. Fee is required to be spent on cable access channel capital equipment. Note: Estimating reduction due to company's possible reduction of services.	1,500	0	0
246,057	**244,529**	**252,200**		**TOTAL MATERIALS AND SERVICES**	**223,500**	**0**	**0**
				TRANSFERS OUT			
0	0	0	**9700-01**	**Transfers Out - General Fund**	0	0	0
0	**0**	**0**		**TOTAL TRANSFERS OUT**	**0**	**0**	**0**
				CONTINGENCIES			
0	0	1,500	**9800**	**Contingencies**	1,500	0	0
0	**0**	**1,500**		**TOTAL CONTINGENCIES**	**1,500**	**0**	**0**
				ENDING FUND BALANCE			
1,955	1,958	500	**9999**	**Unappropriated Ending Fd Balance** Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	558	0	0
1,955	**1,958**	**500**		**TOTAL ENDING FUND BALANCE**	**558**	**0**	**0**
248,012	**246,487**	**254,200**		***TOTAL REQUIREMENTS***	**225,558**	**0**	**0**

10 - TELECOMMUNICATIONS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
248,012	246,487	254,200	***TOTAL RESOURCES***	225,558	0	0
248,012	246,487	254,200	***TOTAL REQUIREMENTS***	225,558	0	0

EMERGENCY COMMUNICATIONS FUND

Emergency Communications Fund

2023 – 2024 Proposed Budget --- Budget Summary

Budget Highlights

- **Frontier – Telephone Franchise Fee** -The City's telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to the 911 emergency communications system.
- **Transfers From Other Funds** - Transfers from the General Fund equal $572,772, reflecting an assumed 3% increase in the City's contribution to Yamhill Communications Agency (YCOM) for dispatch services.

  The transfer amount includes $37,172 from the General Fund to make debt service payments on emergency communications equipment acquired from Motorola in 2018-19. This transfer will occur for seven years, until the debt is paid off.

  For the budget scenario that voters approve the ballot measure creating a new Fire District, the City will only pay for police dispatch services.
- **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.

Core Services

- City of McMinnville's membership contribution provides the most significant portion of YCOM's funding with the next largest member contribution paid by Yamhill County.
- The YCOM funding formula is based on a distribution of the proportion of YCOM actual costs to all jurisdictions within its service area.

Mac-Town 2032 Strategic Plan

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

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

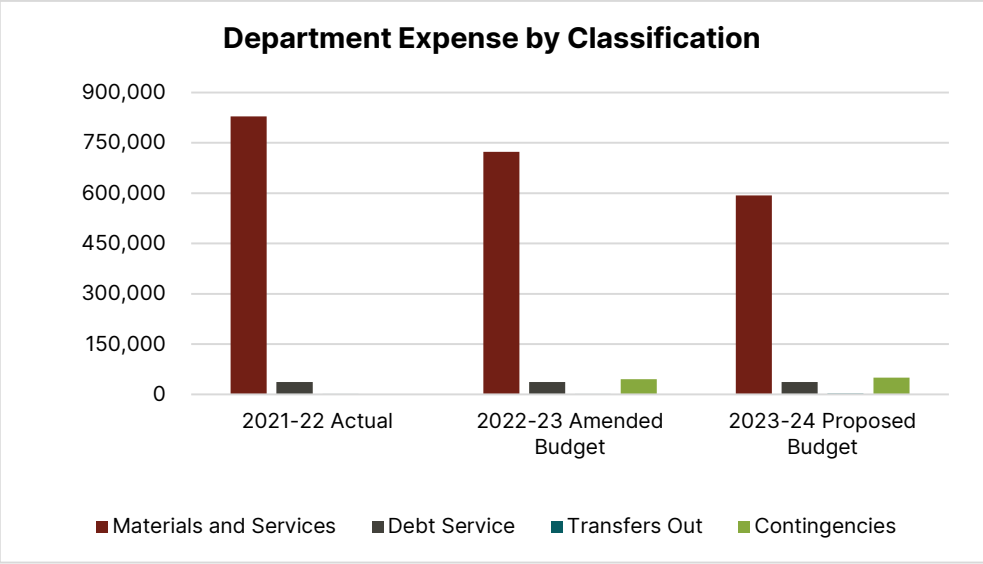
Future Challenges and Opportunities

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

Emergency Communications Fund

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	110,934	141,006	142,534	1,528
Charges for Services	15,480	15,598	15,480	(118)
Intergovernmental	7,500	7,500	8,000	500
Licenses and Permits	66,037	26,600	24,800	(1,800)
Miscellaneous	452	200	2,600	2,400
Transfers In	819,282	702,772	572,772	(130,000)
Revenue Total	**1,019,684**	**893,676**	**766,186**	**(127,490)**
Expenses				
Materials and Services	828,514	723,496	593,676	(129,820)
Debt Service	37,172	37,172	37,172	0
Transfers Out	1,531	1,718	2,550	832
Contingencies	0	45,000	50,000	5,000
Expenses Total	**867,216**	**807,386**	**683,398**	**(123,988)**
Ending Fund Balance	152,468	86,290	82,788	(3,502)



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).

Fiscal Year	YCOM City Contribution
2012 – 2013	666,500
2013 – 2014	684,900
2014 – 2015	721,600
2015 – 2016	742,300
2016 - 2017	770,900
2017 - 2018	793,200
2018 - 2019	814,400
2019 - 2020	855,400
2020 - 2021	860,681
2021 - 2022	782,110
2022 - 2023	665,600

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

2008 YCOM prepares to move into the City of McMinnville's new Public Safety Building.

2012 McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.

2018 The City receives information that the current subscriber units (mobile and portables) are no longer serviceable. The City looks to update the Police Department's mobile radios and portables.

2019 Emergency Communication system upgrade switches analog system to digital P25 radio system, allowing interoperability with other jurisdictions.

2023 Fire District approved by voters; City transitions to 911 services focused on police response needs.

15 - EMERGENCY COMMUNICATIONS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
111,613	110,934	141,006	**4090**	**Beginning Fund Balance** Estimated July 1 carryover from the prior year	142,534	0	0
111,613	**110,934**	**141,006**		**TOTAL BEGINNING FUND BALANCE**	**142,534**	**0**	**0**
				LICENSES AND PERMITS			
3,761	47,627	3,600	**4205-06**	**Franchise Fees - Miscellaneous-Telecommunications** Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	3,600	0	0
22,425	18,409	23,000	**4205-08**	**Franchise Fees - Ziply-Telephone** Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	21,200	0	0
26,186	**66,037**	**26,600**		**TOTAL LICENSES AND PERMITS**	**24,800**	**0**	**0**
				INTERGOVERNMENTAL			
7,500	7,500	7,500	**5040-05**	**Yamhill Communications Agency - Radio System** City funds for radio equipment reserve held by Yamhill County	8,000	0	0
7,500	**7,500**	**7,500**		**TOTAL INTERGOVERNMENTAL**	**8,000**	**0**	**0**
				CHARGES FOR SERVICES			
15,480	15,480	15,598	**5325**	**System Access Fees** Fees charged for access to City's radio system.	15,480	0	0
15,480	**15,480**	**15,598**		**TOTAL CHARGES FOR SERVICES**	**15,480**	**0**	**0**
				MISCELLANEOUS			
135	452	200	**6310**	**Interest**	2,600	0	0
135	**452**	**200**		**TOTAL MISCELLANEOUS**	**2,600**	**0**	**0**

15 - EMERGENCY COMMUNICATIONS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				TRANSFERS IN			
897,853	819,282	702,772	**6900-01**	**Transfers In - General Fund**	572,772	0	0

Description	Units	Amt/Unit	Total
General Fund support for Emergency Comm equipment debt payment	1	37,172	37,172
General Fund support for YCOM dispatching services-Police	1	535,600	535,600
YCOM dispatching services - Ambulance	1	97,500	97,500
YCOM dispatching services - Fire	1	52,500	52,500
YCOM dispatching services - Amb (paid directly by McM Fire Dist)	1	-97,500	-97,500
YCOM dispatching services - Fire(paid directly by McM Fire Dist)	1	-52,500	-52,500

897,853	**819,282**	**702,772**		**TOTAL TRANSFERS IN**	**572,772**	**0**	**0**
1,058,767	**1,019,684**	**893,676**		***TOTAL RESOURCES***	**766,186**	**0**	**0**

15 - EMERGENCY COMMUNICATIONS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
1,300	1,318	11,320	**7720-06**	**Repairs & Maintenance - Equipment**	11,300	0	0
45,335	45,086	45,476	**7750**	**Professional Services**	45,476	0	0
0	0	1,100	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,300	0	0
3,346	0	0	**7800**	**M & S Equipment**	0	0	0
860,681	782,110	665,600	**8180-05**	**YCOM - Other Governmental Services** City's support for police dispatching emergency communication services provided by Yamhill Communications Agency (YCOM). Includes a 3% increase. Fire & EMS dispatching emergency services will be billed directly to McMinnville Fire District by YCOM.	535,600	0	0
910,662	**828,514**	**723,496**		**TOTAL MATERIALS AND SERVICES**	**593,676**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8710**	**Equipment**	0	0	0
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
				DEBT SERVICE			
29,124	30,333	31,592	**9520-05**	**Equipment-Lease Purchase - Principal** Principal payment for lease authorized in 2019-20. Payment due on September 15th. Lease used to purchase new mobile and portable radios for the Police Department, as well as convert MPD's primary radio channel from analog to digital and encrypt the frequency.	32,903	0	0
8,047	6,839	5,580	**9520-10**	**Equipment-Lease Purchase - Interest** Interest payment on lease due September 15th.	4,269	0	0
37,172	**37,172**	**37,172**		**TOTAL DEBT SERVICE**	**37,172**	**0**	**0**
				TRANSFERS OUT			
0	1,531	1,718	**9700-01**	**Transfers Out - General Fund**	2,550	0	0

Description	Units	Amt/Unit	Total
Finance personnel services support.	1	2,550	2,550

0	**1,531**	**1,718**		**TOTAL TRANSFERS OUT**	**2,550**	**0**	**0**
				CONTINGENCIES			
0	0	45,000	**9800**	**Contingencies**	50,000	0	0
0	**0**	**45,000**		**TOTAL CONTINGENCIES**	**50,000**	**0**	**0**

15 - EMERGENCY COMMUNICATIONS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				ENDING FUND BALANCE			
110,934	152,468	86,290	**9999**	**Unappropriated Ending Fd Balance** Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations	82,788	0	0
110,934	**152,468**	**86,290**		**TOTAL ENDING FUND BALANCE**	**82,788**	**0**	**0**
1,058,768	**1,019,684**	**893,676**		***TOTAL REQUIREMENTS***	**766,186**	**0**	**0**

15 - EMERGENCY COMMUNICATIONS FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,058,767	**1,019,684**	**893,676**	***TOTAL RESOURCES***	**766,186**	**0**	**0**
1,058,768	**1,019,684**	**893,676**	***TOTAL REQUIREMENTS***	**766,186**	**0**	**0**

STREET FUND

Street (State Gas Tax) Fund

2023 – 2024 Proposed Budget --- Budget Summary

Budget Highlights

- State gas tax revenues continue to show a flattening trend as per recent ODOT projections. This flattening trend is in the face of increasing inflationary pressures on the expenditure side.
- As with every budget cycle, staff will be carefully monitoring ongoing revenues, and will adjust spending as the situation requires. Therefore, some of the highlights discussed below will be revenue dependent, i.e., if revenues are down, these expenditures will be reduced or not implemented. This approach is consistent with the Government Capacity priority in the City's recent Strategic Plan, with a focus on strengthening the City's ability to prioritize and deliver municipal services with discipline and focus.

Bud Martino, UW II (2yrs) installing pavement markings on Wallace Road

- The 2023-24 budget proposal continues to fund seasonal labor to address increased maintenance requirements related to stormwater quality facilities as well as to continue to expand the Operations Division's maintenance efforts throughout the transportation system. However, the recruitment environment remains difficult, and the Division anticipates continued difficulty in filling some of these positions.
- In late 2021 the City received approximately $509,000 in COVID relief funding through ODOT. That funding was programmed as a funding source for fleet/equipment renewal. This represents an opportunity to use this one-time funding to begin the process of modernizing the Division's fleet assets. The budget request includes funding to replace two one-ton utility flatbed trucks, an asphalt roller, and various other pieces of equipment. These units are used for a wide variety of tasks related to the Division's mission. Additionally, a truck mounted sander has been proposed to replace a 1993 unit in order to improve reliability in the City's snow and ice response efforts. This year's program will exhaust this one-time resource.
- In conjunction with this opportunity to fund fleet/equipment asset renewal, the Division has proposed to implement a fleet/equipment capital reserve program to begin to build the financial capacity to fund future asset renewal.
- The resources for additional labor and equipment replacement are consistent with the division's commitment to the Strategic Plan value of stewardship and represent an effort to be responsible caretakers of our shared public assets and resources.
- The proposed budget continues to provide limited resources for localized pavement repair work. Additionally, as with past practice, funds have been transferred to the Transportation Fund to support pavement preservation projects funded through the Transportation Fund.
- The budget proposal continues to allocate funding to maintain traffic signage and pavement markings throughout the community. Several years ago, staff implemented a rotating "driver feedback sign" program that places these radar units at strategic locations along roadways with

reported speeding problems. These signs remind motorists of the speed limit and are a useful tool for modifying driver behavior.

- 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 continuing work on a program to upgrade residential street signage to the new federal standards. Staff will continue a program to install shared lane markings as per the adopted Transportation System Plan in various locations around the community as well.
- Maintenance of storm water facilities continue to have no direct funding source and repairs are made on a reactive basis only. The budget proposal continues to carry a placeholder for culvert repair/replacement. Alpine Avenue, Hill Road and Old Sheridan are all roadways that have had storm water quality facilities installed in recent years. These include storm planters, infiltration swales, and detention ponds. These facilities need to be cared for on a proactive schedule in order to maintain their effectiveness, which is a requirement of the environmental permits for these projects.
- The budget continues funding for street lighting. In 2015, the City partnered with McMinnville Water and Light to develop and implement street lighting standards, which include LED lighting fixtures as standard. LED upgrades would lead to significantly lower energy consumption, but at a higher capital cost than replacing with traditional fixtures. As a note, all new City funded street lighting improvements, either new installations or replacements, are with LED fixtures. All new street lighting associated with development utilizes LED fixtures as well. Street lighting constitutes approximately 23% of the Street Funds Materials and Services budget.
- Funds have been proposed to update the Division's Computerized Maintenance Management System (CMMS). This will replace a system the City first implemented in the mid 1990's.

Core Services

The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's transportation system asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's on-going efforts to identify and focus on core services. The Street Maintenance staff's primary mission is maintaining the City's transportation system. This includes approximately 114 centerline miles of street, beautification areas, undeveloped rights of way, reverse frontages, alleys, and storm water conveyance, detention and treatment facilities. Maintenance includes regularly scheduled activities as well as demand-driven responses to weather, vehicular accidents, and special events.

Pavement Maintenance

Street Crew Training Session

- Preservation projects include pavement overlays and slurry seals. These projects are developed, designed, procured and managed by Engineering staff with support from Street Maintenance staff.
- Street repair activities include partial and full depth localized repairs, skin patches, pothole filling and temporary cold mix repairs in inclement weather. This work is

conducted with both in-house and contract forces. This work is done in response to pavement failures, as well as in advance of planned repair or preventive maintenance work.

- Crack sealing remains an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City owns its own crack sealing equipment and typically applies approximately 15,000 pounds of material each year on candidate streets. This program is highly dependent on the use of seasonal staffing.

Pedestrian Facilities

- The City utilizes the Public Right of Way Accessibility Guidelines (PROWAG) as a standard in the right of way.
- Curb, gutter and sidewalk repairs: In the downtown area, sidewalk repairs are conducted adjacent to City owned properties or in a 50/50 cost share with property owners who are addressing street tree related damages. Outside of the downtown area, private property owners are responsible for sidewalks adjacent to their property. The City is responsible for curb/gutter damage and conducts that work with both in house staff and contract forces.
- The City partners with property owners completing sidewalk repairs to install PROWAG compliant curb ramps at street intersections where needed.
- City staff installs and maintains accessible parking spaces adjacent to private residences upon an approved request.
- City staff installs and maintains on-street ADA parking spaces in the downtown core.
- PROWAG compliant ramps are installed upon request in areas where there are no ramps, or existing ramps are not compliant.

Storm Water

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

Vehicle/Equipment Maintenance

- City-owned vehicles and equipment are maintained and repaired through a work order system, with most of the work being performed by City staff. The Operations Division maintains 63 vehicles and 165 various pieces of equipment at the Riverside Drive facility.

Nick Hubbard - UW II (9mo) spreading bark mulch in Hill Road planters

Right-of-Way (ROW) maintenance

- City-owned areas are maintained on scheduled basis with a combination of City personnel and contract labor.
- The pandemic has resulted in the elimination of the City's contract with Yamhill County to provide inmate crews for City projects. These crews historically provided litter removal services along the street network in key locations. As a result, the Division is implementing a new "Adopt A Road" program to create opportunities for community volunteers to help with litter removal in the right of way.

Community Event support

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

Jeff York, UW II (8yrs) at Public Works Touch a Truck event

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.
- Staff maintains a rotational driver feedback signage program along problematic corridors.
- Traffic signals are maintained by the Oregon Department of Transportation (ODOT) via an intergovernmental agreement.
- Pavement markings are inspected and replaced on a condition-based approach.
- Roadway striping is performed with an IGA with Marion County. Due to supply chain issues, this work has been slowed.
- Curb painting is performed on a three-year cycle, with school zones and downtown areas painted annually. This program has been impacted by both supply chain issues in getting material and in recruitment issues with seasonal labor.
- Staff reviews various traffic signage and parking requests and provides recommendations to Engineering.

Street Trees

- This program supports the Community Development Department's administration of the street tree ordinance which is a key element in the City's "Tree City USA" designation. Site inspections and recommendations are provided on various street tree removal/planting requests. Tree related sidewalk issues are inspected in support of Engineering's sidewalk permit program.
- Staff waters and prunes City owned trees. Major pruning work is by contract. This work is primarily in the downtown tree zone and in beautification areas.
- Storm damaged trees in the right of way are removed and debris cleaned up. This work is done with both staff and contract forces.

Emergency Response

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

Sean Garrison, Sr. UW (19yrs) removing a downed tree on NW 20th

Future Challenges and Opportunities

Maintenance Planning

- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities and 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.
- Plan for and fund storm water facility maintenance programs: these types of facilities will require a more proactive, planned maintenance effort as compared to existing facilities.
- Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs. These partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community."

Storm Water Management

- As noted above there currently is no direct funding source for storm water related work. A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance of the storm system in known problem areas. Thus, there is no funding for system improvements or to address deficiencies within the system. The newly constructed storm water planters for Alpine Avenue, Hill Road and Old Sheridan Road have resulted in an increased workload for the Division. In

2021, the City was notified that the Oregon DEQ has issued a mercury TMDL (total maximum daily load) limit for the Willamette River. This required the City to create a mercury minimization plan for storm water, which will then most likely lead to the need to create a storm water utility for the community in the near future. Public Works staff (Engineering, Wastewater Services and Operations) are working to implement the TMDL plan. As the regulatory requirements unfold, the City will need to consider a dedicated funding source for the this work. Until that time, storm water maintenance costs will primarily remain with the Street Fund.

Strategies to Address Camping Impacts

- Camping and related behaviors continue to draw on staff resources and related contractor costs to address impacts of these activities. Staff and resources are diverted on a demand basis to address these impacts.
- Strategies will continue to include identifying opportunities to reduce costs and impacts through improved facility design features and evolving operational practices to give staff the resources and training to help address these issues.

Fleet/Equipment Asset Renewal

- The Street Maintenance Division's powered rolling stock includes 26 units with an estimated replacement value of $2.0 million.
- As noted above, staff has programmed COVID relief funds from ODOT to update fleet and equipment assets. However, this is a one-time revenue source. For FY 23-24, staff has proposed initiating a reserve funding strategy. Developing a funding strategy that allocates resources to update fleet and equipment assets regularly in a sustainable manner will continue to be a priority.
- Staff will continue to use a methodology that identifies replacement candidates based on condition, usage and need, and not just age. Replacement strategies can range from equipment replacements to re-evaluating operations to determining least cost options (contracts, rentals, lease, etc.).
- The use of repurposed units, as well as the acquisition of surplus units from other agencies (e.g. McMinnville Water and Light) has proven to be a useful strategy for the Street Fund. Over the past several years the Division has purchased and re-purposed units from other City departments as well as McMinnville Water and Light. This is good public fleet practice and provides a value to the public in that units that are no longer useful in one role can be repurposed to another. As fleets age, the challenge is to regularly assess reliability, repair costs and functionality for various fleet units, including those used in emergency operations, and assess the most effective manner to fund their replacement. This results in another pressing demand for resources that impacts available funding for pavement preservation investments.

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

5,843	Street Signs maintained
851	Stop Signs
94,452 lineal ft	Yellow Curb, approximately ½ maintained yearly
13,266 lineal ft	Stop Bar Pavement Markings
161	Crosswalks
210	Pavement Marking Arrows
563	Misc. Pavement Markings – legends, bike lanes, RR crossings
15,000 pounds	Crack Sealant Applied annually
1.3 miles	Gravel Streets maintained

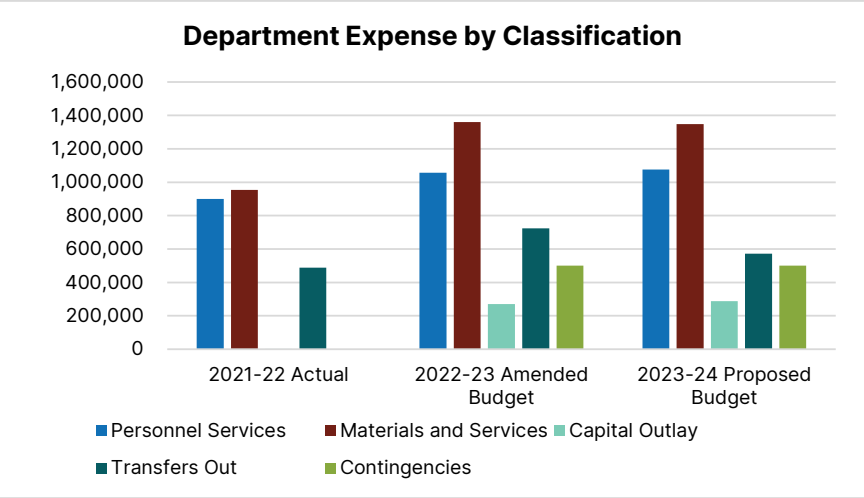
Abby Burnett - UW I (6mo) applying bark mulch in Hill Road planters

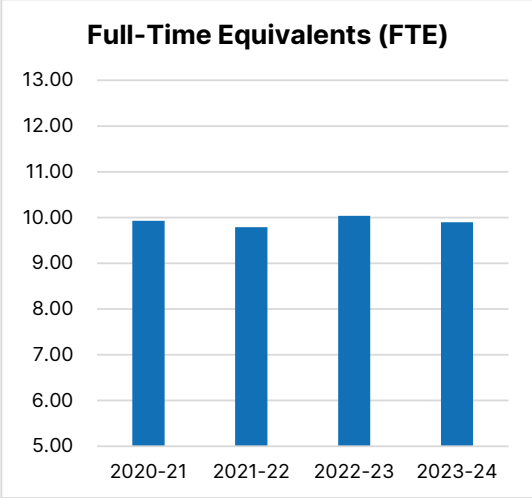
Street Fund

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	1,779,174	2,580,907	1,968,792	(612,115)
Intergovernmental	2,765,311	2,750,000	2,942,590	192,590
Licenses and Permits	27	50	50	0
Miscellaneous	16,641	11,000	53,000	42,000
Transfers In	6,016	6,473	7,225	752
Revenue Total	**4,567,169**	**5,348,430**	**4,971,657**	**(376,773)**
Expenses				
Personnel Services	899,871	1,056,227	1,076,788	20,561
Materials and Services	954,363	1,360,806	1,347,396	(13,410)
Capital Outlay	654	270,980	287,232	16,252
Transfers Out	487,883	724,210	571,846	(152,364)
Contingencies	0	500,000	500,000	0
Expenses Total	**2,342,772**	**3,912,223**	**3,783,262**	**(128,961)**
Ending Fund Balance	2,224,397	1,436,207	1,188,395	(247,812)

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	9.93	9.79	10.04	9.90





Street (State Gas Tax) Fund

Historical Highlights

1962 Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.

1976 Downtown core area tree planting completed.

1986 Crack Sealing Program begins on city streets to prolong street life.

1987 Public Works Superintendent assumes managerial responsibility over streets and sewer operations.

1990 Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.

1990 City maintains 64 miles of paved streets.

1994 Public Works Shops undergo remodel and office modular units set-up to develop office work areas.

1994 Street sweeping function partially contracted.

1996 Seal Coating Program on city streets initiated to prolong street life.

1997 Public Works Superintendent assumes managerial responsibility over parks maintenance.

1997 City of McMinnville awarded "Tree CityUSA".

2003 Retrofitted 19 Americans with Disability Act (ADA) approved wheelchair ramps in school zones.

2004 Street Department maintains 97 miles of streets.

2005 Street Department maintains 100 miles of streets.

2005 200 new street signs were installed.

2006 Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH wind-related calls due to December 14th storm event.

2007 Computerized maintenance management program implemented, including a work order system and an asset management system.

2007 Decorative antique street lights installed along 3rd Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.

2007 City awarded "Tree City USA" designation for the 10th consecutive year.

2008 Public Works crews responded to a 40-year snow & ice event in December.

2008 First slurry seal project on city streets to prolong street life.

2009 Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.

2010 In 20th year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.

Street (State Gas Tax) Fund

Historical Highlights

2010 Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.

2010 Implemented the use of liquid deicer on streets as a tool during snow and ice events.

2011 City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2nd to Wallace Road.

2011 8th Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.

2012 2nd & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.

2012 Pedestrian crossing at 15th & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.

2012 2nd & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks

2013 Pedestrian safety improvements installed at mid block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new continental style crosswalks, signage and pedestrian paddles.

2014 Public Works crews in partnership with local contractors responded to a major February snowstorm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.

2015 Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters as recommended by Federal Highway Administration. Work to be completed over a 3 year period.

2016 As part of succession planning, Senior Utility Worker position implemented.

2017 City awarded "Tree City USA" designation for the 20th consecutive year.

2019 Utility Worker I position added to increase capacity to maintain new transportation system elements built with 2014 Transportation bond.

2019 Baker Creek Road re-striped from Crimson Court to Hill Road to add bike lanes and center left turn lane.

2020 Implemented a Driver Feedback program with the purchase of two Radar Driver Feedback Signs. These signs are pole mounted and will be rotated throughout the City in corridors that have been identified as having excessive speed concerns or complaints.

2021 City crews responded to a major ice storm event, resulting in damage to hundreds of trees citywide, and a multi-day snow/ice response.

2022 City awarded "Tree City USA" designation for the 25th consecutive year.

2023 Implemented an Adopt-A Roadway anti-litter campaign intended to build civic pride in a litter free McMinnville. It allows citizens and businesses to work in partnership with the City by "adopting" a segment of roadway and agreeing to keep it clean.

20 - STREET FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
1,774,118	1,779,174	2,580,907	**4090**	**Beginning Fund Balance** Estimated July 1 undesignated carryover from prior year	1,968,792	0	0
0	0	0	**4092**	**Designated Begin Fund Balance-Capital Replacement Reserve**	0	0	0
1,774,118	**1,779,174**	**2,580,907**		**TOTAL BEGINNING FUND BALANCE**	**1,968,792**	**0**	**0**
				LICENSES AND PERMITS			
12	27	50	**4300**	**Bicycle Fees**	50	0	0
12	**27**	**50**		**TOTAL LICENSES AND PERMITS**	**50**	**0**	**0**
				INTERGOVERNMENTAL			
0	49	0	**4545**	**Federal FEMA Grant**	0	0	0
0	9,859	0	**4546**	**American Rescue Plan**	0	0	0
28,265	0	0	**4548**	**Coronavirus Relief Fund (CRF)**	0	0	0
0	0	0	**4590-30**	**ODOT Federal Grants - Hwy Infrastruct Prog(HIP-CRRSAA)**	277,590	0	0
2,553,783	2,755,403	2,750,000	**4740**	**OR State Gas Taxes** State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.	2,665,000	0	0
2,582,048	**2,765,311**	**2,750,000**		**TOTAL INTERGOVERNMENTAL**	**2,942,590**	**0**	**0**
				MISCELLANEOUS			
10,310	9,187	11,000	**6310**	**Interest**	43,000	0	0
8,741	7,454	0	**6600**	**Other Income**	10,000	0	0
19,050	**16,641**	**11,000**		**TOTAL MISCELLANEOUS**	**53,000**	**0**	**0**
				TRANSFERS IN			
22,889	6,016	6,473	**6900-85**	**Transfers In - Insurance Services**	7,225	0	0

Description	Units	Amt/Unit	Total
Insurance Services Fund support of HR Manager position	1	7,225	7,225

22,889	**6,016**	**6,473**		**TOTAL TRANSFERS IN**	**7,225**	**0**	**0**
4,398,117	**4,567,169**	**5,348,430**		***TOTAL RESOURCES***	**4,971,657**	**0**	**0**

20 - STREET FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-4,174	1,099	0	**7000**	**Salaries & Wages**	0	0	0
479,592	486,260	561,078	**7000-05**	**Salaries & Wages - Regular Full Time** Maintenance & Operations - Superintendent - 0.50 FTE Maintenance & Operations - Supervisor - Street - 0.95 FTE Maintenance & Operations - Supervisor - Park Maint - 0.05 FTE Wastewater Svcs Supervisor-Conveyance - 0.10 FTE Mechanic - Ops & Maint - 0.45 FTE Senior Utility Worker - 1.00 FTE Utility Worker II - 3.00 FTE Utility Worker II - WWS - 0.40 FTE Utility Worker I - 1.00 FTE Management Support Specialist - Senior - 0.50 FTE	555,712	0	0
33,804	32,790	63,650	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Streets - 1.95 FTE	77,250	0	0
9,665	6,441	8,080	**7000-20**	**Salaries & Wages - Overtime**	11,000	0	0
120	5	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
-974	-174	0	**7300**	**Fringe Benefits**	0	0	0
31,355	31,441	38,286	**7300-05**	**Fringe Benefits - FICA - Social Security**	38,960	0	0
7,333	7,353	9,174	**7300-06**	**Fringe Benefits - FICA - Medicare**	9,337	0	0
144,452	151,117	184,275	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	191,538	0	0
124,899	122,725	135,578	**7300-20**	**Fringe Benefits - Medical Insurance**	139,476	0	0
19,400	18,600	18,400	**7300-22**	**Fringe Benefits - VEBA Plan**	17,750	0	0
849	607	483	**7300-25**	**Fringe Benefits - Life Insurance**	477	0	0
2,699	1,793	1,262	**7300-30**	**Fringe Benefits - Long Term Disability**	1,311	0	0
40,685	40,730	31,730	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	27,436	0	0
174	163	230	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	225	0	0
4,044	-1,078	4,001	**7300-40**	**Fringe Benefits - Unemployment**	3,990	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	2,326	0	0
893,924	**899,871**	**1,056,227**		**TOTAL PERSONNEL SERVICES**	**1,076,788**	**0**	**0**
				MATERIALS AND SERVICES			
1,834	1,078	1,725	**7530**	**Training**	2,500	0	0

20 - STREET FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
640	585	900	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	1,200	0	0
516	2,376	5,900	**7550**	**Travel & Education**	8,500	0	0
19,655	25,586	46,000	**7590**	**Fuel - Vehicle & Equipment**	40,000	0	0
13,172	14,399	13,500	**7600**	**Utilities**	13,500	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
65,500	64,907	73,340	**7610-05**	**Insurance - Liability**	84,320	0	0
9,600	9,893	11,180	**7610-10**	**Insurance - Property**	15,700	0	0
7,052	7,550	18,125	**7620**	**Telecommunications** Includes funding for redundant communications capability-cell phones and radio system maintenance	11,000	0	0
2,295	2,448	2,900	**7650**	**Janitorial**	2,900	0	0
15,425	18,394	17,500	**7660**	**Materials & Supplies**	18,000	0	0
17,950	35,784	78,500	**7720**	**Repairs & Maintenance** Materials and supplies for street maintenance activities	85,000	0	0
0	0	0	**7720-05**	**Repairs & Maintenance - Inventory-InterDept Projects**	0	0	0
12,297	43,597	30,000	**7720-06**	**Repairs & Maintenance - Equipment**	25,000	0	0
0	0	0	**7720-07**	**Repairs & Maintenance - Inventory-Equipment**	0	0	0
4,331	2,676	7,500	**7720-10**	**Repairs & Maintenance - Building Maintenance** Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.	7,500	0	0
0	0	0	**7720-14**	**Repairs & Maintenance - Vehicles**	0	0	0
5,070	15,888	6,500	**7720-28**	**Repairs & Maintenance - Right of Way** Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.	7,500	0	0
4,750	17,950	40,000	**7720-30**	**Repairs & Maintenance - Sidewalks** Repair and construction of city sidewalks and wheelchair ramps.	50,000	0	0
7,635	2,232	10,000	**7720-32**	**Repairs & Maintenance - Traffic Signal** Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.	10,000	0	0
4,530	5,284	100,000	**7720-35**	**Repairs & Maintenance - Storm Drains** Repair of the storm drainage system within the public right-of-way.	100,000	0	0
6,389	2,519	27,000	**7750**	**Professional Services**	15,000	0	0

Description	Units	Amt/Unit	Total
Pavement Rating Services	1	15,000	15,000

20 - STREET FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	2,970	**7750-01 Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	5,000	0	0
265,356	324,471	472,800	**7780-12 Contract Services - Street Maintenance** Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.	461,500	0	0

Description	Units	Amt/Unit	Total
Downtown Sweeping	1	34,800	34,800
Citywide Sweeping	1	249,500	249,500
Striping	1	50,000	50,000
Pavement Repairs	1	100,000	100,000
Backflow Testing	1	1,200	1,200
Graffiti Removal	1	3,000	3,000
Homeless Camp Cleanup	1	15,000	15,000
Emergency Street Sweeping	1	3,000	3,000
Litter Patrol	1	5,000	5,000

1,358	19,095	5,500	**7800 M & S Equipment** Miscellaneous small equipment for operations and maintenance	5,000	0	0
2,446	1,071	1,500	**7800-42 M & S Equipment - Shop** Miscellaneous small equipment and tools for shop operations and maintenance	1,500	0	0
5,357	7,018	9,556	**7840 M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	8,326	0	0
11,096	9,277	15,910	**7840-75 M & S Computer Charges - Street**	13,450	0	0

Description	Units	Amt/Unit	Total
ESRI - 17%, shared with Bldg,Comm Dvlpmt,Eng,Park Maint,WWS	1	2,500	2,500
Street Saver Maintenance	1	4,500	4,500
Desktop Replacement (1) - 50%, shared with Park Maint	1	600	600
Adobe Pro Licensing (2)	2	200	400
Hansen Software Maint - 25%, shared with Eng, Park Maint, WWS	1	4,000	4,000
Office 365 Licensing (5.5)	1	1,450	1,450

16,631	35,197	38,000	**8190 Signs** Street signing materials and supplies, along with replacement of downtown parking signage.	25,000	0	0
274,917	282,962	294,000	**8200 Street & Parking Lot Lighting** McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.	300,000	0	0

20 - STREET FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	2,128	30,000	**8210**	**Street Tree Program** The street tree program includes activities related to planting, removal and pruning of street trees in the downtown core. It also includes work on right of way trees around the community related to storm damage, including clean-up, pruning, and removals.	30,000	0	0
775,801	**954,363**	**1,360,806**		**TOTAL MATERIALS AND SERVICES**	**1,347,396**	**0**	**0**
				CAPITAL OUTLAY			
34,162	0	270,980	**8710**	**Equipment**	257,500	0	0

Description	Units	Amt/Unit	Total
1 Ton 4x4 Pickup with 3 yard Dump Box	1	90,000	90,000
1 Ton 4x4 Flatbed	1	75,000	75,000
5 Ton Asphalt Roller	1	40,000	40,000
Chipper Box for Flatbed (Shared with Park Maintenance)	1	10,000	10,000
Barricade Trailer	1	4,000	4,000
Sanding Unit for 5 yard Dump Truck	1	30,000	30,000
Flail Mower Attachment for Ventrac Mower	1	8,500	8,500

0	654	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	2,232	0	0
0	0	0	**8750-75**	**Capital Outlay Computer Charges - Street**	27,500	0	0

Description	Units	Amt/Unit	Total
Hansen Upgrade - 25% , shared with Engineering, Street, WWS	1	27,500	27,500

34,162	**654**	**270,980**		**TOTAL CAPITAL OUTLAY**	**287,232**	**0**	**0**
				TRANSFERS OUT			
305,591	276,923	337,516	**9700-01**	**Transfers Out - General Fund**	329,113	0	0

Description	Units	Amt/Unit	Total
Street Fund support of Engineering operations.	1	41,282	41,282
Engineering, Admin, & Finance personnel services support.	1	283,141	283,141
Street Fund support of centralized Facility operations.	1	4,690	4,690

600,000	200,000	375,000	**9700-45**	**Transfers Out - Transportation**	230,000	0	0

Description	Units	Amt/Unit	Total
Gas tax revenues used to fund Transportation Fund expenses.	1	230,000	230,000

9,464	10,960	11,694	**9700-80**	**Transfers Out - Information Systems**	12,733	0	0

20 - STREET FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				Description / Units / Amt/Unit / Total			
				Information Systems personnel services support. 1 12,733 12,733			
915,055	**487,883**	**724,210**		**TOTAL TRANSFERS OUT**	**571,846**	**0**	**0**
				CONTINGENCIES			
0	0	500,000	**9800**	**Contingencies**	500,000	0	0
0	**0**	**500,000**		**TOTAL CONTINGENCIES**	**500,000**	**0**	**0**
				ENDING FUND BALANCE			
0	0	0	**9992**	**Designated Ending Fund Balance-Capital Replacement Reserve** Designated ending fund balance reserve for future vehicle and equipment acquisition.	30,000	0	0
1,779,174	2,224,397	1,436,207	**9999**	**Unappropriated Ending Fd Balance** Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	1,158,395	0	0
1,779,174	**2,224,397**	**1,436,207**		**TOTAL ENDING FUND BALANCE**	**1,188,395**	**0**	**0**
4,398,117	**4,567,169**	**5,348,430**		***TOTAL REQUIREMENTS***	**4,971,657**	**0**	**0**

20 - STREET FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
4,398,117	4,567,169	5,348,430	***TOTAL RESOURCES***	4,971,657	0	0
4,398,117	4,567,169	5,348,430	***TOTAL REQUIREMENTS***	4,971,657	0	0

AIRPORT MAINTENANCE FUND

Airport Layout Map

Airport Maintenance Fund

2023 – 2024 Proposed Budget --- Budget Summary

Budget Highlights

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of a modular building office.
- The 2023-24 budget includes both increased revenues and building maintenance commitments outlined in the long-term lease with the Oregon State Police.
- The 2023-24 budget includes the FAA funded update to the Airport Master Plan (previously called the Airport Layout Plan). The City match of 10% of the cost will be covered in part by a separate State grant.
- These projects will help meet the Strategic Plan goal of Economic Prosperity and the objective of improving systems for economic mobility and inclusion.

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) is scheduled to be updated in 2024 with an Airport Master Plan and Layout Plan. The new plans will identify improvements necessary to maintain a safe and efficient airport.
- The "Minimum Standards for Commercial Aeronautical Activities" for the airport provide guidance and standards for current and future commercial activities and leases at the airport. These "Standards" are expected to be updated in the spring of 2023.
- 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 and rotary-wing flight instruction; aircraft and avionics maintenance; aircraft storage; private business flights; corporate flights; and personal flying.

There are 123 based aircraft at the McMinnville Municipal Airport.

- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the FBO building; the Oregon State Police building; former Comcast building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

Future Challenges and Opportunities

- City owned buildings and facilities (including hangars, maintenance hangars, and hangar taxiways) are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.

- The airport is currently self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources, such as the partnership with Evergreen Aviation which funded the City's required 5% match for the 17-35 Runway/Taxiway project completed in 2010; the successful procurement of a Connect Oregon V grant in 2014 which funded the City's required 10% match for the runway 4-22 project; and successful procurement of 7.5% of matching funds through the Oregon Department of Aviation Critical Oregon Airport Relief (COAR) grant.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- An 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 the recommended plan. Potcake Aviation is moving forward with their own plan for a new FBO facility and is currently operating out of a temporary facility.

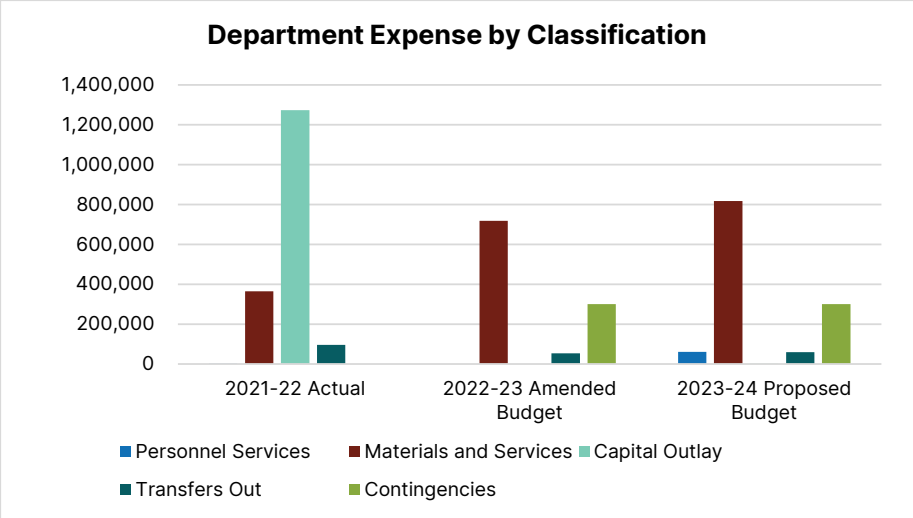
The McMinnville Airport offers a safe flying environment for small helicopters to corporate jets.

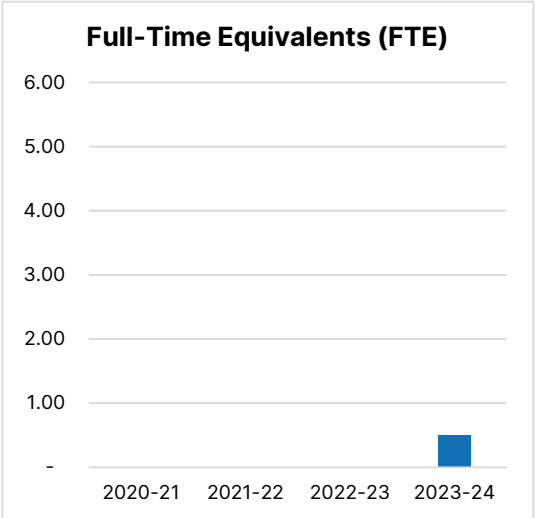
Airport Fund

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	552,840	581,081	779,786	198,705
Charges for Services	390,969	377,500	448,000	70,500
Intergovernmental	1,385,460	307,000	370,000	63,000
Miscellaneous	22,836	23,500	32,800	9,300
Revenue Total	**2,352,105**	**1,289,081**	**1,630,586**	**341,505**
Expenses				
Personnel Services	579	0	61,435	61,435
Materials and Services	364,949	718,800	817,654	98,854
Capital Outlay	1,272,907	0	406	406
Transfers Out	96,427	53,801	60,153	6,352
Contingencies	0	300,000	300,000	0
Expenses Total	**1,734,862**	**1,072,601**	**1,239,648**	**167,047**
Ending Fund Balance	617,242	216,480	390,938	174,458

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	-	-	-	0.50





Airport Maintenance Fund

Historical Highlights

1942 McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.

1957 East Hangar is constructed.

1973 Airport Layout Plan (ALP) and Master Plan is written.

1982 Voters pass 6-year bond levy to construct Automated Flight Service Building - $700,000.

1987 Annual $60,000 Transfer to Debt Service Fund eliminated.

1992 Main runway 4/22 reconstructed at cost of $1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.

1999 New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.

2001 Airport Taxiway Improvement Project completed at a cost of $1,900,000 – 90% FAA – AIP Grant funded.

2003 Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of $165,000 – 90% FAA-AIP Grant funded.

2004 Apron Expansion Project completed at a cost of $490,000 – 90% FAA-AIP Grant funded.

2005 Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.

2006 FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.

2006 City and Evergreen Aviation reach agreement on partnership for major airport improvements.

2007 Environmental and design work begin for major airport improvements.

2008 City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.

2008 New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.

2009 Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a long term lease.

2010 Completion of the 17/35 Runway/Taxiway project at a cost of $4.4mil.

2014 City successfully applies for a Connect Oregon V Grant for the City's 10% share of matching funds for an almost $8M Runway re-construction project.

2016 Konect Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.

Airport Maintenance Fund

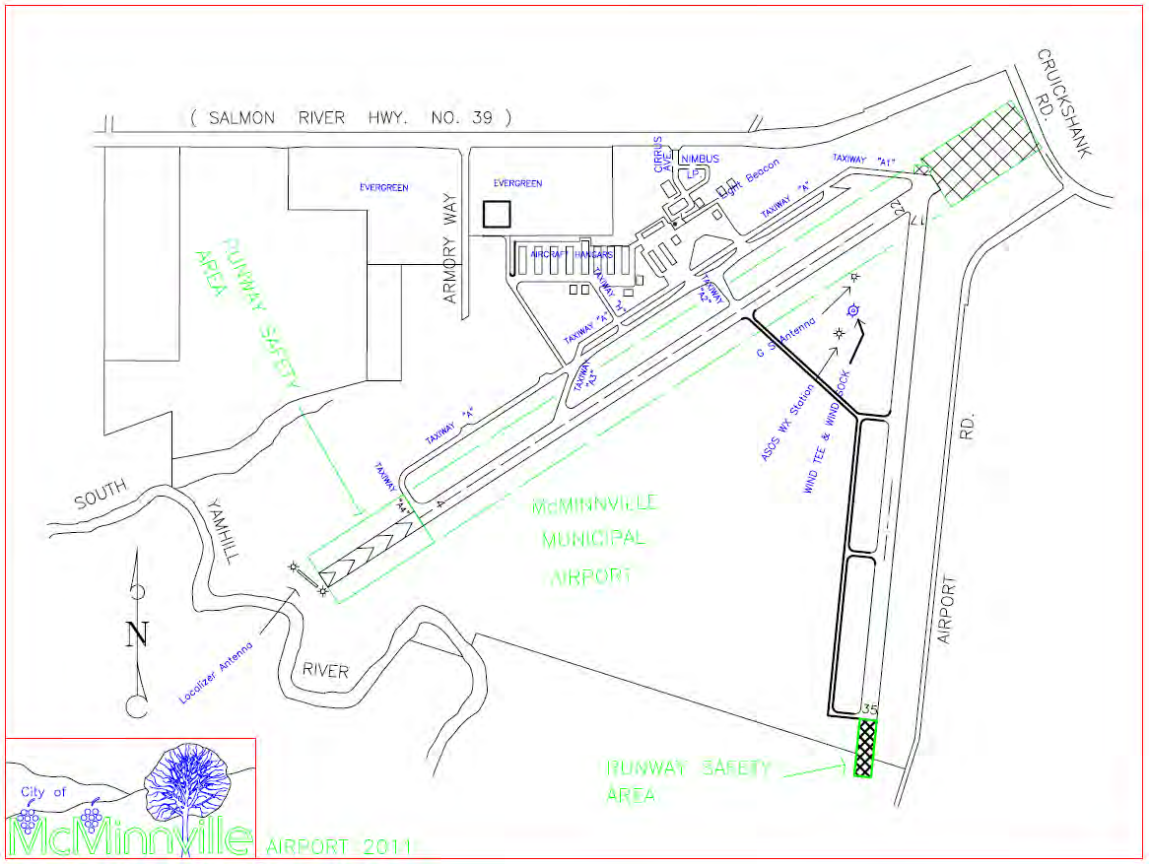
Historical Highlights

2017 Potcake Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.

2018 Primary Runway 4/22 reconstructed at a cost of $8.4M – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP). 10% Matching funds paid by Connect Oregon V Grant.

2019 The Oregon International Airshow hosts a successful three day airshow at MMV, featuring the RAF Red Arrows.

2021 Completed construction of the Apron and Taxiway Rehabilitation Project with FAA Grant funding.



25 - AIRPORT MAINTENANCE FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
562,914	552,840	581,081	**4090**	**Beginning Fund Balance** Estimated July 1 carryover from prior year	779,786	0	0
562,914	**552,840**	**581,081**		**TOTAL BEGINNING FUND BALANCE**	**779,786**	**0**	**0**
				INTERGOVERNMENTAL			
7,909	1,326,403	225,000	**4580**	**FAA Grant** FY24: FAA Grant (90% FAA,10% Airport Fund) FY24: FAA BIL Grant (90% FAA, 10% Airport Fund)	355,000	0	0
				Description / Units / Amt/Unit / Total Airport Master Plan (FAA NonPrimary & Airport Improvement) — 1 — 270,000 — 270,000 Airport Fencing (FAA Bipartisan Infrastructure Law) — 1 — 85,000 — 85,000			
39,782	29,218	0	**4580-20**	**FAA Grant - CARES Act Airport Grant**	0	0	0
0	23,000	23,000	**4580-21**	**FAA Grant - CRRSA-Coronavirus Response & Rel**	0	0	0
0	6,839	59,000	**4580-22**	**FAA Grant - Airport Rescue Grant**	0	0	0
0	0	0	**4775-10**	**ODOT State Grants - Connect Oregon**	0	0	0
1,653	0	0	**4790**	**OR Aviation Department Grant** Critical Oregon Airport Relief (COAR) Program grant	15,000	0	0
49,344	**1,385,460**	**307,000**		**TOTAL INTERGOVERNMENTAL**	**370,000**	**0**	**0**
				CHARGES FOR SERVICES			
70,658	68,271	74,000	**5400-05**	**Property Rentals - Crop Share & USDA**	80,040	0	0
66,940	71,977	68,500	**5400-10**	**Property Rentals - Land Leases**	69,000	0	0
147,432	169,475	173,900	**5400-15**	**Property Rentals - OSP Building**	164,910	0	0
0	0	0	**5400-17**	**Property Rentals - 4025 Nimbus Loop** Newly acquired property.	56,000	0	0
8,171	9,026	10,100	**5400-20**	**Property Rentals - Fixed Base Operator Lease**	10,350	0	0
50,567	72,220	51,000	**5400-25**	**Property Rentals - City Hangar**	67,700	0	0
343,768	**390,969**	**377,500**		**TOTAL CHARGES FOR SERVICES**	**448,000**	**0**	**0**
				MISCELLANEOUS			
3,425	2,061	3,500	**6310**	**Interest**	12,000	0	0

25 - AIRPORT MAINTENANCE FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**6600**	**Other Income**	0	0	0
0	10,000	10,000	**6600-22**	**Other Income - Airshow**	10,800	0	0
9,303	10,775	10,000	**6600-40**	**Other Income - Fuel Flowage Fees**	10,000	0	0
12,728	**22,836**	**23,500**		**TOTAL MISCELLANEOUS**	**32,800**	**0**	**0**
968,754	**2,352,105**	**1,289,081**		***TOTAL RESOURCES***	**1,630,586**	**0**	**0**

25 - AIRPORT MAINTENANCE FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	538	0	**7000**	**Salaries & Wages**	0	0	0
0	0	0	**7000-10**	**Salaries & Wages - Regular Part Time** Airport Administrator - 0.50 FTE	56,771	0	0
0	41	0	**7300**	**Fringe Benefits**	0	0	0
0	0	0	**7300-05**	**Fringe Benefits - FICA - Social Security**	3,435	0	0
0	0	0	**7300-06**	**Fringe Benefits - FICA - Medicare**	823	0	0
0	0	0	**7300-25**	**Fringe Benefits - Life Insurance**	60	0	0
0	0	0	**7300-30**	**Fringe Benefits - Long Term Disability**	138	0	0
0	0	0	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	0	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	0	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	208	0	0
0	**579**	**0**		**TOTAL PERSONNEL SERVICES**	**61,435**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7540**	**Employee Events**	100	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
8,500	8,269	9,340	**7610-05**	**Insurance - Liability**	9,040	0	0
11,900	11,395	12,880	**7610-10**	**Insurance - Property**	17,490	0	0
1,287	2,931	4,000	**7660**	**Materials & Supplies** Airport restroom, janitorial and office supplies, miscellaneous permits.	5,000	0	0
0	0	0	**7720**	**Repairs & Maintenance**	0	0	0
42,745	24,665	70,000	**7720-40**	**Repairs & Maintenance - Runway/Taxiway**	30,000	0	0
8,474	12,157	18,200	**7740-05**	**Rental Property Repair & Maint - Building**	22,690	0	0

Description	Units	Amt/Unit	Total
Liability insurance premium	1	3,690	3,690
Miscellaneous repairs, maintenance, landscaping, etc	1	19,000	19,000

25 - AIRPORT MAINTENANCE FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
35,020	70,366	133,780	**7740-10 Rental Property Repair & Maint - OSP** Includes carryover projects from FY 2023	146,120	0	0

Description	Units	Amt/Unit	Total
Liability insurance premium	1	870	870
Property insurance premium	1	5,250	5,250
Carpet Replacement	1	80,000	80,000
Interior Repainting	1	40,000	40,000
HVAC, Generator, Infrastructure maintenance and upgrade projects	1	15,000	15,000
Miscellaneous Repairs, Service, and Supplies	1	5,000	5,000

7,984	6,642	10,000	**7740-15 Rental Property Repair & Maint - Fuel Tanks**	10,200	0	0
0	0	0	**7740-20 Rental Property Repair & Maint - 4025 Nimbus Loop** New rental property	53,300	0	0

Description	Units	Amt/Unit	Total
Deferred maintenance at time of reversion to Airport ownership	1	35,000	35,000
Liability insurance premium	1	900	900
Miscellaneous supplies & repairs	1	2,000	2,000
Property insurance premium	1	5,400	5,400
Landscaping	1	10,000	10,000

37,310	56,998	438,500	**7750 Professional Services**	101,000	0	0

Description	Units	Amt/Unit	Total
Contract On Site Airport Management	1	37,000	37,000
Contract Airport Maintenance & Admin	1	28,000	28,000
Miscellaneous Professional Services	1	5,000	5,000
Airport Engineering Consultant	1	31,000	31,000

0	0	2,100	**7750-01 Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	6,000	0	0
0	0	0	**7750-04 Professional Services - Grants** Airport Master Plan, Fencing & Wind Cone projects	395,000	0	0

Description	Units	Amt/Unit	Total
Airport Master Plan (grant project)	1	300,000	300,000
Fencing & Wind Cone project - Environmental & Design phase	1	95,000	95,000

0	156,987	0	**7770-53 Professional Services - Projects - Apron Rehabilitation**	0	0	0
0	0	0	**7840 M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	1,514	0	0

25 - AIRPORT MAINTENANCE FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7840-77**	**M & S Computer Charges - Airport**	200	0	0
			Description	Units / Amt/Unit / Total			
			Adobe Pro License	1 / 200 / 200			
6,198	14,539	20,000	**8215**	**Airport Lighting**	20,000	0	0
			Runway, beacon, street, and parking area lighting maintenance and power costs.				
159,418	**364,949**	**718,800**		**TOTAL MATERIALS AND SERVICES**	**817,654**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8750**	**Capital Outlay Computer Charges**	406	0	0
			I.S. Fund capital outlay costs shared city-wide				
158,306	0	0	**8920**	**Land Improvements**	0	0	0
0	1,272,907	0	**8920-11**	**Land Improvements - FAA - Apron Rehab Construction**	0	0	0
158,306	**1,272,907**	**0**		**TOTAL CAPITAL OUTLAY**	**406**	**0**	**0**
				TRANSFERS OUT			
98,190	96,427	53,801	**9700-01**	**Transfers Out - General Fund**	60,153	0	0
			Description	Units / Amt/Unit / Total			
			Airport Fund support of Engineering operations.	1 / 2,582 / 2,582			
			Engineering, Admin, & Finance personnel services support.	1 / 50,627 / 50,627			
			Airport Fund support of centralized Facility operations.	1 / 6,944 / 6,944			
98,190	**96,427**	**53,801**		**TOTAL TRANSFERS OUT**	**60,153**	**0**	**0**
				CONTINGENCIES			
0	0	300,000	**9800**	**Contingencies**	300,000	0	0
0	**0**	**300,000**		**TOTAL CONTINGENCIES**	**300,000**	**0**	**0**
				ENDING FUND BALANCE			
552,840	617,242	216,480	**9999**	**Unappropriated Ending Fd Balance**	390,938	0	0
			Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.				
552,840	**617,242**	**216,480**		**TOTAL ENDING FUND BALANCE**	**390,938**	**0**	**0**
968,754	**2,352,104**	**1,289,081**		***TOTAL REQUIREMENTS***	**1,630,586**	**0**	**0**

25 - AIRPORT MAINTENANCE FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
968,754	**2,352,105**	**1,289,081**	***TOTAL RESOURCES***	**1,630,586**	**0**	**0**
968,754	**2,352,105**	**1,289,081**	***TOTAL REQUIREMENTS***	**1,630,586**	**0**	**0**

TRANSPORTATION FUND

Budget Highlights

- Planned capital improvements during fiscal year 2023-24 include:
  - $300,000 for the application of slurry sealcoat to various City streets; and
  - $135,000 for the installation of a new pedestrian crossing at Meadows and Baker Creek Road, with high visibility markers and rapid rectangular flashing beacons for increased safety. This crossing will improve safety at the pedestrian connection from the existing BPA pathway to the new section of the pathway north of Baker Creek Road.
- The 2023-24 proposed budget includes $400,000 to begin the update of the City's Transportation System Plan.
- The 2023-24 proposed budget includes $450,000 for a new traffic signal at the Baker Creek Road and Michelbook Lane intersection. Impending multi-family development near the Baker Creek Road/Hill Road intersection will most likely trigger the need for this signal.
- Also included in the 2023-24 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.
- Given the uncertainties in ODOT's Surface Transportation Block Grant Fund Exchange program, the FY 23-24 budget proposal includes drawing down all but the amount required for the Newberg-Dundee loan payment in order to avoid those being subject to new funding limits being imposed in 2023. Those funds will be held in reserve for future preservation projects.

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

Newberg/Dundee By-Pass Local Funding

- Principal and interest payments will be approximately $201,000 per year over the life of the loan, which was recently extended to accommodate Phase 2 work on the bypass project. Payments began in 2017. This obligation impacts available funding for local pavement preservation projects.

Surface Transportation Block Fund Grant-Fund Exchange

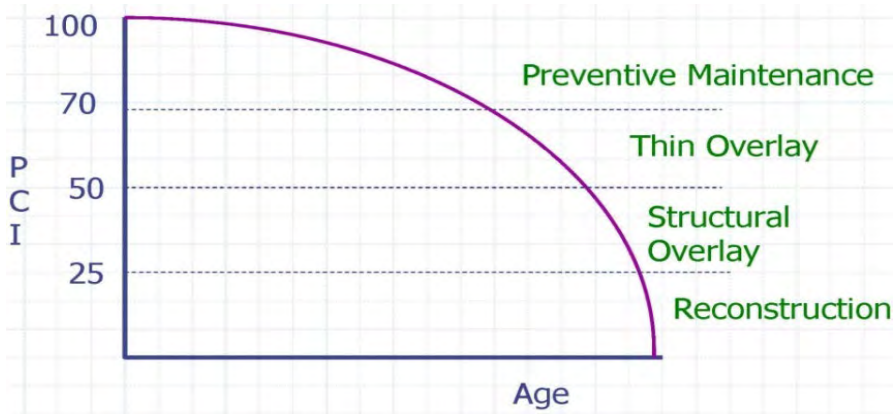
- ODOT is required to fund this program through their Operations and Maintenance (O & M) budget. Given the financial constraints the O & M budget is facing, ODOT has proposed to reduce and possibly eliminate the fund exchange program. For FY 23-24, a key limitation being proposed will be to cap local government's ability to exchange funds at $250,000. In McMinnville's case, that allocation would also be required to be used to fund the City's By-Pass loan payment, resulting in less than $50,000 being available to fund local pavement preservation work.
- The City has long used Fund Exchange dollars to fund local pavement preservation projects. The fund exchange program allows local agencies to exchange federal dollars for state dollars at a rate of $.90 to $1.00. That rate has declined in recent years to $.94 to $1.00, further eroding this revenue stream. The rationale behind exchanging funds is

that Federal funds come with burdensome Federal requirements which local governments cannot afford and ODOT is in a much better position to spend Federal funds in a cost-effective manner.

- If the fund exchange program is reduced in this manner, or is eliminated, the City's largest source of preservation funding will be significantly reduced or eliminated. The only remaining existing revenue source would be the state gas tax revenues. Given the competing needs in the Street Fund for resources to operate the transportation system, this would not be a sustainable model for pavement preservation.

Pavement Management

- Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a "Pavement Condition Index" (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a "like new" street. A common industry standard is that $1 spent on preventive maintenance (slurry seal) can delay and save $3-10 on rehabilitation (overlays) and perhaps $30 or more on reconstruction work. Streets that are in "very good" condition have a PCI of 70 or greater.
- The City's current overall system PCI stands at 66. At this point, about 57% of the City's network meets that "very good" condition threshold. To maintain that level will require an annual investment of approximately $1.75 million dollars. Prior to the 2014 Transportation Bond measure, resource availability limited the City's annual investment to approximately $525,000. Competing requirements such as the Newberg/Dundee bypass loan repayment and street lighting negatively impact that amount. The 2014 Transportation Bond provided an infusion of approximately $5.3 million dollars. However, over time, without additional resources, pavement conditions continue to fall below the preventive maintenance threshold, leading to increased preservation costs. Additionally, the bond focused on repair and repaving efforts on neighborhood streets in poor condition. That means that facilities such as Lafayette Avenue (south of 8th Street) and 2nd Street (west of Adams), as well as other collectors, will need pavement preservation work in the very near future. However recent gas tax revenue projections show that income source flattening in the face of inflationary cost increases. Without increasing the annual investment in the pavement network, pavement conditions will continue to decline. As a note, House Bill 2017 requires that all cities report pavement conditions to ODOT every two years in order to receive funding. The City completes and submits this report every odd year.



Capital Funding-Transportation Plan Update

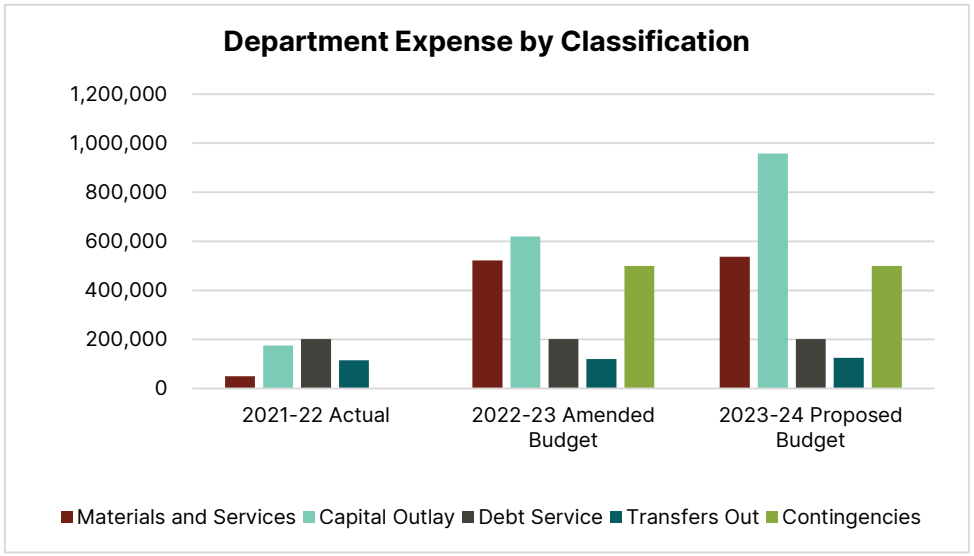
- Develop an implementation and funding plan to address the transportation capital needs identified in the updated Transportation System Plan (TSP). The TSP update is planned to begin in Fiscal Year 2024.

In early 2021, the $4.8-million Old Sheridan Road Improvements project was completed, improving vehicular, pedestrian, and bicycle safety between SE Cypress Lane and Highway 99W. This project was the last of the five major Capital Improvements identified in the transportation bond measure approved by the voters in 2014.

Transportation Fund

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	2,930,746	3,325,111	3,743,996	418,885
Charges for Services	678,011	500,000	300,000	(200,000)
Intergovernmental	201,248	201,248	1,028,145	826,897
Miscellaneous	13,126	15,000	70,000	55,000
Other Financing Source	0	0	0	0
Transfers In	200,000	375,000	230,000	(145,000)
Revenue Total	**4,023,131**	**4,416,359**	**5,372,141**	**955,782**
Expenses				
Materials and Services	50,442	522,300	536,900	14,600
Capital Outlay	175,725	620,000	958,000	338,000
Debt Service	201,248	201,249	201,249	0
Transfers Out	114,753	120,219	124,529	4,310
Contingencies	0	500,000	500,000	0
Expenses Total	**542,168**	**1,963,768**	**2,320,678**	**356,910**
Ending Fund Balance	3,480,963	2,452,591	3,051,463	598,872



Transportation Fund

Historical Highlights

1856 The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1st Street / Evans Street / 5th Street.

1900 In the early 1900's, many of the downtown area streets constructed.

1950 Approximately 15 miles of City streets --- mostly from the downtown area north to 15th Street - both east and west of Adams / Baker Streets.

1970 Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.

1975 Voters pass 5-year roadway serial levy - $120,000 per year.

1980 Voters pass 3-year street and traffic signal serial levy - $140,000 per year.

1983 Voters pass 3-year street and traffic signal serial levy - $140,000 per year.

1986 Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - $105,000 per year.

1990 Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area.

1994 City adopts "Transportation Master Plan."

1995 May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - $5,995,000.

1995 City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of $125 per equivalent trip length for new development.

1995 Transportation Fund implemented to account for SDCs and street capital projects.

1996 McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - $7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes.

1997 West 2nd Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.

1997 Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.

1999 In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.

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

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

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

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

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

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

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

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

2017 The City worked with the School District to identify needed pedestrian safety improvements near schools and other public facilities. In 2017, the City completed $1.2-million of work to sidewalks and crosswalks in many areas of the community, including:

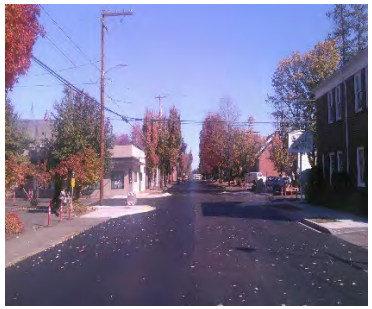
- Adding sidewalk along Ford Street south of 1st Street.
- Upgrades to the Fellows Street / Agee Street crossing;

- Installation of sidewalk and crossing improvements along South Davis Street (Alethea Way to Cleveland Avenue);
- Upgrades to the Michelbook Lane / Ash Street crossing;
- Upgrades to the Galloway Street / 15th Street crossing;
- Completion of the Star Mill Way - Wallace Road sidewalk; and
- Sidewalk improvements along Grandhaven Street (Lucas Drirve to Grandhaven Drive)

2017 The NE 5th Street Improvement Project is completed, the first of the five capital improvement projects identified in the voter approved transportation bond measure, improving safety in the corridor and providing an alternate east west connection in the downtown core area.

2018 The Alpine Avenue Improvements Project is completed, the second of the five capital improvement projects identified in the voter approved transportation bond measure.

2019 The 1st and 2nd Street Pedestrian Safety Improvements project is completed, the third of the five capital improvement projects identified in the voter approved transportation bond measure.



2019 The NW Hill Road Improvements Project is completed, the fourth of the five capital improvement projects identified in the voter approved transportation bond measure.

2021 The Old Sheridan Road Improvements project is completed, the last of the five capital improvement projects identified in the voter approved transportation bond measure.

45 - TRANSPORTATION FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
3,044,236	0	0	**4045-05**	**Designated Begin FB-Transport Fd - Transportation SDC**	3,194,933	0	0
2,352,288	0	0	**4045-15**	**Designated Begin FB-Transport Fd - Bond Proceeds**	0	0	0
0	0	0	**4045-20**	**Designated Begin FB-Transport Fd - ODOT Fund Exchange Reserve**	0	0	0
406,768	2,930,746	3,325,111	**4090**	**Beginning Fund Balance** Estimated July 1 undesignated carryover from prior year	549,063	0	0
5,803,291	**2,930,746**	**3,325,111**		**TOTAL BEGINNING FUND BALANCE**	**3,743,996**	**0**	**0**
				INTERGOVERNMENTAL			
0	0	0	**4777**	**OR Department of Transportation** Safe Routes to School grant for school related pedestrian improvements	90,720	0	0
1,201,248	201,248	201,248	**4810**	**OR Federal Exchange - TEA 21** The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. The amount includes fund exchange to cover the principal/interest on the ODOT loan for the City's share of the Newberg/Dundee Bypass ($201,428).	937,425	0	0
1,201,248	**201,248**	**201,248**		**TOTAL INTERGOVERNMENTAL**	**1,028,145**	**0**	**0**
				CHARGES FOR SERVICES			
470,544	678,011	500,000	**5500**	**System Development Charges** Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increase the city's transportation system capacity.	300,000	0	0
470,544	**678,011**	**500,000**		**TOTAL CHARGES FOR SERVICES**	**300,000**	**0**	**0**
				MISCELLANEOUS			
17,681	13,126	15,000	**6310**	**Interest**	70,000	0	0
9,097	0	0	**6310-30**	**Interest - Bond**	0	0	0
0	0	0	**6600**	**Other Income**	0	0	0
26,777	**13,126**	**15,000**		**TOTAL MISCELLANEOUS**	**70,000**	**0**	**0**
				TRANSFERS IN			
600,000	200,000	375,000	**6900-20**	**Transfers In - Street**	230,000	0	0

45 - TRANSPORTATION FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET	Description	Units	Amt/Unit	Total	2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			Gas tax revenues used to fund Transportation Fund expenses.	1	230,000	230,000			
600,000	**200,000**	**375,000**	**TOTAL TRANSFERS IN**				**230,000**	**0**	**0**
8,101,861	**4,023,131**	**4,416,359**	***TOTAL RESOURCES***				**5,372,141**	**0**	**0**

45 - TRANSPORTATION FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
31,353	30,142	118,500	**7750**	**Professional Services**	131,900	0	0
			Description	Units / Amt/Unit / Total			
			Yamhill Parkway Committee Support	1 / 18,500 / 18,500			
			Design Services-Safe Routes to School Grant projects	1 / 113,400 / 113,400			
0	0	3,800	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	5,000	0	0
1,794	0	0	**7750-57**	**Professional Services - Financing Administration**	0	0	0
0	0	400,000	**7760-10**	**Professional Svcs - Plan/Study - Transportation System Plan** Transportation System Plan Update (FY23-24)	400,000	0	0
0	20,300	0	**7770-20**	**Professional Services - Projects - Baker Cr Rd & Michelbook signal**	0	0	0
0	0	0	**7770-65**	**Professional Services - Projects - Curb Ramp Replacement**	0	0	0
0	0	0	**7770-67**	**Professional Services - Projects - Street Resurfacing**	0	0	0
105,670	0	0	**7770-74**	**Professional Services - Projects - Old Sheridan Road**	0	0	0
138,817	**50,442**	**522,300**		**TOTAL MATERIALS AND SERVICES**	**536,900**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**9000-20**	**Traffic Signals - Baker Cr Rd & Michelbook** Installation of new traffic signal.	450,000	0	0
0	175,725	300,000	**9020-05**	**Street Resurfacing - Seal Coating** Slurry seal application on various City streets.	308,000	0	0
1,298,117	0	0	**9020-10**	**Street Resurfacing - Contract Overlays** Pavement overlay of various City streets, primarily using fund exchange resources.	200,000	0	0
			Description	Units / Amt/Unit / Total			
			Contract Overlay PROWAG work	1 / 200,000 / 200,000			
0	0	120,000	**9020-20**	**Street Resurfacing - Bond Measure** Street repair and repaving projects	0	0	0
564	0	0	**9030-08**	**Street Improvements - Hill Road North**	0	0	0
3,388,116	0	0	**9030-09**	**Street Improvements - Old Sheridan Road**	0	0	0
0	0	200,000	**9030-12**	**Street Improvements - Pedestrian & Safety**	0	0	0
0	0	0	**9150-05**	**Developer Reimbursement - Storm Drainage** Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.	0	0	0

45 - TRANSPORTATION FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
4,686,796	**175,725**	**620,000**		**TOTAL CAPITAL OUTLAY**	**958,000**	**0**	**0**
				DEBT SERVICE			
150,568	146,097	149,399	**9472-05**	**ODOT Loan - Newberg/Dundee Bypass - Principal** Payment on ODOT loan for Phase I of project	146,093	0	0
50,680	55,151	51,850	**9472-10**	**ODOT Loan - Newberg/Dundee Bypass - Interest** Interest payment for City's loan balance	55,156	0	0
201,248	**201,248**	**201,249**		**TOTAL DEBT SERVICE**	**201,249**	**0**	**0**
				TRANSFERS OUT			
144,253	114,753	120,219	**9700-01**	**Transfers Out - General Fund**	124,529	0	0

Description	Units	Amt/Unit	Total
Transportation Fund support of Engineering operations.	1	14,805	14,805
Engineering, Admin, & Finance personnel services support.	1	109,724	109,724

144,253	**114,753**	**120,219**		**TOTAL TRANSFERS OUT**	**124,529**	**0**	**0**
				CONTINGENCIES			
0	0	500,000	**9800**	**Contingencies** Contingency dollars are considered to be SDC funds.	500,000	0	0
0	**0**	**500,000**		**TOTAL CONTINGENCIES**	**500,000**	**0**	**0**
				ENDING FUND BALANCE			
0	0	0	**9945-05**	**Designated End FB - Transport Fd - Transportation SDC** Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.	2,361,988	0	0
0	0	0	**9945-15**	**Designated End FB - Transport Fd - Bond Proceeds**	0	0	0
0	0	0	**9945-20**	**Designated End FB - Transport Fd - ODOT Fund Exchange Reserve** Fund Exchange balance for future projects	536,176	0	0
2,930,746	3,480,963	2,452,591	**9999**	**Unappropriated Ending Fd Balance** Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	153,299	0	0
2,930,746	**3,480,963**	**2,452,591**		**TOTAL ENDING FUND BALANCE**	**3,051,463**	**0**	**0**
8,101,860	**4,023,131**	**4,416,359**		***TOTAL REQUIREMENTS***	**5,372,141**	**0**	**0**

45 - TRANSPORTATION FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
8,101,861	4,023,131	4,416,359	***TOTAL RESOURCES***	5,372,141	0	0
8,101,860	4,023,131	4,416,359	***TOTAL REQUIREMENTS***	5,372,141	0	0

PARK DEVELOPMENT FUND

Budget Highlights

- This is one of the most exciting times for the future of our parks as we plan for the next 20 years. Working with our community to identify needs, goals and strategies builds trust, develops community and strengthens our ability to provide this important service. City priorities such as equity and inclusion are being built in to design a road map for the next 20 years of park development, programming and maintenance to create a modern park system based on sufficient funding and grounded in equity.
- The Park Development Fund's main funding source is System Development Charges now that the voter approved $9.1 million parks bond measure from 2000 has sunset. Other sources of revenue for this fund include potential grants.
- The Parks, Recreation and Open Space (PROS) Master Plan Update kicked off in June 2022 and will continue into FY 2023-2024. We anticipate the adoption of a new SDC methodology as part of this work. The SDC projections for FY 2023-24, however, were estimated using the unrevised SDC amount that was in effect at the time of budget development.

Future Challenges and Opportunities

- The condition of our current parks continues to be an issue for our community. They are not being maintained to the level that our community expects. While efforts are underway to rebuild that trust and demonstrate the city's responsible management of capital facilities, it will take time to build the capacity back up and make a visible difference in our parks.
- The 1999 Master Plan paved the way for great park projects and it has served our community very well over the years. This year will include the update to that plan which is an exciting opportunity for parks and our community.
- The balance of this fund will be considered and built into the new capital improvement plan and prioritized through the plan update.

Park Development Fund

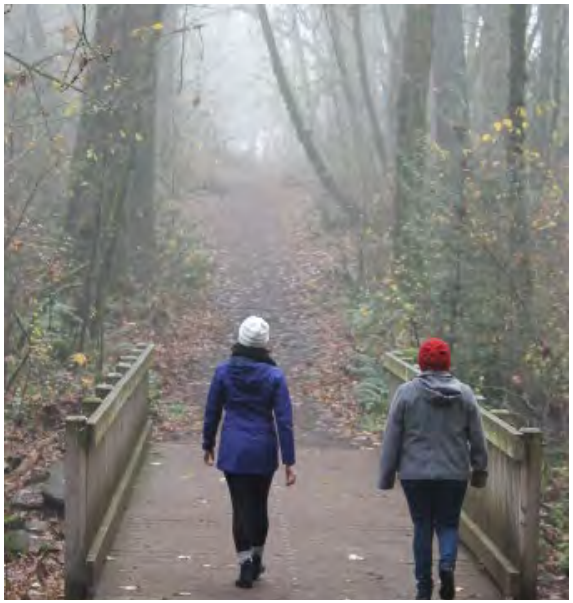
- This fund is paying for the master planning update process and may be needed to construct a portion of Meadows Drive related to the property acquisition of the Jay Pearson Neighborhood Park. The city is obligated to pay for half of the construction of the roads on the west and east side of the park property. While the west side (NW Yohn Ranch Drive) has been constructed, the east side continuation of NW Meadows Drive has yet to be constructed and is tied to the proposed residential development to the east of Meadows, as well as the future development of the rest of the park property. There is no timeline for construction however the park development fund needs to be prepared to fund half of the construction if no other source is identified.

- Continued opportunities to make progress on the plan as private development occurs (as was the case with the Baker Creek North subdivision and continuation of the BPA path and trail) will continue.

Mac-Town 2032 Strategic Plan in Park Development

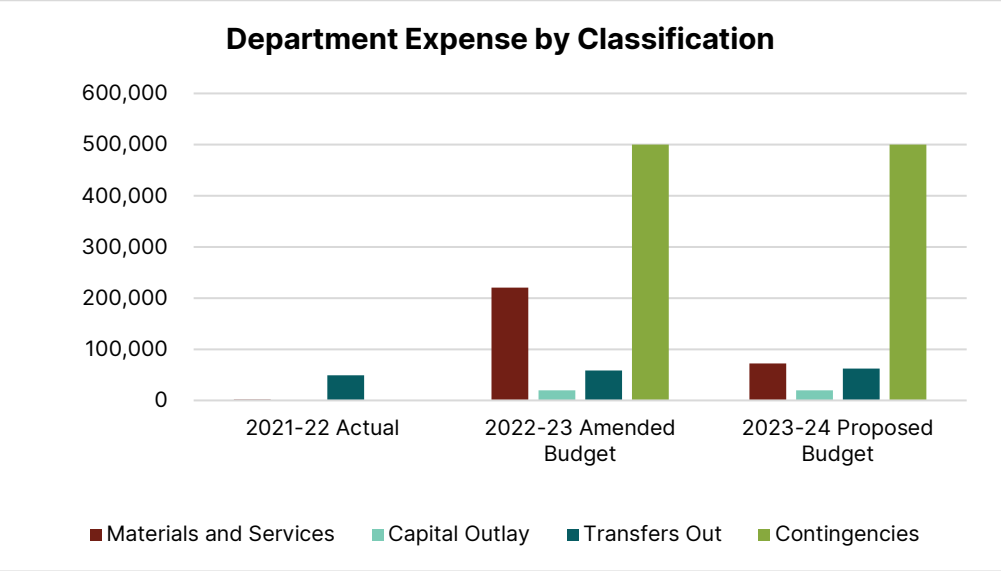
- Continuing on the path of ensuring there are barrier free parks and recreational amenities for people of all abilities should be at the forefront of future park development (Engagement and Inclusion). Leading with diversity, equity and inclusion in all of our plans is not only best management practices but reflects our values as a city.

- Open spaces and natural areas contribute significantly to economic prosperity and quality of life. As cities grow, it is essential to provide open space amenities in walking distance to housing. A successful plan for open space will look at networks, connectors, natural areas, active and passive recreation spaces as well as ensuring equitable and inclusive access to well maintained and diverse outdoor spaces.



Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	1,691,276	1,940,541	2,250,690	310,149
Charges for Services	401,250	400,000	400,000	0
Miscellaneous	7,725	7,500	40,000	32,500
Revenue Total	**2,100,252**	**2,348,041**	**2,690,690**	**342,649**
Expenses				
Materials and Services	1,395	220,800	72,580	(148,220)
Capital Outlay	0	20,000	20,000	0
Transfers Out	48,906	58,460	62,573	4,113
Contingencies	0	500,000	500,000	0
Expenses Total	**50,301**	**799,260**	**655,153**	**(144,107)**
Ending Fund Balance	2,049,951	1,548,781	2,035,537	486,756



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.

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.

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.

1991 City Council adopts a park system development charge (SDC) of $300 per residential unit.

1993 Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.

Park Development Fund

Historical Highlights

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.

2004 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 NW Neighborhood park (later named the Jay Pearson Neighborhood Park) were initiated in January. The resulting park master plan will be finalized in April or May.

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

2022 The City kicks off an update to the 1999 Parks, Recreation and Open Space Master Plan

50 - PARK DEVELOPMENT FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	0	**4050-05**	**Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds**	0	0	0
16,000	16,000	16,000	**4050-25**	**Designated Begin FB-Park Dev Fd - Heather Hollow** July 1 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	0	0
1,459,213	1,675,276	1,924,541	**4090**	**Beginning Fund Balance** Estimated July 1 undesignated carryover from prior 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 forseeable future.	2,234,690	0	0
1,475,213	**1,691,276**	**1,940,541**		**TOTAL BEGINNING FUND BALANCE**	**2,250,690**	**0**	**0**
				INTERGOVERNMENTAL			
0	0	0	**4546**	**American Rescue Plan**	0	0	0
5,161	0	0	**4770-27**	**OR State Park & Recreation Grant - NW Neighborhood Park**	0	0	0
5,161	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				CHARGES FOR SERVICES			
261,277	401,250	400,000	**5500**	**System Development Charges** Park system development charges (SDC) for park development from apartment and new home construction projects. Oregon Revised Statutes require SDCs be used to fund projects related to population growth. (FY 22/23= $2,795). Residential units estimated to stay steady at approx. 110 units. A slight increase for potential commercial & industrial SDC's is included to align with the new PROS Plan Update and SDC work.	400,000	0	0
261,277	**401,250**	**400,000**		**TOTAL CHARGES FOR SERVICES**	**400,000**	**0**	**0**
				MISCELLANEOUS			
9,344	7,725	7,000	**6310**	**Interest** Interest earned on SDC, grant, intergovernmental, etc balances	40,000	0	0
1,073	0	0	**6310-30**	**Interest - Bond**	0	0	0
0	0	0	**6360-16**	**Grants - The Collins Foundation**	0	0	0
0	0	0	**6360-18**	**Grants - Ford Family Foundation**	0	0	0
0	0	500	**6450**	**Donations - Park Development** Misc. donations	0	0	0

50 - PARK DEVELOPMENT FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**6450-21**	**Donations - Park Development - NW Neighborhood Park**	0	0	0
580	0	0	**6600**	**Other Income**	0	0	0
10,997	**7,725**	**7,500**		**TOTAL MISCELLANEOUS**	**40,000**	**0**	**0**
1,752,648	**2,100,252**	**2,348,041**		***TOTAL RESOURCES***	**2,690,690**	**0**	**0**

50 - PARK DEVELOPMENT FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	**7680**	**Materials & Supplies - Donations**	0	0	0
1,552	1,206	0	**7750**	**Professional Services**	0	0	0
0	0	800	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	600	0	0
500	0	0	**7750-57**	**Professional Services - Financing Administration**	0	0	0
0	189	220,000	**7760-50**	**Professional Svcs - Plan/Study - Parks & Rec Open Space Plan** The PROS Plan Update is scheduled to be completed fall/winter 2023. Total project cost is estimated to be $250,000	70,000	0	0
0	0	0	**7770-27**	**Professional Services - Projects - NW Neighborhood Park**	0	0	0
0	0	0	**7840**	**M & S Computer Charges**	0	0	0
0	0	0	**7840-63**	**M & S Computer Charges - Park Development**	1,980	0	0

Description	Units	Amt/Unit	Total
ESRI Desktop License	1	1,650	1,650
ESRI Annual Maintenance (Shared)	1	330	330

2,052	**1,395**	**220,800**		**TOTAL MATERIALS AND SERVICES**	**72,580**	**0**	**0**
				CAPITAL OUTLAY			
1,200	0	0	**8725-05**	**Equipment - Donations - NW Park Playground**	0	0	0
0	0	0	**9250**	**Park Construction** Unanticipated park development either as grant match or to provide partnership opportunities for projects in the Parks Master Plan that qualify for SDC funding.	0	0	0
0	0	20,000	**9250-25**	**Park Construction - NW Neighborhood Park** Donor signage added, etc.	20,000	0	0
0	0	0	**9300-02**	**Park Improvements - Grants**	0	0	0
0	0	0	**9300-25**	**Park Improvements - Heather Hollow City Park** For future improvements within Heather Hollow Neighborhood Park. Specific improvements will be identified through discussions with residents of the Heather Glen subdivision in SW McMinnville who provided the money for the yet to be determined Heather Hollow Park needs. Budget Note: Project funded 100% by donation.	0	0	0
1,200	**0**	**20,000**		**TOTAL CAPITAL OUTLAY**	**20,000**	**0**	**0**

50 - PARK DEVELOPMENT FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				TRANSFERS OUT			
58,119	48,906	58,460	**9700-01**	**Transfers Out - General Fund**	62,573	0	0
				Description: Parks & Rec Admin, & Finance personnel services support. — Units: 1 — Amt/Unit: 62,573 — Total: 62,573			
58,119	**48,906**	**58,460**		**TOTAL TRANSFERS OUT**	**62,573**	**0**	**0**
				CONTINGENCIES			
0	0	500,000	**9800**	**Contingencies**	500,000	0	0
0	**0**	**500,000**		**TOTAL CONTINGENCIES**	**500,000**	**0**	**0**
				ENDING FUND BALANCE			
0	0	0	**9950-05**	**Designated End FB - Park Dev Fd - Park Development Bond Proceeds**	0	0	0
16,000	0	16,000	**9950-25**	**Designated End FB - Park Dev Fd - Heather Hollow**	16,000	0	0
1,675,276	2,049,951	1,532,781	**9999**	**Unappropriated Ending Fd Balance** All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent. Funding for the PROS Plan Update comes from this line item.	2,019,537	0	0
1,691,276	**2,049,951**	**1,548,781**		**TOTAL ENDING FUND BALANCE**	**2,035,537**	**0**	**0**
1,752,647	**2,100,252**	**2,348,041**		***TOTAL REQUIREMENTS***	**2,690,690**	**0**	**0**

50 - PARK DEVELOPMENT FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,752,648	2,100,252	2,348,041	***TOTAL RESOURCES***	2,690,690	0	0
1,752,647	2,100,252	2,348,041	***TOTAL REQUIREMENTS***	2,690,690	0	0

DEBT SERVICE FUND

Budget Highlights

Debt Service – Current Property Taxes

- In FY2023-24, the City will levy $3,091,410 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 $0.9361 per $1,000 of assessed property value. This tax rate is up 3.6% from last year's estimated rate of $0.9035 per $1,000.
- Debt service expenses increased $5,000 year over year for the three bonds; the driver of this year's increase is due to the actual FY2022-23 debt service rate of $0.8902 per $1,000 calculation which means the beginning balance for FY2023-24 is less than projected last year and some property tax collections need to get caught up in FY2023-24.
- When calculating the tax levy for debt service, the City takes into account that approximately 5% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- **2015 Transportation Bonds** - In April 2015 the City issued $16,085,000 in GO bonds for transportation projects. Issuance of the bonds was approved by the voters in November 2014. The bonds are 15-year bonds and will be fully paid in 2030.
- **2015 Refunding Bonds** - In April 2015, the City issued $7,235,000 in GO refunding bonds, with proceeds of the bonds used to pay off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately $538,000. The 2016 Refunding bonds are 10-year bonds and will be fully paid in 2025.
- **2018 Transportation Bonds** – In February 2018, the City issued $7,915,000 in GO bonds for completion of transportation projects. This issuance was the second series of the $24 million in GO bonds approved by the voters in 2014. The first series of transportation bonds was issued in 2015. The bonds are 15-year bonds and will be fully paid in 2033.

Ending Fund Balance (EFB)

- Ending Fund Balance is used to pay debt service payments due prior to the collection of property taxes in November; therefore, the prior fiscal year's debt service levy must be sufficient to cover debt service payments due from July 1 through November 1.

Future Challenges and Opportunities

- Major capital projects, building repairs, and equipment related to general services provided by the City can be funded with either general operating revenues or by the issuance of debt.
- Because property taxes are used to pay debt service on general obligation bonds, these bonds must be approved by the voters and are exempt from property tax limitations.

Mac-Town 2032 Strategic Plan

- Modern, functional facilities and equipment are particularly relevant to two of the Strategic Plan goals:

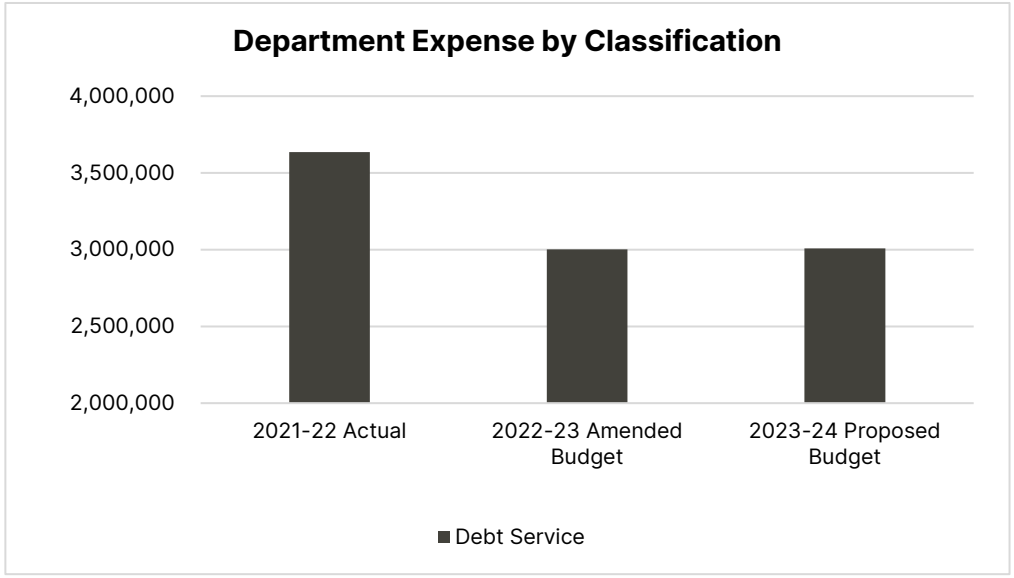
  City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus

  Community Safety & Resilience – Proactively plan for and responsively maintain a safe and resilient community

- Facilities and equipment are critical components in delivering services to citizens and maintaining a safe community. In the future, issuing general obligation bonded debt will continue to be a useful tool for funding major capital projects and providing resources for updating and/or replacement of major City assets.

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	1,296,097	510,198	314,250	(195,948)
Intergovernmental	(1,273)	0	0	0
Miscellaneous	12,805	16,000	13,000	(3,000)
Property Taxes	2,790,670	2,859,800	3,009,200	149,400
Transfers In	0	0	0	0
Revenue Total	**4,098,299**	**3,385,998**	**3,336,450**	**(49,548)**
Expenses				
Debt Service	3,634,900	3,002,150	3,007,500	5,350
Expenses Total	**3,634,900**	**3,002,150**	**3,007,500**	**5,350**
Ending Fund Balance	463,399	383,848	328,950	(54,898)



1969 Voters approve $710,000 six-year sewage disposal general obligation bond issue.

1975 City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.

1978 March 1978, voters approve five-year $190,000 armory purchase general obligation bond issue.

1978 November 1978, voters approve 20-year $2,622,000 community center renovation general obligation bond issue.

1980 February 1980, voters approve 20-year $1,715,000 library renovation general obligation bond issue.

1982 May 1982, voters approve a seven-year property tax serial levy to construct airport office building.

1982 August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.

1984 Voters approve 20-year $1,885,000 swimming pool renovation bond issue.

1986 September 1986, voters approve 20-year $1,995,000 fire station construction general obligation bond issue.

1989 Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.

1995 Voters fail to pass 10-year transportation general obligation bond issue by 5 votes - $5,995,000.

1996 Bonds issued for advance refunding of 1989 bonds.

1996 Voters approve 10-year $7,415,000 general obligation bond issue for transportation system improvements.

1997 Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.

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

2006 Voters approve 20-year $13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006.

2011 2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.

2012 Projects in Public Safety Facilities Construction Fund completed.

2014 November 2014, voters approve 15-year $16,085,000 general obligation bonds for transportation system improvements

2015 Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds

2015 First series of GO bonds approved in 2014 are issued

2016 Second series of GO bonds approved in 2014 are issued

2021 Park System Improvement bonds retired, reducing the 2022 property tax millage rate for city bond measures by over one quarter.

60 - DEBT SERVICE FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
121,500	0	0	**4060-27**	**Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1**	0	0	0
600,000	0	0	**4060-32**	**Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug**	0	0	0
21,300	0	0	**4060-33**	**Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug**	0	0	0
255,125	0	0	**4060-35**	**Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1**	0	0	0
111,550	0	0	**4060-36**	**Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1**	0	0	0
246,759	1,296,097	510,198	**4090**	**Beginning Fund Balance** Estimated July 1 undesignated carryover from prior year	314,250	0	0
1,356,234	**1,296,097**	**510,198**		**TOTAL BEGINNING FUND BALANCE**	**314,250**	**0**	**0**
				PROPERTY TAXES			
3,586,294	2,739,163	2,794,800	**4100-05**	**Property Taxes - Current** $3,091,410 2023-24 debt service property tax levy ($147,210) Less uncollected taxes - 5% $2,944,200 2023-2024 Current property taxes Debt Service property tax rate estimated at $0.9361 per $1,000 of assessed value compared to $0.9035 in 2022-23	2,944,200	0	0
67,428	51,507	65,000	**4100-10**	**Property Taxes - Prior** Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	65,000	0	0
3,653,723	**2,790,670**	**2,859,800**		**TOTAL PROPERTY TAXES**	**3,009,200**	**0**	**0**
				INTERGOVERNMENTAL			
4,220	-1,273	0	**5010-01**	**Yamhill County - Other County Distributions**	0	0	0
4,220	**-1,273**	**0**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				MISCELLANEOUS			
7,573	3,567	8,000	**6310**	**Interest**	6,000	0	0
9,297	9,238	8,000	**6310-01**	**Interest - Property taxes**	7,000	0	0
16,870	**12,805**	**16,000**		**TOTAL MISCELLANEOUS**	**13,000**	**0**	**0**
5,031,047	**4,098,299**	**3,385,998**		***TOTAL RESOURCES***	**3,336,450**	**0**	**0**

60 - DEBT SERVICE FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	**7750-25**	**Professional Services - County charges**	0	0	0
0	**0**	**0**		**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
				DEBT SERVICE			
725,000	650,000	680,000	**9462-05**	**2015 Public Safety Bldg Refunding Bond - Principal - Feb 1** 2015 Public Safety Building Bond Refunding principal payment due February 1, 2024	720,000	0	0
121,500	110,625	94,375	**9462-10**	**2015 Public Safety Bldg Refunding Bond - Interest - Feb 1** 2015 Public Safety Building Bond Refunding interest payment due February 1, 2024	77,375	0	0
121,500	110,625	94,375	**9462-15**	**2015 Public Safety Bldg Refunding Bond - Interest - Aug 1** 2015 Public Safety Building Bond Refunding principal payment due August 1, 2023	77,375	0	0
950,000	980,000	1,025,000	**9475-05**	**2015 Transportation Bond - Principal - Feb 1** 2015 Transportation Bond principal payment due February 1, 2024	1,080,000	0	0
255,125	240,875	216,375	**9475-10**	**2015 Transportation Bond - Interest - Feb 1** 2015 Transportation Bond interest payment due February 1, 2024	190,750	0	0
255,125	240,875	216,375	**9475-15**	**2015 Transportation Bond - Interest - Aug 1** 2015 Transportation Bond interest payment due August 1, 2023	190,750	0	0
450,000	465,000	480,000	**9476-05**	**2018 Transportation Bond - Principal - Feb 1** 2018 Transportation Bond principal payment due February 1, 2024	490,000	0	0
111,550	104,800	97,825	**9476-10**	**2018 Transportation Bond - Interest - Feb 1** 2018 Transportation Bond interest payment due February 1, 2024	90,625	0	0
111,550	104,800	97,825	**9476-15**	**2018 Transportation Bond - Interest - Aug 1** 2018 Transportation Bond interest payment due August 1, 2023	90,625	0	0
600,000	615,000	0	**9485-05**	**2011 Park Bond Refunding - Principal - Aug 1**	0	0	0
12,300	0	0	**9485-10**	**2011 Park Bond Refunding - Interest - Feb 1**	0	0	0
21,300	12,300	0	**9485-15**	**2011 Park Bond Refunding - Interest - Aug 1**	0	0	0
3,734,950	**3,634,900**	**3,002,150**		**TOTAL DEBT SERVICE**	**3,007,500**	**0**	**0**
				ENDING FUND BALANCE			
0	0	0	**9960-27**	**Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1** Jully 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Public Safety Building Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	0	0	0

60 - DEBT SERVICE FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**9960-32**	**Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug** July 1 designated carryover from proposed budget year to subsequent year for payment of the 2011 Park Refunding Bond principal due August 1, which is prior to receipt of proposed budget year property taxes	0	0	0
0	0	0	**9960-33**	**Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug** July 1 designated carryover from prior year to subsequent year for payment of the 2011 Park Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	0	0	0
0	0	0	**9960-35**	**Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1** July 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	0	0	0
0	0	0	**9960-36**	**Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1** July 1 designated carryover from proposed budget year to subsequent year for payment of 2018 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	0	0	0
1,296,097	463,399	383,848	**9999**	**Unappropriated Ending Fd Balance** Undesignated carryover to July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	328,950	0	0
1,296,097	**463,399**	**383,848**		**TOTAL ENDING FUND BALANCE**	**328,950**	**0**	**0**
5,031,047	**4,098,299**	**3,385,998**		***TOTAL REQUIREMENTS***	**3,336,450**	**0**	**0**

60 - DEBT SERVICE FUND

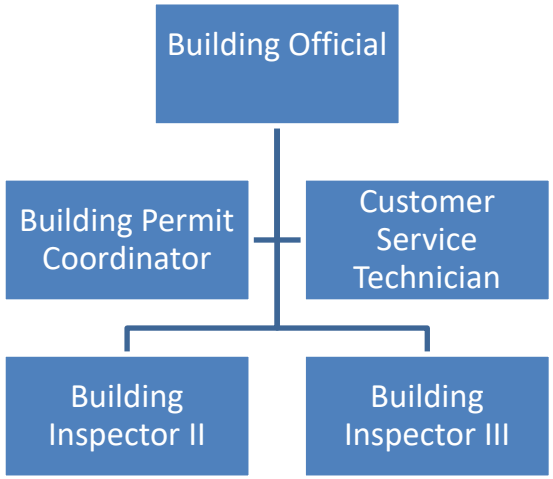
Department : **N/A**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
5,031,047	**4,098,299**	**3,385,998**	***TOTAL RESOURCES***	**3,336,450**	**0**	**0**
5,031,047	**4,098,299**	**3,385,998**	***TOTAL REQUIREMENTS***	**3,336,450**	**0**	**0**

BUILDING FUND

Budget Highlights

- In 2017-18, management of the Building Division moved from the Community Development Department (now the Public Works Department) to the Planning Department (now the Community Development Department) as part of the city's efforts to implement process improvements and efficiencies. Planning and Building staff work collaboratively and extensively together on building and site development permit review and associated code enforcement.
- In 2018-2019, the Building Division successfully transitioned to a new Accela software platform allowing for online permitting, credit card payments, and system integration with McMinnville Water & Light, Inc. This new software improved customer service efficiencies at the permit counter with the ability to request permits, plan review and inspections electronically,
- The 2018-19 budget also reflected a staff restructuring in the Planning and Building divisions to provide greater efficiencies and customer service by restructuring the two full-time permit technicians to one full-time development customer service technician that serves the permit counter and one full-time building permit coordinator that focuses on plan review and permit efficiencies to ensure timely customer service.
- In 2020-21 the Building division transitioned to an electronic plan review software program allowing developers to submit their plans electronically and provide efficiencies internally in terms of review and routing of the permits.
- The 2023-24 budget is a status quo budget, anticipating a reduction in building permit activity due to developable land constraints within the City of McMinnville. Staff will continue to cross-train in different inspection disciplines to create redundancy and depth within the inspector team.



Organizational structure of the Building Division

Summary of Core Services

Building Division

- Host 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 required building inspections in the field at various job sites during the construction process of the projects to ensure compliance with building regulations.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

2022 Accomplishments

Residential Construction: The 2022 construction season in McMinnville saw a continued dip in housing construction due to limited land supply, with a focus on subdivision build-out on the western edge of the city limits. No new multi-family units were developed in 2022. This represents a continued trend of underperforming new housing developments in McMinnville for the past fifteen years, leading to a housing deficit of approximately 1000 housing units. This deficit has resulted in a gentrification trend displacing lower and middle-income households from the residential housing market in McMinnville.

2022 – Issued Building Permit Recap

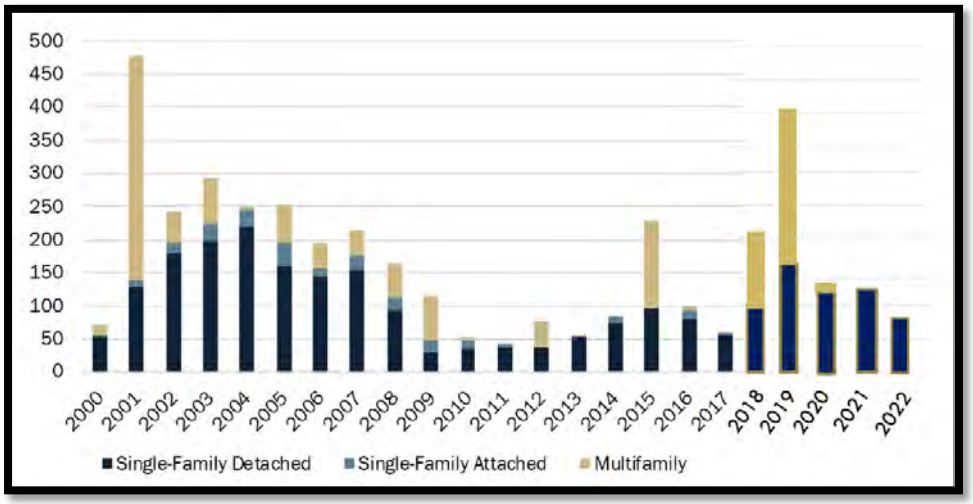
January 1st – December 31, 2022

88	0	5	43
Single Family Dwelling Units	Multi Family Dwelling Units	New Commercial Buildings	Commercial Additions/ Remodels

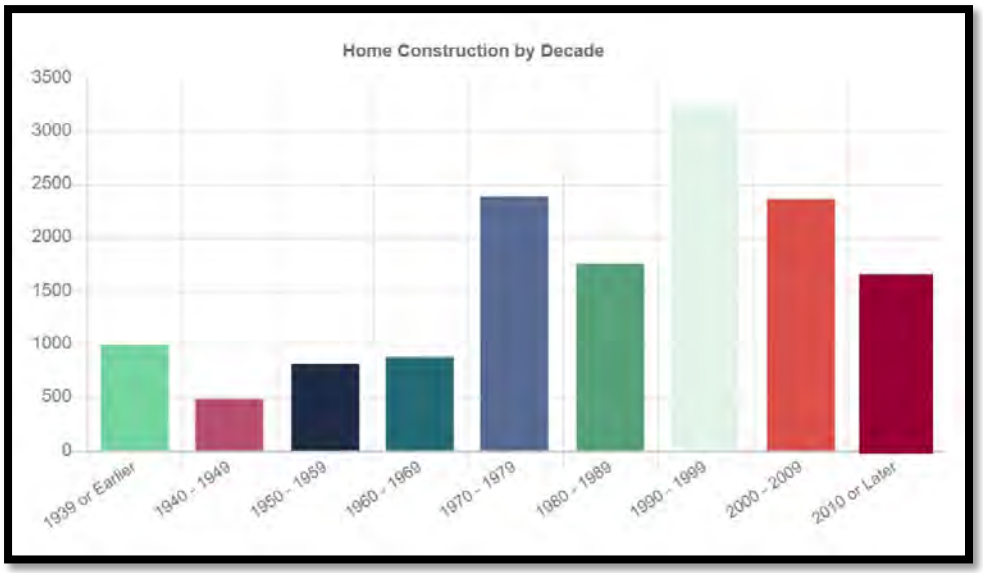
2021 – Issued Building Permit Recap

January 1st – December 31, 2021

143	0	15	35
Single Family Dwelling Units	Multi Family Dwelling Units	New Commercial Buildings	Commercial Additions/ Remodels



Housing Permits Issued, 2000 - 2022



Housing Permits by Decade

Commercial Construction: However, some significant commercial projects were constructed such as the new W.M. Keck Science building at Linfield University.

New W.M. Keck Science Building at Linfield University

Electronic Plan Review and Building Permit Issuance: With the advent of the COVID pandemic, the Building Division relied on electronic submittals for 90% of its business. The Building Division was able to do this due to a new software e-permitting and electronic plan review system that was installed in 2018/19, and subsequent training and electronic equipment for staff. The electronic plan review and building permit issuance created many efficiencies the Building Division has carried forward with a goal of 100% electronic submittals.

Future Challenges and Opportunities

- Retaining depth and redundancy within the building inspection team if development activity decreases.
- Accessing specialized inspection services.

Mac-Town 2032 Strategic Plan - Building Division Focus

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan which will guide the City for the next decade or so. The Building Division supports this strategic plan by ensuring decisions that we make are made with the strategic plan principles, values, and strategies in mind. For fiscal year 2023-

24 the Building Division will support the Plan in the following manner:

Values – Stewardship, Equity, Courage and Accountability:

- The Building Division incorporates the strategic plan's value in everything that it does and will continue to focus on stewardship of services and resources, serving the community, leading the Development Services program into electronic plan review for future sustainability and holding ourselves accountable by establishing a Development Services Advisory Council in 2024.

***City Government Capacity** – develop and foster local and regional partnerships:*

- Strategically participate in local and regional partnerships.

  The Building Division partners with Yamhill County Building Division to provide electrical plan review, permitting and inspection services thereby consolidating the need for specialized inspection services.

***City Government Capacity** – gain efficiencies from technology and equipment investments:*

- Identify and improve service delivery through process improvement training and technology upgrades.

  In 2019, the Building Division updated its Accela permitting software to allow for e-permitting and better coordination of permit plan reviews, inspections and completions. In 2020, the Building Division incorporated Bluebeam electronic plan review software into its customer service program to move towards an electronic plan review platform just in time for the onset of COVID shutdowns. This transition allowed the Building team to maintain 100% program delivery during COVID shutdowns. Both softwares are free from the State of Oregon Building Codes Division.

City Government Capacity – *identify and focus on the city's core services:*

- Identify the true costs of services.

  In 2019, the Building Division conducted a comprehensive fee study to update its fee schedule in order to operate with full cost recovery and manage a reserve to sustain the program. The Building Division continually evaluates its fee schedule to ensure that it is achieving the right balance of fees and program delivery for the division's customers.

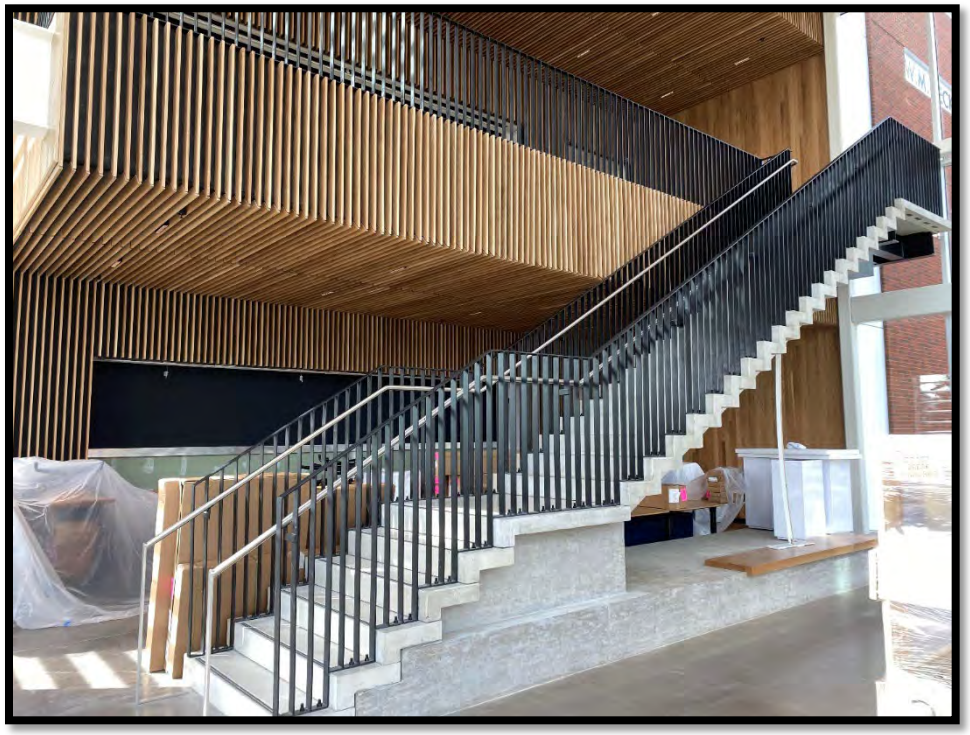
Community Safety and Resiliency – *build a community culture of safety:*

- Revise local dangerous building ordinance..

  In 2020, the Building Division partnered with the Fire Department and the Code Compliance team to update Chapter 15 of the McMinnville Municipal Code – the dangerous building ordinance.

New Linfield University Science Building Under Construction

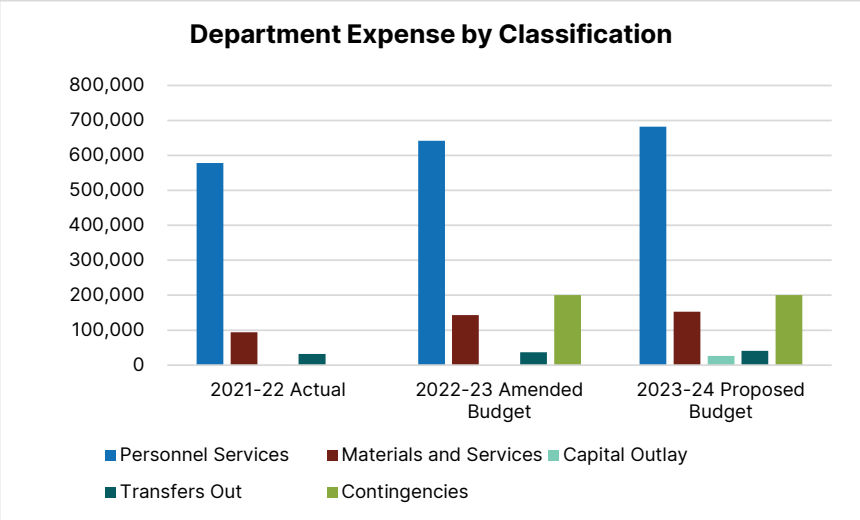
Excavating Home Foundations in the West Hills

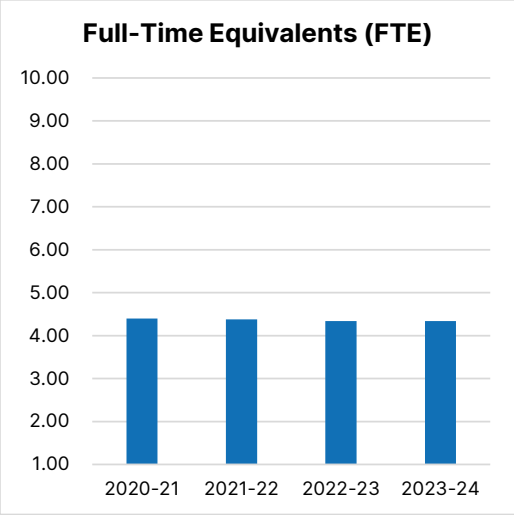


Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	1,659,704	1,608,787	1,795,781	186,994
Intergovernmental	153	0	0	0
Licenses and Permits	955,578	627,000	627,000	0
Miscellaneous	11,777	12,500	38,500	26,000
Transfers In	3,008	3,236	20,018	16,782
Revenue Total	**2,630,220**	**2,251,523**	**2,481,299**	**229,776**
Expenses				
Personnel Services	578,379	641,555	682,196	40,641
Materials and Services	93,950	143,189	153,235	10,046
Capital Outlay	762	0	26,692	26,692
Transfers Out	32,418	37,065	40,579	3,514
Contingencies	0	200,000	200,000	0
Expenses Total	**705,510**	**1,021,809**	**1,102,702**	**80,893**
Ending Fund Balance	1,924,710	1,229,714	1,378,597	148,883

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	4.40	4.38	4.34	4.34





Building Fund

Historical Highlights

1969 State of Oregon adopts 1968 edition of National Electrical Code.

1970s Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.

1988 City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.

1991 Building Division Advisory Board created from various stakeholders in the building community.

1994 Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.

1995 Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.

1997 Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.

1997 Building Division management moved into newly created Community Development Department with ultimate goal of a "one-stop" development center.

2000 Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.

2002 City Council increases building permit fees increasing revenues to self-supporting level in Building Division.

2005 Annual review of reserve balance indicated that revenue reserve would exceed reserve limits. Building permit fee schedule was adjusted to reduce revenue generation by approximately 10%.

2006 An additional inspector position filled.

2007 Division moved to new Community Development Center.

2009 Downturn in construction industry, eliminated one inspector position upon staff retirement.

2010 Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.

2012 General Fund transfer of $50,000 to support Building Division activities.

2012 Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to part-time. Division support of one Permit Technician was also eliminated making General Fund support unnecessary.

2012 Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.

2018 Restructured staffing added 1.5 full-time inspectors, moved part-time permit technician to full-time building permit coordinator improving customer service delivery and efficiencies by providing all services in-house.

2019 Transitioned to a new e-permitting software program.

2020 Transitioned to a new electronic plan review software program.

70 - BUILDING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
1,504,769	1,659,704	1,608,787	**4090**	**Beginning Fund Balance** Estimated July 1 carryover from prior year	1,795,781	0	0
1,504,769	**1,659,704**	**1,608,787**		**TOTAL BEGINNING FUND BALANCE**	**1,795,781**	**0**	**0**
				LICENSES AND PERMITS			
505,945	660,253	410,000	**4400-05**	**Building Fees - Building Permit Fees** Building plan review and permit fees; fire and life safety plan review fees.	410,000	0	0
157,158	207,564	135,000	**4400-10**	**Building Fees - Mechanical Permit Fees** Mechanical plan review and permit fees.	135,000	0	0
98,977	86,543	80,000	**4400-15**	**Building Fees - Plumbing Permit Fees** Plumbing plan review and permit fees.	80,000	0	0
1,075	1,217	1,500	**4400-20**	**Building Fees - Mobile Home Permit Fees** Manufactured home setup permit fees including mobile home park plan review and permit fees.	1,500	0	0
161	1	500	**4400-25**	**Building Fees - Miscellaneous Permit Fees** Miscellaneous Building Division charges including re-inspection fees.	500	0	0
0	0	0	**4400-30**	**Building Fees - Local Option Permit Fees**	0	0	0
763,316	**955,578**	**627,000**		**TOTAL LICENSES AND PERMITS**	**627,000**	**0**	**0**
				INTERGOVERNMENTAL			
0	54	0	**4545**	**Federal FEMA Grant**	0	0	0
0	99	0	**4546**	**American Rescue Plan**	0	0	0
9,976	0	0	**4548**	**Coronavirus Relief Fund (CRF)**	0	0	0
9,976	**153**	**0**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				MISCELLANEOUS			
9,853	7,358	10,000	**6310**	**Interest**	36,000	0	0
2,977	4,418	2,500	**6600-97**	**Other Income - Building** Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.	2,500	0	0
12,829	**11,777**	**12,500**		**TOTAL MISCELLANEOUS**	**38,500**	**0**	**0**

70 - BUILDING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				TRANSFERS IN			
0	0	0	**6900-08**	**Transfers In - Affordable Housing**	15,011	0	0
			Description	Units / Amt/Unit / Total			
			Affordable Housing support for Building program staffer	1 / 15,011 / 15,011			
14,969	3,008	3,236	**6900-85**	**Transfers In - Insurance Services**	5,007	0	0
			Description	Units / Amt/Unit / Total			
			Insurance Services Fund support of HR Manager position	1 / 5,007 / 5,007			
14,969	**3,008**	**3,236**		**TOTAL TRANSFERS IN**	**20,018**	**0**	**0**
2,305,858	**2,630,220**	**2,251,523**		***TOTAL RESOURCES***	**2,481,299**	**0**	**0**

70 - BUILDING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-2,254	1,897	0	**7000**	**Salaries & Wages**	0	0	0
253,967	256,701	288,912	**7000-05**	**Salaries & Wages - Regular Full Time** Community Development Director - 0.25 FTE Combination Inspector - Senior - 1.00 FTE Combination Inspector - 1.00 FTE Development Review Specialist - 1.00 FTE Development Customer Service Technician - Combined Depts - 0.34 FTE	314,989	0	0
0	4,805	0	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
90,721	97,715	106,080	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Building Official - 0.75 FTE	108,592	0	0
770	343	5,000	**7000-20**	**Salaries & Wages - Overtime**	5,000	0	0
0	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
-3,154	854	0	**7300**	**Fringe Benefits**	0	0	0
20,849	21,823	24,200	**7300-05**	**Fringe Benefits - FICA - Social Security**	25,930	0	0
4,876	5,104	5,800	**7300-06**	**Fringe Benefits - FICA - Medicare**	6,216	0	0
108,272	116,517	128,944	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	141,961	0	0
61,802	57,844	66,588	**7300-20**	**Fringe Benefits - Medical Insurance**	62,604	0	0
7,750	8,090	8,770	**7300-22**	**Fringe Benefits - VEBA Plan**	8,090	0	0
378	267	215	**7300-25**	**Fringe Benefits - Life Insurance**	215	0	0
1,463	972	637	**7300-30**	**Fringe Benefits - Long Term Disability**	733	0	0
4,931	5,233	4,310	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	4,320	0	0
87	81	100	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	100	0	0
3,495	134	1,999	**7300-40**	**Fringe Benefits - Unemployment**	1,890	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1,556	0	0
553,953	**578,379**	**641,555**		**TOTAL PERSONNEL SERVICES**	**682,196**	**0**	**0**
				MATERIALS AND SERVICES			
14,175	24,167	17,000	**7500**	**Credit Card Fees**	17,000	0	0
0	0	0	**7515**	**City Services Charge expense**	0	0	0

70 - BUILDING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
344	140	500	**7520**	**Public Notices & Printing** Building inspection/correction notices and various building inspection job cards, as well as brochures to inform contractors of code changes, departmental policies, and other relevant information.	500	0	0
521	264	800	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	600	0	0
1,980	2,788	9,500	**7550**	**Travel & Education** Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.	9,500	0	0
1,023	1,437	1,500	**7590**	**Fuel - Vehicle & Equipment**	2,000	0	0
2,441	2,612	3,000	**7600**	**Utilities** Division's share of Community Development Center's electricity expense, ~25%.	3,300	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
6,000	5,218	5,900	**7610-05**	**Insurance - Liability**	6,940	0	0
2,000	1,889	2,130	**7610-10**	**Insurance - Property**	2,660	0	0
8,429	8,055	9,000	**7620**	**Telecommunications**	9,000	0	0
3,169	10,643	3,500	**7650**	**Janitorial** Division's share of Community Development Center janitorial service and supplies cost, ~25%.	3,800	0	0
4,358	6,345	9,000	**7660**	**Materials & Supplies** Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.	9,000	0	0
18	15	1,000	**7720**	**Repairs & Maintenance** Repairs and maintenance of vehicles and office equipment.	1,000	0	0
3,869	1,284	1,300	**7720-08**	**Repairs & Maintenance - Building Repairs** Division's share of Community Development Center's repairs and improvements, ~25%.	7,600	0	0
1,479	1,692	6,400	**7720-10**	**Repairs & Maintenance - Building Maintenance** Division's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~25%.	2,900	0	0
930	782	0	**7750**	**Professional Services**	0	0	0
0	0	1,060	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,900	0	0
270	4,283	35,000	**7750-33**	**Professional Services - Contract Inspections** Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.	35,000	0	0
2,441	383	20,000	**7750-36**	**Professional Services - Contract Plan Review** Contract plan reviews and engineering services on commercial projects.	20,000	0	0

70 - BUILDING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,488	1,692	3,200	**7790-20**	**Maintenance & Rental Contracts - Community Development Center** Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.	3,500	0	0
0	0	0	**7800**	**M & S Equipment** Vehicle retrofits or maintenance	0	0	0
8,389	8,179	9,189	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	10,975	0	0
2,083	12,084	4,210	**7840-80**	**M & S Computer Charges - Building**	6,060	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (4)	1	1,060	1,060
ESRI 17% - shared with Bldg,Plan,Eng,Street,Park	1	2,500	2,500
Accela Peripherals	1	1,000	1,000
Replacement Computer	1	1,500	1,500

65,406	**93,950**	**143,189**		**TOTAL MATERIALS AND SERVICES**	**153,235**	**0**	**0**
				CAPITAL OUTLAY			
0	762	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	2,942	0	0
0	0	0	**8750-80**	**Capital Outlay Computer Charges - Building**	0	0	0
0	0	0	**8800**	**Building Improvements** Division's share of Community Development Center's building improvements, ~25%.	23,750	0	0

Description	Units	Amt/Unit	Total
Replace RTU #1 - 1996 HVAC Unit at CDC	1	8,750	8,750
Install Secure Entryway at CDC	1	15,000	15,000

0	0	0	**8850**	**Vehicles**	0	0	0
0	**762**	**0**		**TOTAL CAPITAL OUTLAY**	**26,692**	**0**	**0**
				TRANSFERS OUT			
17,331	21,458	25,371	**9700-01**	**Transfers Out - General Fund**	27,846	0	0

Description	Units	Amt/Unit	Total
Admin & Finance personnel services support.	1	26,306	26,306
Building Fund support of centralized Facility operations.	1	1,540	1,540

9,464	10,960	11,694	**9700-80**	**Transfers Out - Information Systems**	12,733	0	0

Description	Units	Amt/Unit	Total
Information Systems personnel services support.	1	12,733	12,733

26,795	**32,418**	**37,065**		**TOTAL TRANSFERS OUT**	**40,579**	**0**	**0**

70 - BUILDING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				CONTINGENCIES			
0	0	200,000	**9800**	**Contingencies**	200,000	0	0
0	**0**	**200,000**		**TOTAL CONTINGENCIES**	**200,000**	**0**	**0**
				ENDING FUND BALANCE			
1,659,704	1,924,710	1,229,714	**9999**	**Unappropriated Ending Fd Balance** Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations	1,378,597	0	0
1,659,704	**1,924,710**	**1,229,714**		**TOTAL ENDING FUND BALANCE**	**1,378,597**	**0**	**0**
2,305,858	**2,630,220**	**2,251,523**		***TOTAL REQUIREMENTS***	**2,481,299**	**0**	**0**

70 - BUILDING FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
2,305,858	2,630,220	2,251,523	***TOTAL RESOURCES***	2,481,299	0	0
2,305,858	2,630,220	2,251,523	***TOTAL REQUIREMENTS***	2,481,299	0	0

WASTEWATER SERVICES

Organization Set – Departments	Organization Set #
• Administration	75-01
• Plant	75-72
• Environmental Services	75-74
• Conveyance Systems	75-78
• Non-Departmental	75-99

Budget Highlights

- Our Solids Capacity Improvement Project #2019-10 is at the 100 percent design phase, and we will be starting construction on this project in the late spring or summer of 2023.
- The 2023-24 proposed budget continues the City's commitment to meet or 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 28th year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
  - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
  - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.
- Per the approved 2017 Wastewater Services Financial Plan, the 2023-24 proposed budget includes a $6,308,224 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines.

Core Services

Administration

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

Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve National Pollutant Discharge Elimination System (NPDES) permit requirements and protect the environment.

The final generator needed to complete our redundant power requirements at our pump stations will be installed this year at our Cozine Pump Station.

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

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.

*The laboratory staff, **Ashleigh Barth-Aasen**, Lab Tech (left) and **Rebecca Haney**, Senior Lab Tech, perform more than 6,000 analyses annually, testing for ammonia, phosphorous, E. Coli and many other parameters to ensure compliance with the City's 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, mainline repairs, and install Cured-in-Place-Pipe (CIPP) patches as needed.
- Continue to maintain and repair the stormwater system as a cooperative effort with the Operations Division to remove pollutants before they are discharged to the streams and rivers.
- Coordinate sewer rehabilitation and replacement projects.
- Reduce inflow and infiltration (I&I) through rehabiliation of manholes.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow I&I into the system.
- Utilize an asset management system to record sewer maintenance and condition to prioritize repairs and rehabilitation projects.

Future Challenges and Opportunities

Administration

- NPDES Permit Renewal is ongoing. The current permit has been administratively extended. Issues over mixing zones, mercury and silver limits, and new toxics regulations are likely to need attention.
- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Replace existing Programmable Logic Controllers (PLC-5) with Control Logix processers.

Plant / Pump Stations

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

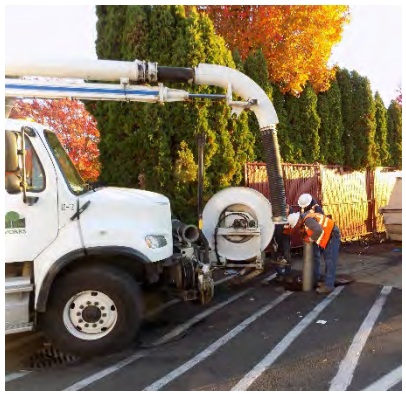
Wastewater Services mechanics guide a shaft as a crane lowers it into place on the oxidation ditch.

Environmental Services

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.
- Maintain compliance record with the EPA quality assurance program by continuing to score 100% on all test parameters.
- Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Public outreach and education related to wastewater issues, which include distribution of information regarding keeping wipes and other items out of the sewer system to reduce clogs and providing tours and career fair participation at local high schools.
- Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of commercial kitchen grease intercepters.
- Continue to place markers identifying stormwater catch basins that drain to river.

Conveyance Systems

- Prioritization of conveyance video and cleaning work.



Conveyance Systems crew cleans a sanitary storm line using one of the City's vacuum trucks.

- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.

- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Maintain the sanitary sewer collection system in compliance with the NPDES permit.
- Plan for stormwater system management in cooperation with Engineering, Operations 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.

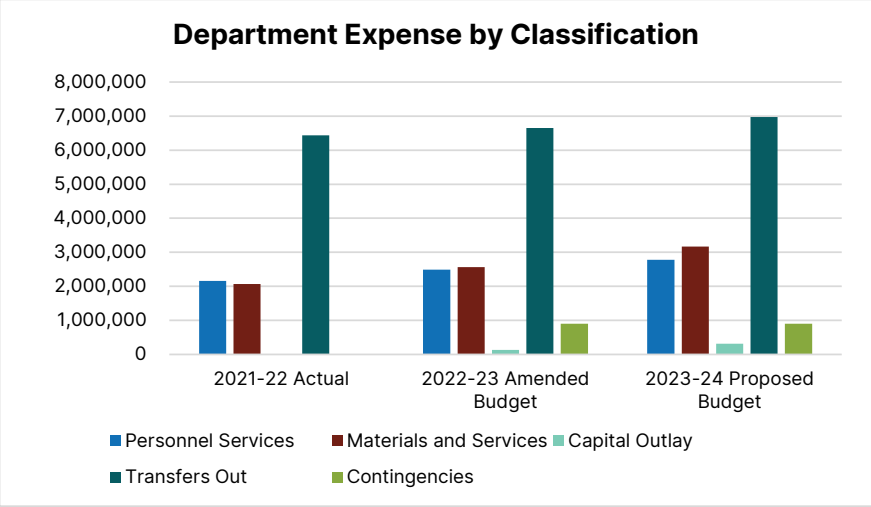
Storm Water Management

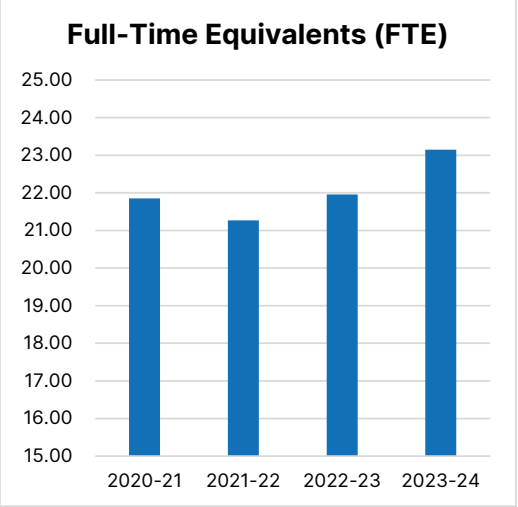
- A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance of the storm system in known problem areas. The US EPA has finalized the Total Maximum Daily Load (TMDL) for mercury in the Willamette Basin. McMinnville submitted their Mercury TMDL plan to DEQ, and it was approved. Now the work begins to meet the new requirements and submit an annual report to DEQ in December of 2023.

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	3,934,952	3,738,745	3,285,046	(453,699)
Charges for Services	10,832,680	10,867,328	11,126,371	259,043
Intergovernmental	23,894	25,000	100,000	75,000
Miscellaneous	15,923	16,000	50,000	34,000
Transfers In	15,039	16,182	18,052	1,870
Revenue Total	**14,822,487**	**14,663,255**	**14,579,469**	**(83,786)**
Expenses				
Personnel Services	2,156,706	2,492,285	2,777,658	285,373
Materials and Services	2,071,256	2,566,119	3,171,999	605,880
Capital Outlay	2,379	135,000	316,023	181,023
Transfers Out	6,436,967	6,651,088	6,975,099	324,011
Contingencies	0	900,000	900,000	0
Expenses Total	**10,667,308**	**12,744,492**	**14,140,779**	**1,396,287**
Ending Fund Balance	4,155,179	1,918,763	438,690	(1,480,073)

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	21.85	21.27	21.96	23.15





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.

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.

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 DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.

2008 PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.

2008 Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.

2010 City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.

2011 Modifications to the WRF processes allow for increased hydraulic capacity. Dave Gehring is selected as the PNCWA Oregon Operator of the Year.

2012 Downtown area I&I project completed, which included separation of combined sanitary and storm lines. Pump project was completed at Cozine pump station, which will increase efficiency and reduce energy usage during the summer. Received Requests for Proposals for WRF expansion and CH2M Hill was selected to design the project.

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

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

2014 Completion of the City's updated Sewer Use Ordinance and Significant Industrial User Implementation Manual for the Wastewater Services Pretreatment Program. This process involved major changes to incorporate federally mandated language into the City's Municipal Code. After several years, multiple revisions, and a public hearing period, the new ordinance was approval by the Oregon DEQ and the EPA. The City Council adopted Sewer Use Ordinance 4987 in early January 2015.

2015 Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.

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

Engineering and design for the replacement of the 3 Mile Lane #3 Pump Station.

2016 Completion of the Water Reclamation Facility secondary treatment expansion.

2016 The expansion project received Project of the Year 2016 award from American Public Works Association (APWA) Oregon Chapter. Project of the Year awards are given to recognize "excellence, innovation and cooperation with regard to the management and administration of public works projects."

2017 Completion of the 3 Mile Lane #3 Pump Station.

Cook School sewer rehabilitation project completion.

Oregon DEQ performed an audit on the Pretreatment Program.

Design and engineering for UV and tertiary projects.

Converted monthly discharge monitoring report to electronic submission as required by new US EPA standard.

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

Started work on NW 12th Street sewer rehabilitation project.

2019 Completed construction of the Tertiary / UV upgrade project.

Started Design for the Biosolids solids handling expansion.

2021 Completed the installation of a 1000 KW generator at the Water Reclamation Facility and the Raw Sewage Pump Station. This will provide true redundant power to these locations.

2022 Completed the design work for the Solids Treatment Capacity Improvement Project. This project will help increase our solids processing capacity and improve the quality and odor of our biosolids. Construction will start in the spring or summer of 2023.

75 - WASTEWATER SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
1,000,000	0	0	**4075-05**	**Designated Begin FB-WW Svc Fd - Sewer A/R** Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1	0	0	0
2,699,258	3,934,952	3,738,745	**4090**	**Beginning Fund Balance** Estimated July 1 undesignated carryover from prior year	3,285,046	0	0
3,699,258	**3,934,952**	**3,738,745**		**TOTAL BEGINNING FUND BALANCE**	**3,285,046**	**0**	**0**
3,699,258	**3,934,952**	**3,738,745**		***TOTAL RESOURCES***	**3,285,046**	**0**	**0**

ADMINISTRATION

75 - WASTEWATER SERVICES FUND

Department : **01 - ADMINISTRATION**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
100	407	0	**7000**	**Salaries & Wages**	0	0	0
151,703	167,695	178,858	**7000-05**	**Salaries & Wages - Regular Full Time** Wastewater Services Manager - 1.00 FTE Management Support Specialist - 1.00 FTE Mechanic - Operations & Maintenance - 0.10 FTE	191,621	0	0
0	0	0	**7000-10**	**Salaries & Wages - Regular Part Time** Project Engineer - 0.75 FTE	74,614	0	0
135	111	199	**7000-20**	**Salaries & Wages - Overtime**	302	0	0
49	205	0	**7300**	**Fringe Benefits**	0	0	0
9,171	10,140	10,833	**7300-05**	**Fringe Benefits - FICA - Social Security**	16,125	0	0
2,145	2,371	2,597	**7300-06**	**Fringe Benefits - FICA - Medicare**	3,865	0	0
55,388	60,144	64,173	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	93,278	0	0
31,412	32,560	33,768	**7300-20**	**Fringe Benefits - Medical Insurance**	34,273	0	0
4,200	4,200	4,200	**7300-22**	**Fringe Benefits - VEBA Plan**	4,200	0	0
227	168	126	**7300-25**	**Fringe Benefits - Life Insurance**	186	0	0
817	571	377	**7300-30**	**Fringe Benefits - Long Term Disability**	552	0	0
4,391	4,767	3,145	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	4,080	0	0
42	41	48	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	65	0	0
6,783	324	3,999	**7300-40**	**Fringe Benefits - Unemployment**	3,990	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	978	0	0
266,562	**283,704**	**302,323**		**TOTAL PERSONNEL SERVICES**	**428,129**	**0**	**0**
				MATERIALS AND SERVICES			
275	1,140	1,500	**7530**	**Training** Safety meetings, training films, posters, and handouts, etc.	1,500	0	0
1,792	1,694	2,100	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	3,000	0	0

75 - WASTEWATER SERVICES FUND

Department : **01 - ADMINISTRATION**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
5,952	15,563	15,000	**7550 Travel & Education** Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.	17,000	0	0
69,700	71,587	80,890	**7610-05 Insurance - Liability**	94,300	0	0
82,700	85,591	96,720	**7610-10 Insurance - Property**	124,990	0	0
23,983	24,334	28,000	**7620 Telecommunications** Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.	29,000	0	0
12,612	12,969	14,000	**7650 Janitorial** WRF Administration and Headworks building janitorial charges.	16,000	0	0
23,469	29,736	29,000	**7660 Materials & Supplies** Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.	30,000	0	0
8,832	5,368	8,670	**7740-05 Rental Property Repair & Maint - Building**	10,100	0	0
18,092	35,309	42,250	**7750 Professional Services** Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.	45,000	0	0
0	0	5,650	**7750-01 Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	17,900	0	0

7550 Travel & Education

Description	Units	Amt/Unit	Total
Professional membership	1	1,000	1,000
Training/conferences	1	2,200	2,200
Certification/LME licenses renewal and exam	1	13,800	13,800

7650 Janitorial

Description	Units	Amt/Unit	Total
Janitorial service contract	1	15,000	15,000
Janitorial supplies	1	1,000	1,000

7740-05 Rental Property Repair & Maint - Building

Description	Units	Amt/Unit	Total
Misc maintenance, repair, etc.	1	9,000	9,000
Liability insurance premium	1	170	170
Property insurance premium	1	930	930

7750 Professional Services

Description	Units	Amt/Unit	Total
Environmental legal assistance	1	9,700	9,700
Miscellaneous wastewater facility consulting fee	1	28,000	28,000
Northwest Biosolids association dues	1	650	650
Rental agreement	1	1,500	1,500
ACWA membership/program fees	1	5,150	5,150

75 - WASTEWATER SERVICES FUND

Department : **01 - ADMINISTRATION**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7750-04**	**Professional Services - Grants**	0	0	0
0	0	50,000	**7750-43**	**Professional Services - Stormwater** Consultant Services for Mercury TMDL/Stormwater Account moved to 75-78-325	0	0	0
26,049	41,129	50,000	**7790**	**Maintenance & Rental Contracts** Wastewater Services contracts for maintenance and inspections of various facility systems and grounds.	68,700	0	0

Description	Units	Amt/Unit	Total
Landscape contract	1	60,000	60,000
Elevator maintenance contract	1	2,300	2,300
Fire alarm system inspection contract and monitoring	1	2,050	2,050
Fire extinguisher and backflow preventer certification	1	4,350	4,350

20,357	25,519	30,874	**7840**	**M & S Computer Charges** I.S. Fund materials & supplies costs shared city-wide	31,789	0	0
34,381	33,276	41,450	**7840-85**	**M & S Computer Charges - WWS**	45,150	0	0

Description	Units	Amt/Unit	Total
ESRI-17%, shared with Bldg,Comm Dvlpmt,Eng,Street,Park Maint	1	2,500	2,500
Hansen Maint-25%, shared with Street, Park Maint, Eng	1	4,000	4,000
Office 365 Licensing (20)	1	5,800	5,800
Cradlepoint Maintenance	1	350	350
Adobe Pro Licensing (2)	2	200	400
Desktops (2), Laptops (1)	1	8,600	8,600
CUES Maintenance	1	3,000	3,000
Swift Comply FOG Maintenance	1	3,100	3,100
WWS-MP2 Maintenance	1	2,800	2,800
Rockwell Control Maintenance	1	5,500	5,500
Wonderware Maintenance	1	5,500	5,500
Hach WIMS Maintenance	1	2,800	2,800
Win 911 Maintenance	1	800	800

0	0	0	**8229**	**Customers Helping Customers matching funds**	0	0	0

75 - WASTEWATER SERVICES FUND

Department : **01 - ADMINISTRATION**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
52,490	58,346	56,600	**8260**	**Permit & Basin Council Fees** State and federal agency fees and permits.	60,000	0	0

Description	Units	Amt/Unit	Total
DEQ National Pollutant Discharge Elim (NPDES)	1	36,000	36,000
Federal USGS monitoring site fee - Yamhill	1	18,900	18,900
DEQ certification program fee	1	2,000	2,000
DEQ stormwater program fee	1	2,000	2,000
Oregon Hazardous substance fee	1	400	400
Electrical inspection	1	700	700

380,684	**441,561**	**552,704**		**TOTAL MATERIALS AND SERVICES**	**594,429**	**0**	**0**
				CAPITAL OUTLAY			
0	2,379	0	**8750**	**Capital Outlay Computer Charges** I.S. Fund capital outlay costs shared city-wide	8,523	0	0
0	0	0	**8750-85**	**Capital Outlay Computer Charges - Wastewater Services**	27,500	0	0

Description	Units	Amt/Unit	Total
Hansen Upgrade-25%, shared with Engineering, Park Maint, Street	1	27,500	27,500

0	0	0	**8800**	**Building Improvements**	0	0	0
0	0	35,000	**8850**	**Vehicles** Replacement of two vehicles.	80,000	0	0
0	**2,379**	**35,000**		**TOTAL CAPITAL OUTLAY**	**116,023**	**0**	**0**
647,246	**727,644**	**890,027**		***TOTAL REQUIREMENTS***	**1,138,581**	**0**	**0**

PLANT

75 - WASTEWATER SERVICES FUND

Department : **72 - PLANT**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
279	1,087	0	**7000**	**Salaries & Wages**	0	0	0
537,063	574,722	615,883	**7000-05**	**Salaries & Wages - Regular Full Time** Supervisor - Operations - 1.00 FTE Wastewater Operator - Senior - 1.00 FTE Wastewater Operator II - 2.00 FTE Wastewater Operator I - 2.00 FTE Plant Mechanic - Senior - 1.00 FTE Plant Mechanic - 2.00 FTE	611,800	0	0
25,774	4,276	0	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
5,562	8,907	12,428	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Wastewater Services - 0.44 FTE	18,077	0	0
10,844	12,450	13,000	**7000-20**	**Salaries & Wages - Overtime**	22,997	0	0
-897	379	0	**7300**	**Fringe Benefits**	0	0	0
34,533	35,848	38,797	**7300-05**	**Fringe Benefits - FICA - Social Security**	39,500	0	0
8,076	8,384	9,299	**7300-06**	**Fringe Benefits - FICA - Medicare**	9,466	0	0
165,923	175,416	189,060	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	198,711	0	0
141,647	142,262	150,493	**7300-20**	**Fringe Benefits - Medical Insurance**	149,082	0	0
21,667	22,000	20,000	**7300-22**	**Fringe Benefits - VEBA Plan**	20,000	0	0
1,060	697	540	**7300-25**	**Fringe Benefits - Life Insurance**	540	0	0
3,231	2,084	1,402	**7300-30**	**Fringe Benefits - Long Term Disability**	1,381	0	0
22,412	22,976	15,647	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	15,016	0	0
195	182	239	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	217	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	2,317	0	0
977,367	**1,011,670**	**1,066,788**		**TOTAL PERSONNEL SERVICES**	**1,089,104**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7515**	**City Services Charge expense**	2,670	0	0
0	0	0	**7550**	**Travel & Education**	0	0	0
3,195	4,187	10,000	**7590**	**Fuel - Vehicle & Equipment** Gas and diesel - vehicles, rolling stock and generators.	8,000	0	0

75 - WASTEWATER SERVICES FUND

Department : **72 - PLANT**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
388,591	389,832	420,000	**7600**	**Utilities** Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations	420,000	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
0	0	0	**7660**	**Materials & Supplies**	0	0	0
93,387	126,825	135,000	**7690**	**Chemicals** Various chemicals used at the Water Reclamation Facility.	140,000	0	0

Description	Units	Amt/Unit	Total
Aluminum compounds	1	76,000	76,000
Polymers	1	26,000	26,000
Sodium Hypochlorite	1	11,000	11,000
Alkalinity products	1	21,000	21,000
Miscellaneous plant chemicals	1	6,000	6,000

33,494	32,320	35,000	**7720-04**	**Repairs & Maintenance - Supplies** Supplies related to the Water Reclamation Facility and pump stations.	40,000	0	0

Description	Units	Amt/Unit	Total
Pump parts and accessories	1	2,000	2,000
Landscape-barkdust, irrigation, etc	1	4,000	4,000
Lubricants	1	5,000	5,000
Materials for equipment rehabilitation	1	5,000	5,000
Operations lab supplies	1	5,000	5,000
Fasteners, belts, seals, filters, etc	1	11,000	11,000
Grit/garbage service	1	4,500	4,500
Tools	1	2,000	2,000
Electrical components	1	1,500	1,500

150,892	132,235	200,000	**7720-06**	**Repairs & Maintenance - Equipment** Repairs and replacement of existing Water Reclamation Facility and pump station equipment and processes.	420,000	0	0

75 - WASTEWATER SERVICES FUND

Department : **72 - PLANT**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET

Description	Units	Amt/Unit	Total
Instrumentation and controls	1	9,000	9,000
Rental equipment	1	3,000	3,000
Building and structure repair	1	15,000	15,000
Electrical systems	1	10,000	10,000
HVAC systems	1	8,000	8,000
Mechanical equipment repairs	1	105,000	105,000
Landscape and irrigation	1	4,000	4,000
Chemical delivery systems	1	4,000	4,000
Pump station SCADA systems	1	19,000	19,000
UV lamps	1	18,000	18,000
Biofilter media	1	25,000	25,000
BSST cleaning and inspection	1	150,000	150,000
Old STP fencing and gate	1	50,000	50,000

3,244	3,316	5,000	**7720-14 Repairs & Maintenance - Vehicles** Water Reclamation Facility vehicle and forklift repairs and preventative maintenance.	5,000	0	0

Description	Units	Amt/Unit	Total
Wear items batteries, tires, etc	1	1,500	1,500
Mechanical repairs	1	2,500	2,500
Preventative maintenance	1	1,000	1,000

248	221	0	**7750 Professional Services**	0	0	0
0	0	240	**7750-01 Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	300	0	0
177,361	131,120	180,000	**7780-25 Contract Services - Biosolids** Biosolids contract hauling from the Water Reclamation Facility, includes minor road dust control and associated costs.	220,000	0	0

Description	Units	Amt/Unit	Total
Hauling and application	1	217,800	217,800
Site management	1	2,200	2,200

3,325	1,500	5,000	**7800 M & S Equipment** Equipment necessary for plant and pump station operations and maintenance.	5,000	0	0
853,737	**821,556**	**990,240**	**TOTAL MATERIALS AND SERVICES**	**1,260,970**	**0**	**0**
			CAPITAL OUTLAY			
15,000	0	0	**8710 Equipment** Plant equipment replacement	0	0	0
0	0	0	**8800 Building Improvements**	0	0	0
0	0	0	**8850 Vehicles**	0	0	0

75 - WASTEWATER SERVICES FUND

Department : **72 - PLANT**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
15,000	0	0	**TOTAL CAPITAL OUTLAY**	0	0	0
1,846,103	1,833,226	2,057,028	***TOTAL REQUIREMENTS***	2,350,074	0	0

ENVIRONMENTAL SERVICES

75 - WASTEWATER SERVICES FUND

Department : **74 - ENVIRONMENTAL SERVICES**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-320	1,014	0	**7000**	**Salaries & Wages**	0	0	0
255,247	228,065	287,032	**7000-05**	**Salaries & Wages - Regular Full Time** Supervisor - Environmental Services - 1.00 FTE Environmental Compliance Specialist - Senior - 1.00 FTE Environmental Compliance Specialist - 1.00 FTE Laboratory Technician - Senior - 1.00 FTE Laboratory Technician - 1.00 FTE	364,832	0	0
0	26,507	42,043	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
4,792	604	12,428	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Wastewater Services - 0.36 FTE	15,104	0	0
163	17	501	**7000-20**	**Salaries & Wages - Overtime**	504	0	0
100	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
405	166	0	**7300**	**Fringe Benefits**	0	0	0
15,657	15,335	20,692	**7300-05**	**Fringe Benefits - FICA - Social Security**	23,017	0	0
3,662	3,586	4,959	**7300-06**	**Fringe Benefits - FICA - Medicare**	5,517	0	0
68,443	69,395	103,015	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	118,379	0	0
53,673	54,467	81,732	**7300-20**	**Fringe Benefits - Medical Insurance**	86,498	0	0
10,000	8,000	11,000	**7300-22**	**Fringe Benefits - VEBA Plan**	12,000	0	0
423	320	300	**7300-25**	**Fringe Benefits - Life Insurance**	300	0	0
1,389	917	755	**7300-30**	**Fringe Benefits - Long Term Disability**	850	0	0
10,347	9,928	8,346	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	8,751	0	0
85	75	117	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	123	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1,397	0	0
424,067	**418,397**	**572,920**		**TOTAL PERSONNEL SERVICES**	**637,272**	**0**	**0**
				MATERIALS AND SERVICES			
21,680	25,514	30,000	**7660**	**Materials & Supplies** Materials and supplies to support permit, pretreatment, and laboratory work and activities.	30,000	0	0

Description	Units	Amt/Unit	Total
Permit lab materials and supplies to support permit	1	26,000	26,000
Pretreatment training and outreach supplies	1	4,000	4,000

75 - WASTEWATER SERVICES FUND

Department : **74 - ENVIRONMENTAL SERVICES**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
6,814	10,949	11,875	**7750**	**Professional Services**	10,000	0	0

Description	Units	Amt/Unit	Total
Lab instrumentation calibration/fume hood certification	1	2,250	2,250
DI Water system rental/sanitization	1	3,750	3,750
Pretreatment assistance	1	4,000	4,000

0	0	50	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	100	0	0
45,312	50,110	60,000	**7780-30**	**Contract Services - Lab** Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.	70,000	0	0
4,975	1,622	5,000	**7800**	**M & S Equipment** Laboratory instrumentation or sampling monitoring equipment	5,000	0	0
78,781	**88,195**	**106,925**		**TOTAL MATERIALS AND SERVICES**	**115,100**	**0**	**0**
				CAPITAL OUTLAY			
12,943	0	0	**8710**	**Equipment** Laboratory equipment replacement	0	0	0
12,943	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
515,791	**506,591**	**679,845**		***TOTAL REQUIREMENTS***	**752,372**	**0**	**0**

CONVEYANCE SYSTEMS

Organization Set – Sections	Organization Set #
• Sanitary	75-78-320
• Storm	78-78-325

75 - WASTEWATER SERVICES FUND

Department : **78 - CONVEYANCE SYSTEMS**
Section : **320 - SANITARY**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-792	-1,455	0	**7000**	**Salaries & Wages**	0	0	0
332,229	285,554	346,962	**7000-05**	**Salaries & Wages - Regular Full Time** Supervisor - Conveyance - 0.90 FTE Senior Utility Worker - 1.00 FTE Utility Worker II - 3.60 FTE	371,520	0	0
1,337	390	2,000	**7000-20**	**Salaries & Wages - Overtime**	4,997	0	0
1,080	45	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	0	0	0
-495	-698	0	**7300**	**Fringe Benefits**	0	0	0
20,496	17,495	21,113	**7300-05**	**Fringe Benefits - FICA - Social Security**	22,780	0	0
4,793	4,092	5,061	**7300-06**	**Fringe Benefits - FICA - Medicare**	5,460	0	0
102,386	78,807	111,260	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	119,673	0	0
36,600	33,364	41,522	**7300-20**	**Fringe Benefits - Medical Insurance**	70,822	0	0
5,400	7,200	5,400	**7300-22**	**Fringe Benefits - VEBA Plan**	9,300	0	0
575	368	324	**7300-25**	**Fringe Benefits - Life Insurance**	330	0	0
1,794	1,020	788	**7300-30**	**Fringe Benefits - Long Term Disability**	872	0	0
19,310	16,665	15,698	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	15,905	0	0
104	89	126	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	128	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1,366	0	0
524,818	**442,935**	**550,254**		**TOTAL PERSONNEL SERVICES**	**623,153**	**0**	**0**
				MATERIALS AND SERVICES			
16,427	21,193	35,000	**7590**	**Fuel - Vehicle & Equipment**	32,000	0	0
1,022	1,036	1,200	**7600**	**Utilities** Electric costs associated with Conveyance building.	1,200	0	0
0	0	0	**7600-04**	**Utilities - Water**	0	0	0
9,292	6,252	20,000	**7720-04**	**Repairs & Maintenance - Supplies** Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	20,000	0	0
20,163	12,336	20,000	**7720-06**	**Repairs & Maintenance - Equipment** Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	20,000	0	0

75 - WASTEWATER SERVICES FUND

Department : **78 - CONVEYANCE SYSTEMS**
Section : **320 - SANITARY**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
22,755	32,152	32,000	**7720-14**	**Repairs & Maintenance - Vehicles** Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	40,000	0	0
23,041	11,778	30,000	**7720-36**	**Repairs & Maintenance - Sanitary Sewer Mainline/Lateral** Routine repairs and maintenance of sewer mainlines, laterals, and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	30,000	0	0
0	30	10,000	**7750**	**Professional Services** Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	10,000	0	0
0	0	50	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	100	0	0
4,100	1,380	5,000	**7800**	**M & S Equipment** Conveyance System maintenance equipment.	5,000	0	0
96,799	**86,158**	**153,250**		**TOTAL MATERIALS AND SERVICES**	**158,300**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8710**	**Equipment**	0	0	0
0	0	0	**8850**	**Vehicles**	0	0	0
32,700	0	100,000	**9110-05**	**Sanitary Sewer Replacements - Mainline/Lateral** Preservation repair and replacement of sewer system mainlines and manholes.	100,000	0	0
32,700	**0**	**100,000**		**TOTAL CAPITAL OUTLAY**	**100,000**	**0**	**0**
654,317	**529,093**	**803,504**		***TOTAL REQUIREMENTS***	**881,453**	**0**	**0**

75 - WASTEWATER SERVICES FUND

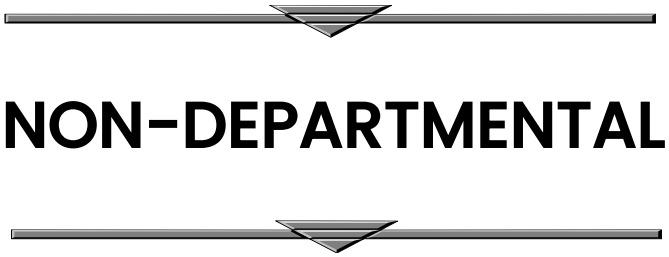
Department : **78 - CONVEYANCE SYSTEMS**
Section : **325 - STORM**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	25,000	**4546**	**American Rescue Plan** 13th and Galloway storm line work	100,000	0	0
0	**0**	**25,000**		**TOTAL INTERGOVERNMENTAL**	**100,000**	**0**	**0**
0	**0**	**25,000**		***TOTAL RESOURCES***	**100,000**	**0**	**0**

75 - WASTEWATER SERVICES FUND

Department : **78 - CONVEYANCE SYSTEMS**
Section : **325 - STORM**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	25,000	**7750-43**	**Professional Services - Stormwater**	200,000	0	0
			Description	Units / Amt/Unit / Total			
			ARPA - Design work on 13th & Galloway storm lines	1 / 100,000 / 100,000			
			Mercury TMDL	1 / 100,000 / 100,000			
0	**0**	**25,000**		**TOTAL MATERIALS AND SERVICES**	**200,000**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**9110-43**	**Sanitary Sewer Replacements - Storm Line Repairs**	100,000	0	0
			For Storm line repairs that are not in the street right of way.				
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**100,000**	**0**	**0**
0	**0**	**25,000**		***TOTAL REQUIREMENTS***	**300,000**	**0**	**0**



NON-DEPARTMENTAL

75 - WASTEWATER SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
7,720	1,409	0	**4545**	**Federal FEMA Grant**	0	0	0
0	22,485	0	**4546**	**American Rescue Plan**	0	0	0
-6,647	0	0	**4548**	**Coronavirus Relief Fund (CRF)**	0	0	0
1,074	**23,894**	**0**		**TOTAL INTERGOVERNMENTAL**	**0**	**0**	**0**
				CHARGES FOR SERVICES			
13,172	13,541	13,200	**5400-40**	**Property Rentals - House** Riverside Drive house rental income.	13,200	0	0
13,121	13,129	13,128	**5400-45**	**Property Rentals - Farm** Farm land lease on Water Reclamation Facility property.	13,171	0	0
10,831,413	10,726,556	10,750,000	**5520**	**Sewer User Charges** Monthly sewer charges based on water consumption and discharge loading.	11,000,000	0	0
94,473	79,454	91,000	**5530**	**Septage Fees** Dumping fees collected from haulers for septic tank and portable toilet waste.	100,000	0	0
10,952,179	**10,832,680**	**10,867,328**		**TOTAL CHARGES FOR SERVICES**	**11,126,371**	**0**	**0**
				MISCELLANEOUS			
15,436	10,459	15,000	**6310**	**Interest**	49,000	0	0
5,499	2,503	1,000	**6600**	**Other Income**	1,000	0	0
0	2,961	0	**6600-05**	**Other Income - Workers' Comp Reimbursement**	0	0	0
20,935	**15,923**	**16,000**		**TOTAL MISCELLANEOUS**	**50,000**	**0**	**0**
				TRANSFERS IN			
57,237	15,039	16,182	**6900-85**	**Transfers In - Insurance Services**	18,052	0	0

Description	Units	Amt/Unit	Total
Insurance Services Fund support of HR Manager position	1	18,052	18,052

57,237	**15,039**	**16,182**		**TOTAL TRANSFERS IN**	**18,052**	**0**	**0**
11,031,424	**10,887,535**	**10,899,510**		***TOTAL RESOURCES***	**11,194,423**	**0**	**0**

75 - WASTEWATER SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
7,386	19,810	40,000	**7500**	**Credit Card Fees**	16,200	0	0
0	39,566	34,000	**7750**	**Professional Services** New billing charges from W&L. software charges, mail processing fees, and collection fees.	54,000	0	0
0	0	0	**7780-40**	**Contract Services - Billing** McMinnville Water & Light new customer service charges, accountant costs, and management fees.	77,000	0	0
522,027	554,491	644,000	**8227**	**Franchise Fee expense** Wastewater utility will pay a 6% franchise fee, up from 5% in FY2021-22.	676,000	0	0
20,000	19,920	20,000	**8229**	**Customers Helping Customers matching funds**	20,000	0	0
549,413	**633,787**	**738,000**		**TOTAL MATERIALS AND SERVICES**	**843,200**	**0**	**0**
				TRANSFERS OUT			
359,141	367,708	436,227	**9700-01**	**Transfers Out - General Fund**	601,532	0	0

Description	Units	Amt/Unit	Total
Wastewater Services Fund support of Engineering operations.	1	84,935	84,935
Engineering, Admin, & Finance personnel services support.	1	516,597	516,597

6,177,497	6,013,408	6,154,866	**9700-77**	**Transfers Out - Wastewater Capital** Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.	6,308,224	0	0

Description	Units	Amt/Unit	Total
Ratepayer contribution for FY24	1	6,308,224	6,308,224

46,222	55,851	59,995	**9700-80**	**Transfers Out - Information Systems**	65,343	0	0

Description	Units	Amt/Unit	Total
Information Systems personnel services support.	1	65,343	65,343

6,582,860	**6,436,967**	**6,651,088**		**TOTAL TRANSFERS OUT**	**6,975,099**	**0**	**0**
				CONTINGENCIES			
0	0	900,000	**9800**	**Contingencies**	900,000	0	0
0	**0**	**900,000**		**TOTAL CONTINGENCIES**	**900,000**	**0**	**0**
				ENDING FUND BALANCE			
0	0	0	**9975-05**	**Designated End FB - WW Svc Fd - Sewer A/R** Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30	0	0	0

75 - WASTEWATER SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
3,934,952	3,816,781	1,918,763	**9999 Unappropriated Ending Fd Balance** Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budge year operations	438,690	0	0
3,934,952	**3,816,781**	**1,918,763**	**TOTAL ENDING FUND BALANCE**	**438,690**	**0**	**0**
11,067,225	**10,887,535**	**10,207,851**	***TOTAL REQUIREMENTS***	**9,156,989**	**0**	**0**

75 - WASTEWATER SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
14,730,683	**14,822,487**	**14,663,255**	***TOTAL RESOURCES***	**14,579,469**	**0**	**0**
14,730,683	**4,155,179**	**14,663,255**	***TOTAL REQUIREMENTS***	**14,579,469**	**0**	**0**

WASTEWATER CAPITAL FUND

Budget Highlights

- Based on the latest review of our Wastewater financial plan by Galardi Rothstein Group, we will need to increase sewer rates by 2.5 percent plus 1% for the increased Franchise fee for a total of 3.5% for the 2023-2024 fiscal year.
- $ 14,000,000 Construction of the Solids Treatment Capacity Improvements project.
- $ 3,000,000 – Design and construction of the upgrade to the Water Reclamation Facility Administration Building.
- $2,000,000 – Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- $ 1,000,000 – Planned major equipment replacement projects, including the addition of an emergency generator at the Cozine Pump Station, Conveyance dump truck, York Chiller replacement; Cozine pump #1 replacement.
- $ 1,000,000 – Water Reclamation Facility & Conveyance Master Plan updates
- $ 6,308,224 – Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2017 Wastewater Services Financial Plan.
- $ 1,403,121 – Interfund borrowing to the General Fund in support to a variety of capital projects with a 5-year payback plan which will return a premium on the Wastewater Capital Fund's interest earned on cash balances held in the local government investment pool (LGIP). See the Debt section of the Financial Overview for more details.
- $ 4,287,320 – Inter-agency operating loan to the McMinnville Fire District to support its operations in the six-month period prior to the disbursements of property tax in November 2023, should the voters approve the ballot measure. The loan will be paid back in full by Dec 31, 2023, with interest set at a premium over the LGIP's interest rate.

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

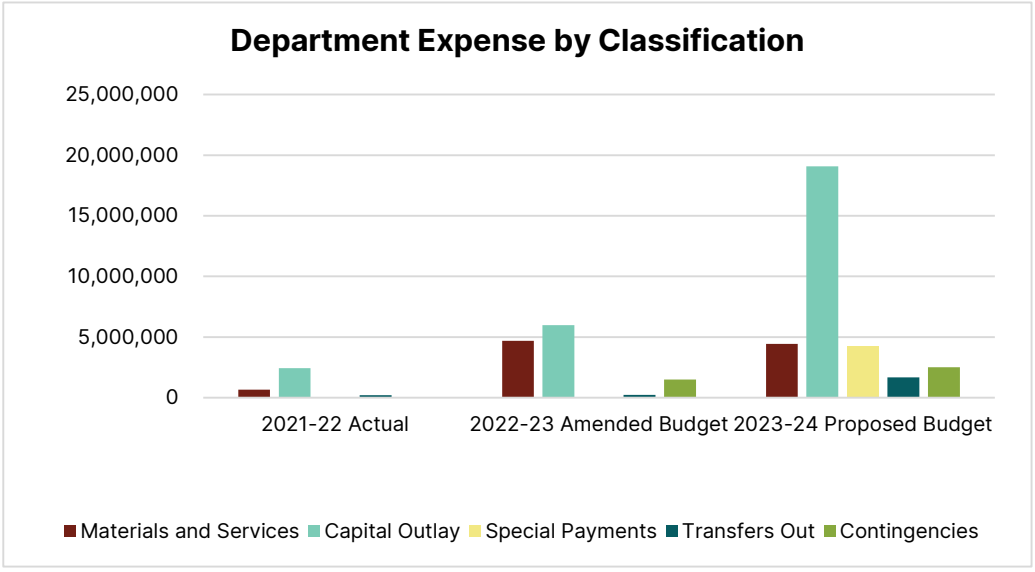
- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Review and upgrading the Master Plans for the Water Reclamation Facility, Conveyance System, and Storm System as it relates to the new Urban Growth Boundary Expansion.

The City continues to invest in upgrades to the public sanitary sewer system in 2023-24 by installing a generator at the Cozine Pump Station, which is the final generator needed to complete our redundant power requirements.

Wastewater Capital Fund

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	36,194,306	38,427,599	41,211,165	2,783,566
Charges for Services	765,242	550,000	600,000	50,000
Intergovernmental	0	0	4,455,328	4,455,328
Miscellaneous	167,315	237,500	762,500	525,000
Transfers In	6,171,039	6,312,498	6,388,951	76,453
Revenue Total	**43,297,903**	**45,527,597**	**53,417,944**	**7,890,347**
Expenses				
Materials and Services	660,830	4,682,000	4,431,800	(250,200)
Capital Outlay	2,423,568	5,975,000	19,065,000	13,090,000
Special Payments	0	0	4,287,320	4,287,320
Transfers Out	211,100	229,238	1,671,854	1,442,616
Contingencies	0	1,500,000	2,500,000	1,000,000
Expenses Total	**3,295,498**	**12,386,238**	**31,955,974**	**19,569,736**
Ending Fund Balance	40,002,405	33,141,359	21,461,970	(11,679,389)



Wastewater Capital Fund

Historical Highlights

1969 Voters approve $710,000 six-year sewage disposal general obligation bond issue.

1987 Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.

1992 April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance.

1992 August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program.

1993 December 1993, $10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility.

1994 January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves.

1994 February 1994, $28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.

1995 New Water Reclamation Facility and Raw Sewage Pump Station complete.

1996 Major repair and replacement of Cozine Trunk Line and Pump Station complete.

2000 July 2000, $3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.

2000 Spending reaches an estimated $54 million on the WRF construction, pump station improvements, and collection system repairs.

2001 Evans Street Sewer Reconstruction Project complete.

2002 High School Basin Sewer Reconstruction Project complete.

2003 Three Mile Lane Pump Station #1 Replacement Project complete.

2004 February 2004, $23,6980,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~$2,200,000.

2004 May 2004, City completes 2004 Sewer Rate Equity Review and City Council passes Resolution 2004 – 13 revising sewer user fees and sewer SDCs – rates set to achieve $7.5 million capital reserve in 10 years for future Water Reclamation Facility expansion.

2005 Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.

2006 The City Council adopted a new sanitary sewer system development charge rate of $2,808 per equivalent dwelling unit.

2007 The City Council adopted a new sanitary sewer system development charge rate of $2,870 per equivalent dwelling unit.

2009 DEQ approves the WRF Facilities Plan.

2009 The Elm Street Sewer Rehabilitation Project was completed.

2010 The Saylor's Addition and High School Basin Sewer Rehabilitation projects were completed.

2012 The Downtown Basin Sewer Rehabilitation project was completed.

2013 Design work begins for the expansion of the WRF

2016 Construction of the WRF Expansion is completed.

The final project cost of ~$13-million was ~ $2.5-million less than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master plan. The City was awarded a "2016 Project of the Year" award by the Oregon Chapter of the American Public Works Association (OR APWA) for the project work.

2020 The 12th Street Sanitary Sewer Rehabilitation Project was completed.

2020 Design Work begins for the Biosolids Storage and Grit System Expansion Project.

2021 Emergency Stand-by Generators are installed at the Water Reclamation Facility and Raw Sewage Pump Station.

2022 Completed the design work for the Solids Treatment Capacity Improvement Project, which will help increase our solids processing capacity and improve the quality and odor of our biosolids.

77 - WASTEWATER CAPITAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
2,855,600	2,531,000	2,226,800	**4077-99**	**Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve**	1,878,600	0	0
29,351,857	33,663,306	36,200,799	**4090**	**Beginning Fund Balance** Estimated July 1 undesignated carryover from prior year 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.	39,332,565	0	0
32,207,457	**36,194,306**	**38,427,599**		**TOTAL BEGINNING FUND BALANCE**	**41,211,165**	**0**	**0**
				INTERGOVERNMENTAL			
0	0	0	**5080-05**	**Inter-Agency Loan Repayment - Principal**	4,364,222	0	0

Description	Units	Amt/Unit	Total
Payment on 2021 Fire Defibrillators	1	53,247	53,247
Payment on 2021 Fire vehicle & air compressor	1	23,655	23,655
Payment on 6 month bridge loan	1	4,287,320	4,287,320

0	0	0	**5080-10**	**Inter-Agency Loan Repayment - Interest**	91,106	0	0

Description	Units	Amt/Unit	Total
Payment 6 month bridge loan	1	91,106	91,106

0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**4,455,328**	**0**	**0**
				CHARGES FOR SERVICES			
519,909	765,242	550,000	**5500**	**System Development Charges** Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system.	600,000	0	0
519,909	**765,242**	**550,000**		**TOTAL CHARGES FOR SERVICES**	**600,000**	**0**	**0**
				MISCELLANEOUS			
224,957	156,165	225,000	**6310**	**Interest**	750,000	0	0
0	0	2,500	**6500-05**	**Private Sewer Lateral - Loan Repayment** Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	0	0
8,350	11,150	10,000	**6500-10**	**Private Sewer Lateral - Penalty** Property owner penalty of $50 per month when owner fails to repair private sewer lateral. Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.	10,000	0	0

77 - WASTEWATER CAPITAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**6600**	**Other Income**	0	0	0
233,307	**167,315**	**237,500**		**TOTAL MISCELLANEOUS**	**762,500**	**0**	**0**
				TRANSFERS IN			
6,177,497	6,013,408	6,154,866	**6900-75**	**Transfers In - Wastewater Services**	6,308,224	0	0
				Transfer from the Wastwater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.			
				Description / Units / Amt/Unit / Total			
				Ratepayer contribution for FY24 / 1 / 6,308,224 / 6,308,224			
37,312	157,631	157,632	**6901-01**	**Transfers In - Interfund Debt - General Fund**	80,727	0	0
				Description / Units / Amt/Unit / Total			
				Payment on 2021 Police vehicles -3 / 1 / 37,699 / 37,699			
				Payment on 2021 Police audio visual equipment / 1 / 5,716 / 5,716			
				Payment on 2020 Police vehicles - 3 / 1 / 37,312 / 37,312			
6,214,809	**6,171,039**	**6,312,498**		**TOTAL TRANSFERS IN**	**6,388,951**	**0**	**0**
39,175,483	**43,297,903**	**45,527,597**		***TOTAL RESOURCES***	**53,417,944**	**0**	**0**

77 - WASTEWATER CAPITAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
15,782	10,297	20,000	**7750**	**Professional Services**	20,000	0	0
0	0	16,000	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	5,800	0	0
0	0	1,100,000	**7770-05**	**Professional Services - Projects - Master Plan Update** Conveyance and WRF Master Plan Update.	1,000,000	0	0
183,054	0	0	**7770-40**	**Professional Services - Projects - Grit System Expansion**	0	0	0
0	633,108	2,000,000	**7770-41**	**Professional Services - Projects - Solids Treatment Capacity improv** Engineering services for the construction of an additional biosolids storage tank.	2,000,000	0	0
4,807	0	0	**7770-44**	**Professional Services - Projects - Filtration System Expansion**	0	0	0
12,360	11,880	0	**7770-49**	**Professional Services - Projects - 3 Mile Ln Bridge Force Main** Engineering services for the installation of a 16" diameter sanitary sewer force main on ODOT's new 3-mile Lane Bridge.	50,000	0	0
27,380	1,935	340,000	**7770-57**	**Professional Services - Projects - I&I Reduction Design** Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.	350,000	0	0
0	1,045	1,200,000	**7770-59**	**Professional Services - Projects - Admin Building Addition/Upgrade** Design services for Admin building project	1,000,000	0	0
2,000	2,565	3,500	**8230**	**Private Sewer Lateral Repair Incentive** Private Sewer Lateral Repair Incentive Program - maximum of $250 per private lateral repair completed within 90 days of Notice of Defect.	3,500	0	0
0	0	2,500	**8240-10**	**Private Sewer Lateral Loans - Low Income Loans** "Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	0	0
245,384	**660,830**	**4,682,000**		**TOTAL MATERIALS AND SERVICES**	**4,431,800**	**0**	**0**
				CAPITAL OUTLAY			
761,795	476,140	1,100,000	**8710**	**Equipment** Planned major equipment replacement at the WRF and/or system pump stations.	1,000,000	0	0

Description	Units	Amt/Unit	Total
Cozine generator	1	300,000	300,000
Shop truck	1	100,000	100,000
Combination/hyrdro cleaning truck	1	600,000	600,000

427,864	1,947,428	1,460,000	**9120-25**	**Sewer Construction - I&I Reduction Projects** Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).	2,000,000	0	0

77 - WASTEWATER CAPITAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**9120-40**	**Sewer Construction - Grit System Expansion**	0	0	0
0	0	2,000,000	**9120-41**	**Sewer Construction - Solids Treatment Capacity Improv** Construction on the Solids Capacity Improvement Project.	14,000,000	0	0
0	0	0	**9120-44**	**Sewer Construction - Filtration System Expansion**	0	0	0
807,596	0	100,000	**9120-49**	**Sewer Construction - 3 Mile Ln Bridge Force Main** Funding for any additional work on the 3 Mile Bridge Force Main.	50,000	0	0
0	0	1,300,000	**9120-59**	**Sewer Construction - Admin Building Addition/Upgrade**	2,000,000	0	0
0	0	15,000	**9150-10**	**Developer Reimbursement - Sanitary Sewer** Reimbursement to commercial and subdivision developers for sewer pipe constructed with extra capacity over what the developer requires which benefits the future growth requirements of the city.	15,000	0	0
1,997,255	**2,423,568**	**5,975,000**		**TOTAL CAPITAL OUTLAY**	**19,065,000**	**0**	**0**
				SPECIAL PAYMENTS			
0	0	0	**9395**	**Inter-Agency Loan** Loan to new McMinnville Fire District to cover 6 months of expenses until property tax revenue is received.	4,287,320	0	0
0	**0**	**0**		**TOTAL SPECIAL PAYMENTS**	**4,287,320**	**0**	**0**
				TRANSFERS OUT			
168,476	211,100	229,238	**9700-01**	**Transfers Out - General Fund**	268,733	0	0

Description	Units	Amt/Unit	Total
Wastewater Capital Fund support of Engineering operations.	1	39,951	39,951
Engineering, Admin, & Finance personnel services support.	1	228,782	228,782

570,061	0	0	**9701-01**	**Transfers Out - Interfund Debt - General Fund** See details in general fund, no departmental 01-99-6901-77. FY24 loans at 4.25% to be repaid in equal payments FY25 until FY29	1,403,121	0	0
738,537	**211,100**	**229,238**		**TOTAL TRANSFERS OUT**	**1,671,854**	**0**	**0**
				CONTINGENCIES			
0	0	1,500,000	**9800**	**Contingencies**	2,500,000	0	0
0	**0**	**1,500,000**		**TOTAL CONTINGENCIES**	**2,500,000**	**0**	**0**
				ENDING FUND BALANCE			
2,531,000	2,226,800	1,878,600	**9977-99**	**Designated End FB - WW Cap Fd - PERS Refinancing Reserve**	1,506,300	0	0

77 - WASTEWATER CAPITAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
33,663,306	37,775,605	31,262,759	**9999 Unappropriated Ending Fd Balance** Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	19,955,670	0	0
36,194,306	**40,002,405**	**33,141,359**	**TOTAL ENDING FUND BALANCE**	**21,461,970**	**0**	**0**
39,175,482	**43,297,903**	**45,527,597**	***TOTAL REQUIREMENTS***	**53,417,944**	**0**	**0**

77 - WASTEWATER CAPITAL FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
39,175,483	**43,297,903**	**45,527,597**	***TOTAL RESOURCES***	**53,417,944**	**0**	**0**
39,175,482	**43,297,903**	**45,527,597**	***TOTAL REQUIREMENTS***	**53,417,944**	**0**	**0**

INFORMATION SYSTEMS & SERVICES FUND

Budgeted Computer Equipment – By Department

Budget Highlights

- The 2023-24 proposed budget does not include any changes in personnel. With ongoing events and continuing budget uncertainties, efforts will continue to focus on enabling a mobile workforce, efficiently matching resources with services and servicing infrastructure equipment maintenance needs.
- Considering the increasing complexity of organizational software needs, increased cybersecurity initiatives, information security requirements, mobile deployment and audio/visual support, it is very likely that the Information Services department will need to expand either in terms of additional FTE or Professional Services investment.
- Information Systems will continue to pursue the philosophy of engaging professional services for high-skill, low frequency projects to keep up with rapid technological changes.
- Information Systems will also continue to strengthen our data and network security position, using computer security awareness training, phishing tests and training tools that equip employees with knowledge of common threats and best computer security practices.

New Programs, Projects, or Equipment:

- Coordinate all technology design and deployment included with the formation of the new Fire District including network, email, desktop and mobile computers, etc.
- Replace half the Police Department's fleet of in-car mobile data terminals with upgraded technology to keep up with increased in-car demands of electronic ticketing and in-car video.
- Upgrade the City's aging Public Works core software package, including interfaces with Engineering and Wastewater services to track work orders, fleet management and infrastructure details.
- Internal IS projects for 2023-24 include scheduled replacements of core virtual infrastructure servers, replacing an end-of-life large scale storage array, and upgrading core network technology to keep pace with industry standards.
- Continue to leverage ARPA dollars for investments into hybrid meeting technology to improve public engagement in all City conference rooms and buildings.
- Assist several departments with software migrations, installations and upgrades including upgrades to the Police Records Management system, Human Resources/Finance integration and automatic Court appointment notification software.
- Continued extension into cloud based and hosted processing in both departmental applications and services as well as infrastructure and authentication. Following industry trends as web based software continues to grow along with service security and reliability.
- Continue initiative for redundancy and continuity of operations for our computer systems. Ensure proper backup standards are followed and implement strategies to combat phishing ransomware type attacks, while working with departments on contingency planning and practicing restoration and recovery efforts in different scenarios.

- Move towards policy based guidance in all areas of service – develop effective, workable policies around IT processes to promote standards of work and procedures to run City business more smoothly.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support – both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

Future Challenges and Opportunities

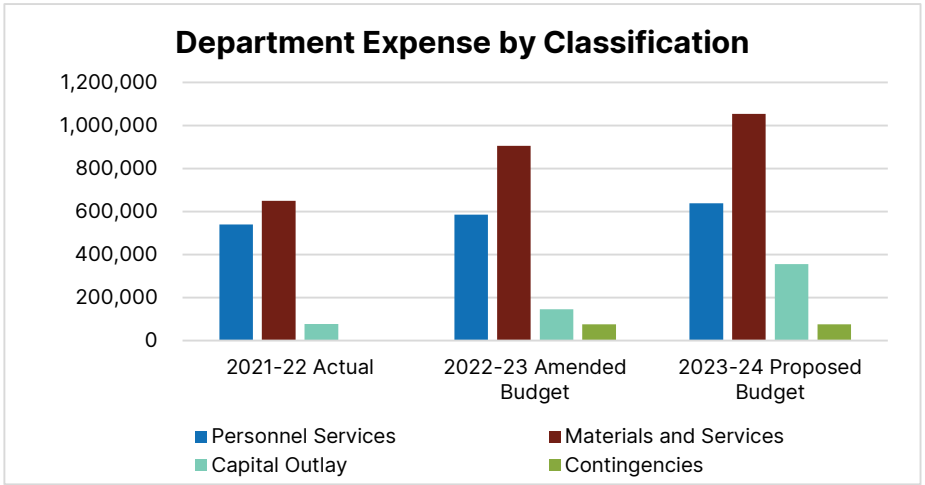
- Partner with City Departments to provide internal and external services support – look toward improved budget forecasting and reporting tools, dashboards for City metrics and information sharing, training opportunities, and others as needs are assessed and explored.
- Continue to mobilize our workforce and support City employees in every scenario – working from home, on-site, or a variety of hybrid situations.
- Continue deployment of Office 365 technology to deploy intranet sites, extend team communication and collaboration tools, and support remote and mobile office technologies.
- Embrace and extend remote work tools wherever possible throughout the City – training, collaboration, mobile work and service delivery.
- 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.
- Continue to support Public Safety partners as we pilot new technologies for our Police Department and as our Fire department integrates and extends mobile and data service partnerships to other local agencies or possible redistricting.

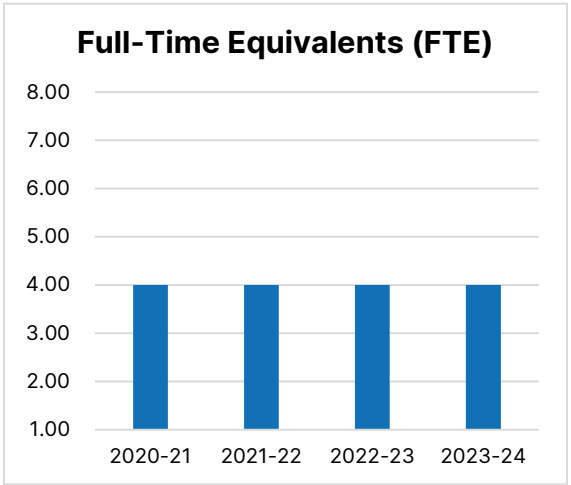
Information Systems & Svcs Fund

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	165,506	158,192	174,379	16,187
Charges for Services	683,440	851,580	990,258	138,678
Intergovernmental	76,815	199,000	494,858	295,858
Miscellaneous	787	1,200	3,500	2,300
Transfers In	547,990	584,698	540,678	(44,020)
Revenue Total	**1,474,539**	**1,794,670**	**2,203,673**	**409,003**
Expenses				
Personnel Services	539,896	585,698	637,684	51,986
Materials and Services	649,764	905,580	1,053,160	147,580
Capital Outlay	77,572	145,000	356,000	211,000
Contingencies	0	75,000	75,000	0
Expenses Total	**1,267,232**	**1,711,278**	**2,121,844**	**410,566**
Ending Fund Balance	207,307	83,392	81,829	(1,563)

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	4.00	4.00	4.00	4.00





City of McMinnville
ADMINISTRATION

Information Systems & Services Fund

Historical Highlights

1993 City's first Information Systems Manager hired.

1995 Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.

1995 First system administrative specialist hired to help with expanding City IS needs.

1996 City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!

1998 City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.

2001 McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.

2002 IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide.

2003 Partnership formed with Yamhill County for management of IS services; City director position eliminated.

2004 Physical location of IS Department moved from Fire Station to Community Center.

2005 Completed move of all City telephones back onto City-County telephone system.

2006 Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state.

2006 Completion of new computer equipment room with backup generator in Community Center.

2006 Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.

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

2007 Partnered with Yamhill County assuming project management and problem resolution of the City public safety radio system.

2008 Supported the project of moving all communications for the City to the new Public Safety Building.

2009 Began implementation of redundant server strategy for "hot" site backup of City applications.

2010 Began utilizing virtual server technology and moved to Storage Area Network devices.

2011 Development of an IS strategic plan.

2011 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.

2016 Implemented 'next-gen' network firewall technology for increased security and network performance.

2016 Completed overhaul of City's website.

2016 Replaced City's network storage array to handle increased data storage demand, especially video.

2018 90% of all City computers upgraded to Windows 10.

2019 Partnered with Yamhill County to consolidate legacy phone systems into one combined modernized VoIP (Voice-over-IP) system.

2020 Moved the City to a mobile workforce where over 80% of city employees were able to work remotely using rapidly deployed mobile meeting tools, work-from-home hardware setups and VPN connectivity from anywhere.

2020 Upgraded the City to Microsoft Office 365.

2022 Physical location of IS Department moved from Community Center to the Police Department.

2023 Updated website to include new technology and City branding, continued adding hybrid meeting technology to City meeting rooms.

Fund - Department	Computer Equipment	$s	Department Total
Administration, City Manager			
01-01-002	Adobe Creative Cloud	1,300	
	Adobe Indesign	400	
	New monitors - CC. NA (3)	750	
	Office 365 licensing (4)	1,050	
			3,500
Administration, City Council			
01-01-005			
	Replace Presentation Laptop	1,500	
	Replace Control iPads (2)	1,200	
	New monitor - CC	250	
	Office 365 licensing (7)	1,850	
			4,800
Administration, Legal			
01-01-008	Office 365 licensing (2)	530	
			530
Administration, Human Resources			
01-01-012	Adobe Pro Licensing (2)	400	
	Office 365 licensing (2)	530	
	New Computer / Monitors	3,500	
			4,430
Finance			
01-03-013	Printer maintenance - Lexmark	300	
	Adobe Pro Licensing (5)	1,000	
	Adobe Indesign	400	
	Scanner Replacement	1,000	
	Office 365 licensing (7)	1,850	
	DebtBook Renewal	5,000	
			9,550

Fund - Department		Computer Equipment	$s	Department Total
Engineering				
	01-05	ESRI Software - 17 %	2,500	
		Hansen Software - 25 %	4,000	
		Hansen Upgrade - 25%	27,500	
		AutoCAD - 66%	3,000	
		Plotter maintenance	1,200	
		Adobe Licenses (2)	400	
		Office 365 licensing (11)	2,900	
		Replacement Desktop (LA)	1,500	
		New Laptop for GIS	3,500	
		1/3 Replacement Share of Front Counter / Conference Room Laptops	1,500	
				48,000
Community Development Admininistration				
	01-07-001	Adobe Pro Licensing (1)	200	
		Office 365 licensing	260	
				460
Community Development Current				
	01-07-025	ESRI Software - 12.5 %	1,250	
		Adobe Indesign	400	
		Desktop Replacement + Monitor	1,750	
		1/3 Replacement Share of Front Counter / Conference Room Laptops	1,500	
		AutoCAD Maintenance	750	
		GIS Tech/Licensing 50%	3,000	
		Adobe Pro Licensing (1)	200	
		Office 365 licensing (2)	530	
				9,380

Fund - Department	Computer Equipment	$s	Department Total
Community Development Long Range			
01-07-028	ESRI Software - 12.5 %	1,250	
	AutoCAD Maintenance	750	
	GIS Tech/Licensing 50%	3,000	
	Adobe Pro Licensing (1)	200	
	Office 365 licensing (2)	530	
			5,730
Community Development Code Enforcement			
01-07-031			
	Replacement Laptops (2) - NM, DR	6,000	
	Office 365 licensing (2)	530	
			6,530
Community Development Economic Development			
01-07-035	Adobe Pro Licensing (1)	200	
	Office 365 licensing (1)	260	
			460
Police			
01-11-040			
	Adobe Pro Licensing (10)	2,000	
	Data 911 MDT Maintenance	11,000	
	Office 365 licensing(54)	14,000	
	OnQ Maintenance	21,500	
	Netmotion Maint - 50%, shared with Fire Dept, AMB	3,400	
	CS Maintenance	26,500	
	E-ticketing maintenance - 67%, shared with Muni Court	9,400	
	WebLEDS maintenance	1,200	
	Desktop/Mobile replacements	6,000	
	Replacement MDTs (capital)	50,000	
	Power DMS software	5,000	
	New Monitors	3,000	
	New Printers (2)	2,000	
	RMS Server Rehost	15,000	
	Spare Zebra mobile printers (5)	5,000	
	InTime Software	17,400	
	MDT Repair	2,000	
			194,400

Fund - Department	Computer Equipment	$s	Department Total
Municipal Court			
01-13-060			
	E-ticketing maintenance - 33%, shared with Police Dept	5,400	
	Caselle Utils/Integration	5,000	
	Caselle Maintenance	6,000	
	Notification Software	1,500	
	Replacement Monitors (6)	1,500	
	Office 365 licensing(4)	1,050	
			20,450
Park & Rec Administration			
01-017-001			
	WhenToWork software	600	
	Activenet maintenance	1,440	
	Activenet Mobile	14,000	
	Office 365 licensing (1)	260	
			16,300
Park & Rec Aquatic Center			
01-17-087			
	Office 365 licensing (5)	1,320	
	Desktop Replacement (1)	1,500	
	Activenet maintenance	1,440	
	Activenet Peripherals	1,500	
			5,760
Park & Rec Community Center			
01-17-090			
	Office 365 licensing (5)	1,320	
	Activenet maintenance	1,440	
	Activenet Peripherals	1,000	
			3,760
Park & Rec Recreational Sports			
01-17-096			
	Activenet maintenance	1,440	
	Office 365 licensing (1)	260	
			1,700
Park & Rec, Senior Center			
01-17-099	Projector	1,500	
	Activenet Peripherals	1,000	
	Activenet maintenance	1,440	
	Office 365 licensing (2)	530	
			4,470

Fund - Department		Computer Equipment	$s	Department Total
Park Maintenance				
	01-19			
		ESRI Software - 17%, shared with Bldg, Comm Dvlpmt, Eng, Street, WWS	2,500	
		Hansen Software Maintenance- 25%, shared with Street, Eng, WWS	4,000	
		Hansen Upgrade - 25%, shared with Eng, Street, WWS	27,500	
		Facilities Computer/Licensing	3,500	
		Desktop replacement (1) - 50%, shared with Street - JQ	600	
		Adobe Pro licensing (2)	400	
		Office 365 licensing (5.5)	1,450	
		Discovery Network connection	1,500	
				41,450
Library				
	01-21	Office 365 licensing(21)	5,800	
		Adobe Pro Licensing (1)	200	
		Replacement Computers (3)	4,500	
		New Monitors (10)	2,500	
				13,000
Affordable Housing				
	08	Desktop & licensing - new position	6,000	
				6,000
Street				
	20	Street Saver software	4,500	
		ESRI Software - 17%, shared with Bldg, Comm Dvlpmt, Eng, Park Maint, WWS	2,500	
		Desktop replacement (1) - 50%, shared with Park Maint - JQ	600	
		Adobe Pro licensing (2)	400	
		Hansen Software Maintenance - 25%, shared with Eng, Park Maint, WWS	4,000	
		Hansen Upgrade - 25%, shared with Eng, Park Maint, WWS	27,500	
		Office 365 licensing (5.5)	1,450	
				40,950
Airport				
	25	Adobe Pro license	200	
				200

Fund - Department		Computer Equipment	$s	Department Total
Park Development				
	50			
		ESRI License & Maintenance	1,980	
				1,980
Building				
	70	Office 365 licensing (4)	1,060	
		ESRI Software - 17 %	2,500	
		1/3 Replacement Share of Front Counter / Conference Room Laptops	1,500	
		Accela Peripherals	1,000	
				6,060
Wastewater Services				
	75-01	Dept Specific software	23,500	
		Hansen Software Maintenance - 25%, shared with Eng, Park Maint, Street	4,000	
		ESRI Software - 17%, shared with Bldg, Comm Dvlpmt, Eng, Park Maint, Street	2,500	
		Hansen Upgrade - 25%, shared with Eng, Park Maint, Street	27,500	
		Cradlepoint Maintenance	350	
		Adobe Pro Licensing (2)	400	
		Office 365 licensing (20)	5,800	
		Desktops (2) - RC, Collections, Mobiles (1) - LK	8,600	
				72,650
ARPA (not distributed)				
	7794-97			
		CitizenLab (iheartmac.org) Renewal	12,500	
		FAMS - Financial Modeling software Renewal	6,180	
		NeoGov - Learn Module & Licensing	12,000	
				30,680

Fund - Department	Computer Equipment	$s	Department Total
IS equipment for McMinnville Fire District (Fire Admin & Ops)			
	MDT Replacements-3 (capital)	12,000	
	Lexipol policy software	5,000	
	Mobile replacements - EOC (2)	5,000	
	Mobile Laptop - SC	3,000	
	ESO Maint - 100% RMS, 50% Personnel - shared with AMB	10,000	
	Netmotion maintenance 25% - shared with AMB, Police Dept	1,800	
	CS Maint-65%, shared with AMB	6,200	
	Target software maintenance 50% shared with AMB	4,100	
	Fire Inspection software maint	2,500	
	Cradlepoint maintenance	2,400	
	Office 365 licensing (26)	6,800	
	AV Equipment for Fire Station - 50%, shared with FD	5,000	
	Laptops for new fire district board members - 50%, shared with FD	5,000	
	Laptops/workstatons for new fire district personnel - 50%, shared with AMB	3,500	
			72,300
IS equipment for McMinnville Fire District (Ambulance)			
	Office 365 licensing (26)	6,800	
	MDT Replacements -3 (capital)	10,000	
	Replacements - 1 Desktop, 1 laptop	4,500	
	Upstairs Printer/Scanner	1,000	
	ESO Inventory Module	5,000	
	ESO Chart Maintenance	12,500	
	Netmotion maintenance 25% - shared with PD, FD	1,800	
	CS Maintenance-35%, shared with FD	3,000	
	ESO Personnel Maintenance-50% shared with FD	1,500	
	Target software maintenance - 50%, shared with FD	4,100	
	AV Equipment for Fire Station - 50%, shared with FD	5,000	
	Laptops for new fire district board members - 50%, shared with FD	5,000	
	Laptops/workstatons for new fire district personnel - 50%, shared with FD	3,500	
	Cradlepoint Maintenance	2,400	
	Respond Billing Maintenance	8,000	
	R12 peripherals	2,000	
			76,100
		Total	**701,580**

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
15,075	15,075	15,075	**4080-15 Designated Begin FB-Info Sys Fd - Financial System Reserve** July 1 carryover from prior year reserved for future City financial system software improvements	15,075	0	0
196,697	150,431	143,117	**4090 Beginning Fund Balance** Estimated July 1 undesignated carryover from prior year	159,304	0	0
211,772	**165,506**	**158,192**	**TOTAL BEGINNING FUND BALANCE**	**174,379**	**0**	**0**
			INTERGOVERNMENTAL			
0	76,815	199,000	**4546 American Rescue Plan** Continued investment into remote technology, audio/visual gear for meeting rooms, ARPA funded software	50,680	0	0
152,672	0	0	**4548 Coronavirus Relief Fund (CRF)**	0	0	0
0	0	0	**5029 McMinnville Fire District** I.S. personnel services, materials & services, and equipment provided to McMinnville Fire District	444,178	0	0

Description	Units	Amt/Unit	Total
Professional Services - to support start-up of new fire district	1	100,000	100,000
Materials & Supplies - shared costs	1	78,717	78,717
Software Maint & Rental Contracts-Fire (details in acct 7794-30)	1	38,800	38,800
Software Maint & Rental Contracts-Amb (details in acct 7794-95)	1	45,100	45,100
Mobile Replacements - EOC (2)	2	2,500	5,000
Replacement Laptop	1	3,000	3,000
Laptops - new district board members	5	2,000	10,000
Laptops - new personnel to support start-up of new fire district	2	3,500	7,000
Computer Replacements	2	2,250	4,500
Upstairs Printer/Scanner	1	1,000	1,000
R12 Peripherals	1	2,000	2,000
Capital Outlay - IS shared costs	1	21,105	21,105
Replacement MDTs (3)	1	22,000	22,000
Personnel Services Fire/Amb allocation	1	95,956	95,956
Audio Visual for fire station board room	1	10,000	10,000

152,672	**76,815**	**199,000**	**TOTAL INTERGOVERNMENTAL**	**494,858**	**0**	**0**

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				CHARGES FOR SERVICES			
531,933	584,292	740,391	**6000-01**	**Charges for Equipment & Services - General Fund** Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs.	795,711	0	0
0	0	0	**6000-08**	**Charges for Equipment & Services - Affordable Housing Fund**	6,000	0	0
16,453	16,949	25,466	**6000-20**	**Charges for Equipment & Services - Street Fund**	51,508	0	0
0	0	0	**6000-25**	**Charges for Equipment & Services - Airport**	2,120	0	0
0	0	0	**6000-50**	**Charges for Equipment & Services - Park Development**	1,980	0	0
10,473	21,025	13,399	**6000-70**	**Charges for Equipment & Services - Building Fund**	19,977	0	0
54,738	61,174	72,324	**6000-75**	**Charges for Equipment & Services - Wastewater Services Fund**	112,962	0	0
0	0	0	**6000-79**	**Charges for Equipment & Services - Ambulance Fund**	0	0	0
613,597	**683,440**	**851,580**		**TOTAL CHARGES FOR SERVICES**	**990,258**	**0**	**0**
				MISCELLANEOUS			
1,247	787	1,200	**6310**	**Interest**	3,500	0	0
84	0	0	**6600**	**Other Income**	0	0	0
1,332	**787**	**1,200**		**TOTAL MISCELLANEOUS**	**3,500**	**0**	**0**
				TRANSFERS IN			
408,038	470,219	501,315	**6900-01**	**Transfers In - General Fund**	449,869	0	0
				Description: Information Systems personnel services support. — Units: 1 — Amt/Unit: 449,869 — Total: 449,869			
9,464	10,960	11,694	**6900-20**	**Transfers In - Street**	12,733	0	0
				Description: Information Systems personnel services support. — Units: 1 — Amt/Unit: 12,733 — Total: 12,733			
9,464	10,960	11,694	**6900-70**	**Transfers In - Building**	12,733	0	0
				Description: Information Systems personnel services support. — Units: 1 — Amt/Unit: 12,733 — Total: 12,733			
46,222	55,851	59,995	**6900-75**	**Transfers In - Wastewater Services**	65,343	0	0
				Description: Information Systems personnel services support. — Units: 1 — Amt/Unit: 65,343 — Total: 65,343			
0	0	0	**6900-99**	**Transfers In - McMinnville Fire District Fund**	0	0	0
473,188	**547,990**	**584,698**		**TOTAL TRANSFERS IN**	**540,678**	**0**	**0**

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,452,561	1,474,539	1,794,670	***TOTAL RESOURCES***	2,203,673	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-1,053	2,549	0	**7000**	**Salaries & Wages**	0	0	0
321,433	345,843	376,441	**7000-05**	**Salaries & Wages - Regular Full Time** Information Systems Director - 1.00 FTE Information Services Administrator - 1.00 FTE Information Services Specialist - 2.00 FTE	406,031	0	0
0	166	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
3,159	1,191	5,000	**7000-20**	**Salaries & Wages - Overtime** For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	8,000	0	0
2,400	2,400	2,400	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	2,400	0	0
-333	795	0	**7300**	**Fringe Benefits**	0	0	0
19,717	21,130	23,223	**7300-05**	**Fringe Benefits - FICA - Social Security**	25,194	0	0
4,611	4,942	5,566	**7300-06**	**Fringe Benefits - FICA - Medicare**	6,039	0	0
88,230	101,511	111,505	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	126,055	0	0
52,369	50,128	51,924	**7300-20**	**Fringe Benefits - Medical Insurance**	52,682	0	0
8,000	7,000	7,000	**7300-22**	**Fringe Benefits - VEBA Plan**	7,000	0	0
432	320	240	**7300-25**	**Fringe Benefits - Life Insurance**	240	0	0
1,845	1,280	846	**7300-30**	**Fringe Benefits - Long Term Disability**	942	0	0
246	298	460	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	458	0	0
79	76	92	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	92	0	0
0	268	1,001	**7300-40**	**Fringe Benefits - Unemployment**	1,050	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	1,501	0	0
501,134	**539,896**	**585,698**		**TOTAL PERSONNEL SERVICES**	**637,684**	**0**	**0**
				MATERIALS AND SERVICES			
350	290	500	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events.	600	0	0
-499	3,331	8,000	**7550**	**Travel & Education** Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences.	5,000	0	0
0	136	500	**7590**	**Fuel - Vehicle & Equipment** Fuel and repair expense for IS Department vehicle	300	0	0
3,600	4,172	4,710	**7610-05**	**Insurance - Liability**	5,510	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
600	437	490	**7610-10**	**Insurance - Property**	770	0	0
9,013	13,560	10,000	**7620**	**Telecommunications** Information Services Department telephones, cell phones, and modem lines.	11,000	0	0
8,193	5,483	6,000	**7660**	**Materials & Supplies** General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials.	6,000	0	0
0	204	4,000	**7720**	**Repairs & Maintenance**	1,000	0	0
				Description / Units / Amt/Unit / Total Furniture and Expenses - office area / 1 / 1,000 / 1,000			
0	0	2,000	**7720-06**	**Repairs & Maintenance - Equipment** Equipment repairs and software upgrades not covered by maintenance contracts.	2,000	0	0
				Description / Units / Amt/Unit / Total Printer maintenance kits for in-house repairs / 1 / 500 / 500 Printer and non-warranty equipment repairs / 1 / 1,500 / 1,500			
10	54	0	**7720-14**	**Repairs & Maintenance - Vehicles**	0	0	0
20,444	12,904	58,500	**7750**	**Professional Services**	151,500	0	0
				Description / Units / Amt/Unit / Total Application, network, design & support services / 1 / 40,000 / 40,000 Civic Building A/V maintenance / 1 / 1,500 / 1,500 Website services / 1 / 10,000 / 10,000 Professional Services for start-up of new fire district / 1 / 100,000 / 100,000			
0	0	1,800	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,900	0	0
0	0	0	**7770-03**	**Professional Services - Projects - ERP**	0	0	0
48,972	34,750	50,000	**7792**	**Hardware Maintenance & Rental Contracts**	35,000	0	0
8,188	7,731	10,000	**7792-20**	**Hardware Maintenance & Rental Contracts - Police**	11,000	0	0
				Description / Units / Amt/Unit / Total Data 911 hardware maintenance / 1 / 11,000 / 11,000			
0	0	0	**7792-30**	**Hardware Maintenance & Rental Contracts - Fire**	0	0	0
0	0	0	**7792-95**	**Hardware Maintenance & Rental Contracts - Ambulance**	0	0	0
226,033	261,209	240,000	**7794**	**Software Maintenance & Rental Contracts**	300,000	0	0
0	0	2,140	**7794-02**	**Software Maintenance & Rental Contracts - City Manager's Office**	2,750	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			Description	Units / Amt/Unit / Total			
			Adobe Creative Cloud / Indesign Renewals	1 / 1,700 / 1,700			
			Office 365 Licensing (4)	1 / 1,050 / 1,050			
0	0	1,800	**7794-03**	**Software Maintenance & Rental Contracts - City Council**	1,850	0	0
			Description	Units / Amt/Unit / Total			
			Office 365 Licensing (7)	1 / 1,850 / 1,850			
0	6,500	7,700	**7794-05**	**Software Maintenance & Rental Contracts - Accounting**	8,250	0	0
			Description	Units / Amt/Unit / Total			
			Adobe Pro Licensing	5 / 200 / 1,000			
			Adobe Indesign	1 / 400 / 400			
			Office 365 Licensing (7)	1 / 1,850 / 1,850			
			DebtBook Renewal	1 / 5,000 / 5,000			
0	0	720	**7794-08**	**Software Maintenance & Rental Contracts - Legal**	530	0	0
			Description	Units / Amt/Unit / Total			
			Office 365 licensing (2)	1 / 530 / 530			
8,821	7,869	10,990	**7794-10**	**Software Maintenance & Rental Contracts - Engineering**	12,800	0	0
			Description	Units / Amt/Unit / Total			
			ESRI-17%, shared with Bldg,Comm Dvlpmt,Eng,Street,WWS	1 / 2,500 / 2,500			
			Hansen sewer database-25%, shared with Street, Park Maint, WWS	1 / 4,000 / 4,000			
			AutoCAD maintenance - 66%, shared with Comm Dvlpmt	1 / 3,000 / 3,000			
			Adobe Licenses	2 / 200 / 400			
			Office 365 licensing (11)	2,900 / 1 / 2,900			
0	0	18,720	**7794-12**	**Software Maintenance & Rental Contracts - Human Resources**	930	0	0
			Description	Units / Amt/Unit / Total			
			Adobe Pro Licensing	2 / 200 / 400			
			Office 365 Licensing	2 / 265 / 530			
0	0	0	**7794-14**	**Software Maintenance & Rental Contracts - Community Dev Econ Development**	460	0	0
			Description	Units / Amt/Unit / Total			
			Adobe Pro Licensing	1 / 200 / 200			
			Office 365 Licensing	1 / 260 / 260			
0	0	0	**7794-15**	**Software Maintenance & Rental Contracts - Community Development**	0	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	240	**7794-16**	**Software Maintenance & Rental Contracts - Community Dev Administration**	460	0	0

Description	Units	Amt/Unit	Total
Adobe Pro Licensing	1	200	200
Office 365 Licensing	1	260	260

1,553	1,626	2,705	**7794-17**	**Software Maintenance & Rental Contracts - Community Dev Current**	3,130	0	0

Description	Units	Amt/Unit	Total
ESRI Software - 12.5 %	1	1,250	1,250
Adobe Pro / Indesign Licensing	1	600	600
AutoCAD Maintenance	1	750	750
Office 365 Licensing (2)	1	530	530

1,553	1,626	2,305	**7794-18**	**Software Maintenance & Rental Contracts - Community Dev Long Range**	2,730	0	0

Description	Units	Amt/Unit	Total
ESRI Software - 12.5%	1	1,250	1,250
AutoCAD Maintenance	1	750	750
Adobe Pro Licensing	1	200	200
Office 365 Licensing	1	530	530

0	395	480	**7794-19**	**Software Maintenance & Rental Contracts - Community Dev Code Compliance**	530	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (2)	1	530	530

49,573	49,722	68,320	**7794-20**	**Software Maintenance & Rental Contracts - Police**	83,000	0	0

Description	Units	Amt/Unit	Total
Adobe Pro Licensing	10	200	2,000
Office 365 Licensing (54)	1	14,000	14,000
OnQ Maintenance	1	21,500	21,500
Netmotion Maint - 50% shared with FD, AMB	1	3,400	3,400
CS Maintenance	1	26,500	26,500
E-ticketing Maintenance	1	9,400	9,400
WebLEDS Maintenance	1	1,200	1,200
PowerDMS Maintenance	1	5,000	5,000

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
9,783	10,776	17,400	**7794-25**	**Software Maintenance & Rental Contracts - Municipal Court**	18,950	0	0

Description	Units	Amt/Unit	Total
E-Ticketing Maintenance - 33%, shared with Police Dept	1	5,400	5,400
Caselle Utils / Integration	1	5,000	5,000
Caselle Maintenance	1	6,000	6,000
Notification Software	1	1,500	1,500
Office 365 Licensing (4)	1	1,050	1,050

33,584	32,523	32,940	**7794-30**	**Software Maintenance & Rental Contracts - Fire**	38,800	0	0

Description	Units	Amt/Unit	Total
Lexipol Policy Maintenance	1	5,000	5,000
ESO Maint - 100% RMS, 50% Personnel - shared with AMB	1	10,000	10,000
Netmotion Maint - 25%, shared with AMB, Police Dept	1	1,800	1,800
CS Maint-65%, shared with AMB	1	6,200	6,200
Target Software Maintenance 50% shared with AMB	1	4,100	4,100
Fire Inspection Software Maintenance	1	2,500	2,500
Cradlepoint Maintenance	1	2,400	2,400
Office 365 Licensing (26)	1	6,800	6,800

1,200	1,200	16,280	**7794-35**	**Software Maintenance & Rental Contracts - Parks & Rec Administration**	2,300	0	0

Description	Units	Amt/Unit	Total
WhenToWork Software	1	600	600
Activenet Maintenance	1	1,440	1,440
Office 365 Licensing (1)	1	260	260

1,200	1,200	2,640	**7794-40**	**Software Maintenance & Rental Contracts - Aquatic Center**	2,760	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (5)	1	1,320	1,320
Activenet Maintenance	1	1,440	1,440

1,200	1,200	2,640	**7794-45**	**Software Maintenance & Rental Contracts - Community Center**	2,760	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (5)	1	1,320	1,320
Activenet Maintenance	1	1,440	1,440

1,200	1,200	0	**7794-50**	**Software Maintenance & Rental Contracts - Kids on the Block**	0	0	0
1,200	1,200	1,680	**7794-55**	**Software Maintenance & Rental Contracts - Recreational Sports**	1,700	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing	1	260	260
Activenet Maintenance	1	1,440	1,440

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,200	1,200	2,160	**7794-60**	**Software Maintenance & Rental Contracts - Senior Center**	1,970	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (2)	1	530	530
Activenet Maintenance	1	1,440	1,440

0	0	0	**7794-63**	**Software Maintenance & Rental Contracts - Park Development**	330	0	0

Description	Units	Amt/Unit	Total
ESRI Maintenance (shared)	1	330	330

5,469	5,607	7,070	**7794-65**	**Software Maintenance & Rental Contracts - Park Maintenance**	8,350	0	0

Description	Units	Amt/Unit	Total
ESRI Maintenance-17%, shared with Bldg,Comm Dvpmt,Eng,Street,WWS	1	2,500	2,500
Hansen Software-25%, shared with Street, Eng, WWS	1	4,000	4,000
Adobe Pro Licensing	2	200	400
Office 365 Licensing (5.5)	1	1,450	1,450

0	0	0	**7794-68**	**Software Maintenance & Rental Contracts - Affordable Housing**	2,500	0	0

Description	Units	Amt/Unit	Total
Housing Associate Planner - software (ESRI, AutoCad, etc)	1	2,500	2,500

1,397	0	5,760	**7794-70**	**Software Maintenance & Rental Contracts - Library**	6,000	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (21)	1	5,800	5,800
Adobe Pro Licensing	1	200	200

8,969	9,106	11,810	**7794-75**	**Software Maintenance & Rental Contracts - Streets**	12,850	0	0

Description	Units	Amt/Unit	Total
ESRI Maintenance-17%, shared w/Bldg,Comm Dvmt,Eng,Park Maint,WWS	1	2,500	2,500
Street Saver Software	1	4,500	4,500
Adobe Pro Licensing (2)	2	200	400
Hansen Software-25%, shared with Eng,Park Maint, WWS	1	4,000	4,000
Office 365 Licensing (5.5)	1	1,450	1,450

0	0	0	**7794-77**	**Software Maintenance & Rental Contracts - Airport**	200	0	0

Description	Units	Amt/Unit	Total
Adobe Pro License	1	200	200

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
2,083	2,124	3,210	**7794-80**	**Software Maintenance & Rental Contracts - Building**	3,560	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (4)	1	1,060	1,060
ESRI Maintenance-17%, shared w/Park Maint,Comm Dvpmt,Street,WWS	1	2,500	2,500

24,664	27,104	34,650	**7794-85**	**Software Maintenance & Rental Contracts - Wastewater Services**	36,550	0	0

Description	Units	Amt/Unit	Total
ESRI Maintenance-17%, shared w/Bldg,Comm Dvlpmt,Eng,Street,Park	1	2,500	2,500
Hansen-25%, shared with Street, Park Maint, Eng	1	4,000	4,000
Office 365 Licensing (20)	1	5,800	5,800
WWS-MP2 Maint Management Software	1	2,800	2,800
Rockwell Control Software	1	5,500	5,500
Wonderware Software	1	5,500	5,500
Hach WIMS Software	1	3,100	3,100
Win 911 Software	1	800	800
Swift Comply FOG Software	1	2,800	2,800
Cradlepoint Maintenance	1	350	350
CUES Software Maintenance	1	3,000	3,000
Adobe Pro Licensing	2	200	400

12,446	30,528	40,920	**7794-95**	**Software Maintenance & Rental Contracts - Ambulance**	45,100	0	0

Description	Units	Amt/Unit	Total
Office 365 Licensing (26)	1	6,800	6,800
ESO Inventory Module	1	5,000	5,000
ESO Chart Maintenance	1	12,500	12,500
Netmotion Maintenance-25%, shared with Fire Dept, Police Dept	1	1,800	1,800
CS Maint - 35%, shared with Fire Dept	1	3,000	3,000
ESP Personnel Maint-50%, shared with Fire Dept	1	1,500	1,500
Target Software Maintenance-50%, shared with Fire Dept	1	4,100	4,100
Cradlepoint Maintenance	1	2,400	2,400
Respond Billing Maintenance	1	8,000	8,000

0	0	54,000	**7794-97**	**Software Maintenance & Rental Contracts - ARPA**	30,680	0	0

Description	Units	Amt/Unit	Total
CitizenLab Renewal	1	12,500	12,500
FAMS Software Renewal	1	6,180	6,180
NeoGov Learn Module & Licensing	1	12,000	12,000

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
66,407	1,515	3,500	**7800-15**	**M & S Equipment - Information Systems**	4,000	0	0
			Description	Units / Amt/Unit / Total			
			Replacement Laptop / Monitor	1 / 4,000 / 4,000			
27,312	17,339	21,000	**7800-18**	**M & S Equipment - Hardware**	15,000	0	0
			Description	Units / Amt/Unit / Total			
			UPS Replacements	1 / 3,000 / 3,000			
			NAS Replacement Storage	1 / 3,000 / 3,000			
			Network Switch Replacements	2 / 2,000 / 4,000			
			Loaner Laptop Replacements	1 / 5,000 / 5,000			
0	0	0	**7800-21**	**M & S Equipment - Software**	0	0	0
0	0	0	**7800-24**	**M & S Equipment - Inventory**	0	0	0
			Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; e.g., keyboards, mice, surge strips, tools, etc.				
0	0	0	**7840**	**M & S Computer Charges**	0	0	0
0	0	2,500	**7840-02**	**M & S Computer Charges - City Manager's Office**	750	0	0
			Description	Units / Amt/Unit / Total			
			New Monitors	3 / 250 / 750			
2,877	2,749	0	**7840-03**	**M & S Computer Charges - City Council**	2,950	0	0
			Description	Units / Amt/Unit / Total			
			Replace Presentation Laptop	1 / 1,500 / 1,500			
			Replace Control iPads	2 / 600 / 1,200			
			New Monitor	1 / 250 / 250			
9,452	6,375	4,700	**7840-05**	**M & S Computer Charges - Accounting**	1,300	0	0
			Description	Units / Amt/Unit / Total			
			Printer maintenance - Lexmark	1 / 300 / 300			
			Scanner Replacement	1 / 1,000 / 1,000			
0	0	6,200	**7840-08**	**M & S Computer Charges - Legal**	0	0	0
1,200	7,488	3,700	**7840-10**	**M & S Computer Charges - Engineering**	7,700	0	0
			Description	Units / Amt/Unit / Total			
			Plotter maintenance	1 / 1,200 / 1,200			
			New Laptop for GIS	1 / 3,500 / 3,500			
			Replacement desktops	2 / 1,500 / 3,000			
0	0	6,000	**7840-12**	**M & S Computer Charges - Human Resources**	3,500	0	0
			Description	Units / Amt/Unit / Total			
			Computer, monitor	1 / 3,500 / 3,500			

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	6,000	**7840-14**	**M & S Computer Charges - Community Dev Econ Development**	0	0	0
0	0	0	**7840-15**	**M & S Computer Charges - Community Development**	0	0	0
0	0	0	**7840-16**	**M & S Computer Charges - Community Dev Administration**	0	0	0
3,787	5,941	10,200	**7840-17**	**M & S Computer Charges - Community Dev Current**	6,250	0	0

Description	Units	Amt/Unit	Total
Replacement desktops (2) + Monitor	1	3,250	3,250
GIS Laptop / Tech - 50%	1	3,000	3,000

3,815	0	7,200	**7840-18**	**M & S Computer Charges - Community Dev Long Range**	3,000	0	0

Description	Units	Amt/Unit	Total
GIS Laptop / Tech - 50%	1	3,000	3,000

311	0	0	**7840-19**	**M & S Computer Charges - Community Dev Code Compliance**	6,000	0	0

Description	Units	Amt/Unit	Total
Replacement Laptops	2	3,000	6,000

25,270	12,329	16,600	**7840-20**	**M & S Computer Charges - Police**	50,400	0	0

Description	Units	Amt/Unit	Total
Desktop/Mobile Replacements (3)	3	2,000	6,000
New Monitors	1	3,000	3,000
New Printers	2	1,000	2,000
Zebra Mobile Printers	5	1,000	5,000
MDT Repair	1	2,000	2,000
RMS Server Rehost	1	15,000	15,000
InTime software	1	17,400	17,400

10,822	379	6,000	**7840-25**	**M & S Computer Charges - Municipal Court**	1,500	0	0

Description	Units	Amt/Unit	Total
Replacement Monitors	6	250	1,500

7,842	12,611	8,000	**7840-30**	**M & S Computer Charges - Fire**	21,500	0	0

Description	Units	Amt/Unit	Total
Mobile Replacements - EOC (2)	2	2,500	5,000
Replacement Laptop	1	3,000	3,000
Laptops - new fire district board members - 50%; shared with Amb	5	1,000	5,000
Laptops-new fire district personnel - 50%; shared with Amb	2	1,750	3,500
Audio visual equip fire station - 50%; shared with Amb	1	5,000	5,000

31	534	0	**7840-35**	**M & S Computer Charges - Parks & Rec Administration**	0	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
2,490	3,430	1,000	**7840-40**	**M & S Computer Charges - Aquatic Center**	3,000	0	0
			Description	Units / Amt/Unit / Total			
			Activenet Peripherals	1 / 1,500 / 1,500			
			Desktop Replacement	1 / 1,500 / 1,500			
6,576	3,466	4,400	**7840-45**	**M & S Computer Charges - Community Center**	1,000	0	0
			Description	Units / Amt/Unit / Total			
			Activenet Peripherals	1 / 1,000 / 1,000			
0	0	0	**7840-50**	**M & S Computer Charges - Kids on the Block**	0	0	0
3,003	0	0	**7840-55**	**M & S Computer Charges - Recreational Sports**	0	0	0
1,784	397	5,000	**7840-60**	**M & S Computer Charges - Senior Center**	2,500	0	0
			Description	Units / Amt/Unit / Total			
			Activenet Peripherals	1 / 1,000 / 1,000			
			Projector	1 / 1,500 / 1,500			
0	0	0	**7840-63**	**M & S Computer Charges - Park Development**	1,650	0	0
			Description	Units / Amt/Unit / Total			
			ESRI - Desktop License	1 / 1,650 / 1,650			
2,091	1,897	9,200	**7840-65**	**M & S Computer Charges - Park Maintenance**	5,600	0	0
			Description	Units / Amt/Unit / Total			
			Facilities Computer / Tech	1 / 3,500 / 3,500			
			Replacement Desktop - 50%, shared with Street	1 / 600 / 600			
			Discovery Network Connection	1 / 1,500 / 1,500			
0	0	0	**7840-68**	**M & S Computer Charges - Affordable Housing**	3,500	0	0
			Description	Units / Amt/Unit / Total			
			Housing Associate Planner computer/tech	1 / 3,500 / 3,500			
14,982	11,716	15,200	**7840-70**	**M & S Computer Charges - Library**	7,000	0	0
			Description	Units / Amt/Unit / Total			
			Replacement Computers (3)	1 / 4,500 / 4,500			
			New Monitors	10 / 250 / 2,500			
2,127	171	4,100	**7840-75**	**M & S Computer Charges - Street**	600	0	0
			Description	Units / Amt/Unit / Total			
			Desktop Replacement - 50%, shared with Park Maint	1 / 600 / 600			
0	0	0	**7840-77**	**M & S Computer Charges - Airport**	0	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
330	9,961	1,000	**7840-80**	**M & S Computer Charges - Building**	2,500	0	0
			Description	Units / Amt/Unit / Total			
			Accela Peripherals	1 / 1,000 / 1,000			
			Replacement Computers (1)	1 / 1,500 / 1,500			
14,666	6,173	6,800	**7840-85**	**M & S Computer Charges - WWS**	8,600	0	0
			Description	Units / Amt/Unit / Total			
			Replacement Desktops (2), Mobile (1)	1 / 8,600 / 8,600			
0	0	0	**7840-90**	**M & S Computer Charges - Sewer Maintenance**	0	0	0
3,141	2,455	3,500	**7840-95**	**M & S Computer Charges - Ambulance**	21,000	0	0
			Description	Units / Amt/Unit / Total			
			Computer Replacements (2)	1 / 4,500 / 4,500			
			Upstairs Printer/Scanner	1 / 1,000 / 1,000			
			R12 Peripherals	1 / 2,000 / 2,000			
			Audio visual equip fire station - 50%; shared with Fire Ops	1 / 5,000 / 5,000			
			Laptops-new fire district board members - 50%; shared Fire Ops	5 / 1,000 / 5,000			
			Laptops-new fire district personnel-50%; shared with Fire Ops	2 / 1,750 / 3,500			
5,605	5,872	8,000	**8280**	**Data Communications**	8,000	0	0
707,920	**649,764**	**905,580**		**TOTAL MATERIALS AND SERVICES**	**1,053,160**	**0**	**0**
				CAPITAL OUTLAY			
0	33,677	0	**8730-05**	**Equipment - Computers - Hardware**	0	0	0
0	0	0	**8730-10**	**Equipment - Computers - Software**	0	0	0
0	0	0	**8750**	**Capital Outlay Computer Charges**	120,000	0	0
			Description	Units / Amt/Unit / Total			
			VM Host Replacements	2 / 20,000 / 40,000			
			Domain Upgrade	1 / 10,000 / 10,000			
			Storage Replacement	1 / 70,000 / 70,000			
0	0	0	**8750-10**	**Capital Outlay Computer Charges - Engineering**	27,500	0	0
			Description	Units / Amt/Unit / Total			
			Hansen Upgrade - 25% shared with Park, Street, WWS	1 / 27,500 / 27,500			
0	0	0	**8750-14**	**Capital Outlay Computer Charges - Community Dev Econ Development**	0	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**8750-15**	**Capital Outlay Computer Charges - Community Development**	0	0	0
0	0	0	**8750-16**	**Capital Outlay Computer Charges - Community Dev Administration**	0	0	0
0	0	0	**8750-17**	**Capital Outlay Computer Charges - Community Dev Current**	0	0	0
0	0	0	**8750-18**	**Capital Outlay Computer Charges - Community Dev Long Range**	0	0	0
0	0	0	**8750-19**	**Capital Outlay Computer Charges - Community Dev Code Enforcement**	0	0	0
51,161	0	0	**8750-20**	**Capital Outlay Computer Charges - Police**	50,000	0	0

Description	Units	Amt/Unit	Total
Replacement MDTs	1	50,000	50,000

16,755	0	0	**8750-30**	**Capital Outlay Computer Charges - Fire**	12,000	0	0

Description	Units	Amt/Unit	Total
Replacement MDTs	1	12,000	12,000

0	0	0	**8750-35**	**Capital Outlay Computer Charges - Parks & Rec Administration**	14,000	0	0

Description	Units	Amt/Unit	Total
Activenet Mobile Software	1	14,000	14,000

0	0	0	**8750-65**	**Capital Outlay Computer Charges - Park Maintenance**	27,500	0	0

Description	Units	Amt/Unit	Total
Hansen Upgrade - 25% split with Engineering, Street, WWS	1	27,500	27,500

0	0	0	**8750-75**	**Capital Outlay Computer Charges - Street**	27,500	0	0

Description	Units	Amt/Unit	Total
Hansen Upgrade - 25% split with Engineering, Park Maint, WWS	1	27,500	27,500

0	0	0	**8750-77**	**Capital Outlay Computer Charges - Airport**	0	0	0
0	0	0	**8750-80**	**Capital Outlay Computer Charges - Building**	0	0	0
0	0	0	**8750-85**	**Capital Outlay Computer Charges - Wastewater Services**	27,500	0	0

Description	Units	Amt/Unit	Total
Hansen Upgrade - 25% split with Engineering, Park Maint, Street	1	27,500	27,500

10,085	0	0	**8750-95**	**Capital Outlay Computer Charges - Ambulance**	10,000	0	0

Description	Units	Amt/Unit	Total
MDT Replacements (3)	1	10,000	10,000

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	43,895	145,000	**8750-97**	**Capital Outlay Computer Charges - ARPA Projects**	40,000	0	0
			Description	Units / Amt/Unit / Total			
			Firewall Upgrade Year 2	1 / 40,000 / 40,000			
0	0	0	**8750-98**	**Capital Outlay Computer Charges - ERP**	0	0	0
78,001	**77,572**	**145,000**		**TOTAL CAPITAL OUTLAY**	**356,000**	**0**	**0**
				CONTINGENCIES			
0	0	75,000	**9800**	**Contingencies**	75,000	0	0
0	**0**	**75,000**		**TOTAL CONTINGENCIES**	**75,000**	**0**	**0**
				ENDING FUND BALANCE			
15,075	15,075	15,075	**9980-15**	**Designated End FB - Info Sys Fd - Financial System Reserve**	15,075	0	0
150,431	192,232	68,317	**9999**	**Unappropriated Ending Fd Balance** Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations	66,754	0	0
165,506	**207,307**	**83,392**		**TOTAL ENDING FUND BALANCE**	**81,829**	**0**	**0**
1,452,561	**1,474,539**	**1,794,670**		***TOTAL REQUIREMENTS***	**2,203,673**	**0**	**0**

80 - INFORMATION SYSTEMS & SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
1,452,561	**1,474,539**	**1,794,670**	***TOTAL RESOURCES***	**2,203,673**	**0**	**0**
1,452,561	**1,474,539**	**1,794,670**	***TOTAL REQUIREMENTS***	**2,203,673**	**0**	**0**

INSURANCE SERVICES FUND

Budget Highlights

- **Charges For Services** – As an internal service fund, the Insurance Services Fund charges operating Departments for the cost of property, liability and workers' compensation premiums and claims. Amounts charged to departments are based on the estimated cost of paying insurance premiums and deductibles and maintaining an adequate but not excessive reserve.
- Property premiums are charged to Departments based on several factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, number of law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers' compensation costs charged to Departments are based on wages and types of work performed by employees in the Department.
- **Other Income - City County Insurance Services (CIS)** – CIS offers multiple lines credits for entities that purchase more than one type of insurance from CIS; the city receives this credit because it purchases property and liability insurance as well as most of the work force's health insurance.
- **Property & Liability Insurance** – A budget increase of 10% has been applied to the general liability premium and 24% on property coverage compared to 2022-23 premiums. The City's risk is limited to the deductible for property claims, which depends on the type of property that has been damaged. The deductible for liability claims is $50,000.
- **Workers' Compensation Insurance:**
  - FY2023-24 workers compensation insurance is projected to be flat relative last year.
  - City of McMinnville experience modifier for 2022-23 was 83%, lower than .85% rating for the prior year. An experience modifier rating of 1 is considered average; less than one is better than average claims history. The modifier is based on not only the dollar amount of the City's workers comp claims, but also on the number of workers comp claims. A smaller modifier results in smaller premiums.

Insurance Services Fund Reserve In 2022-24, the City continues to fund the Human Resources (HR) Manager position through transfers from the Insurance Services Fund to the General Fund, Administration Department. As was true in the prior fiscal year, reserve levels are such that no distribution of excess reserve is planned in FY2023-24.

Mac-Town 2032 Strategic Plan The decision to support the HR Manger in the organization that serve all departments and helps reduce the City's risk profile is relevant to the Strategic Plan goal:

City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. The reserve accumulated in this fund is more than sufficient to cover the City's property, liability, and workers compensation claim risks.

Core Services

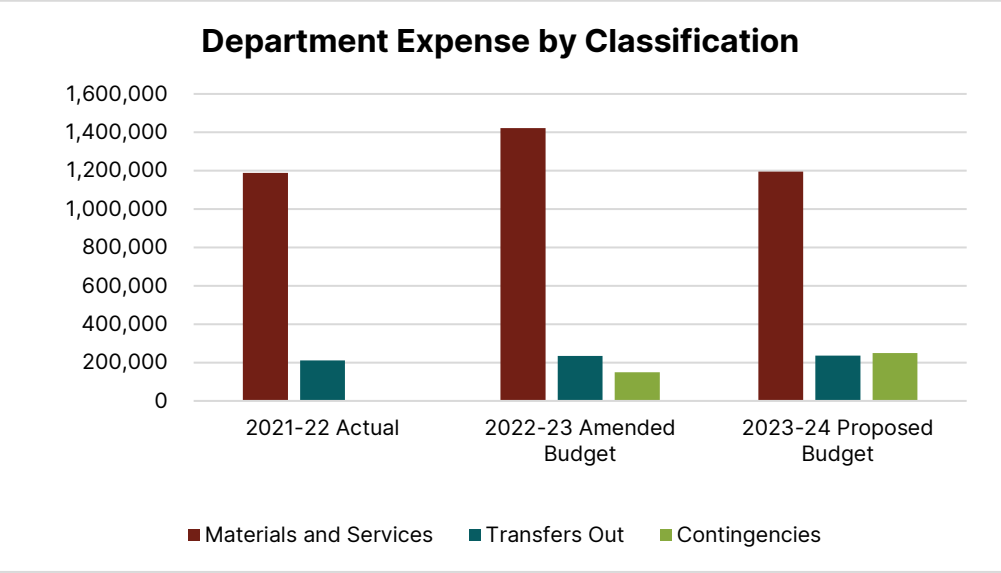
- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
  - General liability insurance
  - Automobile liability, collision, and comprehensive insurance
  - Property, equipment, and excess crime insurance
  - Earthquake and boiler insurance
  - Employee workers' compensation insurance
  - Cyber liability insurance

Future Challenges and Opportunities

- The City will continue to work with CIS, SAIF and our insurance broker to review risk management practices with the goal of limiting exposure related to general liability, workers compensation and cyber liability claims.
- Cyber liability insurance costs are rising significantly. The Information Services department is developing programming and utilizing best practices in the field to help the city mitigate its risk in this area.
- This proposed budget assumes cost projections based on the city's insurance premiums today with the increase factors noted above and divides this cost into city and fire district proportions. In the event that the voters approve the ballot measure establishing a new fire district, is possible that the cost of insurance will actually increase across the two separate agencies. Deeper dives into the budgetary impact on insurance premiums of establishing the new district will take place after the election in May.

Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	966,780	616,472	628,429	11,957
Charges for Services	1,202,433	1,321,733	1,249,227	(72,506)
Miscellaneous	59,275	98,000	95,500	(2,500)
Revenue Total	**2,228,488**	**2,036,205**	**1,973,156**	**(63,049)**
Expenses				
Materials and Services	1,188,438	1,422,630	1,194,320	(228,310)
Transfers Out	210,533	234,775	235,581	806
Contingencies	0	150,000	250,000	100,000
Expenses Total	**1,398,971**	**1,807,405**	**1,679,901**	**(127,504)**
Ending Fund Balance	829,517	228,800	293,255	64,455



Insurance Services Fund

Historical Highlights

1985 City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).

1986 City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.

1989 City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.

1991 Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.

1995 Insurance Services Fund surplus funds Community Center seismic retrofit.

1995 Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.

1997 City establishes direct CIS relationship for most insurance coverages, saving over $30,000 per year.

2000 Fire union members first begin medical insurance cost sharing – 10% of premium.

2001 City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to $50,000 liability risk, and receives a large premium credit from CIS.

2003 Police union members first begin medical insurance cost sharing – 5% of premium.

2006 City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.

2009 Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.

2012 Insurance Services Fund surplus allocated to operating departments.

2015 Insurance Services Fund surplus allocated to operating departments.

2018 Insurance Services Fund surplus allocated to fund full-time Human Resources Manager position in General Fund Administration.

2018 Insurance Services Fund surplus allocated to fund purchase of new gurney with lift assist in the Ambulance Fund.

2019 Insurance Services Fund surplus allocated to operating departments.

2022 Workers compensation coverage provider change to SAIF after CIS withdraws this line of service.

2024 Voter approval of the fire district bond measure means transition with insurance coverage policies.

85 - INSURANCE SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
1,465,769	966,780	616,472	**4090**	**Beginning Fund Balance** Estimated July 1 undesignated carryover from prior year	628,429	0	0
1,465,769	**966,780**	**616,472**		**TOTAL BEGINNING FUND BALANCE**	**628,429**	**0**	**0**
				CHARGES FOR SERVICES			
418,800	449,152	506,550	**6050-05**	**Insurance - Liability** Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage.	514,780	0	0
267,800	276,447	312,380	**6050-10**	**Insurance - Property** Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery.	329,640	0	0
476,139	476,833	502,803	**6070**	**Workers' Compensation Insurance** Charges to payroll operating departments and funds for worker's compensation insurance coverage.	404,807	0	0
1,162,739	**1,202,433**	**1,321,733**		**TOTAL CHARGES FOR SERVICES**	**1,249,227**	**0**	**0**
				MISCELLANEOUS			
6,947	2,130	6,000	**6310**	**Interest**	7,500	0	0
22,513	13,082	25,000	**6510-05**	**Insurance Loss Reimbursement - Property**	25,000	0	0
0	3,074	5,000	**6510-10**	**Insurance Loss Reimbursement - Parks**	5,000	0	0
6,467	7,158	22,000	**6510-15**	**Insurance Loss Reimbursement - Automobile**	15,000	0	0
0	0	0	**6600**	**Other Income**	0	0	0
82,897	33,831	40,000	**6600-15**	**Other Income - City County Insurance Services** Revenue from CIS multi-line credit	43,000	0	0
118,824	**59,275**	**98,000**		**TOTAL MISCELLANEOUS**	**95,500**	**0**	**0**
2,747,331	**2,228,488**	**2,036,205**		***TOTAL RESOURCES***	**1,973,156**	**0**	**0**

85 - INSURANCE SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
1,254	1,284	0	**7750**	**Professional Services**	0	0	0
0	0	1,700	**7750-01**	**Professional Services - Audit & other city-wide prof svc** Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,300	0	0
646,583	709,724	818,930	**8300**	**Property & Liability Ins Premium** Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.	844,420	0	0

Description	Units	Amt/Unit	Total
General Liability Insurance (10% increase over prior year)	1	545,640	545,640
Property Insurance (24% increase over prior year)	1	386,730	386,730
Cyber Insurance (25% increase over prior year)	1	41,600	41,600
Airport Insurance (5% increase over prior year)	1	9,000	9,000
Remove Fire/Amb portion of insurance coverage	1	-138,550	-138,550

0	0	0	**8330-18**	**Liability Aggregate Deductible - 2017 - 2018**	0	0	0
7,599	41,729	30,000	**8330-19**	**Liability Aggregate Deductible - 2018 - 2019**	0	0	0
5,250	0	0	**8330-20**	**Liability Aggregate Deductible - 2019 - 2020**	0	0	0
43,599	3,877	40,000	**8330-21**	**Liability Aggregate Deductible - 2020 - 2021**	0	0	0
0	30,470	25,000	**8330-22**	**Liability Aggregate Deductible - 2021 - 2022** Total Liability deductible is $50,000 for the year	6,000	0	0
0	0	50,000	**8330-23**	**Liability Aggregate Deductible - 2022 - 2023** Total Liability deductible is $50,000 for the year	6,500	0	0
0	0	0	**8330-24**	**Liability Aggregate Deductible - 2023 - 2024** Total Liability deductible is $50,000 for the year	50,000	0	0
0	0	0	**8350**	**Workers' Compensation**	240,100	0	0

Description	Units	Amt/Unit	Total
Workers Compensation Annual Premium	1	227,850	227,850
Workers Compensation program	1	12,250	12,250

40,680	0	0	**8350-16**	**Workers' Compensation - 2015 - 2016 Retro Closed** No open workers' compensation claims for this plan year	0	0	0
11,849	0	0	**8350-17**	**Workers' Compensation - 2016 - 2017 Retro Closed** No open workers' compensation claims for this plan year	0	0	0
12,377	0	0	**8350-18**	**Workers' Compensation - 2017 - 2018 Retro Closed** No open workers' compensation claims for this plan year	0	0	0

85 - INSURANCE SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
16,312	0	0	**8350-19**	**Workers' Compensation - 2018 - 2019 Retro** No open workers' compensation claims for this plan year	0	0	0
59,773	1,443	5,000	**8350-20**	**Workers' Compensation - 2019 - 2020 Retro** Open workers' compensation claims for this plan year.	2,000	0	0
206,870	74,477	0	**8350-21**	**Workers' Compensation - 2020 - 2021 Retro** Open workers' compensation claims for this plan year.	4,000	0	0
0	314,892	0	**8350-22**	**Workers' Compensation - 2021 - 2022**	0	0	0
0	0	400,000	**8350-23**	**Workers' Compensation - 2022 - 2023**	0	0	0
19,625	150	25,000	**8370-05**	**Property & Auto Damage Claims - Property Loss & Damage** The City's property insurance carries a $1,000 deductible.	25,000	0	0
7,194	3,924	5,000	**8370-10**	**Property & Auto Damage Claims - Park Loss & Damage**	5,000	0	0
7,159	6,468	22,000	**8370-15**	**Property & Auto Damage Claims - Automobile Damage** The City's automobile insurance carries a $500 collision deductible and a $250 comprehensive deductible.	10,000	0	0
1,086,125	**1,188,438**	**1,422,630**		**TOTAL MATERIALS AND SERVICES**	**1,194,320**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8850-10**	**Vehicles - Replacement**	0	0	0
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
				TRANSFERS OUT			
599,331	186,470	208,884	**9700-01**	**Transfers Out - General Fund**	205,297	0	0

Description	Units	Amt/Unit	Total
Administration and Finance personnel services support.	1	75,150	75,150
Insurance Services Fund support of HR Manager position	1	130,147	130,147

22,889	6,016	6,473	**9700-20**	**Transfers Out - Street**	7,225	0	0

Description	Units	Amt/Unit	Total
Insurance Services Fund support of HR Manager position	1	7,225	7,225

14,969	3,008	3,236	**9700-70**	**Transfers Out - Building**	5,007	0	0

Description	Units	Amt/Unit	Total
Insurance Services Fund support of HR Manager position	1	5,007	5,007

85 - INSURANCE SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
57,237	15,039	16,182	**9700-75**	**Transfers Out - Wastewater Services**	18,052	0	0
			Description	Units / Amt/Unit / Total			
			Insurance Services Fund support of HR Manager position	1 / 18,052 / 18,052			
694,426	**210,533**	**234,775**		**TOTAL TRANSFERS OUT**	**235,581**	**0**	**0**
				CONTINGENCIES			
0	0	150,000	**9800**	**Contingencies**	250,000	0	0
0	**0**	**150,000**		**TOTAL CONTINGENCIES**	**250,000**	**0**	**0**
				ENDING FUND BALANCE			
966,780	829,517	228,800	**9999**	**Unappropriated Ending Fd Balance**	293,255	0	0
			Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations				
966,780	**829,517**	**228,800**		**TOTAL ENDING FUND BALANCE**	**293,255**	**0**	**0**
2,747,331	**2,228,488**	**2,036,205**		***TOTAL REQUIREMENTS***	**1,973,156**	**0**	**0**

85 - INSURANCE SERVICES FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
2,747,331	**2,228,488**	**2,036,205**	***TOTAL RESOURCES***	**1,973,156**	**0**	**0**
2,747,331	**2,228,488**	**2,036,205**	***TOTAL REQUIREMENTS***	**1,973,156**	**0**	**0**

FIRE DISTRICT TRANSITION FUND

Organization Set – Departments	Organization Set #
• Fire Administration & Operations	99-70
• Fire Prevention & Life Safety	99-73
• Ambulance	99-79
• Non-Departmental	99-99

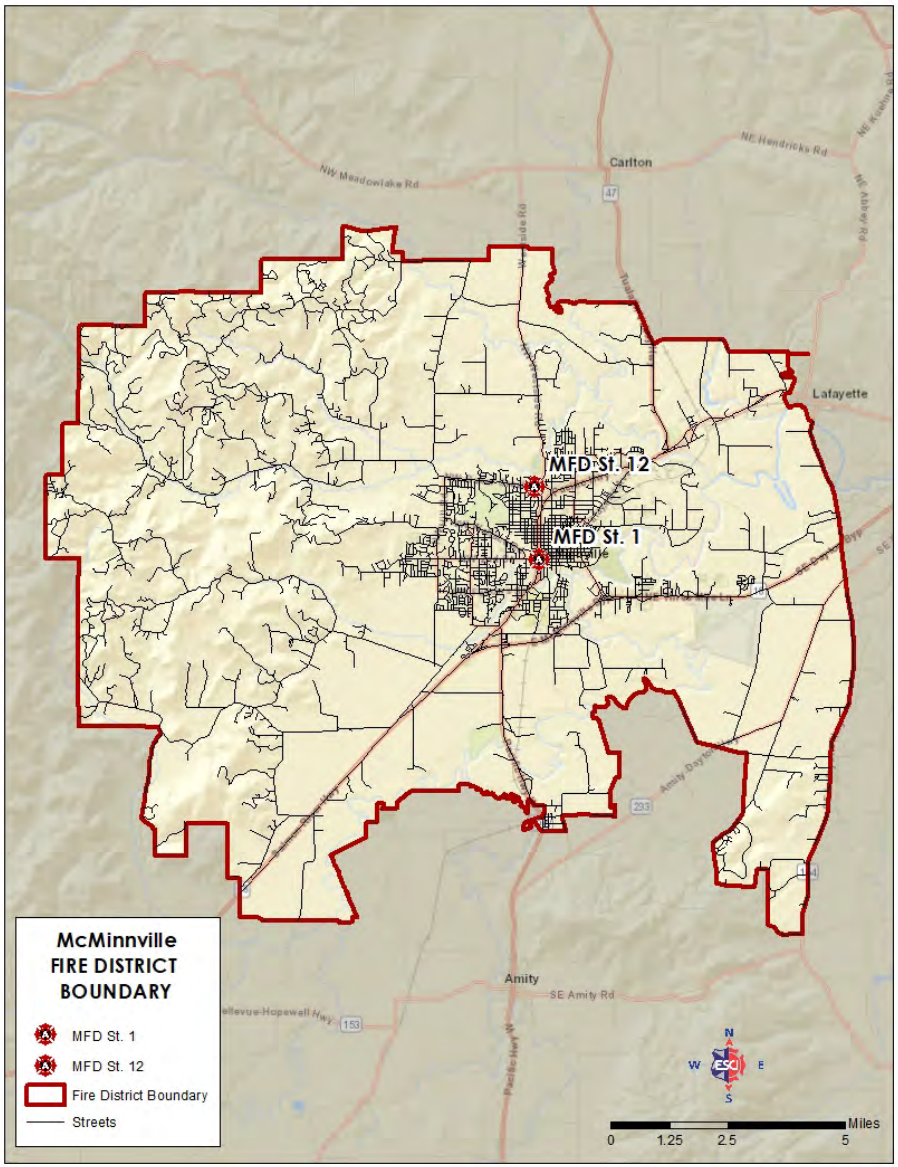
This fund was set up assuming May 2023 voter approval of creation for a new fire district.

2021 Actual, 2022 Actual, & 2023 Amended Budget for the McMinnville Fire Department can be found in the General Fund (organization sets: 01-15-070, 01-15-073, & 01-15-079).

Budget Highlights

Develop and Foster local and regional partnerships continues to be the theme with regards to the McMinnville Fire District.

- After a multi-year effort, the City of McMinnville, Yamhill County, and the McMinnville Rural Fire Protection District have completed the process to bring the consolidation efforts for a new fire district to a successful vote. The goal of this plan is to provide fire and emergency services that can reach our staffing and response goals on critical incidents and be sustainable into the future.
- This budget is presented to the Budget Committee due to the success of the Ballot Measure creating the McMinnville Fire District. This fund represents the city's costs of the 6-month transition phase that will be reimbursed by the new fire district.
- This budget does not reflect operating revenue since those monies will be directed to the new fire district .
- The new fire district will be funded through a combination of a $2.00 per 1,000 of assessed tax valuation and fees for service, the majority of which are ambulance transport charges. The new fire district is comprised of 95 square mile area as shown described in the map to the right.



- *Develop resiliency targets for critical infrastructure.*

- We continue to evaluate opportunities for substations to improve our service potential. Service model planning indicates the future need of 2 substations if not partnering with other agencies for use of their facilities. We are in current negotiations with City of Lafayette for an interim solution to ambulance deployment so as to improve the response times in northern McMinnville and to the City's airport area.
- The fire department completed a seismic survey to determine the department's risk and a cost associated with an upgrade to address the deficiencies. The analysis indicated that it would take $4.7 million dollars to bring the department up to code.

Build a community culture of safety

- The Fire Marshal is implementing an inspections schedule within the boundaries of the new fire district so there will be a rotation of inspection frequency based on the hazard of the occupancy.
- High turnover continues to be a challenge for our organization. Work continues on Health and Wellness, retention, and stress related work issues at the Department.

Core Services

Fire Operations

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

Emergency Medical 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 the District's partner rescue companies within Ambulance Service Area.
- Ensure that the District 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.

ACTUAL INCIDENTS (List last 5 years)	(2019)	(2020)	(2021)	(2022)
Fires (NFIRS 100 codes)	122	209	159	126
Rupture or Explosions (NFIRS 200 codes)	1	0	3	2
EMS & Rescues (NFIRS 300 codes)	6102	6166	7109	7175
Hazardous Conditions (NFIRS 400 codes)	78	92	154	76
Service Calls (NFIRS 500 codes)	251	287	441	586
Good Intent (NFIRS 600 codes)	720	814	941	1188
False Alarm/Calls (NFIRS 700 codes)	282	232	282	261
Severe Weather (NFIRS 800 codes)	0	0	0	0
Special Incidents (NFIRS 900 codes)	1	1	2	0
Other	56	14	17	7
Annual Totals:	**7614**	**7745**	**9178**	**9421**
Ambulance Transports	**4792**	**4458**	**4973**	**4865**

Fire & Life Safety

- Ensure the safety of the community through active fire and life safety code enforcement
- Improve permitting process in order to facilitate safer assembly and hazardous operations within our community.
- Maintain or improve partnerships within local and State organizations
- Review plans for new building construction
- Complete 90% of scheduled on-site fire inspections of high and moderate risk properties
- Investigate fires for cause and origin
- Investigate fires involving juvenile fire setters
- Provide for delivery of public fire education courses

Future Challenges and Opportunities

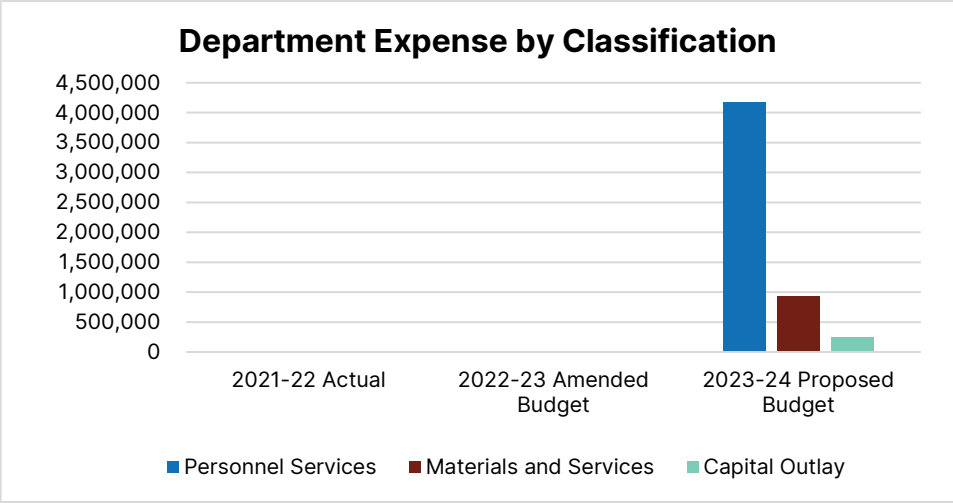
- Train new board members on Board responsibilities.
- Develop administrative policies for the new fire district to meet legal requirements.
- Evaluate the options for contracted services currently being provided by the City of McMinnville.
- Create the new business of the fire district and convert all existing contracts, licenses, certifications from the City to the fire district.
- Prepare for the PERS transition of staff as well as evaluate options for employee benefits.
- Evaluate options for property and liability insurance.
- Identify future staffing needs to accommodate the increasing response volume.
- Develop funding strategies to meet service demands.

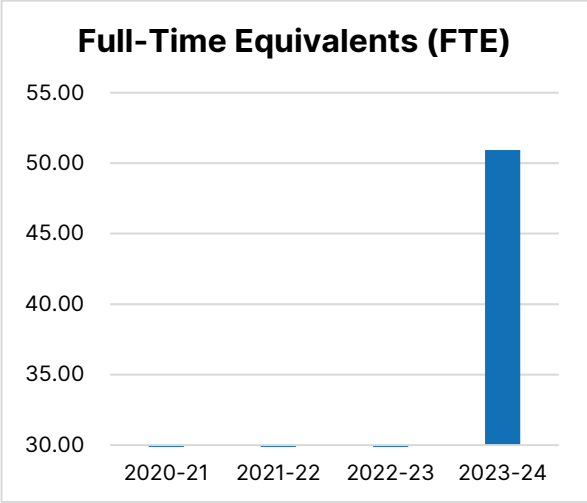
Fire District Transition

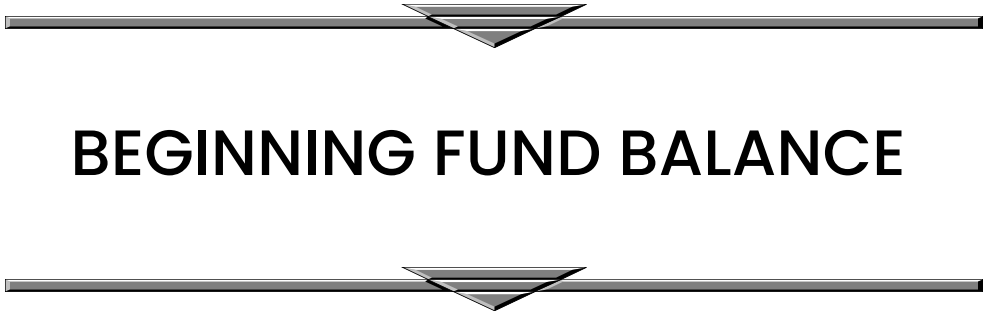
Fund Cost Summary

	2021-22 Actual	2022-23 Amended Budget	2023-24 Proposed Budget	Budget Variance
Revenue				
Charges for Services	0	0	1,274,000	1,274,000
Intergovernmental	0	0	4,050,342	4,050,342
License & Permits	0	0	4,250	4,250
Miscellaneous	0	0	3,333	3,333
Revenue Total	**0**	**0**	**5,331,925**	**5,331,925**
Expenses				
Personnel Services	0	0	4,170,295	4,170,295
Materials and Services	0	0	924,880	924,880
Capital Outlay	0	0	236,750	236,750
Expenses Total	**0**	**0**	**5,331,925**	**5,331,925**
Ending Fund Balance	0	0	0	0

	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Proposed 2023-24
Full-Time Equivalents (FTE)	-	-	-	50.94







BEGINNING FUND BALANCE

99 - FIRE DISTRICT TRANSITION FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	0	**4090**	**Beginning Fund Balance**	0	0	0
0	**0**	**0**		**TOTAL BEGINNING FUND BALANCE**	**0**	**0**	**0**
0	**0**	**0**		***TOTAL RESOURCES***	**0**	**0**	**0**

FIRE ADMINISTRATION & OPERATIONS

99 - FIRE DISTRICT TRANSITION FUND

Department : **70 - FIRE ADMINISTRATION & OPERATIONS**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				LICENSES AND PERMITS			
0	0	0	**4490**	**Licenses & Permits - Misc** 6 months worth of anticipated revenue	4,250	0	0
0	**0**	**0**		**TOTAL LICENSES AND PERMITS**	**4,250**	**0**	**0**
				CHARGES FOR SERVICES			
0	0	0	**5340**	**Fire Department Service Fees** 6 months worth of anticipated revenue	6,000	0	0
0	**0**	**0**		**TOTAL CHARGES FOR SERVICES**	**6,000**	**0**	**0**
0	**0**	**0**		***TOTAL RESOURCES***	**10,250**	**0**	**0**

99 - FIRE DISTRICT TRANSITION FUND

Department : **70 - FIRE ADMINISTRATION & OPERATIONS**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	**7000**	**Salaries & Wages** Budget Note: All McMinnville Fire District costs are for 6 months: July 1, 2023 - Dec 31, 2023; unless specifically noted as a 1 year cost.	0	0	0
0	0	0	**7000-05**	**Salaries & Wages - Regular Full Time** Fire Chief - 0.75 FTE Assistant Chief - Operations - 0.50 FTE Assistant Chief - Training - 0.75 FTE Fire Battalion Chief - 1.05 FTE Fire Captain - 1.05 FTE Fire Engineer - 1.05 FTE Firefighter - 10.85 FTE Management Support Supervisor - 0.75 FTE Support Services Technician - 1.00 FTE Management Support Specialist - Senior - 0.25 FTE *Anticipating three Firefighter position vacancies for the 1st six months of the fiscal year. The FTE count was not adjusted for these vacancies.	797,710	0	0
0	0	0	**7000-15**	**Salaries & Wages - Temporary** Extra Help - Clerical - 0.34 FTE Extra Help - Fire - 0.60 FTE	15,600	0	0
0	0	0	**7000-17**	**Salaries & Wages - Volunteer Reimbursement** Support for McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers for participation on a "point-per-event" basis and helps off-set volunteers' costs for clothing, gasoline, training, etc.	15,000	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	111,985	0	0
0	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	645	0	0
0	0	0	**7300**	**Fringe Benefits**	0	0	0
0	0	0	**7300-05**	**Fringe Benefits - FICA - Social Security**	56,925	0	0
0	0	0	**7300-06**	**Fringe Benefits - FICA - Medicare**	13,642	0	0
0	0	0	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	314,134	0	0
0	0	0	**7300-20**	**Fringe Benefits - Medical Insurance**	135,841	0	0
0	0	0	**7300-22**	**Fringe Benefits - VEBA Plan**	31,459	0	0
0	0	0	**7300-25**	**Fringe Benefits - Life Insurance**	568	0	0
0	0	0	**7300-30**	**Fringe Benefits - Long Term Disability**	1,730	0	0
0	0	0	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	33,940	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	278	0	0

99 - FIRE DISTRICT TRANSITION FUND

Department : **70 - FIRE ADMINISTRATION & OPERATIONS**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	7300-40	**Fringe Benefits - Unemployment**	0	0	0
0	0	0	7300-45	**Fringe Benefits - Paid Family Leave City Share**	2,405	0	0
0	0	0	7400-05	**Fringe Benefits - Volunteers - Life Insurance**	132	0	0
0	0	0	7400-10	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	14,018	0	0
0	0	0	7400-15	**Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current**	15,000	0	0
0	0	0	7400-25	**Fringe Benefits - Volunteers - Volunteer Accident Insurance**	3,750	0	0
0	**0**	**0**		**TOTAL PERSONNEL SERVICES**	**1,564,762**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	7515	**City Services Charge expense**	2,075	0	0
0	0	0	7540	**Employee Events** Costs shared city-wide for employee training, materials, and events. Budget Note: 1 year of cost	2,400	0	0
0	0	0	7550	**Travel & Education**	14,250	0	0
0	0	0	7590	**Fuel - Vehicle & Equipment**	19,000	0	0
0	0	0	7600	**Utilities**	14,225	0	0
0	0	0	7610-05	**Insurance - Liability** 1 year liability insurance premium	37,890	0	0
0	0	0	7610-10	**Insurance - Property** 1 year property insurance premium	37,730	0	0
0	0	0	7620	**Telecommunications**	12,500	0	0
0	0	0	7630-05	**Uniforms - Employee** Career, part-time, and volunteer fire uniforms.	8,000	0	0
0	0	0	7630-15	**Uniforms - Protective Clothing** Safety clothing for firefighting and OSHA compliance. National Fire Protection Association (NFPA) requires replacement of all turnouts over 10 years old. Cost remained higher due to new employees	35,000	0	0
0	0	0	7650	**Janitorial**	6,000	0	0
0	0	0	7660	**Materials & Supplies**	19,500	0	0
0	0	0	7700	**Hazardous Materials**	500	0	0
0	0	0	7720	**Repairs & Maintenance**	1,250	0	0
0	0	0	7720-06	**Repairs & Maintenance - Equipment**	2,500	0	0
0	0	0	7720-08	**Repairs & Maintenance - Building Repairs**	28,000	0	0
0	0	0	7720-14	**Repairs & Maintenance - Vehicles**	30,000	0	0

99 - FIRE DISTRICT TRANSITION FUND

Department : **70 - FIRE ADMINISTRATION & OPERATIONS**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7720-16**	**Repairs & Maintenance - Radio & Pagers**	5,000	0	0
0	0	0	**7720-22**	**Repairs & Maintenance - Breathing Apparatus**	3,000	0	0
0	0	0	**7750**	**Professional Services**	27,320	0	0

Budget note: Costs shared with Ambulance Division are indicated with percentages.

Description	Units	Amt/Unit	Total
Attorney services	1	15,000	15,000
New employee physicals	3	750	1,875
New employee psychological testing	3	450	1,125
National Testing Network	1	90	90
Peer support contract - 35%	1	640	640
MSDS Online - 75%	1	565	565
Lexipol Policy Program - 50%	1	2,500	2,500
LOSAP Actuarial	1	4,250	4,250
On and Off Mental Health Platform - 50%	1	375	375
Chaplaincy services - 50%	6	150	900

0	0	0	**7750-01**	**Professional Services - Audit & other city-wide prof svc**	6,800	0	0

Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses

Budget Note: 1 year cost

0	0	0	**7790**	**Maintenance & Rental Contracts**	20,775	0	0

Budget note: Costs shared with Ambulance Division are indicated with percentages.

Description	Units	Amt/Unit	Total
MTS Storage	1	3,400	3,400
HVAC maintenance - 50%	1	3,375	3,375
Extinguisher maintenance	1	375	375
Fire sprinkler system	1	750	750
Fire alarm system	1	375	375
NFPA vehicle inspections	3	1,350	4,050
Breathing apparatus bench testing	1	3,050	3,050
Copier contract	1	1,150	1,150
Crew Sense scheduling	1	1,580	1,580
Active 911 alerting	1	670	670
NFPA building inspection	1	2,000	2,000

0	0	0	**7800**	**M & S Equipment**	3,000	0	0
0	0	0	**7800-09**	**M & S Equipment - Radios**	2,500	0	0
0	0	0	**7800-30**	**M & S Equipment - Breathing Apparatus**	2,500	0	0
0	0	0	**8090**	**Hydrant Rental & Maintenance**	37,500	0	0
0	0	0	**8110**	**Hoses, Nozzles, & Adapters**	7,500	0	0

99 - FIRE DISTRICT TRANSITION FUND

Department : **70 - FIRE ADMINISTRATION & OPERATIONS**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**8120**	**Hose & Ladder Testing** Budget note: 1 year cost	7,000	0	0
0	0	0	**8180-05**	**YCOM - Other Governmental Services**	26,250	0	0

Description	Units	Amt/Unit	Total
YCOM dispatching services - Fire	6	4,375	26,250

0	**0**	**0**		**TOTAL MATERIALS AND SERVICES**	**419,965**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8720**	**Equipment - Grants**	0	0	0
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
0	**0**	**0**		***TOTAL REQUIREMENTS***	**1,984,727**	**0**	**0**

FIRE PREVENTION & LIFE SAFETY

99 - FIRE DISTRICT TRANSITION FUND

Department : **73 - FIRE PREVENTION & LIFE SAFETY**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	**7000-05**	**Salaries & Wages - Regular Full Time** Assistant Chief - Fire Marshal - 1.00 FTE Deputy Fire Marshal -1.00 FTE Budget Note: All McMinnville Fire District costs are for 6 months: July 1, 2023 - Dec 31, 2023; unless noted as a 1 year expense	116,021	0	0
0	0	0	**7000-15**	**Salaries & Wages - Temporary**	0	0	0
0	0	0	**7000-17**	**Salaries & Wages - Volunteer Reimbursement**	0	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	4,997	0	0
0	0	0	**7300-05**	**Fringe Benefits - FICA - Social Security**	7,321	0	0
0	0	0	**7300-06**	**Fringe Benefits - FICA - Medicare**	1,754	0	0
0	0	0	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	42,191	0	0
0	0	0	**7300-20**	**Fringe Benefits - Medical Insurance**	21,840	0	0
0	0	0	**7300-22**	**Fringe Benefits - VEBA Plan**	5,250	0	0
0	0	0	**7300-25**	**Fringe Benefits - Life Insurance**	66	0	0
0	0	0	**7300-30**	**Fringe Benefits - Long Term Disability**	272	0	0
0	0	0	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	4,792	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	22	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	340	0	0
0	0	0	**7400-10**	**Fringe Benefits - Volunteers - Workers' Compensation Insurance**	200	0	0
0	**0**	**0**		**TOTAL PERSONNEL SERVICES**	**205,066**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7550**	**Travel & Education**	4,500	0	0
0	0	0	**7750**	**Professional Services** NFPA membership Budget note: 1 year expense	500	0	0
0	0	0	**7750-01**	**Professional Services - Audit & other city-wide prof svc**	100	0	0
0	0	0	**8080**	**Fire Prevention Education**	4,000	0	0

99 - FIRE DISTRICT TRANSITION FUND

Department : **73 - FIRE PREVENTION & LIFE SAFETY**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**TOTAL MATERIALS AND SERVICES**	9,100	0	0
0	0	0	***TOTAL REQUIREMENTS***	214,166	0	0

AMBULANCE

99 - FIRE DISTRICT TRANSITION FUND

Department : **79 - AMBULANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	**4546**	**American Rescue Plan** ARPA Ambulance	212,000	0	0
0	**0**	**0**		**TOTAL INTERGOVERNMENTAL**	**212,000**	**0**	**0**
				CHARGES FOR SERVICES			
0	0	0	**5700**	**Transport Fees** $300,000 per month estimate, 2 months accrue to prior year, with 4 months in first half of year	1,200,000	0	0
0	0	0	**5710**	**FireMed Fees** Estimate 50% anticipated revenue arrives in first half of the year	68,000	0	0
0	**0**	**0**		**TOTAL CHARGES FOR SERVICES**	**1,268,000**	**0**	**0**
				MISCELLANEOUS			
0	0	0	**6600-22**	**Other Income - Airshow**	0	0	0
0	0	0	**6610**	**Collections - EMS** $833 per month estimate, 2 months accrue to prior year, with 4 months in first half of year	3,333	0	0
0	**0**	**0**		**TOTAL MISCELLANEOUS**	**3,333**	**0**	**0**
0	**0**	**0**		***TOTAL RESOURCES***	**1,483,333**	**0**	**0**

99 - FIRE DISTRICT TRANSITION FUND

Department : **79 - AMBULANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	**7000**	**Salaries & Wages** Budget Note: All McMinnville Fire District costs are for 6 months: July 1, 2023 - Dec 31, 2023; unless specifically noted as a 1 year cost.	0	0	0
0	0	0	**7000-05**	**Salaries & Wages - Regular Full Time** Fire Chief - 0.25 FTE Assistant Chief - Operations - 0.50 FTE Assistant Chief - Training - 0.25 FTE Fire Battalion Chief - 1.95 FTE Fire Captain - 1.95 FTE Fire Engineer - 1.95 FTE Firefighter - 20.15 FTE Paramedic - Single Role - 2.00 FTE Management Support Supervisor - 0.25 FTE Management Support Specialist - Senior - 0.75 FTE *Anticipating three Firefighter position vacancies for the 1st six months of the fiscal year. The FTE count was not adjusted for these vacancies.	1,259,778	0	0
0	0	0	**7000-10**	**Salaries & Wages - Regular Part Time**	0	0	0
0	0	0	**7000-20**	**Salaries & Wages - Overtime**	207,518	0	0
0	0	0	**7000-37**	**Salaries & Wages - Medical Opt Out Incentive**	855	0	0
0	0	0	**7300**	**Fringe Benefits**	0	0	0
0	0	0	**7300-05**	**Fringe Benefits - FICA - Social Security**	88,829	0	0
0	0	0	**7300-06**	**Fringe Benefits - FICA - Medicare**	21,289	0	0
0	0	0	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	502,558	0	0
0	0	0	**7300-20**	**Fringe Benefits - Medical Insurance**	209,973	0	0
0	0	0	**7300-22**	**Fringe Benefits - VEBA Plan**	45,050	0	0
0	0	0	**7300-25**	**Fringe Benefits - Life Insurance**	928	0	0
0	0	0	**7300-30**	**Fringe Benefits - Long Term Disability**	2,708	0	0
0	0	0	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	56,831	0	0
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	413	0	0
0	0	0	**7300-45**	**Fringe Benefits - Paid Family Leave City Share**	3,737	0	0
0	**0**	**0**		**TOTAL PERSONNEL SERVICES**	**2,400,467**	**0**	**0**
				MATERIALS AND SERVICES			
0	0	0	**7515**	**City Services Charge expense**	700	0	0

99 - FIRE DISTRICT TRANSITION FUND

Department : **79 - AMBULANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7540**	**Employee Events** Costs shared city-wide for employee training, materials, and events. Budget Note: 1 year of cost	4,300	0	0
0	0	0	**7550**	**Travel & Education**	15,000	0	0
0	0	0	**7590**	**Fuel - Vehicle & Equipment**	37,500	0	0
0	0	0	**7600**	**Utilities**	4,800	0	0
0	0	0	**7610-05**	**Insurance - Liability** 1 year liability insurance premium	43,580	0	0
0	0	0	**7610-10**	**Insurance - Property** 1 year property insurance premium	19,350	0	0
0	0	0	**7620**	**Telecommunications**	13,500	0	0
0	0	0	**7630-05**	**Uniforms - Employee** Career, part-time, and volunteer fire uniforms.	15,000	0	0
0	0	0	**7640**	**Laundry**	250	0	0
0	0	0	**7650**	**Janitorial**	2,000	0	0
0	0	0	**7660**	**Materials & Supplies**	18,000	0	0
0	0	0	**7660-15**	**Materials & Supplies - Postage**	0	0	0
0	0	0	**7660-45**	**Materials & Supplies - Medical Equipment & Supplies**	68,500	0	0
0	0	0	**7660-55**	**Materials & Supplies - Oxygen**	750	0	0
0	0	0	**7720-06**	**Repairs & Maintenance - Equipment**	2,500	0	0
0	0	0	**7720-08**	**Repairs & Maintenance - Building Repairs**	9,000	0	0
0	0	0	**7720-14**	**Repairs & Maintenance - Vehicles**	30,000	0	0
0	0	0	**7720-16**	**Repairs & Maintenance - Radio & Pagers**	4,500	0	0
0	0	0	**7735**	**Rental Property**	13,000	0	0

99 - FIRE DISTRICT TRANSITION FUND

Department : **79 - AMBULANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET			2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	**7750**	**Professional Services**	120,970	0	0

Budget note: Costs shared with Fire Ops are indicated with percentages.

Description	Units	Amt/Unit	Total
Attorney services	1	15,000	15,000
GEMT Grant Writer - 1 year cost	1	20,000	20,000
Physician Advisor contract	6	1,000	6,000
Peer support contract - 65%	1	1,190	1,190
National Testing Network	1	115	115
OHA Licensing	3	200	600
MSDS Online	1	190	190
SDW Ambulance billing	1	62,500	62,500
Lexipol Policy Program - 50%	1	2,500	2,500
Fire Med processing fee Life Flight	1	12,500	12,500
On and Off Mental Health Platform - 50%	1	375	375

0	0	0	**7750-01**	**Professional Services - Audit & other city-wide prof svc**	12,000	0	0

Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses.

Budget Note: 1 year cost

0	0	0	**7790**	**Maintenance & Rental Contracts**	5,365	0	0

Budget Note: Costs shared with Fire Ops are indicated with percentages.

Description	Units	Amt/Unit	Total
MTS Storage - 25%	1	1,090	1,090
HVAC maintenance - 25%	1	1,125	1,125
Copier contract	1	1,150	1,150
Stryker defibrillator service contract	1	2,000	2,000

0	0	0	**7800**	**M & S Equipment**	6,000	0	0
0	0	0	**7800-09**	**M & S Equipment - Radios**	500	0	0
0	0	0	**8180-05**	**YCOM - Other Governmental Services**	48,750	0	0

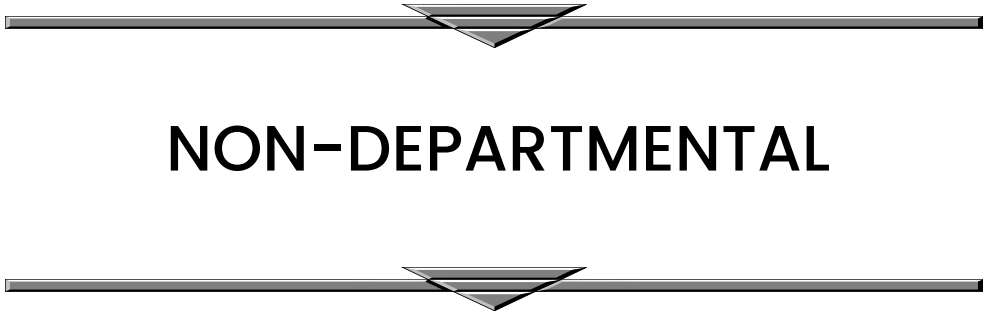
Description	Units	Amt/Unit	Total
YCOM dispatching services - Amb	6	8,125	48,750

0	**0**	**0**		**TOTAL MATERIALS AND SERVICES**	**495,815**	**0**	**0**
				CAPITAL OUTLAY			
0	0	0	**8850-15**	**Vehicles - Grants**	236,750	0	0

99 - FIRE DISTRICT TRANSITION FUND

Department : **79 - AMBULANCE**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET	Description	Units	Amt/Unit	Total	2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			ARPA Ambulance - balance of original budget	1	212,000	212,000			
			Ambulance - additional cost over original ARPA budget	1	24,750	24,750			
0	**0**	**0**	**TOTAL CAPITAL OUTLAY**				**236,750**	**0**	**0**
0	**0**	**0**	***TOTAL REQUIREMENTS***				**3,133,032**	**0**	**0**



NON-DEPARTMENTAL

99 - FIRE DISTRICT TRANSITION FUND

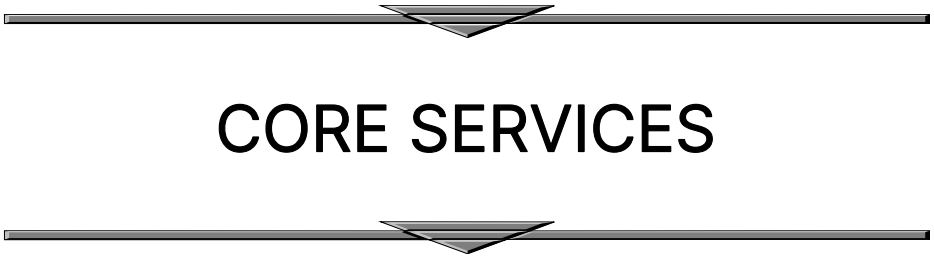
Department : **99 - NON-DEPARTMENTAL**
Section : **N/A**
Program : **N/A**

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	0	**5029 McMinnville Fire District** 6 months (July 1, 2023-Dec 31, 2023) McMinnville Fire District reimbursement of operating costs provided by the City.	3,838,342	0	0
0	**0**	**0**	**TOTAL INTERGOVERNMENTAL**	**3,838,342**	**0**	**0**
0	**0**	**0**	***TOTAL RESOURCES***	**3,838,342**	**0**	**0**

99 - FIRE DISTRICT TRANSITION FUND

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

2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDGET		2024 PROPOSED BUDGET	2024 APPROVED BUDGET	2024 ADOPTED BUDGET
0	0	0	***TOTAL RESOURCES***	5,331,925	0	0
0	0	0	***TOTAL REQUIREMENTS***	5,331,925	0	0



CORE SERVICES

City of McMinnville - Core Services

Staff prioritization. Highlighted box represents assessment of service quality.

Estimated cost is to move to higher service level

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
1	City Manager Organizational and Operational Support	Current span of authority is 12 direct reports, resulting in a limited ability to engage with employees or work groups outside immediate supervision. This practice isolates the City Manager from most City employees, often limiting availability for direct communication and leadership opportunities across the organization. Currently accounts for approximately 58% of City Manager's time.	Restructuring to create a Central Services/Administration Department (i.e., Legal, Human Resources, Finance, Communications) would lower City Manager direct reports to 8, which would free up approximately 0.1 FTE of the City Manager's time for communication and engagement across the organization. Additional staff resources required: 1 FTE analyst, 1 FTE administrative support, allocated to all Administration functions.	Creation of an Assistant or Deputy City Manager to equally share executive level direct reports would lower City Manager direct reports to 6 and would not require creation of a Central Services Department (base option). This level of service would free up approximately 0.2 FTE of the City Manager's time from current level of service. In addition to the benefits of the base option, there will be added capacity for new projects and initiatives and this model better addresses succession planning for the City. Additional staff resources required: 1 FTE Asst./Dep. CM, 1 FTE analyst (from base option), 1 FTE administrative support (from base option).	The addition of a project manager or second analyst to the mid-level of service would increase capacity to support departments in policy and budget formulation and implementation and would create capacity for proactive project and initiative development in addition to the impacts of the mid-level of service. Additional staff resources required: 1 FTE project manager or analyst, 1 FTE Asst./Dep. CM (from mid-level option), 1 FTE analyst (from base option), 1 FTE administrative support (from base option). Should account for approximately 33% of City Manager's time. [Total FTE in this option would also move other City Manager Core Services to mid and/or optimal levels, depending on organizational priorities.]	212,000
2	City Recorder/Legal City Council Duties: Prepares City Council Agenda/Packet. Track, prepare, review, edit City Ordinances and Resolutions. Attends City Council Meetings	Recorder: Agenda/packets have not been reviewed thoroughly and late, after meetings tasks are consistently late. Recorder only formats Ordinances and Resolution for inclusion Council packet. Recorder only attends City Council meetings and not available to attend other board meetings. Minutes for Council meeting not produced at all Legal: Only review documents for inclusion in Council packet; only attend Council meetings, but no other committee or board meetings.	Recorder: Agenda/packets have minimal review and after meeting tasks are completed within a week or so. Recorder reviews Ordinances and Resolution for inclusion Council packet. Recorder attends City Council meetings with no coverage and not available to attend other board meetings. Minutes for Council meeting not turned around timely Legal: Draft ordinances/resolutions when requested, but otherwise only review documents for inclusion in Council packet; only attend committee/board meetings when essential	Recorder: Agenda/packets are reviewed, sometimes posted late, after meeting tasks are completed the following day. With added Asst. Recorder, Recorder has more capability of drafting Ordinances and Resolutions and to attend City Council meetings with available coverage. Capability to attend other board meetings as needed for coverage. Minutes for Council meeting turned around on a faster level Roughly $133,560 for 1 FTE City Recorder Legal: Draft ordinances/resolutions when requested and be involved in initial drafting and staff work group on project; attend other board/committee meetings when needed and annually for training 1 FTE Assistant City Recorder	Recorder: Agenda/packets are thoroughly reviewed hardly if ever posted late, after meeting tasks are completed the following day and all documents added into records management. With added Asst. Recorder and PT Staff flexibility for Recorder to be more involved at initial stages or Ordinances and Resolutions with City Attorney and Department Heads, provide reminders on upcoming resolutions that need update. Attends City Council meetings with coverage and has capability to attend other board meetings to assist as needed. Minutes for Council meeting turned around quickly and staff flexibility to help with other board meeting minutes Roughly $146,820 for 1 FTE City Recorder, 1 FTE Assistant City Recorder, 0.5 FTE Admin Assistant Legal: Involved at initial stages of projects that ultimately lead to ordinances/ resolutions; draft documents for review by Council at work sessions and revise for final adoption; attend Council and Planning Commission meetings; attend other committee/board meetings as needed and annually for training	179,978
3	Information Systems INFRASTRUCTURE Provide network services, data and information security, and infrastructure for City buildings and systems. Backups, disaster recovery, AV, spam blocking, etc.	Network services are useable, inconstent, slow and unreliable. Operations are affected and inefficient due to technology restraints. Security is defensive and less proactive. Logs are not routinely reviewed, updates are applied as energencies dictate, minimal active threat monitoring.	Network Information Systems stable and outages are minimal, speeds are acceptable and new services, buildings and functionality are easily added and brought on-line. Security logs are reviewed and threats planned for in advance, updates are performed on a scheduled basis, backups are routinely spot tested and layered threat blocking and monitoring systems are in place.	At least 1/2 FTE dedicated to network operations / security - design adjustments can be made for performance, fully redundant connections to all City buildings are in place and tested, network hygiene Information Systems a priority. High level of active monitoring, more proactive measures taken. Full data recovery activites planned and executed.	1 FTE dedicated to network/security operations, smaller issues can be quickly addressed, security design issues can be quickly put in place, high level of active network security and performance monitoring. Monthly data recovery exercises and employee training program. Realtime redundant systems for all critical infrastructure in place.	270,000
4	Information Systems OPERATIONS CRITICAL Operations including email, phones, videoconferencing, VPN, mission-critical city servers, desktops, laptops, software systems,	Email and phone systems are functional - no frills, best effort towards managed mobile devices, desktops and servers, little remote support available. Triage decisions made constantly on 'putting out fires'.	Email and phone systems are functional and can integrate with other systems; mobile device management in place, All employees have access to remote work tools - mobiles, secure and reliable VPN connections and filesharing.	Email and phones are robust; Office 365 deployed across the organization and integrated across City work projects. Mobile device management Information Systems mature; all employees are able to work remotely.	Information Systems Information Systems proactive and pursuing projects and improvements across all departments, providing new services to citizens. Timelines are fully acheivable and projects can be expanded on and reliably delivered. (1/2 FTE plus 50-80k annual capital costs)	0
5	Human Resources Recruitment and Selection	Limited contact coordinated with hiring managers; response times may take a week or longer; no candidate sourcing strategy; long time to fill positions; no retention strategy; no clear onboard/orientation strategy	Acceptable level of coordination with hiring managers; response times take 2-3 days; limited candidate sourcing strategy; jobs take 2-3 months to fill; limited retention strategy; basic onboard/orientation program	HR Analyst manages ½-¾ of recruitment portfolio; high touch support with hiring managers; response times take 1-2 days; developed candidate sourcing strategy; jobs are filled in 6-8 weeks; retention strategy is developed; informal onboard/orientation program (highly variable by department)	Recruitments are managed by two HRBPs, Director manages executive level searches; high touch support with hiring managers; response times take 1-2 days; effective sourcing and retention strategy, passive recruitment occurs; jobs are filled in 6-8 weeks; coordinated onboarding/orientation program sets employees up for successful integration into teams/organization	94,070

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
6	City Manager Council Engagement and Support	Plan and construct Council Meeting agendas. Meet with Council members as preferred by each member. Assist in response to constituent inquiries. Guide policy interpretation and implementation, including the strategic plan. Prepare staff reports and communications, both routine and specialized. Schedule, lead and/or participate in numerous meetings. Currently accounts for approximately 32% of City Manager's time.	Additional staff support would allow the City Manager to more fully engage with the Council, as individual members and the full body, in higher level review, support and guidance on policy matters, as well as Council priority projects and initiatives. Administrative and/or analytical support would be used to take on routine items and inquiries, task tracking and reporting, staff reports and calendar management and would be allocated for added support for other administrative functions (i.e., Recorder, Human Resources, Legal). Depending on workload and priorities, base level of service would allow approximately 0.1 FTE of the City Manager's time to be redirected to focus on priority functions. Additional staff resources required: 1 FTE analyst or 1 FTE administrative support.	The addition of 1 FTE (analyst or administrative support, depending on which position was added in base level), would expand the capacity to deal with routine items described in base level allowing the City Manager more time to provide leadership support for Council priority projects and initiatives, approximately 0.1 FTE above base level. Additional staff resources required: 1 FTE analyst or 1 FTE administrative support (resulting with one of each classification from the below base level).	The addition of an Assistant/Deputy City Manager to the mid-level of service would increase capacity to support departments in implementation of Council priority project and initiatives, including taking a proactive approach in project development and management, in addition to the impacts of the mid-level of service. Additional staff resources required: 1 FTE Asst./Dep. CM, 1 FTE analyst (from base or mid-level option), 1 FTE administrative support (from base or mid-level option). Should account for approximately 33% of City Manager's time.	99,000
7	City Recorder/Legal All things City Elections: Prepare packets, answers questions, ensure candidates are following State Elections Rules, ensure accuracy of all forms and meeting all state deadlines, media releases, etc.	Recorder only reviews forms when submitted, limited availability for candidates, packet not updated, no training for incoming candidates Legal: CM/DH/Supervisors only reach out to in-house counsel when needed; Consequence: May lead to litigation under election laws which could require the assistance of outside legal counsel; candidates confused about process or violate laws without education from staff	Recorder attends election training only for major changes, packet updated as needed, available for questions from candidates, minimal training for candidates Legal: Review informational documents to be provided to candidates; review ballot titles and explanatory statements; advise staff when questions arise; Consequence: Candidates often continue to have questions and issues arise that could have been proactively handled through more education early on in the election process; causes additional work; May lead to litigation under election laws	Recorder attends election training, with added FTE has help to review/update packet and forms reviewed. Recorder has more capability to be available for questions from candidates throughout the whole process, training for onboarding candidates Legal: Provide informational sessions for candidates; develop ballot titles and explanatory statements and work with sec of state's office as needed; advise staff on enforcement of code related to elections (sign code/campaign finance); Consequence: better educated candidates, help elections run more smoothly, less work for other staff; staff are supported when issues do arise; minimize possibility for litigation	Recorder attends elections trainings on regular basis, with added FTE and .5 staff has staff flexibility and assistance to update packets, provide a robust informational sessions for candidate and robust onboarding training for candidates Legal: Strategic meetings with City Recorder, Finance Director, and code enforcement/ planning to prepare documents, update code as needed, provide informational sessions for candidates; develop ballot titles and explanatory statements and work with sec of state's office as needed; advise staff on enforcement of code related to elections (sign code/campaign finance); Consequence: better educated candidates, help elections run more smoothly, less work for other staff; staff are supported when issues do arise; minimize possibility for litigation; identify, review, and remedy issues before they impact candidates and staff	0
8	Fire and Rescue Operations	Effective Response Force on scene within 9 minutes >70% Current 52%. Lack of initial on-scene staffing increase risk to firefighters for injury and increases the risk to property damage due to delayed initial fire attack. Not enough staff to relieve existing staff without overtime increases cumulative stress on workforce. High Risk for Firefighter injury/Error.High risk of increased property damage due to delayed response. Volunteer staffing at 15 qualified Firefighters reduces response force availability.	Effective Response Force on scene within 9 minutes >70% 52%. Staffing to meet relief needs of current staffing levels reducing cumulative stress om employees from overtime Employee still at increased risk for injury and Community still at increased risk to property risk to property damage. Increase Volunteer Numbers to improve secondary vehicles response. Evaluate student program if space is available. 3 FTE needed $420,000	Effective Response Force on scene within 9 minutes 80%. Need 1 additional substation, one additional engine/truck staffed. Should meet the effective response force in 2/3 of the City. Decreasing risk of injury to firefighters.Decrease the risk to property damage from an improved fire attack response time. Sub-station 2 million Capital(This may be offset through a partnership with Lafayette). 9 paid staff $1.26 million annually Implement student program for 6 "sleepers" $70,000 for tuition assistance.	Effective Response Force on scene within 9 minutes 90%. Need 2 additional sub stations on top of staffing increases listed earlier. One may be in agreement with another department like Lafayette. Will need one additional substation near airport for estimated 2 million.	400,000
9	Fire - EMS Services	Ambulance Response less than 6 minutes 90% of the time in McMinnville. The FD uses a dual roll system where FF are on the ambulances and Medics are on the engine to get the most bang for the buck.When ambulance unit hours increase to 20 % the availability for fires is reduced and when ambulance hours are above 25% the system is considered stressed and responses are delayed due to overusing mutual aid resources. Currently calling for move ups or active calls over 400 times a year. Unit hour utilization of 25% indicated stressed system with overuse of our partners. Current Medic -12 27%, Medic -1 20%, Medic -10 20%. On the track for a 9000 call year. An increase of over 1000 calls from the previous record.Stress is causing continued loss of staff and Chronic stress issues.	Addition of funding for 4 FTE combined would allow us convert the Peak unit into a 24 hour car. This would reduce the unit hour utilization to around 18 per unit. Ambulance Response Time less than 6 minutes in city 90% of calls Contract Requirement and calling partners 300 calls per year. While meeting the overall response requirements there are areas that are below that level due to lack of substation. Cost for 4/ $560,000	Ambulance Response Time less than 6 minutes in city 90% Using partners less than 100 calls per year, While meeting the overall response requirements there are areas that are below that level due to lack of substation. Addition of 6 staff would allow us to staff an additional 24 hour ambulance keep the PEAK Unit. This would place us in a position that would have our unit hour utilization around an estimated 12-14%. This reduces stress on the system and provides for more firefighters available at any one time in the system. This level of staffing also may allow for a cross staffed engine with the new 24 hour ambulance. $840,000	Ambulance Response Time less than 6 minutes in city 90% Using partners less than 100 calls per year. Substation required near the hospital or partnership with hospital on deployment model. This will allow department to improve the response times in areas underserved due to substation addition. Cost allocated in the Fire Operations for substations.	
10	Police Calls for Service:Respond to emergency and non-emergency calls for service. To include CRU	Officers' response time are unacceptable and community complaints about how crimes are handled and investigated rise. Community is left feeling underserved and employee satisfaction with how they respond is diminished. No staff flexibility at all.	Officers' response time rise, community concerns are not addressed in a timely manner. Some calls may go unanswered. Flexibility lacks relating to ability to respond to community concerns.	Respond and handle calls for service in a manner that does not allow calls for service to sit for more than 30 minutes to 60 minutes maximum. Ensure staffing allocations allow for flexibility in responding to crime trends taking place at a given time	Hiring of additional officers allows MPD to return to a 4/10 schedule with overlaps, which would reduce some costs to the city (12-hour shift differential). Currently we work a 12-hour schedule which allows us to staff higher numbers, but this is a suboptimal schedule as clinical studies have shown. $120,000 includes rollups per officer	965,720
11	Police Investigations:Detectives conduct complex investigation related to serious person and property crimes (ex. homicides, sexual assaults adult and child, etc).	Only the mandatory cases are investigated, some need to be handled by patrol who do not have adequate resources to resolve these types of complex and involved cases. Case loads are unmanageable. We fail our community, and our civil risk is exposure increase as criminals are left unprosecuted due to shoddy investigations	Cases are investigated, some more complete than others. Our investigative responses are limited by the number of detectives who can assist patrol officers. Detective case loads increase causing some cases to not be worked in a timely manner. Employees burn out becomes a concern as has happened in the past.	Conduct thorough and complete investigations in a timely manner, and ensure staffing allows for flexibility to have multiple large-scale investigations going at once.	The addition of a crime analyst position within our investigation section provides data driven information about crime trends and provides timely and accurate information to our staff and the community. Estimated $80,000 includes rollups.	80,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
12	Finance Budget and Financial Planning	FTE: approx. .8 (lower level is less collaboration/work product from depts). Budget prepared in accordance with state law, developed by departments in context of best practices in their respective fields, state mandates. Substantially leverages NWS* functionality, producing a budget document with limited analysis and narrative information. Budget Committee (BC) discussion focused during budget season only; minimal orientation of BC. Statutory budget hearings. Long Term Implications: Focus on functional budget areas risks that the allocation of resources may be out of step with MacTown2032 and council priorities. Silo'd approach runs risk of prioritizing near term needs over long-term sustainability. Lack of a robust community engagement component, inadequate training for BC members, limited visibility into financial data lead to frustrations with the process and the budget decisions made.	FTE approx.: .8 Dept Budget: 12,500 Budget prep same as below base with addition of budget document focus on departmental activity details down to the line-item level and narratives describing how the activities funded fit in with MacTown2032. Includes considerable, though incomplete, analysis of city-wide fiscal status and near- or long-term financial sustainability. Web based public comment option in addition to statutory budget hearings. Long Term Implications: Collaborative staff approach to budget is a strength that allows City to minimize the negative impacts of limited funding. Staff commitment to MacTown2032 goals assures incremental progress on the 15-year time horizon strategic plan. The focus on maintaining service levels the community has come to expect and strategic plan deliverables combined with inadequate analysis of current year financial trends run risk that reserve levels and capital needs will be dangerously deprioritized. Lack of a robust community engagement component is same as below base.	FTE: 1.8 approx – 110,000 incr. Dept Budget: 22,500. One-time: 15,000. Budget prep same as base with addition of forecasting application to produce expanded financial analysis. Adding staff capacity enables separate Capital Improvement Plan (CIP). Added capacity also allows support of more BC activities throughout the year and listening session opportunities for BC with community organizations and public. Long Term Implications: Collaborative staff approach and comitment to MacTown 2032 same as base. Improved anlaysis of near- and long-term civic funding picture due to CIP and improved forecasting capacity. CIP enables city to make meaningful break from run to failure approach and deferred maintenance. Should allow current staff time savings in departments where silo'd capital planning is taking place. Strategic approach for more environmentally sound purchasing. Forecasting capacity enables scenario modeling for more informed decision making. Community engagement builds trust with and accountability to public.	FTE: 1.8 approx – 110,000 incr. Dept Budget: 42,500 to 72,500 One-time: 40,000 to 115,000. Budget prep same as mid-level. CIP same as mid-level. BC activities same as mid-level. Software to provide Interactive and on-demand budget and performance information available on the website. Long Term Implications: Collaborative staff approach and improved balance between near and long term budgeting with forecasting and CIP is same as mid-level. New public facing budget application and performance data provides more accountability regarding MacTown2032 goals and department-specific best practices. Technology solutions for forecasting, CIP and public facing budget/performance data will have carrying costs associated with them. Incremental cost increase: Added staff and forecasting is same as mid-level. Budget/performance transparency applications run $20,000-$50,000/year with one-time costs.	315,000
13	Engineering Public Infrastructure Management	Limited capacity and funding for managing the City's transportation, wastewater, stormwater and airport infrastructure and systems and providing reviews and monitoring of public infrastructure improvements constructed as part of private development projects. Additional tasks include: Inspections, defective private sewer lateral program to reduce I&I, utility locates, ROW permits, sidewalk permits, construction permits, pre-app meetings for private development, general public inquiries/phone calls. Current staffing is not sufficient to respond quickly.	Hire additional staff for the following: Administrative Assitance, Purchasing/Contract Specialst (to allow engineers to focus on engineering tasks and to assist with adoption of a formal purchasing policy/process). These additional FTE's would help the division to provide quicker response times to public requests, more streamlined processes, and consistency throughout the organization. Install video equipment in Operations room to facilitate virtual meetings.	In addition to Base level additions, hire additional Engineer to assist with increased development proposal reviews, inspections, permitting.	As development continues and with the expanded UGB, at least one additional Engineer may be needed to keep up with the increased work flow.	200,000
14	Legal Legal Advice: Advise Council and staff on any legal questions	Limited contact coordinated with Council, CM, and DH; Consequence: staff undertake actions without consultation with attorney; increases risk of liability and/or violation of laws; LOS Equivalent: response times may take a week or longer 1 FTE City Attorney $206,000 (Salary + Ben)	Generally be available to all Councilors, CM, and DH; Consequence: Staff may proceed without legal input or may be unable to proceed until legal response provided; causes delay in others' work flows; increases risk of liability and/or violation of laws; LOS Equivalent: response times averaging between 1 business day and 1 week; some delayed responses to other staff – may be a week or longer I FTE City Attorney; 0.5 FTE Legal Assistant; 0.25 FTE Law Clerk $271,000 (Salary + Ben)	Legal assistant readily available for staff inquiries; Consequence: work flows able to move forward smoothly; reduced likelihood of claims/litigation or violation of laws; LOS Equivalent: City Attorney responsive within three business days for all staff 1 FTE City Attorney; 1 FTE Legal Assistant; 0.5 FTE Law Clerk $333,000 (Salary + Ben)	All legal staff readily available for inquiries ; Consequence: staff and Council able to be fully supported by responsive legal counsel; reduced likelihood of claims/litigation or violation of laws; strategically avoid litigation by being proactive in risk management; LOS Equivalent: response times generally within one to two business days, except for larger projects 1 FTE City Attorney; 1 FTE Asst. City Attorney; 1 FTE Legal Assistant; 0.5 FTE Law Clerk $497,800 (Salary + Ben)	0
15	Planning Current (Mandated by state law to provide)	Extremely Limited - Permitting levels are low. Customer service is severly compromised. Plan review is very limited. Potential to not meet state mandated deadlines for review which default to an approval. Development code remains out-of-date. Resources = 3.5 FTES (Planners do both current and long-range planning) Professional Services Funds $20,000. Current budget impact: reduce 1 FTE (Senior Planner). Reduce contractual services by $150,000 – $200,000. Long Term Consequences: Development does not reflect community values. Loss of community sense of place. Disinvested residents. Increased risk for non-compliance with ORS.	Limited – Staff is processing land-use applications and meeting plan review deadlines mandated by the state. However, the development code remains out-of-date and is amended only in a reactionary way based on eggregious results in the filed. Resources = 5 FTES (Planners do both current and long-range planning), Professional Services Funds $150,000. Current budget Impact = current status. Long Term Consequences: Development code is not revised to reflect community's values in a strategic and proactive manner. Lack of time to try and work with developers to amend plans.	Catch-Up – Plan review is thoughtful and proactive. Customer service for private development in advance of applying is the norm and staff may be able to influence development to reflect community's values. Development code is updated strategically and proactively to ensure that future development is building upon the sense of place that McMinnville values. Resources = 6 FTES (Planners do both current and long-range planning) plus 0.50 GIS FTE for Planning. Professional Services Funds $250,000-$325,000. Current Budget Impact: Add 1 FTE (Associate Planner - $85,000), plus 0.50 GIS FTE ($50,000). Long Term Consequences: development reflects what community wants and values. Less frustration with new development. Enthusiasm and confidence in future development. Compliance with ORS and Federal mandates.	Strategic - Dedicated staff with development code updated and working proactively on development code opportunities that address specialty attributes to lead community into the future. Resources = 8 FTES (Planners do both current and long-range planning). Professional Services Funds= $325,000-$450,000. Current Budget Impact - Add 3 FTES (Planning Manager, Associate Planner, and GIS Planning, approximately $315,000). Add $50,000 – 100,000 for contractual services. Long Term Consequences: Growth and development occurring in a manner that is embraced by the community and maintains what is special about McMinnville. Tax base increasing at a healthy rate. Public services are supported.	192,500
16	Human Resources Employee/Labor Relations	Transactional employee relations; bare minimum engagement with unemployment insurance claims; reactionary toward complaints of harassment/discrimination; limited contact with employees regarding protected leave; limited engagement with labor partners; heavy reliance on employment attorney; limited labor relations strategy for collective bargaining; employees and managers are minimally aware of reasonable accommodations for ADA/religious reasons	Consistent monitoring/response to unemployment insurance claims; established process to receive complaints of harassment/discriminiation; established process to track and monitor protected leave; acceptable level of engagement with labor partners through regular labor/management meetings; reliance on employment attorney for functions unable to manage in-house; positional bargaining strategy with labor partners; employees and managers are aware of accommodation process	Developed strategy to manage unemployment insurance claims and cost; established process to receive complaints of harassment/discrimination; investigations are conducted swiftly and appropriate interventions are applied; employees are aware of protected leaves and how to apply for the leave; leave program includes appropriate level of employee/HR contact; regular labor/management meetings; reliance on employment attorney for highly sensitive/high-risk exposure matters; positional/interest-based bargaining strategy with labor partners; accommodation program supports employees and managers in interactive process	Developed strategy to manage unemployment insurance claims and cost; established process to receive complaints of harassment/discrimination; investigations are conducted swiftly and appropriate interventions are applied; leave program is managed consistently, HR partners with managers to strategize for upcoming employee leaves; regular labor/management meetings that promote collaboration and seek solutions to organizational issues; reliance on employment attorney for highly sensitive/high-risk exposure matters; interest-based bargaining strategy ; accommodation program includes annual training for employees and managers, effective documentation strategy, and regular check-ins to ensure needs are being met	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
17	Human Resources Ensure labor/employment law compliance	Employment law posters displayed annually; City achieves compliance with labor/employment laws often after deadline; limited monitoring of upcoming changes to law; lack of advocacy on proposed changes to law	Required notices are posted in a timely manner; compliance with labor/employment laws achieved by required date; some level of employment law monitoring; rare participation in advocacy on proposed changes to law	Required notices are posted in a timely manner; compliance achieved by required date; training on legal changes occurs prior to compliance date; regular monitoring of changes to employment law; advocacy on proposed changes to law	Required notices are posted in a timely manner; compliance achieved by required date; training on legal changes occurs prior to compliance date; proactive monitoring of changes to employment law; advocacy on proposed changes to law occurs regularly	0
18	Library Maintain a safe and comfortable space	Open 35 hours, 5 days a week; HVAC over 40 years old requires regular and costly maintenance; Difficulty staffing when any leave is taken; Safety concerns when only one person is working upstairs; Staff required to manage mental health issues; Bathrooms are used regularly and lines are common as the library is one of the few public restrooms downtown. Feedback from some public is that they do not feel safe at the library; Furniture is not made for the new requirements of the pandemic	Open 50 hours per week Five or more staff available during busy times Tables and chairs available for patrons	Open 60 hours per week Five or more staff available during busy times Tables and chairs available for patrons	Open 60 hours per week; Five or more staff available during busy times; New building that offers greater site lines with an open floor plan; Study rooms, meeting rooms, space for relaxed reading, lots of windows and light	300,000
19	Park Maintenance Deferred Maintenance	Most assets are not replaced prior to end of service life, replacement/repair is reactive. Deferred maintenance inventory continues to grow in scope and cost.Park aesthetics continue to remain below community expectations. Buildings and building elements continue to deteriorate with time and use. Downtime impacts public access to various amenities and structures and staff effectiveness. Limited staffing capacity impacts response times. Repairs and maintenance costs are high due to inability to provide properly timed maintenance relative to asset life cycle. Storm/vandalism repairs require longer time frames that are below community expectations. Asset failures continue to increase as assets age past useful life.	High priority assets (larger play equipment such as Discovery or City Park, roofs, lighting systems, emergency response equipment/vehicles) are replaced as either obsolete or at end of life. High priority systems, structures and equipment replaced or renewed (Wortman West Shelter, splash pad, smaller playgrounds, skate parks, various equipment & vehicles). Deferred maintenance items begin to be addressed. Park aesthetics improve in highly visited, visible spaces, but still fall below expectations in some locations. Safety issues are immediately addressed, and high priority assets are replaced/renewed on a programmed basis relative to life cycle and condition.	High and medium priority assets are replaced or renewed at the end of useful life or as conditions require. Deferred or backlogged items are addressed in such a manner that the backlog begins to be reduced. There is a funded plan in place to address the deferred items. Park aesthetics are good in all spaces, with fertilized, irrigated turf, mulched beds and low levels of weeds/invasive species. Proactive building/amenity maintenance is performed on a programmed, proactive basis. High and medium priority assets are replaced on a programmed basis relative to life cycle and condition. Some programmed activities in undeveloped spaces. Some park improvements and upgrades can be implemented(enhanced lighting, interpretive signing, bike racks, park rule signage, etc.).	All assets replaced or renewed on the basis of useful life schedules. Backlogged or deferred items are at a minimum, and there is a plan in place to continually address the backlogged items. Park aesthetics are outstanding in all spaces. Annual floral displays are planted in high visibility areas and maintained. All assets can be considered in good to excellent condition. All assets are replaced/renewed on a programmed basis. Undeveloped spaces are maintained, with riparian and wetland area restoration efforts and invasive species mitigation efforts as well as fuels reduction programs.	589,500
20	Parks & Recreation Park Planning & Development (Master Plan)	20 year old Master Plan, lack of funding to update, out of date SDC methodology, sunsetted bond, not much park programming, lack of marketing for large event rentals (potential revenue); Limitations are the City currently isn't funding parks maintenance at the level needed from the last master planning effort and basic asset management. Current .25 FTE	Basic Plan Update – existing condition overview, basic outreach and coordination, review of park needs, mapping, CIP, final plan.; Revenue sources: ARPA, SDC $ (which then would not be used for construction of parks), Potential grants; Cost for this would be one time - $75k-$100k for basics. Does not include new SDC methodology, estimated at $40k.	Basic Plan update +Parks Condition assessment + webpage/communication and outreach, visioning workshop, advisory committee coordination, scenario development/facility design and operations.; Dedicated part time (.5) park planner who can program, market, manage large park event permits, public liaison. Revenue sources: ARPA, SDC $ (which then would not be used for construction of parks), Potential grants. Cost is one time $170k – does include an updated residential SDC methodology (not commercial/industrial), limited outreach, no special efforts for underrepresented groups, limited visioning. Ongoing costs - $60k/year	Mid level plan update + additional community visioning/outreach with attention to underrepresented community members, web presence, increased advisory committee work and participation.; Dedicated full time park planner who can program, market, manage large park event permits, public liaison, park design & planning as well as project management for capital/construction projects.; Revenue sources: ARPA, SDC $ (which then would not be used for construction of parks), Potential grants; Cost is one time $260k – includes commercial and industrial SDC methodology, specific efforts for underrepresented groups, increased visioning and committee work. Ongoing - $120k/year (1 FTE)	100,000
21	Finance Accounting and Business Services	FTE approx.: 2.4 Dept Budget: 37,100. Accounting and business services includes general ledger, annual financial statements, purchase orders and payables, some central billing and basic training/resources for department staff who use NWS. An annual financial report is produced, a lower standard for government accounting. Because of tight staffing levels anytime folks are on leave, a fire erupts or a project in financial services with low staffing allocations emerge, accounting services and internal control is typically the finance function that is de-prioritized. Little training available to dept staff in NWS. Ad hoc support available. "How to" documents scarce. Finance staff training focused on NWS, not gov. accounting. Consequences to deferring accounting activities is weakened internal control and higher risk of errors or fraudulent activity. Working consistently at overcapacity means that details – or important items – are overlooked or lost. Lack of a consistent training program for finance staff -> risk of failing to update business process with changes in state or federal law.	FTE approx.: 2.4 Dept. Budget: 37,100. Accounting and business services is same as below base with change that annual comprehensive financial report is produced so can earn GFOA award for Excellence in Financial Reporting. Same tight staffing level as below base. Same minimum support to dept staff as below base. Re-org of some business processes to add some capacity for finance staff training opportunities. Consequences to deferring accounting activities is same as below-base. Lack of a training for department and finance staff is same as below base.	FTE approx. 2.6 22,000 ncr Dept Budget: 47,100 Accounting and business services is same as base. Adding approx. .2 FTE capacity will allow the finance team to better balance ongoing accounting needs given tight staffing level but does not stretch to complete continuity of operations. Participation in GFOA and Oregon GFOA activities (an increase of 10,000 in the budget) will be prioritized. To mitigate missing key changes in government accounting standards, state or federal statute. Same min support to depart staff as below base. Consequences to deferring accounting activities is still a factor.	FTE approx. 3.1 64,000 incr Dept Budget: 47,100 Accounting and business services is same as base. Capacity add in mid-level is same. Adding a general accountant to the team results in .5 FTE more capacity in accounting, with sprinkled capacity adds in other fiscal services areas, allowing for continuity of operations. Fin staff training same as mid-level. New general accountant will enhance NWS departmental staff training and development of resources to improve efficiency and effectiveness in use of software across city. Establishing training in other finance activities such as cash handling, how to avoid fraud, and other important subjects. Reducing the amount of time working at over capacity reduces risk that details – or important items – are overlooked or lost as new fires require the attention of finance staff.	10,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
22	Planning Long Range Planning (Mandated by state law to provide)	Extremely Limited - Almost non-existent. 3.5 FTES (Planners do both current and long-range planning) Professional Services Funds $20,000 Budget Impact: Reduce 1 FTE (Senior Planner) Reduce contractual services by $150,000 – $200,000 Long Term Consequences: Lack of strategic planning, diminishing development opportunities, anemic tax base and growth = inability to support increased cost of public services. Increased risk for non-compliance with ORS	Limited – ability to tackle one or two long-range planning projects per year. 5 FTES (Planners do both current and long-range planning) Professional Services Funds $150,000 Budget Impact: Current Long Term Consequences: Lack of strategic planning, diminishing development opportunities, anemic tax base and growth = inability to support increased cost of public services. Start to address compliance issues with ORS and Federal mandates. Reduce risk of legal challenges. Growth occurring in a way that could be detrimental to the long-term sense of place for McMinnville.	Catch-Up – Ability to update all of the necessary plans within five years. 6.5 FTES (Planners do both current and long-range planning). Plus 0.50 GIS FTE for Planning. Professional Services Funds $250,000-$325,000 Budget Impact: Add 1.5 FTE (Associate Planner plus 0.50 GIS Planning FTE) Long Term Consequences: Active community dialogue, public participation in long-range planning. Strategic plan for growth and development. Enthusiasm and confidence in future development. Compliance with ORS and Federal mandates.	Catch-Up and Strategic – Ability to update all of the necessary plans within five years, keep them updated and become strategic about long-range planning. 8 FTES (Planners do both current and long-range planning) Professional Services Funds $325,000-$450,000 Budget Impact: Add 3 FTES (Planning Manager, Associate Planner and GIS Planner) Add $50,000 – 100,000 for contractual services Long Term Consequences: Growth and development occurring in a manner that is embraced by the community and maintains what is special about McMinnville. Tax base increasing at a healthy rate. Public services are supported.	0
23	Engineering Capital Improvement Projects	Limited capacity and funding for managing the City's Capital Improvement Projects. Not able to keep up with current workload and project schedules. ARPA projects - need increased staff for additional project load. Currenlty have only one Project Manager (new City Engineer will help).	Hire additional staff for the following: Administrative Assitance, Purchasing/Contract Specialist (to allow engineers to focus on engineering tasks and to assist with adoption of a formal purchasing policy). These additional FTE's would help the division to provide quicker response times to public requests, more streamlined processes, and consistency throughout the organization.	In addition to Base level additions, hire additional Engineer to assist with project management and implementation of our Capital projects.	In addition to Base and mid level additions, hire Grant Specialist (Planning?) to assist with grant applications to improve infrastructure throughout the City. This would likely require additional FTE Engineers to manage new projects. Hire in-house CAD drafter or engineer to be able to design more projects in-house.	175,000
24	External Communications (Website/Print/Social Media)	Website does not have up-to-date information, broken links. Does not include appropriate translated materials. Is not optimized for a mobile device. Is not designed for users with visual disabilities. Not branded appropriately. Print materials are developed without consistency in style, branding, etc. Materials lack professional quality. Inconsistent approach to social media throughout City. No coordinated approach between platforms (Facebook, Instagram, LinkedIn, NextDoor, and Twitter). 1 FTE Public Engagement Specialist	Website has some out-of-date information but for the most part includes accurate and timely content. Some materials are translated to Spanish. Limited accessibility for people with visual disabilities. Items contain City logo and follow branding guidelines. There may be inconsistency in content between departments but messaging is clear and understandable. Materials are printed in English/Spanish. Social media accounts exist for most departments/services. The administration, messaging, and engagement on platforms may be somewhat inconsistent. 1 FTE Public Engagement Specialist .5 FTE Administrative Assistant	Website contains up-to-date information with limited broken links. Many pages include information in Spanish. Website is designed with basic accessibility principles and is easy to navigate. Materials following branding guidelines and are easy to read and understand. Materials are printed in English/Spanish. Social media accounts exist for all departments/services where applicable and administered by CS. Messaging is for the most part consistent and includes the coordination and design of a community email blast. 1 FTE Public Engagement Manager 1 FTE Public Engagement Specialist	Engaging and effective website that provides up-to-date information about City services, ways to engage, and upcoming events and programs, and City news. Website is accessible to people with disabilities and/or people who speak languages other than English. Performance metrics exist to monitor high/low traffic pages and/or content. All printed materials and signage are branded and have a professional look that is recognizable within the community. A large image library ensures visually exciting graphics on fliers, postcards, presentations, etc. Materials are printed in English/Spanish. Social media is used to effectively communicate information about City services, upcoming events and programs, news, community partnerships, volunteer opportunities, and other ways for residents to engage. A coordinated approach ensures that McMinnville's "voice" is consistent regardless of platform or account. Process for monitoring and reporting effective strategies is in place. 1 FTE Public Engagement Manager, 1.5 FTE Public Engagement Specialist, .5 FTE Administrative Assistant (These positions could be combined with the other proposed communications positions)	32,000
25	DEI Implementation	Training & Education: minimal, fewer than one educational opportunity for staff per year. Policy: DEI is infrequently referred to in City policies, it may not even be considered when evaluating policy implications Organizational Culture: inconsistent approach to inclusion and belonging throughout the organization; employees are hesitant to share concerns or speak out against microaggressions/harassment/discrimination Recruitment/Retention: workforce does not reflect demographics of the community, limited bilingual employees, people from non-dominant culture are rarely selected for roles (volunteer or paid) and when are selected do not stay with the organization.	Training & Education: annual DEI education opportunities exist, employees understand the expectations to embody core values. Policy: City has a policy statement about DEI and an equity lens to help evaluate decision-making for disparate impacts with historically excluded groups. Organizational Culture: formal process for reporting microaggressions/harassment/discrimination exists; departments have a somewhat developed strategy to promote employee belonging and foster an inclusive culture. Recruitment/Retention: Strategy exists to build a workforce reflective of community demographics; bilingual employees provide inclusive customer service in multiple departments; people from the non-dominant culture are regularly selected for roles (volunteer and paid) and stay with the organization for at least 2-3 years.	Training & Education: Frequent opportunities for DEI education exist in the organization, employees embody core values. Policy: Policies are created and reviewed using an equity lens, community engagement supports decision-making and strives to include perspectives from people from the non-dominant culture. Organizational Culture: Employees are comfortable raising concerns about microaggressions/discrimination/harassment; departments actively seek to build a more welcoming and respectful culture by engaging with employees on the topic frequently. Recruitment/Retention: workforce becomes more diverse year after year and is beginning to reflect the community demographics; recruitment process seeks to include people with lived experience in addition to minimal job requirements; people from non-dominant culture are regularly selected for roles (volunteer and paid) and stay with the organization 3-5 years.	Training & Education: Employees engage with DEI training and education frequently; DEI training is recommended and supported by managers; employee embody core values. Policy: Decisions are made through an equity lens and a high level of feedback and community involvement to ensure disparate impacts are minimal and mitigated if unavoidable. Organizational Culture: Departments are welcoming and inclusive of employees from all backgrounds; employees regularly engage in respectful conversations about DEI that continually improve the culture. Recruitment/Retention: workforce reflects community demographics; staff are multilingual and able to effectively serve a diverse community; candidates from non-dominant cultures are regularly selected for roles and are supported and onboarded in a culturally conscious way; people from non-dominant cultures have the same retention rates as dominant culture employees.	15,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
26	Legal Meetings: Serve as parlimentarian and legal advisor during Council meetings and other Board/Committee mtgs as needed	No attendance at other board/committee meetings; attend all Council meetings; Consequence: potential violations of Oregon public meetings laws; staff provide legal advice to committees without consultation of attorney; LOS Equivalent: Avg 3 hrs/mtg x 3 mtg/mo x hrly rate of $101.30 = $911.70/mo	Attend all Council meetings, and attend other board/commission meetings when requested; Consequence: potential violations of Oregon public meetings laws; reduced likelihood that staff provide legal advice to committees without consultation of attorney; LOS Equivalent: Avg 3 hrs/mtg x 4 mtg/mo x hrly rate of $101.30 = $1215.60/mo	Attend all Council meetings, and attend other board/ commission meetings when requested; consistent monitoring of future Council agenda items; Consequence: reduced likelihood of potential violations of Oregon public meetings laws; able to anticipate need for legal counsel and potential legal issues at meetings when monitoring agenda items; LOS Equivalent: (Avg 3 hrs/mtg x 4 mtg/mo x hrly rate of $101.30) + (4 hrs/mo for monitoring x 101.30) = $1620.80/mo	Attend all Council and Planning Commission meetings, attend other board/commission meetings when requested; consistent monitoring of future Council and Planning Comm'n agenda items; Consequence: reduced likelihood of potential violations of Oregon public meetings laws; able to anticipate need for legal counsel and potential legal issues at meetings when monitoring agenda items; assistance to Planning Comm'n to avoid having decisions appealed to Council and to LUBA; LOS Equivalent: (Avg 3 hrs/mtg x 5 mtg/mo x hrly rate of $101.30) + (5 hrs/mo for monitoring x 101.30) = $2026/mo	0
27	Human Resources Maintain employee handbook/personnel policies	Employee handbook includes basic personnel policies and is updated irregularly; policies are not organized or accessible to employees; no HR coordination with individual departments on department policies/SOGs/SOPs	Employee handbook includes basic personnel policies and is updated every 2-3 years; policies are organized and accessible to employees; occasional HR coordination on invidual department policies/SOGs/SOPs	Employee handbook includes personnel policies and additional information such as strategic plan integration, ways to integrate within teams and departments, etc.; handbook is updated annually; policies are organized and accessible to employees online; occasional HR coordination on individuals department policies/SOGs/SOPs	Handbook is regularly updated and is used as a resource for existing employees and as a tool to onboard/orient new employees; handbook is updated annually and includes effective communication on changes (in writing, via video or in person training); policies are reviewed annually and accessible to employees online; policies are regularly discussed at staff meetings to ensure understanding across organization; HR coordinates with individual departments on department policies/SOGs/SOPs	0
28	Finance Payroll and Benefits Management	FTE approx.: 1.05 Dept Budget: 12,100 24 payrolls are processed each year, accommodating the special pays and contract arrangements of 2 bargaining units and different classifications of non-represented staff. PERS, state and federal payroll reporting requirements, and benefits reconciliations and backend administration. Benefits were almost exclusively evaluated through an administrative lens. Staff onboarding at hire is supported. Because finance staff is stretched, when other demands emerge, timely internal control reviews of the twice monthly payrolls is de-prioritized.	FTE approx.: 1.05 Dept Budget: 12,100. 24 payrolls are processed each year, accommodating the special pays and contract arrangements of 2 bargaining units and different classifications of non-represented staff. PERS, state and federal payroll reporting requirements, and benefits reconciliations and back end administration. Benefits are viewed predominantly through an administrative lens. Staffing capacity organization wide does not stretch to getting feedback on what benefits are valued by staff and/or analyzed outside of price increases from current providers. Staff onboarding at hire is supported. Because finance staff is stretched, when other demands emerge, timely internal control reviews of the twice monthly payrolls is de-prioritized.	FTE approx.: 1.1 5,000 incr Dept Budget: 12,100, Payroll processing same as base level. A net increase of .05 FTE, and a reorg of existing personnel allocations made possible by adding the analyst and grant/special projects specialist, allow for adding more thorough analysis of benefits spends and staff-wide communications. Staff onboarding at hire is supported. Because finance staff is less stretched, timely internal control reviews of the twice monthly payrolls can be re-prioritized.	FTE approx.: 1.2 12,000 incr Dept Budget: 36,100 . Payroll processing same as base level. A net increase of .15 FTE over base level, and a reorg of existing personnel allocations made possible by adding the analyst and grant/special projects specialist and general accountant, allow for adding more thorough analysis of benefits spends and staff-wide communications. Staff onboarding at hire is supported. Special hiring or benefits programming activities becomes possible. Because finance staff is less stretched, timely internal control reviews of the twice monthly payrolls can be re-prioritized.	0
29	Library Offer library materials for borrowing	Out of date, poor quality, few items available for borrowing	Currently Friends of the Library and Library Foundation pay for 80% of the adult book and electronic resource borrowing collections. The borrowing collections are up to date, relevant, well maintained, and diverse. Books, audio, video, downloadable audio and ebooks for all ages in languages spoken by 10% or more of the community are available to borrow; Small collection of Library of Things (games and puzzles)	City budget covers the costs of patron borrowing collections (remove burden of this core service from the Friends of the Library and Library Foundation); Expanded access to base level options such as more audio and ebooks, streaming music, and databases for employment training, in depth research; More Library of Things for borrowers to expand their hobbies, skills, knowledge, and enjoyment (i.e. kitchen and home equipment, tools); Staff to manage Library of Things and other additions.	Expanded collection of all materials for borrowing; Larger space for physical materials; Staff to maintain, clean, and organize more materials	70,000
30	Police Evidence: Process and account for evidence through best practices and ensure that evidence and property taken in is accurately accounted for.	Evidence is lost or not tracked in a timely manner, exposing the city to liability and potential lawsuits. Our evidence techs are unable to process evidence to the labs or other partners leading to cases being dismissed or lost due to faulty practices.	Evidence is tracked and sorted in a timely manner; however, we lose the ability to have techs who are responsive to both department and partner needs and expectation. We do what is necessary to keep in alignment with what state accreditation standards.	Evidence techs are readily available to handle evidence submitted by staff daily. Evidence that is submitted is processed in accordance with best practice and disposed of in accordance with policy and state law.	Moving our PT Evidence Tech to a FT position allows our evidence section to provide more support to our officers, by also responding to crime scenes to assist in processing and allows for staff to have technical expertise through training and education. We become more proactive nimble. Additional $50,000 with rollups	50,000
31	Fire Code Enforcement	State doing only required inspections when available. ; Minimal interaction with other City departments on new construction, only fire department access, and water supply; Share one State DFM for 4 Counties. ; No complaints are investigated; No local input, no local contact for business owners/managers. ; No support or safety review/inspections of community events such are Dine Out, Air show, Alien Days, fair, etc.; Lack of local inspection program increases fire risk to businesses and their occupants and risk to the community overall.; Lack of working with other City departments creates fragmentation of service to local businesses and community members ; The lack of inspection or planning for local events places community members and visitors at a risk.; Failure to respond to complaints or concerns leaves community at risk and frustrated with lack of service	Inspecting State required inspections as well as high risk occupancies every 3-5 years; Few moderate and no low level occupancies are inspected unless requested or deemed necessary; Investigate complaints. ; FD Access and Water Supply inspections. ; Community Event inspections completed when available.;Continued lack of inspection and maintenance increases the risk of fire or other serious safety hazards such as locked/blocked exits, non-functioning fire alarm and sprinkler systems, etc. Placing the community at risk for occupants and economic impact.; Lack of local processes and inspections increases fire risk as well as safety risk to building occupants and risk to the community overall.; Lack of working with other City departments creates fragmentation of service to local businesses, ; The lack of inspection or planning for local events places community members and visitors at a risk.;	Inspecting State required inspections as well as high risk occupancies every 1-2 years.; Moderate hazard every 5 years and zero low level occupancies are inspected unless requested or deemed necessary; Investigate complaints. ; Participate in Plan Review process for new construction projects. FD Access and Water Supply inspections. ; Assist businesses with safety inspections as requested.; Community Event plan review, permitting and safety Inspections conducted.; (29) events this year and many months had none due to COVID; Continued lack of inspection and maintenance increases the risk of fire or other serious safety hazards such as locked/blocked exits, non-functioning fire alarm and sprinkler systems, etc. Placing the community at risk for occupants and economic impact.; Lack of full local inspection program increases fire risk as well as safety risk for building occupants and risk to the community overall. Ad 1 FTE Enforcement, Investigation, and public education. 125,000	State required inspections are completed,; High life hazard/economic impact annually. ; Moderate hazards inspected every 3 years; Low level hazards inspected every 5 years. Implementation of a self- inspection annually. Investigate complaints.; Participate in Plan Review process for new construction projects. FD Access and Water Supply inspections; Community Event plan review, permitting and safety Inspections conducted.; 29) events this year and many months had none due to COVID ; Implement a program to ensure all sprinkler, alarm, suppression hood systems are conducted annually or as required by Fire Code. One additional .5 FTE for optimal in the prevention division. 60000	136,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
32	Facilties Current backlog-Major Repairs & Renewal	$4.7 M (does not include WWS buildings). No comprehensive capital plan for facilities. Funding is based largely on reactive responses to aging buildings.	$1.15M (assumes current backlog funded and annual investment made at 50%. Overall capital renewal/major repairs plan developed for all facilities and funded at 50% of need.	$$575,000 (assumes current backlog funded and annual investment made at 75%. Overall capital renewal/major repairs plan developed for all facilities and funded at 75% of need.	$0 (assumes current backlog funded and annual investment made at 100%. Overall capital renewal/major repairs plan developed for all facilities and funded at 100% of need.	1,900,000
33	Human Resources Support managers and employeers in performance management/disciplinary process	Lack of consistent performance management strategy throughout organization; performance reviews/formal check-ins are minimal; limited training for managers on effective performance management strategies; disciplinary process is inconsistent;	Performance reviews are conducted annually, throughout organization; basic performance management training is provided; disciplinary process is consistent throughout organization	Performance reviews are conducted annually for FT/PT+/regularly budgeted positions; performance reviews are conducted consistently (according to policy) for PT/temp positions; disciplinary process is consistent throughout organization	Performance management strategy is fully developed and based on best practices; regular check-ins between managers/employees are documented and stored in an electronic system; "stay" interviews are used to inform retention strategies; disciplinary process is managed consistently and with appropriate forms for documentation	0
34	Muni Court Traffic Violations	2 Traffic Courts per month. From 2010 to 2019 avr 2200/year (range 1600-3000 – outlier in 2012). Staff level: 1.5 FTE. Violations have first court date 4 – 6 weeks from original infraction. Staff response to phone/email within three days. If don't appear, automatic reset is made 4 – 6 weeks from original court date. Delays due to either imbalanced staffing level relative volume of violations or operating remote court with software ill-suited for this operational need. Consequences are delays in access to justice, strong potential for more touches per violation, limited access to court staff by phone, email and/or in person for folks with questions about their cases, creation of case backlogs. In circumstances with remote court only, for people who appear the time before the judge is expedited in smaller online groups but there is more confusion for many with extra communication required to get them set up for their appearances.	2 Traffic Courts per month. From 2010 to 2019 avr 2200/year (range 1600-3000 – outlier in 2012). Staff level: 1.5 FTE. Violations have first court date within 4 weeks from original infraction. Staff response to phone/email within one day. Staff office hours 35/week. If don't appear, automatic reset is made 4 – 6 weeks from original court date. This service level depends on balanced staffing level relative volume of violations and operating in person court. Consequences of in-person court only is increased hardship for people who come before the court as they need to take more time off work, arrange for child care, etc. to participate in large groups that come before the judge. The traditional court operation allows for more people to be seen each court day, thus reducing the time that passes from the original violation and the court date.	2 Traffic Courts per month. From 2010 to 2019 avr 2200/year (range 1600-3000 – outlier in 2012). Staff level: 1.5 FTE. Violations have first court date within 4 weeks from infraction. Staff response to phone/email within 1 day. Staff office hours 35/week. Failure to appear, automatic reset made 4 – 6 weeks from original court date. With new software, anticipate less need for second appearances due to enhanced communications options and operational efficiencies. Service level depends on balanced staffing relative volume of violations and software designed for hybrid court operations. Consequences of hybrid court functionality allows people to elect modality that works best for them (remote or in-person), improved communications reduces additional failure to appear charges, and efficiencies in processing cases. Incremental cost: approx. 26k/year + 104k one-time (on premises license) to 46k/year + 53k one-time (hosted/software as service model) Note: one time cost and 5-year contract is included in ARPA investment proposals. Staffing efficiencies to be invested in ancillary processes that improve court operations + study impacts on people appearing before the court.	2 Traffic Courts per month. From 2010 to 2019 avr 2200/year (range 1600-3000 – outlier in 2012). Staff level: 1.5 FTE. Violations have first court date within 4 weeks from infraction. Staff response to phone/email within one day. Staff office hours 35/week. Failure to appear, automatic reset is made 4 – 6 weeks from original court date. With new software, less need for second appearances due to enhanced communications options and operational efficiencies. Service level depends on balanced staffing relative volume of violations, software designed for hybrid court. Optimal includes added staffing to facilitate public education and diversion programs. Hybrid court functionality allows people to elect modality that works best for them (remote or in-person), improved communications to reduce additional failure to appear charges, and staffing efficiencies in processing cases. Incremental cost: same as mid level. Staffing efficiencies invested in ancillary processes that improve court operations and impacts on people appearing before the court. Added staffing capacity cost is described in "Muni Court Support Services."	106,000
35	Fleet Maintenance/Repair of assigned vehicles and equipment	1 FTE currently for Fleet. PW Operations maintains General Fund, WWS and Street fleet & equipment. Police and Fire fleet maintenance is managed by those departments. All assigned units are tracked via CMMS and are on preventitive maintenance schedules. Staff capacity limits ability to meet all PM schedule targets. Current ratio of scheduled to demand work is 50-50 or worse; ideal is 70% scheduled to 30%demand. Work is outsourced as resources and expertise require. Operations Mechanic assists various departments City wide and assists Operations crews as necessary.	2.0 FTE total (adds shop assistant). PW Operations maintains GF, WWS and Street Fleet. Police and Fire units continue to be maintained separately. Additional capacity improves ability to hit PM targets and absorb demand work. Additional staffing and improved replacement scheduling improve staff capacity to meet PM targets, Improved replacement schedule begins to reduce demand work and downtime. Staff could be shared with Street & WWS.	3 FTE (1 supervisor, 2 staff). Additonal staff and space allows implementation of a comprehensive Citywide approach to fleet maintenance. PW Operations maintains all GF, WWS and Street Fleet units, and assumes maintenance of PD units, Staff EVT certification will be required. Additional work will require additional staff, and additional vehicle bays.	4.0 FTE (1 supervisor 3 staff). Provide comprehensive fleet management services in a centralized facility for all city fleet, including PD and Fire. This will require a new or expanded fleet facility.	620,000
36	Information Systems OPERATIONS HIGH IMPACT Operations including non-critical software integrations and customizations, printing, 'In-vehicle' computers (MDTs) for Public Safety - 24/7 services for PD/FD	Printers are not adequately maintained and experience downtime; MDTs are frequently out of service, in need of repair, operations are affected and technology is unreliable for Public Safety services.	Printing operations are secure and stable; Most MDT's are up to date and operational; electronic systems such as e-ticketing and billing charts are reliable and functional. High impact software integrations are addressable in a reasonable timeframe.	More core systems are cloud based to provide 24/7 access and uptime. Most if not all City employees can work anytime, anywhere. All MDT's are up to date and operational, replaced on a scheduled 'before-failure' basInformation Systems.	Workflow and team project management tools are routinely used across the organization; fully remote workers are supported, email systems are 24/7 cloud based and redundant, all systems secured with 2-factor authentication.	0
37	Information Systems OPERATIONS General management of all City servers, desktops, laptops, mobiles, software systems & integrations, printing. Patches, upgrades, user support.	Systems are run past reasonable 'end of life dates', replaced in emergency situations. Low-medium impact software and systems integrations are not addressed.	Systems are replaced before expiration, but sometimes critical projects displace other needs. (Capital funding necessary : 20-50k annually, depending on needs)	Systems are replaced before expiration in a fully planned, orderly fashion. (Capital funding necessary 50-80k, depending on needs)	Information Systems is proactive and pursuing projects and improvements across all departments, providing new services to citizens. Timelines are fully acheivable and projects can be expanded on and reliably delivered. (1/2 FTE plus 50-80k annual capital costs)	0
38	Park Maintenance Restroom Maintenance	Restrooms closed in some areas. Portable restrooms removed. Building maintenance is reactive in nature.	Restrooms are serviced daily. Portable restrooms provided as resources and COVID cleaning protocols allow. Restroom roofs cleaned annually, anti-graffiti coating applied annually, and interiors painted every other year.	Restrooms are serviced daily. Portable restrooms provided in areas as needed. Buildings are maintained as at base level, with interior partitions being replaced/repaired as needed, and exteriors painted every five years.	Restrooms are serviced daily, portable restrooms are provided in areas as needed. Buildings maintained as at base level, partitions replaced on a regularly programmed cycle.	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
39	Parks & Recreation Volunteer Coordination	No volunteer program. Turning away volunteers/donations and not allowing volunteers to participate in our programs.; Budget implications: current	Solicitation for volunteers happens through individual programs in isolation (coaches | Wortman Café | park cleanups); No planning for events, reactive only - when someone contacts us or there is an immediate need for programs to move forward. ; Budget implications: current	Volunteer program formalized (procedures, recruitment, recognition) and managed by a staff liaison. Budget implications: .5 FTE – approx. $60k	Park Sponsorship and Volunteer Program and coordinator that is standardized, has a web page and marketing to recruit for planned volunteer events, handles legal waivers and manages logistics for volunteer days in the parks and when needed for programs. Recognition or Awards for volunteers integrated into Mayor's State of the City potentially?; Budget implictions: 1 FTE – approx.. $120k	80,000
40	Facilities Annual Investment Requirement (20 year horizon, $52.5M, about $2.3M/year	Current annual investment is less than 25% of required (less than $570,000	50% = $1,150,000	75% = $1,725,000	$2,300,000	1,150,000
41	Capital-Fleet Replacements	Currently no comprehensive fleet replacement schedule for GF, Street units. PD/FD units managed separately and are funded more regularly. WWS units are funded via WWS capital plan.	Fleet/equipment replacement schedules developed and are funded for all departments. Funding strategies, including leasing are researched and implemented. Costs shown are for GF units, including Police and Fire. The backlog of GF replacements excluding PD/FD is approximatley $355,000. This level of service assumes funding to address this backlog over a 5 year period with an estimated cost of $71,000 annually and funding to address on-going replacements. The annual estimated cost for GF units excluding Parks is $50,000. The estimated cost for PD fleet replacement is $210,000 annually. The estimated cost for FD annual replacments is $340,300. WWS and Street units are funded separately. Replacement schedules are funded at 80% of estimated annual requirements.	Fleet/equipment schedules are partially funded for all departments (90%) planning for a new or enhanced maintenance facility.	Fleet/equipment replacement schedules full funded for all departments	0
42	City Recorder/Legal City's Charter and Code: Maintain and review for updates the City's Charter and the Municipal Code	Municipal Code not maintained or updated online by Code Publishing Company adding additional work and delays for City Recorder, City Attorney and IS	Municipal Code is maintained by Code Publishing Company. City Recorder and City Attorney only review if issues arise	Municipal Code is maintained by Code Publishing Company. City Recorder and City Attorney review Code every 2-4 years with assistance from 1 FTE minimal impact to workload	Municipal Code is maintained by Code Publishing Company. City Recorder and City Attorney review Code on an annual basis to ensure accuracy with added FTE and .5 staff zero to minimal impact to workloads	0
43	Legal Real estate:Negotiate real estate transactions	Administered by other City staff; only final legal review by in-house counsel; Consequence: May not obtain optimal terms due to lack of presence during negotiation; errors may be discovered late in process that delays projects or not discovered until after transactions are complete – could lead to litigation or additional costs to fix errors; LOS Equivalent: Avg 1-2 hrs for review per doc = $101.30-$202.60/doc	Prepare templates for staff use; review final documents for signatures; Consequence: May not obtain optimal terms due to lack of presence during negotiation and/or errors may be discovered late in process that delays projects; LOS Equivalent: Creation of General Templates - $5,000;Updates to Templates - $1,000/yr;Avg 1-2 hrs for review per doc = $101.30-$202.60/doc; legal assistant support - minimal	Involved in negotiations, develop templates for staff use, and draft documents for signatures; Consequence: reduce likelihood for errors/ legal deficiencies; better able to ensure beneficial terms for the City; LOS Equivalent: Creation of General Templates - $5,000;Updates to Templates - $1,000/yr;Avg 5-10 hrs for negotiation and review per doc = $506.50-$1013/doc; legal assistant support - $1,000-$3,000	Involved at initial stages of planning, negotiate transactions, and draft documents; Consequence: able to be strategic with real estate transactions to obtain best conditions/terms for City and optimal pricing for transactions; minimize errors/legal deficiencies in documents; LOS Equivalent: Creation of General Templates - $5,000;Updates to Templates - $1,000/yr;Avg 10-20 hrs for planning, negotiation, and review per doc = $1013-$2026/doc; legal assistant support - $1,000-$5,000	0
44	Facilities Facility Maintenance program	No centralized facility maintenance programs for City buildings. Buildings managed by the department that operates the facility. Public Works Operations and PD Facility Manager lend repair and project procurement/management support as able. PD has assigned facility manager who assists with Civic Hall, Civic Hall and Community Center. Only facility dedicated staff is in the PD-.75 FTE. All other support is either by the operating department, or supported by PW Operations staff. No comprehensive CMMS tracking	2.0 FTE. Each facility has a preventative maintenance plan, but not all elements are able to be implemented. Building maintenance tracked in CMMS. Existing service contracts for HVAC and janitorial. Provide project management and in-house facility support with additional FTE in electrical, HVAC and minor repairs. Provide project management for routine maintenance tasks, and some direct support. 2.00 FTE (dedicated to facility maintenance city wide, existing service contracts maintained, All facilities are tracked in a single CMMS system	3.0 FTE At least 50% of each buildings PM plan can be implemented annually. Service delivery models are evaluated (i..e contract v. in-house) for HVAC and janitorial. Staff has capacity and expertise to handle minor electrical work. Staff plans and coordinates all PM with operating departments. 3.0 FTE dedicated Facility Maintenance staff, with HVAC and electrical expertise	4.0 FTE. All elements of each building's facility maintenance plan are implemented and funded. Delivery models options are continually evaluated. Staff has capacity and expertise to handle minor HVAC, electrical, small construction and building repairs. Staff plans an conducts work for all departments, coordinating maintenance schedules with operational needs. 4.0 FTE dedicated Facility Maintenance staff, with HVAC, electrical, carpentry, and small construction expertise	0
45	Airport	Limited capacity for providing management of airport. Unable to maintain current assets and master plan. Airport is running almost independently of City. Not actively making improvements as needed. Lack of knowledge regarding airport management with current Public Works staff makes it a challenge.	Maintain City's aiport asset base: including airport layout plan project development and completion, contract airport manager coordination, and land lease and airport tenant management. Hire Airport Administrator as a contract employee to provide expertise regarding airport operations, manage the Airport Commission, assist with lease management, and act as a representative of the City. Invest in improvements of City-owned assest at the airport such as leased hangars. $60K/year (Administrator), $50k/year (additional maintenance).	Hire a part time City employee rather than a consultant. Regular updates to the Master Plan and Airport Layout Plan. Strategic about economic development.	Hire FTE Airport Administrator to manage the airport on-site. Provide additional airport maintenance in-house. Separate airport manager from FBO. Marketing and planning to promote use of the regional airport. Restructure airport responsibillites to better align with duties within the City staff structure (administration).	110,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
46	Human Resources Support employee health, safety, and wellness	Inconsistent approach to health/safety throughout organization; loosly organized Safety Committee; no wellness program outside of standard employee benefits; inconsistent reporting method for safety concerns, accidents, incidents	Health/safety policies exist but may be inconsistent throughout organization; Safety Committee fulfils obligations under OSHA; limited wellness program (access to recreational facilities or stipend for wellness expenses); reporting method for safety concerns, accidents, incidents exists	Health/safety policies are consistent between departments; Safety Committee fulfills obligations under OSHA; limited wellness program; reporting method for safety concerns exists and concerns are regulatrly reviewed by Safety Committee and/or Risk Specialist	Health/safety policies are consistent between departments and regularly reviewed for compliance/best practices; Safety Committee exceeds OSHA requirements and proactively seeks to improve health and safety for employees; reports of safety concerns are regularly reviewed by Safety Committee and/or Risk Specialist; annual health and safety report documents program	0
47	Planning Promote and Support Citizen Involvement in Planning (Mandated by state law to provide)	Extremely Limited – eliminate volunteer advisory committees and just focus on Planning Commission as Citizen Involvement Committee. Leads to disenfranchised population in future planning. Resources = Reduce 2 FTEs	Limited – Staff one or two volunteer advisory committees in addition to Planning Commission. Meet less than once a month with limited work plans and outcomes. Resources = Reduce 1 FTE	Good – staff standard citizen involvement committees – planning commission, affordable housing, design review, historic preservation. Provide active monthly support for production workplans and outcomes. Resources = Current.	Great – staff standard citizen involvement committees and staff specialty committees such as Bicycle Pedestrian Advisory Committee, ADA Committee, Economic Development, Planning Diversity and Equity. Support full workplans. Productive outcomes. Engaged citizenry. Leads to more thoughtful and creative outcomes with enduring value. Resources = Add 1.0 FTE (Associate Planner)	0
48	Parks & Recreation Inclusion and Equity; Note: close connection to physical upgrades for indoor & outdoor facilities to remove physical barriers to participation. Budget implications	Current, scholarshipping with very limited resources, trying with very limited resources to provide inclusive options to families within the framework of existing programs, usually incorporating a caregiver to assist. Continue publishing guide in Spanish & English. Budget implications: Current	Dedicated Inclusive Rec Coordinator to help families integrate into existing programs, provide training to existing staff. ; Develop and market ways to donate to scholarship funds/sponsorships.; Sufficient resources to purchase some specialized equipment and translation services.; Budget implications: On-going staff: Approx. $80k, Translation and equipment costs: $50k	Dedicated inclusive program manager + consultant to audit programs, processes, and procedures (suggesting every 5 years). Adaptive rec leagues launched. Better partnerships & program development with stakeholders (Autism Society of Oregon, MSD, other adaptive stakeholders); BUdget implications: On-going program manager: approx. $140k, Translation & Equipment costs: $75k	Mid level inclusion & equity increase + .5 rec staff to be ambassadors & partner for families across all P&R programs + optimal level rec center physical improvements, integration into outdoor space planning & advocacy, full adaptive rec program; BUdget implications: On-going program manager: approx. $140k, part time rec coordinator - $80k, Translation & Equipment costs: $100k, See optimal costs for new rec center one time money.	130,000
49	Internal Communications (City Manager's Office)	Employee communications are inconsistent or limited. Newsletters are ad-hoc and not published regularly. Employees have limited understanding of City-wide initiatives and feel "out of the loop" on major projects. Heavy reliance on department managers/staff to provide information and updates regarding City news.	Newsletters are published quarterly to inform employees of City-wide projects and initiatives. Emergency/crisis communications is handled appropriately. Department managers/staff carry messaging to their teams with support from Communications staff (talking points, visual aids, etc.)	Newsletters are published quarterly to inform employees of City-wide projects and initiatives. Emergency/crisis communications is proactive and anticipatory and governed by a Emergency communications policy. A cross-functional team manages internal communications. Internal website hosts employee materials.	Employees are informed about City news, projects, and changes via multiple channels. Quarterly staff meetings provide opportunities for employees to learn about City-wide initiatives and changes. A robust internal website includes employee engagement activities and serves as a one stop shop for employee wellness.	0
50	Community Engagement (City Manager's Office)	Format, meeting time, and frequency is limited. Lead time in planning or advertisement for public participation is short >two weeks notice or non-existent. Subsequent budget to hold in-person public open houses or information sessions; also limited. No developed Community Engagement Charter. No clear process for involvement or partnerships with community based organizations. Translation and interpretation services are limited or unavailable at public meetings. Limited staffing resources throughout departments. Public meetings have very low levels of attendance and diversity. No follow-up activities are taking place.	Meeting times are offered in variability. Format options are limited. Public engagement plans are somewhat coordinated but based on department needs versus City policy and designed with minimal staff and financial resources in mind. PR staff is often brought into the process late. Meeting advertisement materials are provided in English and Spanish only. Translation services are offered at request of participants only. Meetings have low attendance and diversity. No post engagement activities are taking place.	PR Staff is engaged early on in the project/process and works directly with department/project team to form engagement plan. IAP2 standards are recognized and included throughout the planning process and is tailored to suit the particular topic, objective, location, and budget/resources with key audiences in mind. Meeting formats are versatile and offered in duality. Meeting materials are distributed early and in multiple languages based on McMinnville's demographics and supported by attendance from members of community based organizations. Meetings have increased attendance and provide childcare and interpretation services. The Community is clear on the purpose of their involvement and what happens next.	PR Staff is engaged early on in the project. Public participation is designed using a City Public Engagement Charter. Engagement plans aim at maximizing inclusion and equity, including budgets, timelines, scope, framing, outreach and communication, process design, evaluation and follow-up. Inequities are anticipated and addressed early on. Potential barriers to participation are considered before community members are discouraged from participating or forced to advocate for themselves. Meetings are held in various locations around McMinnville. Interpretation and translation materials are provided. Childcare is provided. Transportation vouchers are provided. Participation levels are high, diversity at public meetings is reflective of McMinnville's demographics. A volunteer program is established. Grant opportunities are explored and utilized.	80,000
51	City Manager External Partners, Stakeholders and Intergovernmental Engagement and Support	Attends regular and ad hoc meetings with partners and stakeholders, responds to inquiries for information and action, typically provides brief summary reports to Council and staff and when follow up is required, either prioritizes with other tasks or delegates as appropriate and as capacity dictates. There is limited capacity to engage in or lead projects and initiatives with multiple regional partners or to respond legislative and informational inquiries. Currently accounts for approximately 10% of City Manager's time.	Additional staff support would allow the City Manager to more fully engage with partners in higher level support and guidance on projects and initiatives, including Council priority projects and initiatives that would benefit from partnership engagement and support. Administrative and/or analytical support would be used to take on routine items and inquiries, task tracking and reporting, staff reports and calendar management and would be allocated for added support for other administrative functions (i.e., Recorder, Human Resources, Legal). Depending on workload and priorities, base level of service would free up about 0.1 FTE of the City Manager's time to focus on priority functions. Additional staff resources required: 1 FTE analyst or 1 FTE administrative support.	The addition of an Assistant/Deputy City Manager to the base level of service would increase capacity to support external partners and stakeholders in implementation of Council priority project and initiatives, including taking a proactive approach in managing contracts, projects, board representation and policy development specific to those partners, in addition to the impacts of the mid-level of service. There would also be capacity to responsively deal with requests for intergovernmental assistance during Legislative sessions and requests for funding earmarks including about 0.1 FTE of the City Manager's time. Additional staff resources required: 1 FTE Asst./Dep. CM, 1 FTE analyst or 1 FTE administrative support (from base or mid-level option).	To achieve optimal service, the City would be able to consistently and proactively participate in a full range of legislative activities at both the state and federal levels by supplementing mid-level services with professional services capacity for lobbying expertise. Additional resources required: professional services budget of approximately $100,000 dedicated to contract lobbying services, 1 FTE Asst./Dep. CM (from mid-level option), 1 FTE analyst or 1 FTE administrative support (from base or mid-level option). Should account for approximately 33% of City Manager's time.	83,000
52	Information Systems INFRASTRUCTURE Support Audio/Visual, surveillance and building security systems, ensure updated systems and compliance as required.	Audio/Visual systems and building security systems are in place and operational, but out of date. Compliance and systems maintenance are best-effort. Videoconferencing systems are not equitable.	AV systems keep pace and are replaced as they become obsolete, systems are updated in a reasonable method and timeframe, cameras and building security systems are operational and in place across most City facilities.	Most City facilities are equipped with modern equipment to faciliate videoconferencing; systems can make quick design changes for performance and remote use, cameras and building security systems are operational and in place across all City facilities. (Required investment of 50-100k into City facilities, mainly Civic Hall)	AV systems are modern and high quality, remote meetings are flawless, cameras and building security systems are integrated across City facilites. (Required investment of 100k+ to unify security and camera systems and extend AV systems to all City facilities)	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
53	Muni Court Code violations	Average 9 per year last 15 years. These violations are managed during city court dates in the basic program. Unique treatment required is handled manually by staff. (Only the city, either through an administrative process or the Muni Court, can process these violations)	Average 9 per year last 15 years. These violations are managed during city court dates in the basic program. Unique treatment required is handled manually by staff. (Only the city, either through an administrative process or the Muni Court, can process these violations)	Average 9 per year last 15 years. With enhanced court software, will be able to prepare the unique treatment needed more efficiently and improve the ability to track any demographic or geographic disproportionate data with of citations before the court or outcomes in adjudication.(Only the city, either through an administrative process or the Muni Court, can process these violations)	Average 9 per year last 15 years. With enhanced court software, will be able to prepare the unique treatment needed more efficiently and improve the ability to track any demographic or geographic disproportionate data with of citations before the court or outcomes in adjudication. With additional staff capacity, community education programs and development of diversion programs possible. (Only the city, either through an administrative process or the Muni Court, can process these violations)	0
54	Muni Court Misdemeanors	2 Misdemeanor Courts per month. From 2010 to 2019 avr 500/year (range 400-550). Staff level: 1.5 FTE. Criminal citations have first court date 2 to 4 weeks from original infraction. Staff response to phone/email within three days. After arraignment, diversion programs may be available which takes 4 -6 weeks. For cases entering pre-trial, approximate 8 – 12 weeks before next appearance. Delays due to either imbalanced staffing level relative volume of citations or operating remote court with software ill-suited for this operational need. Consequences are delays in access to justice, strong potential for more touches per citation, limited access to court staff by phone, email and/or in person for folks with questions about their cases, creation of case backlogs. In circumstances with remote court only, for people who appear the time before the judge is expedited in smaller online groups but there is more confusion for many with extra communication required to get them set up for their appearances.	2 Misdemeanor Courts per month. From 2010 to 2019 avr 500/year (range 400-550). Staff level 1.5 FTE. Criminal citations have first court date 2-4 weeks from original infraction. Staff response to phone/email within one day. After arraignment, diversion programs may be available which takes 4 -6 weeks. For cases entering pre-trial, approximate 8 – 12 weeks before next appearance. This service level depends on balanced staffing level relative volume of violations and operating in person court. Consequences of in-person court only is increased hardship for people who come before the court as they need to take more time off work, arrange for child care, etc. to participate in large groups that come before the judge. The traditional court operation allows for more people to be seen each court day, thus reducing the time that passes from the original citation and the court date	2 Misdemeanor Courts per month. From 2010 to 2019 avr 500/year (range 400-550). Staff level: 1.5 FTE. Criminal citations have first court date 2-4 weeks from original infraction. Staff response to phone/email within 1 day. After arraignment, diversion programs may be available, takes 4 -6 weeks. For cases entering pre-trial, approx 4 - 8 weeks before next appearance, new software allows more communication options and improved ability to execute offers from the City Prosecutor. Service level depends on balanced staffing relative volume of citations and software designed for hybrid court. Hybrid court functionality allows people to elect modality that works best for them (remote or in-person), improved communications will reduce failure to appear charges, and efficiencies in processing misdemeanor cases. Incremental cost: described in Muni Court Traffic, no additional expense needed to manage misdemeanors. Staffing efficiencies invested in ancillary processes that improve court operations and ability to study impacts on people appearing before the court.	2 Misdemeanor Courts per month. From 2010 to 2019 avr 500/year (range 400-550). Staff level: 1.5 FTE. Criminal citations have first court date 2-4 weeks from original infraction. Staff response to phone/email within one day. After arraignment, diversion programs may be available which takes 4 -6 weeks. For cases entering pre-trial, approximate 4 - 8 weeks before next appearance, more timely due to software enhancements that allow more communication options and improved ability to execute offers from the City Prosecutor. Service level depends on balanced staffing relative volume of citations and software designed for hybrid court. Optimal service level includes added staffing to facilitate public education and diversion programs (details in "Muni Court Support Services"). Incremental cost increase: The cost is described in traffic, no additional expense is needed to also manage misdemeanors. Staffing efficiencies would be invested in ancillary processes that improve court operations and ability to study impacts on people appearing before the court. Added staffing capacity cost is described in "Muni Court Support Services."	0
55	City Recorder/Legal Public Records Request: Responds, coordinates and ensures public records laws are being met	Public Records requests are all sent to City Recorder who then distributes adding a lot of work and delays to requests and other work	Have online public software system to help track and distribute requests, City Recorder available for questions as they arise, no back up support, no training opportunities provided, request are done within the deadline. $13,540 annual cost for software	Have online public software system to help track and distribute requests, with added 1 FTE availability to provide annual training for employees on public records law, requests are done timely and has a back up, available more for questions on requests	Have online public software system to help track and distribute requests, with added 1 FTE and .5 staff availability to provide annual training for employees, Council and Board/Committees on public records law, if possible turned around way before scheduled deadline has a back up to help other depts as well, available and more robust help on requests	0
56	Fire Investigate Fires (State Mandate)	Rely on State or Yamhill County FIT to investigate fires. May not have any members available (volunteer program); No local follow through on fire trends. No local juvenile fire investigation or intervention	Potentially investigate all local fires with McMinnville and County Fire investigation team when available. State Required; May not have single employee or any members available (volunteer program); No local follow through on fire trends.; Juvenile fire investigation and intervention program	Investigate all local fires with McMinnville and County Fire investigation team. State Required.; Follow local fire trends and plan fire safety awareness and education programs	Investigate all Fires with McMinnville Fire Inspectors.; Participate in County and State Fire Inspections if needed.; Juvenile fire investigation and intervention program; Follow local fire trends and plan fire safety awareness and education programs	0
57	Park Maintenance Park Services	Neighborhood parks are serviced less than once per week, Community parks are serviced less than 2-3 times per week. Trails and trail structures are inspected as time allows or on a reactive basis.	Neighborhood parks without restrooms serviced once a week. Community parks are serviced 2-3 times per week. Trails and trail structures are walked and inspected twice a month. Graffiti is reported and cleaned up as soon as possible.	Neighborhood parks without restrooms are serviced 2 x week. Community parks are serviced daily in season. Trails and trail structures are inspected monthly. Graffiti is reported and removed with 3 days.	Neighborhood parks without restrooms are serviced daily. Community parks are serviced daily. Trails and trail structures are inspected weekly. Graffitti is reported and removed within 24 hours.	0
58	Engineering Public Infrastructure Records	Maintain CAD Drawings, technical support for staff for ArcMap and AutoCAD. Unable to maintain current records beyond engineering.	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. Hire additional GIS staff to maintain records beyond just the engineering division and to service other divisions beyond engineering.	Hire third party to provide AutoCAD tech support (to no longer be a service of GIS).	Create a GIS division within the IS department with one more FTE (total of 3 in GIS) and develop a web based GIS system. One staff to manage the web based GIS, one to manage desktop.	175,000
59	Legal Review City Legal Documents and Policies:contracts, employment policies, etc	No attorney review of specific contracts, but standard forms provided to staff; contract with outside counsel for review of employment policies; Consequence: errors may be discovered late in process that delays projects or not discovered until after contracts are complete – could lead to litigation or additional costs to fix errors; LOS Equivalent: Creation of General Templates - $5,000;Updates to Templates - $1,000/yr;Avg 1 hr/mo for packet review x $101.30/hr x 12 mos = $1215.60/yr	Provide contract templates and only review when signature needed; minimal internal legal review of employment policies; Consequence: Some items are reviewed last minute without time for more thoughtful review; contracts may have legal errors since contract not developed in coordination with Attorney; LOS Equivalent: Creation of General Templates - $5,000;Updates to Templates - $1,000/yr;Avg 1 hr/mo for packet review x $101.30/hr x 12 mos = $1215.60/yr;Avg 15 min review/doc x 101.30/hr = $25.33/doc; Legal assistant support for templates and doc review = $5000-$10,000	Provide contract templates and also draft contracts for staff members as needed; review employment policies when requested; Consequence: Minimize risks and potential litigation/ claims; may have some consistency issues if various depts doing own contracting; LOS Equivalent: Creation of General Templates - $5,000;Updates to Templates - $1,000/yr;Avg 1 hr/mo for packet review x $101.30/hr x 12 mos = $1215.60/yr; Avg 1 hr/doc for drafting/reviewing docs and policies x 101.30/hr = $101.30/doc; Legal assistant support for tracking = $15,000	Centralized contracting – Develop standard forms and draft specific contracts for staff; track termination dates, insurance, bonds, etc.; have attorneys undertake additional employment law training.;Contract manager on staff for all procurements incl. standard purchases and ORPIN/cooperative agmt purchases; Consequence: Minimize risks/claims/litigation while creating consistency in contracting; free up other depts by removing contract drafting/ process; LOS Equivalent: Creation of General Templates - $5,000;Updates to Templates - $1,000/yr;Avg 1 hr/mo for packet review x $101.30/hr x 12 mos = $1215.60/yr;Avg 1 hr/doc for drafting/reviewing docs and policies x 101.30/hr = $101.30/doc; Contract manager for centralized contract drafting/ management = $60,000	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
60	Information Systems COMMUNICATIONS Maintain City Website for employee and public communication, feedback forms	City website is online, rarely updated and 'behind the times'. Minimal functionality for citizen communication.	City website is updated as departments require; big gaps exist between different departments and resources available to devote to the web. Citizens can use online forms, and the website is updated with meeting and emergency information.	City website gets a facelift every 2-3 years, multimedia citizen engagement tools and remote integration opportunities exInformation Systemst. (Required investment of 10-20k into Website annually, time investment from City departments)	City website is actively kept fresh and up to date in terms of design, citizen engagement tools and content. (Required investment from Information Systems/Departments - FTE resource, in addition to ongoing website improvement costs (10-20k annually)	0
61	Information Systems EQUIPMENT/SUPPORT Maintain policies, partnerships, long term planning for city-wide information services	Minimal policy work is done or updated, planning is more short term and as time allows.	Base set of policies in place; operations with other agencies exist and are ready to be strengthened for projects.	Information Systems operates a full help desk model for support, department is fully cross trained, vacations have minimal impact on operations. Organizational training and policy support are developed and robust. (1/2 FTE to staff an entry level help desk)	City Information Systems is a leader in technology and engages partners for impactful public projects. Staff are fully cross trained and able to drive innovation across the organization.	0
62	Human Resources Training and Development	Limited training program exists; training is often reactionary to a problem within the department or organization; no employee development strategy; employees are often unprepared for promotional opportunities	Basic employee training programs exists with compliance-based training on topics such as harassment, policy changes, etc; employee development strategy is largely by department and inconsistent throughout organization; employees are occasionally prepared for promotional opportunities	Employee training program includes a variety of training topics as well as compliance-based trainings; some level of structure with an employee development strategy City-wide; employees are occasionally prepared for promotional opportunities	Training program includes compliance-based topics as well as department specific and career path topics; employee development program includes trainings to prepare employees for promotional opportunities; leadership development occurs throughout organization; employees have a clear understanding of career paths within the City and have sufficient training to support their career goals	
63	Parks & Recreation Indoor Rec & AquaticNotes: AC – existing Aquatic Center CC – existing Community Center RC – new combined indoor aquatic and rec center Some overlap here with indoor leagues and rec sports service. Budget implications	Deteriorating AC & CC, not enough capital maintenance and building management funds, unprogrammable space which leads to lost revenue options, inconsistent staffing/staff turnover. Reliant on facility rentals (for revenue), at the CC, rentals pull rec staff away from rec programs. Programming: Adult, Aquatic, Events, Senior, Sports, Summer Camps, Youth. Very little opportunity or staff time to take advantage of existing (small) training budget – not enough coverage, stretched too thin. We currently don't have resources to do much inclusive programming/reduce barriers to participation (physically, mentally, economically, etc). Relatively low community outreach, social media and the quarterly rec guide is done by rec staff with the layout contracted out. This is not a long term sustainable approach given the current condition of our buildings. While we may be able to continue with the same level of services and programming, the buildings will continue to be compromised and eventually be unsafe & less desirable under the current model of facility management. Current budget	In addition to addressing deferred maintenance, investments are made at the CC and AC to be accessible to people of all mobility levels, and remodeled to make the spaces more rec oriented and safer (remove drop ceilings, redo flooring, improved ramps, etc.). More full time multi-lingual staff positions (reception) for consistent level of service and living wage for staff. Programming offered: Adult, Aquatic, Events, Senior, Sports, Summer Camps, Youth. More depth and coverage to attend trainings and increase program development. Inclusive rec services are improved to a level of having a resource online for families to integrate in, potentially some leagues. Small contracted assistance for communication through the guide (articles, stories, etc.) with focus on building bridges for community members furthest from opportunity. $20 million capital for remodel of AC & CC + ongoing operational 2 additional FTE ($200k) + $50k/year contractual dollars for communications/engagement+ a building maintenance fund.	New rec center, amenities tbd, scaled down from optimal level. Programming: Adult, Aquatic, Events, Family, Homeschool, Inergenerational, Senior, Sports, Summer Camps, Teen, Youth. Contracted assistance for communication through the guide (or better methods) including evaluating systems with community input. $50-75 million new joint facility to replace the AC and CC + ongoing additional 3 FTE ($300k) + $50k/year contractual dollars for communications /engagement+ building maintenance fund and equipment replacement schedule	On-going program manager approx.. $140k, part time rec coordinator - $80k. Translation & equipment costs: $100k. See optimal costs for new rec center one time money. New 'Dream Big' rec center. 125,000 sq'. Programming: Adaptive, Adult, Adventure, Aquatic, Cultural, Events, Family, Homeschool Intergenerational, Outdoor, Out of School Camps, Senior, Sports, Summer Camps, Teen, Youth. $111 million new Rec Center with an additional $500,000 of operational funding (over FY 2019) with capital maintenance and replacement budget.	270,000
64	Fleet Maintenance of City shop and fleet infrastructure	All shop and fleet infrastructure maintained on a reactive basis	Current staff (1.0 FTE) maintains vehicle shop at PW Operations yard on a proactive basis via CMMS. Limited staff capacity means that not all targets are achieved. Not all shop best practice methods can be employed	Staff maintains vehicle shop on a proactive basis via CMMS. Enhanced staffing improves capacity to meet most maintenance targets. More best practice methods are employed.	Would be able to help cross train lab and pretreatment staff to help maintain staffing levels and knowledge to support trainings and vacations.	0
65	Human Resources Employee benefits and total rewards	Employee benefits include standard offerings and are updated annually based on provider requirements; limited review of benefits means that offerings are the same year after year; benefits may not align with labor market; open enrollment occurs annually; guide to employee benefits does not exist	Employee benefits include standard offerings and are updated annually based on provider requirements; limited benefits review results in occasional changes to offerings based on either employee feedback or market research; open enrollment includes effective employee communication; basic guide to employee benefits is available	Employee benefits are updated annually and include a menu of items employees may choose from; benefits are reviewed on a regular basis and adjustments to offerings are made in response to employee feedback and market research; open enrollment communication is proactive and effective; guide to employee benefits is available online and is updated regularly	Employee benefits are updated annually and include a menu of items employees may choose from; benefits are reviewed regularly and adjustments to offerings are made in response to proactive employee feedback and market research; open enrollment period runs smoothly due to effective communication and high-touch approach; benefits are a key driver in recruitment and retention strategies and include unique services such as childcare, tuition reimbursement, etc.; benefits guide is available online and is regularly updated	0
66	Library Offer access to materials from other libraries	No access to materials from other libraries.	Access through library computer and courier system and staff available to process materials borrowed from other libraries	Base level access and staff available to assist and educate patrons on the system for greater access to materials from other libraries	Statewide courier system and borrowing capabilities among all public and higher education libraries	
67	Planning Develop, Maintain and Update the Comprehensive Plan and Codes (Mandated by state law to provide)	Do not update the Comprehensive Plan and Codes, leading to very outdated planning regulatory documents that allow development that does not reflect community values. Resources = Reduction 1.0 FTE	Sporadically update the Comprehensive Plan and Codes leading to updates that are conducted in silos without strategic positioning and leveraging. Resources = Current	Undertake a comprehensive update of the Comprehensive Plan and Codes to reflect current community values. Resources = Add 1.0 FTE (Associate Planner)	Be in front of the industry with thoughtful and diligent comprehensive plan updates and codes that are setting the stage for the future vision of the community. Resources = Add 2.0 FTEs (Associate and Assistant Planner)	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
68	Muni Court Community Support Services	Violations Bureau services under the direction of the Court to process less serious traffic offenses and some non-traffic matters without the formality of a court appearance. No capacity for specialty courts, community outreach with support services providers or community education programs.	Violations Bureau services under the direction of the Court to process less serious traffic offenses and some non-traffic matters without the formality of a court appearance. Establish specialty courts to serve specific vulnerable populations. One type – Veteran Court – was created and has had one person go through the program. Community outreach to some non-profits has been possible which has enhanced the ability of some populations to better access court and bolster diversion options available.	Violations Bureau services under the direction of the Court to process less serious traffic offenses and some non-traffic matters without the formality of a court appearance. Maintain existing specialty courts to serve vulnerable populations – Veterans Court. Maintain existing level of community outreach. New software would allow for efficiencies in executing support services. Incremental cost of new software is described in traffic section.	Violations Bureau services under the direction of the Court to process less serious traffic offenses and some non-traffic matters without the formality of a court appearance. New software would allow for efficiencies in processing. Added staff capacity of .5 FTE would allow for the muni court to build specialty court programs and strengthen community outreach with goal of offering more diversion programming, ease of access to the courts to reduce the imposition of new charges and fines associated with failures to appear, and community safety programming, all with the goal of improving public safety generally and reducing the negative impacts that involvement with the criminal justice system has on vulnerable populations. Incremental cost increase: .5 FTE approx. 50,000/year for added capacity to develop stronger support services	0
69	Legal City Prosecutor	No prosecution services; Consequence: DA's office/Circuit Court handle misdemeanors, City staff handle City Code violations; LOS Equivalent: No cost	Only prosecute traffic violations when a defense attorney is present; no misdemeanors prosecuted; Consequence: DA's office/Circuit Court handle misdemeanors, City Attorney handles traffic and City Code violations; LOS Equivalent: Handled by City Attorney; Avg 6 hrgs/yr x 2 hrs/hrg x $101.30/hr = $1215.60/yr; legal assistant support - $1000	Prosecute all misdemeanors and also any traffic violations when a defense attorney is present; Consequence: City Prosecutor handles misdemeanors and violations, City Attorney handles City Code violations; LOS Equivalent: Contracted City Prosecutor - $82,000/yr; City Attorney – avg 5 hr/mo x $101.30 = $506.60/mo (Due to budget cuts, this will be the level of service beginning Jan 1, 2022)	Prosecute all misdemeanors and also any traffic violations when a defense attorney is present; strategically plan how the court, prosecutor's office, and police department enforce and prosecute crimes; develop programs for community members in need; Consequence: City Prosecutor/Asst City Atty handles misdemeanors and violations and handles City Code violations; LOS Equivalent: Contracted City Prosecutor - $120,000/yr (or could be handled in-house by Asst City Attorney who works on other City matters as well)	0
70	Police Traffic Safety: Through both education and enforcement provide timely and proactive enforcement of state traffic laws.	Little to no traffic enforcement takes place, and driver behavior deteriorates causing an increase in community complaints, traffic crashes, and unsafe City roads.	Current resource allocations and deployments do not allow for MPD to have a dedicated traffic team working. Patrol conducts traffic stops as calls for service allow. The addition of the CRU has allowed for those officers to work areas in which complaints are routinely received.	Proactively enforce traffic laws, by deploying dedicated resources in both high complaint and high traffic accident locations. This dedicated resource would change driver behavior. Addition of 1 sworn FTE $120,000 includes rollups	Two additional Sworn FTE's allow for traffic enforcement of cities of comparable size. The additional officer allows for multiple problem locations to be monitored daily. A dedicated traffic team also allows for a traffic team to handle crash investigations, freeing patrol officer resources. Addition of 1 sworn FTE $120,000 includes rollups	
71	Police School Resource Officers: Provide law enforcement services that align with common goals in partnership with the McMinnville School District.	We have no SRO's, and the school district has officers respond to the respective schools without training in either how school district policy works. Officers are ill prepared to provide appropriate support to the district as information sharing lacks and some criminal behavior increases on campus.	Our two SRO's are able to handle daily school contacts and provide assistance to MSD staff on a variety of both criminal and non-criminal issues they see daily.	The addition of one SRO would allow for both middle schools and the high school to have dedicated staff available to be onsite at each school during every student contact day. MSD currently pays 50% of 9 months; $120,000 includes rollups	SRO's have impacts throughout the district with 4 SRO's who provide services to the HS, middle schools, as well as the elementary schools. The elementary school SRO would provide classroom instruction on a regular basis, and the 4th SRO allows for greater flexibility and the ability for this group of officers to engage in summer programs as outlined in our Community Outreach core services ; $240,000 includes rollups	
72	Finance Grants and Special Projects	FTE approx.: .15 Dept Budget: 2,300. Grants tracking and staffing capacity to implement business process improvements, create new reporting options are extremely limited. Some modules of NWS are not being utilized because the ability to dedicate resources to their implementation and training up staff does not exist. No departmental support for grants is offered.	FTE approx.: .15 Dept Budget: 2,300. Grants tracking and staffing capacity to implement business process improvements, create new reporting options are extremely limited. The unique demands of the pandemic grant management effort have been largely carried out by staff working after hours. Little departmental staff orientation on these grants has been possible. Efforts to make use of all NWS modules are underway but it is dependent on OT resources exclusively. Likewise, the effort to update the grants policies or the financial reporting package requested by the Council has made very little headway as it depends on staff working after hours. No departmental support for grants is offered.	FTE approx. .8 incr 67,200 Dept Budget: 2,300. A short term grants/ special projects specialist adds capacity to support the unique needs of the American Rescue Plan (ARP). The balance of this staffer is allocated to the budgeting and accounting activities as this grant program has significant impact in those two areas. This hire will support city with making strategic investment choices, support implementation of projects funded by the dollars, provide capacity for coordinating ARP work across agencies and mitigating compliance risk. Efforts to make use of all NWS modules are underway but continues to rely on OT resources. Likewise, the effort to update the financial reporting package requested by the Council will continue to rely on staff working after hours. No departmental support for non-ARP grants is offered.	FTE approx. .8 incr 67,200 Dept Budget: 27,300. A permanent grants/special projects specialist adds capacity to support the unique needs of the American Rescue Plan (ARP) as described in mid-level. If this position is converted to a permanent staffing resource, post ARP, departmental support for grants is offered, setting the stage for a more robust grant seeking program city wide. Business process improvements in all manner of areas will be supported by a $25,000 fund to invest in consultant-built processes, policy updates, etc. that can be turned over to staff to maintain on-going, allowing efforts to make use of all NWS modules and project to update the financial reporting package requested by the Council will advance.	0
73	Legal Litigation:Represent City in civil litigation and land use matters	Contract out all litigation services; Consequence: Possibility for ballooning litigation costs as outside counsel are paid on an hourly basis; LOS Equivalent: $50,000-$200,000/yr outside legal services (could increase exponentially depending on case)	Contract out most services, but take more proactive role to offset some costs; Consequence: Possibility for ballooning litigation costs as outside counsel are paid on an hourly basis, though can be minimized by being active participant in litigation; LOS Equivalent: $20,000-$150,000/yr outside legal services + $10,000-$20,000 internal legal services = $30,000-$170,000/yr (could increase exponentially depending on case); legal assistant support - $1,000-$3,000;	Represent the City in matters not handled through City's insurer except in cases where specific areas of expertise needed; Consequence: Less costly litigation when in house counsel able to lead litigation, in house counsel has more access to necessary staff and records to manage litigation; LOS Equivalent: $10,000-$50,000/yr outside legal services + $50,000-$100,000/yr internal legal services = $60,000 - $150,000/yr (less likely for significant unanticipated outside counsel costs); legal assistant support - $2,000-$5,000	Represent the City in matters not handled through City's insurer, but be active participant with attorney hired by insurer; in cases where specific areas of expertise needed, be active participant to help offset costs; Consequence: Less costly litigation when in house counsel able to lead litigation, in house counsel has more access to necessary staff and records to manage litigation; more opportunities to potentially appeal decisions when fully staffed; LOS Equivalent: $10,000-$50,000/yr outside legal services + $75,000-$150,000 = $85,000-$200,000/yr (less likely for significant unanticipated outside counsel costs); legal assistant support - $5,000-$10,000	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
74	City Recorder Records Management: (Maintain, train, implement citywide)	Do not have records management system, continue to have paper copies and paper filing	Recorder enters the minimal documents into records management system, not implemented citywide, no training provided for records management $4,500 annual cost for software	With an additional FTE all paper records entered into records management system, documents accessible to the public and 1-2 departments trained annually, annual shred day implemented citywide	All paper records entered into records management system, documents accessible to the public, with the 1 FTE and .5 additional staff a citywide training on an annual basis and shred day implemented twice a year with robust help from the additional staff	0
75	Code Enforcement	Extremely Limited – Only extreme cases, complaint basis. Resources = 1.0 FTE, $5,000 in professional services. (Reduction 1.0 FTE)	Limited – Complaint basis. Resources = 1.50 FTEs, $15,000 in professional services. (Reduction 0.5 FTE)	Good – Develop an administrative program seeking voluntary compliance through education, and if necessary a penal structure. Resources = 2.0 FTEs, Professional Services = $20,000. Current Budget.	Great – Maintain an in-house dedicated program seeking voluntary compliance through education. Resources = 2.0 FTEs, $40,000 in professional services. (Add $20,000 in professional services)	150,000
76	Library Deliver early literacy programming and education for children and caregivers	Early literacy materials for borrowing (i.e. age appropriate books for children and caregivers)	Early literacy materials for borrowing; 1-3 story times per week with information and education for caregivers on how to apply early literacy actions at home	Early literacy materials for borrowing; 4 or more story times in languages spoken by 10% or more of the community; Some educational toys for use in the library	Large Children's Room with ability to open and close area for story times, room for interactive play with children and caregivers, and many educational toys available for use in the library	
77	Facilities Repairs & Minor Capital	Most buildings either contract out simple repairs and small capital improvements or rely on PW Operations or PD facility staff.	Repairs and minor capital tracked and scheduled via CMMS. Staff provides procurement and project management assistance for operating departments.	Staff has some capacity to handle minor repairs, thus improving response times. The percentage of work outsourced for minor work drops.	Staff has optimal capacity to handle minor repairs with response times acceptable to served departments. Percentage of work outsourced for minor repairs continues to drop.	
78	Park Maintenance Park Buildings/Structures	Park structures are repaired/maintained on a reactive basis. Play equipment is inspected on a minimal schedule. Building PM's are not done regularly.	Park structures are repaired as soon as possible. Preventive maintenance work is programmed and funded. Play equipment is inspected regularly and discovered repairs completed within a week. Play equipment cleaned as needed. Play surfaces monitored and replenished on a programmed basis for fall attenuation.	Park structures are repaired within a month, unless damage is safety related (then repairs completed immediately). Preventive maintenance (roof cleaning, wood preservation, block preservation, etc.) is programmed and funded. Play equipment is inspected as per NSPI guidelines relative to age and material. Surface material upgraded to ADA compliant material at all locations. Play equipment is cleaned every other year.	Park structures are repaired within a week. Safety related repairs are completed immediately. Preventive maintenance and play equipment inspections is as per mid-level. Play equipment is cleaned every year. Fall attenuation material replenished every year.	0
79	Finance Treasury	FTE approx.: .1 Dept Budget: 1,500. Treasury consists of managing timely cash flow capacity for planned disbursements, timely bank reconciliations and support of existing merchant service providers. This lack of capacity means that alternatives for modernizing or maximizing the city's cash resources does not happen, limiting public facing departments that collect funds to design their operations largely on their own. The lack of attention on these operations, particularly inability to consistently reconcile bank accounts in a timely manner, results in higher risks of fraud, loss or violations of merchant service contracts/PCI* compliance.	FTE approx.: .1 Dept Budget: 1,500. Treasury is same as below-base. This lack of capacity is same as below base. While simplification of the city's bank account portfolio and some related business process updates have eliminated some duplicative processes and allowed for more timely bank reconciliations, the lack of general attention on these operations results in higher risks of fraud, loss or violations of merchant service contracts/PCI* compliance.	FTE approx.: .1 Dept Budget: 1,500. Treasury is same as below base. This lack of capacity is same as below base. Added staffing capacity to finance does not stretch to supporting improvements in treasury activities so risks described in base remain.	FTE approx.: .2 incr 10,000 Dept Budget: 1,500 One-time: 15,000 Treasury activities are same as below base. Adding capacity for treasury with a general accountant will allow the City to become more proactive in terms of modernizing and maximizing the city's cash resources, better serving public facing departments that collect funds. Generalized improvements in business processes and providing departmental staff training associated with cash flows or cash handling will further reducing the city's treasury risk profile. Attending to the last significant concern with regard to PCI* compliance will depend on building a compliance program that staff can take over the maintenance of on a going forward basis, a one-time outlay of approximately 15,000.	0
80	Fleet Asset management, reporting	All GF, WWS and Street units tracked in CMMS. No other fleet assets tracked. CMMS data used in repair/replace decisions.	Same as below base, but additional staffing helps capacity to keep up with tracking and improved capacity to analyze data and trends, and use data in repair/replace decisions.	Additional staff capacity allows staff to use CMMS data to make operational and maintenance decisions for all assigned equipment and vehicles, and make cogent recommendations to operating departments on their fleet.	With a new permit in 2023 another technician may be necessary to keep up with permit requirements.	
81	Finance Debt	FTE approx.: .1 Dept Budget: 1,500 The city's debt program consists of paying obligations on time, accurately reporting that information in the financial statements and on EMMA* and executing required arbitrage or other compliance activities. As needed, finance has assisted other departments in obtaining financing for equipment or projects. Documents are available on the network.	FTE approx.: .1 Dept Budget: 6,500 The city's debt program is same as below base though Internal borrowing to the financing options available has been added. Added web-based debt tracking system (5,000 year) which all city departments can have access to as a centralized repository of debt information. As an infrequent issuer, the capacity to assist in complex financing transactions is limited and time is cleared for this activity by reducing basic accounting or other financial activities.	FTE approx.: .1 Dept Budget: 6,500 The city's debt program is same as base level. Added staffing capacity to finance does not stretch to supporting improvements in debt activities so limitations described in base remain: as an infrequent issuer, the capacity to assist in complex financing transactions is limited; however, with the added capacity in accounting and other financial activities, the ability to dedicate short term resources to bond or similar activities has fewer negative trade offs.	FTE approx.: .2 incr 14,800 Dept Budget: 6,500 The city's debt program is largely the same as mid-level. By adding capacity with a general accountant, and reorganizing time of existing staff, finance is able to become proactive in terms of seeking out financing solutions that suit our city and its evolving financial profile. Nevertheless, as an infrequent issuer, the capacity to assist in complex financing transactions remains limited; however, with the added capacity the ability to dedicate short term resources to bond or similar activities is more feasible.	0
82	Legal Risk Management	No internal risk management; rely on insurance broker and insurer for all risk management; Consequence: litigation likely with little strategy to support defense of City; payouts to claimants; LOS Equivalent: no cost	Risk management done on a case-by-case basis with input from insurance broker and insurer; Consequence: City more likely to face litigation due to failure to properly manage risk; LOS Equivalent: Avg 20-30 hrs/yr x $101.30 = $2026-3039/yr	Utilize tools from insurance broker for evaluating risk; do risk evaluation for litigation, contracts, employment issues, etc.; Consequence: Proactive evaluation of risks, decrease in claims/litigation – may lead to lower premium costs; LOS Equivalent: Avg 5-10 hrs/mo x $101.30 x 12 mos = $6078-$12,156/yr;Legal assistant support - $1,000-$3,000	Work strategically with insurance broker and city staff to develop plans to minimize risk; develop standard matrices for evaluating risk; do risk evaluation for litigation, contracts, employment issues, etc. ; Consequence: Staff educated to avoid risks; proactive evaluation of risks, decrease in claims/litigation – may lead to lower premium costs; LOS Equivalent: Avg 10-20 hrs/mo x $101.30 x 12 mos = $12,156-$24,312/yr; Legal assistant support - $3,000-$6,000	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
83	Parks & Recreation Indoor Senior Budget implications	Senior Center closes due to lack of resources to staff and maintain the building. Some senior programming continues at CC. Funding to construct the building was provided through a community development block grant and that would need to be addressed in some way. This would cause disruption, isolation, lack of resources for the seniors that utilize the facility. Savings of approx. $200k/year (holds back approximately $50k/year for building maintenance for an unoccupied building)	Senior Center being minimally maintained and no long term management plans. Basic programming – fitness, art, social services (AARP, support services, support groups, foot care, safe driving, etc...) Basic training opportunities, continue to use volunteer help for reception/registration, café, etc. CUrrent budget	Refresh inside, update to universal restrooms, improve fitness room, add sun shades outside Programming is expanded to include more outdoor services Full time receptionist position to provide consistent information and build administrative systems to automate internal systems. $1 million upgrades (within 5-10 year timeline) On-going (needed now) approx. $100k/year for 1 FTE	Senior Center and Wortman Park upgraded for safer circulation and adding outdoor spaces (shaded) near building (MacPAC recommendation). $3.55 million capital + additional FTE from mid level service model. Ongoing approx. $100k/year.	80,000
84	Park Maintenance Turf Maintenance	Turf stands are allowed to go brown in some facilities as stands are not irrigated in an effort to reduce mowing efforts. Athletic field stands are irrigated, mowed weekly and fertilized. No broadleaf control practiced. Pest management is on a reactive basis, with the exception of Dancer fields. Irrigation systems managed on a reactive basis.	All turf stands in the system are irrigated and mowed at least every other week and edged every 3 weeks. Athletic field stands are irrigated, mowed weekly and fertilized. Broadleaf control and pest management are practiced on a proactive base on athletic fields. Anti-compaction efforts (coring, top dressing, etc.) are programmed and funded for athletic fields. Irrigation systems at athletic fields are monitored and repaired/adjusted regularly during the season. Other irrigation systems repaired/adjusted on an as needed basis.	All turf stands in the system are irrigated and mowed weekly, and edged every other week. Athletic stands are mowed weekly and fertilized as plant requirements and soil conditions require. Broadleaf and pest management efforts are programmed and funded for athletic fields and high use areas (e.g. Discovery Meadows). All irrigation systems are monitored regularly and repairs/adjustments accomplished with 1 week of discovery.	All developed turf stands are irrigated, mowed weekly, edged weekly & fertilized 1-2 times per year. Pest outbreaks are managed according to thresholds and addressed within 3 days. Athletic turf stands are mowed as often as needed to maintain height at optimal game levels. All developed turf stands are fertilized at least twice per year. Broadleaf and pest management efforts are programmed and funded for all developed turf stands in the system. Irrigation systems are monitored weekly during the watering season and audited annually. Audit findings implemented to maximize efficient watering. Repairs completed within 24 hours of discovery.	0
85	Facilities Landscaping/Irrigation	No comprehensive landscape maintenance approach. Some buildings utilize contractors, some use PW Operations staff (Park Maintenance).	Comprehensive landscape management approach and standards developed for each facility, and service delivery models evaluated (i.e. contracted versus in-house staffing)	Comprehensive landscape management approach and standards implemented for each facility, and service delivery model options (i.e. contracted versus in-house staffing) implemented	Elements as in mid level; landscapes and irrigation systems are evaluated and modified with water conservation in mind.	0
86	Human Resources - Maintain personnel records	Personnel files include irrelevant documents; files are not maintained according to retention schedule; personnel files are found in mutliple locations (with managers and in HR); some files maintained electronically while others are on paper	Personnel files include required documents and are organized in a consistent manner; files are purged according to retention schedule; personnel files are maintained in HR and supervisors have appropriate "desk files" to inform performance management; some files maintained electronically while others are on paper		Personnel files include required documents and are organized in a consistent manner; files are purged according to retention schedule; personnel files are maintained in HR and supervisors have appropriate "desk files" to inform performance management; files are maintained electronically; employees review personnel files annually during performance review process	0
87	City Recorder Onboarding/offboarding Councilors: New Council Orientation handbook, coordinates trainings, etc. Filling of Board/Committees vacancies - Post media releases, collect applications, schedule interviews, send welcoming letters	Onboarding/offboarding for Councilors only; Recorder does not help with other board/committees with vacancies, handbook not updated; training not provided	Onboarding/offboarding for Councilors; Recorder helps 1-2 other board/committees with vacancies; handbook updated as needed; available for questions about handbook	Onboarding/offboarding for Councilors; added FTE helps 2-4 other board/committees with vacancies; handbook reviewed and updated every election cycle; new Council training provided; Recorder helps as needed but not taken away from work	Buy OnBoard software system to onboard/offboard Council and all board/committees (helps track term limit, fillable online application, schedules interviews, etc.); Recorder and added FTE review and updated handbook every election cycle; new Council AND other board/committees training provided $1,800 a year for software system (price may be a little higher now)	0
88	Human Resources Succession planning/business continuity	No consistent successional planning/business continuity strategy; HR has baseline understanding of all department functions	Basic successional plan strategy with plans in place for key position vacancies; HR has baseline understanding of all department functions	Successional plan strategy in place for key position vacancies; HR has moderate understanding of department functions and City services; developed strategy to retain/promote high performers; strategy supported by training/development plan; skills gaps are identified throughout organization;	Successional plan strategy exists City-wide; HR has thorough understanding of all department functions and City services; developed strategy to retain/promote high performers and develop low to mid level performers; strategy supported by training/development plan; skills gaps are identified throughout organization and plans are developed to close said gaps; positions are proactively created to support succession planning (assistants/assistant to/deputy/etc.)	0
89	Parks & Recreation Rec/Team Sports Note: close connection to physical upgrades for indoor & outdoor facilities to allow for increased courts/all weather resources. Budget implications	Few or no adult/teen leagues/programs. Limited youth programs. Lack of city resources and facilities. Under maintained/unsafe facilities. Inadequate staff to run safe and effective programs. Current budget	Youth and adult leagues in major sports (soccer, baseball/softball, basketball). Staff and resources to run safe, effective programs. Outdoor facilities receive basic maintenance. Adaptive sports Current budget	Multiple clinics or introductory classes for sports outside of major sports leagues (up-and-coming sports – lacrosse, rugby, cricket, water polo, futsal, etc.) that could develop into full leagues. A variety of indoor/outdoor leagues for youth, teen, and adult. Coach and parent training programs. Multiple adaptive sports opportunities for all ages. Adequate facilities, resources, and space to accommodate experimental programs. Permanent PT admin support staff. .5 FTE approx. $60K	Multiple natural and artificial sports fields, indoor and outdoor sport courts, and state of the art facilities that allow for leagues, classes, clinics, training, drop-in play, and tournaments year round. Stable funding, staffing, and resources through sponsors, partnerships, general fund. Full-time coordinator, permanent part-time support staff. Increased equipment budget. 1.5 FTE, approx. $160K + equipment approx.. $20k	60,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
90	Park Maintenance Landscape Maintenance	Landscape bed mulching is eliminated in most areas. Shrubs are pruned on a reactive basis. Pest management done on a reactive basis with the exception of building landscapes. No fertilizing is done. Irrigation systems managed on a reactive basis.	Annual Landscape bed mulching only in designated, high visibility areas. Mulching in other areas every 4-5 years. Shrubs are pruned on an annual basis. Pest management done on programmed basis in high visibility areas. Irrigation systems are monitored and repairs completed as time allows.	All landscaped beds are mulched at least every 3 years. Beds in high visibility areas mulched annually. Shrubs pruned annually. Irrigation systems monitored at least once a month during the growing season and repairs completed within a week of discovery.	Shrubs pruned as necessary year round. Shrubs fertilized once per year according to plant requirements. Bed mulching conducted annually on all beds, and dressed as needed through the year. Shrubs/plants replaced immediately. Plants inspected regularly for pest damage, and pest management activities performed on a programmed basis. Irrigation systems are monitored weekly during the watering season and audited annually. Audit findings implemented to maximize efficient watering. Repairs completed within 24 hours of discovery.	0
91	Fire Regional/Local Training	May not be able to meet State ORS requirements; No training available.	Meet State ORS and OHA ands OSHA requirements ; Conduct mandated minimum required training. Including County Training Coordianation	Conduct Mandated minimum, coordinate regional training. Add specialty training to improve services i.e. water rescue, confined space	Become Regional training administrator County wide training programs.	
92	Fire Fleet Maintenance	Fleet not maintained to basic safety standards. Fleet replacement plan not funded or not in place.	Keep Fleet Operational to basic safety levels using in-house and contract services.	Keep fleet operational using in-house staff and contract services to National Standards including mechanical and Firefighting operational standards	Keep fleet operational using consolidated citywide fleet services to National Standards including mechanical and Firefighting operational standards	
93	Legal Enforcement:Advise law enforcement and code enforcement	CM/DH/Supervisors only reach out to in-house counsel when needed; Consequence: errors may be discovered late in process that causes delays; could lead to litigation or additional costs to fix errors; could face constitutional issues; LOS Equivalent: Avg 1-2 hrs for review per request = $101.30-$202.60/ doc; May lead to significant litigation costs	Review code enforcement templates and any legal documents to be submitted to municipal court; assist in any civil legal proceedings as needed; Consequence: minimize errors by creating/ reviewing templates; could lead to litigation or additional costs to fix errors; could face constitutional issues; LOS Equivalent: Avg 1-2 hrs for review per request = $101.30-$202.60/doc; additional legal assistance for civil proceedings – avg 1-5 hours per case = $101.30-$506.50/request	Draft/review code enforcement templates; assist in drafting/reviewing specific documents; represent the City in civil legal proceedings; Consequence: minimize errors by creating/reviewing templates; minimize litigation or additional costs to fix errors; reduce costs for outside legal counsel; LOS Equivalent: Creation of General Templates - $5,000;Updates to Templates - $1,000/yr;Avg 1-2 hrs for review per request = $101.30-$202.60/doc; legal representation in civil proceedings – avg 1-10 hours per case = $101.30-$1013/request	Participate in regular check-ins with code enforcement; draft/ review code enforcement templates; assist in drafting/reviewing specific documents; be proactive in revisions based on new statutes and case law; represent the City in civil legal proceedings; Consequence: strategize ways to minimize errors, including creating/ reviewing templates, regular meetings with code enforcement staff; minimize litigation or additional costs to fix errors; reduce costs for outside legal counsel; LOS Equivalent: Creation of General Templates - $5,000;Updates to Templates - $1,000/yr; 1-2 mtgs with staff/mo for 1 hr = $101.30-$202.60/mo; Avg 1-2 hrs for review per request = $101.30-$202.60/doc; legal representation in civil proceedings – avg 1-10 hours per case = $101.30-$1013/request;	
94	Library Bridge the digital divide (Technology)	Some internet computers available for use by patrons.	Maintained computers, internet access, WiFi, printing.	Maintained computers, internet access, WiFi, printing; Technology assistance available for patrons in English and Spanish.	Maintained computers, internet access, WiFi, printing; Technology assistance available for patrons in English and Spanish; Scheduled classes, individual assistance, greater software and hardware available for community use in library and for borrowing.	
95	Fleet Asset procurement	PW Operations staff (Operations Mechanic) involved in developing specifications for PW Operations fleet. No comprehensive approach to procurement citywide.	PW Operations staff involved in developing standard specifications for all assigned vehicles (GF, Street, Park Maint). Standardized approach to fuel economy, fuel type, vehicle sizing, etc.	Fleet staff involved in developing and recommending replacement schedules for all assigned units. Moving towards a fleet management approach.	With a new permit in 2023 the need for more staff may be necessary to meet new permit requirements.	
96	Library Public Service & Engagement	Staff available for basic library needs such as borrowing materials,	Staff available to assist and train patrons in using all library resources, recommend reading and research materials in languages spoken by 10% or more of the community; Some materials and communication about library resources and services to the community (bilingual)	Bilingual staff available during all library open hours; Expanded materials and communication about library resources and services to the community (bilingual) ; Scheduled home delivery of library materials; Book Buddies bookmobile outreach to youth in our community ; Fleet maintenance as needed on older vehicles with city staff as time allows	Public communication plan and capacity so that the community is regularly aware of the library resources available to enrich their lives; Increased staff available so that staff morale can remain high, thereby offering optimal service to the community at all times; Staff capacity to regularly attend community events (i.e. Farmer's Market, Concerts on the Plaza, parades and festivals); Newer vehicles and availability of city staff to maintain vehicles in a timely manner	
97	Planning - Code Compliance, Community Relations	Extremely Limited – very little available. Resources = 1.0 FTE, $5,000 in professional services. (Reduction 1.0 FTE)	Limited – Support efforts initiated by others. Resources = 1.50 FTEs, $15,000 in professional services. (Reduction 0.5 FTE)	Good – Develop and support volunteer graffiti removal programs, and one or two neighborhood revitalization events. Develop educational programs. Manage a reactive Rental Inspection Program. Resources = 2.0 FTEs, Professional Services = $20,000. Current Budget.	Great - Manage annual neighborhood revitalization programs such as Paint-Up, Rake-Up, Spruce-Up – matching up volunteer groups with need-based households. Create partnerships between utility and service providers in targeted neighborhoods for clean-up days, weekends and events. Develop educational programs. Manage a pro-active Rental Inspection Program. Resources = 2.0 FTEs, $40,000 in professional services. (Add $20,000 in professional services).	25,000
98	Police Records Section: Assist and handle low level question related to complaints or citizen inquires. Process and disseminate paperwork and input data to ensure accurate reporting to state and federal authorities.	Records section is minimally staffed, which may cause delays in reporting or inputting data. Officers routinely respond to citizens inquiries thus pulling them off the road to answer the simplest questions. Our state and federal reporting which needs to be submitted annually would likely be late or done in a manner that violates state or federal reporting requirements.	Records section staff are able to answer citizens questions and provide appropriate resolutions to citizens looking for information. Data input is kept up on, although dt times data doesn't get entered due to other more pressing work, or projects which have been assigned.	The addition of 1 FTE would allow the MPD to expand our hour of operations and allow work to be completed in a more timely manner. The expansion of hours allows for citizens who were during our normal business hours to speak to someone who can address their concerns at the front line. As outlined earlier, the front office are the first line for our lobby contacts and providing expanded service hours is in alignment with the City goals to provide services to all citizens. Additional $100,000 includes rollups	The addition of 2 FTE would allow the MPD front office to be open 24/7 and provide Q and A our citizens who work schedules which are not compatible with our current hours. The expansion of hours allows for work to be completed around the clock, and support to our partner agencies who might be calling after hours. Additional $100,000 includes rollups	

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
99	Facilities Parking Lots	No comprehensive program to maintain pavement and landscape at City owned parking lots. Lots are swept by contract, asphalt repairs and striping performed by PW Operations (Streets) and landscaped maintained by PW Operations (Park Maintenance)	Pavement maintenance plans developed, and funded as resources allow, in consultation with PW Operations staff. Striping and asphalt repairs conducted by PW Operations staff. Landscaping operations as per landscaping section plans above	Pavement maintenance plans funded at 50% of need annually. Striping and asphalt repairs conducted via contract eliminating Street Fund support.	Pavement maintenance plans funded at 100% of need. Parking lot renewal projects (lighting, landscaping, amenities) plans developed and funded.	0
100	Fleet Fuel Management	Each vehicle in the City's fleet is assigned a fuel card, and fuel consumption data is available. No staff capacity to review & analyze data to identify trends or opportunities to optimize fuel use.	Staff capacity to review and analyze fuel consumption data, and begin to use data to identify trends and potential opportunities to improve fuel economy	Staff routinely reviews and audits fuel consumption data and uses it to optimize maintenance schedules and procurement recommendations.	Manage a stormwater program and able to follow through on extra projects to help protect the WRF from industrial loadings and meet all new DEQ requirements.	
101	Finance Investments	FTE approx.: .05 Dept Budget: 800. Investment activities consist of reconciling the city's LGIP* accounts, updating the monthly investment report and assuring that the City remains in compliance with the Treasury department's maximum LGIP balance. The lack of timely reconciliations (two- six months after close), and investment reporting increases the risk of fraud or loss and hampers the governing body's ability to have a clear understanding of the level or location of our cash and investment assets. The city's investment policy was last updated in 1989 does not take advantage of municipal investment options available for funds intended for capital investment, which is out of alignment with the Wastewater capital fund's strategy to pre-fund capital investments to avoid needing to go to the bond market for financing. The city has more cash than is allowed to be held in LGIP accounts; this excess earns suboptimal returns. In addition, LGIP investments are higher risk than other allowable holdings, making the city's investment portfolio higher risk than it otherwise would be.	FTE approx.: .05 Dept Budget: 800. Investment activities same as below base. The lack of more timely reconciliations and investment reporting increases risks as described in below base. Business process update has allowed us to make more timely monthly investment reports (one-two months after close). Lack of alignment of investment policy with Wastewater capital fund's debt strategy same as below base. Relying exclusively on the LGIP for investments has same risks as described in below base.	FTE approx.: .15 incr 11,500 Dept Budget: 800. Principal treasury activities remain the same as base; by adding .1 FTE staffing resources allows for update of the city's investment policy to align it with needs of the city, including the Wastewater capital fund's strategy to pre-fund capital investments. The added capacity will allow the city to invest excess cash in allowable investments, improving the returns for the city while also marginally reducing investment risk, but does not stretch to establishing a more sophisticated investment program (which would require at least .5 FTE or an investment advisor). Relying principally on the LGIP for investments has same risks as described in below base.	FTE approx.: .25 incr 19,000 Dept Budget: 50,800. Adding another .1 FTE and engaging the services of an investment advisor will augment principal treasury activities as described in mid-level. Working with an investment advisor (estimated annual cost 50,000) will reduce the city's portfolio risk with a program of laddered investments timed to mature with the needs of our annual spending as well as Wastewater Capital fund's project needs. Aligning the investment program with the wastewater strategy will require additional coordination between finance and WW staff to make sure that the timing of capital expense needs and the investment portfolio's maturities are in synch.	0
102	Fire Fleet Replacement Plan (Capital Planning)	Older vehicles not maintained properly will fail during critical events. We have experienced mechanical failures during emergencies due to the age of the fleet.	Fleet Replacement plan not funded. Vehicles receiving annual National Standard testing by outside contractor.In-house staff evaluate mechanical issues daily. Perform routine maintenance, contract for services for in depth maintenance. Lack of fleet replacement pushed older vehicles into service longer increasing the risk for breakdowns on emergency scenes.	Fund a modified Fleet replacement plan to start improving the age and safety of the fleet. Reducing maintenance costs of older vehicles by replacing.	Transfer the responsibility of the fleet maintenance to city wide fleet services and allow the FD staff to focus on fire training and improving fire services and not on fleet management. Transition to a full funded Fleet Replacement plan that allows for improved safety on emergency scene and significantly reduced maintenance costs.	100,000
103	Park Maintenance Tree Maintenance	Reactive in nature; storm damaged or diseased trees are removed and not replaced	Young trees pruned for training, storm damaged trees removed and replaced 1:1, failed or diseased trees removed as necessary and replaced 1:1. Mature trees pruned on reactive basis	Tree maintenance as per base level on a 1:1 basis. New tree plantings implemented adjacent to areas such as playgrounds, dog parks or picnic areas to improve shade conditions.	Trees pruned as necessary year round. Storm damaged or diseased trees removed and replaced as necessary on 1:1 basis. Native species plantings in natural areas/wetlands/riparian areas conducted.	0
104	Parks & Recreation Outdoor programming Note: close connection to park maintenance and park ranger programs as well as dependent on physical upgrades to parks to allow for increased courts/all weather resources. Close connection with Rec Sports above as well	Minimal outdoor/nature camps, concerts and Parks and Rec month activities (pre- 2020). Current budget	Summer Fun activities (July-August), summer camps, special events, nature classes, walking group, contracted bands and other performers. Current budget +$25k grant	Summer Fun activities, Year-round outdoor education/ nature classes & special events, summer camps, outdoor fitness. Mobile Rec program going to neighborhoods and different areas. Communication plan for larger activities (contracted) 1 FTE program supervisor. Ongoing 1 FTE approx. $120k. $100,000 mobile rec center. $20k supplies (year one, then reduced). $10K communication plan and execution	Utilizing & programming all outdoor spaces/parks year round. 1 FTE program supervisor. 2 FTE program staff. New programmable outdoor recreational facilities - boat dock, Interpretive/nature trail, amphitheater, Bike Park (pump track, etc.), Ropes Course, Outdoor mobile Ice Rink, Outdoor pool & splash pad, All weather sports fields & courts, Lighted sports fields & courts, Ongoing 1 FTE approx. $120k. $100,000 mobile rec center. $20k supplies (year one, then reduced). $10K communication plan and execution. Approx. $60k for 2 PT staff to run activities	150,000
105	City Recorder Customer Service: Respond and provide customer service to community members inquiries and complaints	Does not respond to good customer service, inquires are not handled in a timely manner	Recorder responds and provides good customer service to community members, inquiries are handled within a week or so, no coverage inquiries may be delayed when out	With an additional FTE this would free up the City Recorder to perform more high functioning duties and the FTE can respond and provide good customer service to community members, inquiries are handled within 24-72 hours and there is support coverage	With an additional FTE and .5 staff optimal customer service is provide to community members, inquiries are handled before end of business day and there is support coverage and availability to have the additional FTE help with higher functioning duties	
106	Police Records Requests: Process records requests from citizens or other requesting entities. We are required to provide information responses in a timely fashion.	Records requests are not handled in a timely manner and we violate state law. Public and private sector partners are left with little to no information which makes sharing of sensitive or case specific information poor at best, causing dissatisfaction all around.	We can provide responses to normal records requests within the time period required by state law. There are times when more complex records requests are slower to be responded to due to either the sheer number of requests or the size of a single request. A footnote: we AVG roughly 1200 records request per year.	Currently practices have the SSMgr reviewing and completing these records requests. The addition of a PT data analyst would free this position to focus on management/supervision of the section. Additional $30,000 with rollups	The hiring of a FT data analyst would provide support to the support service manager and the Chief of Police. The data analyst would provide admin assistance on several projects and programs which are completed by the SSMgr and Chief of Police. Additional $100,000 includes rollups	

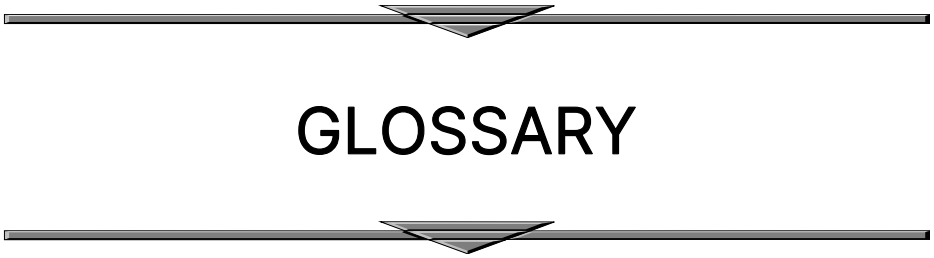
	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
107	Planning Customer Service and Consultation	Fair – Reactionary and laborious due to poor foundational filing systems. Resources (Reduce 1.0 FTE - Senior Planner)	Good – Faster customer service and able to maintain increase in permitting. Resources = Current.	Good – Faster customer service and able to maintain increase in permitting. Resources = Add 1.0 FTE (Associate Planner)	Good – Faster, confident customer service and able to sustain increased levels of permitting. Resources = Add 2.0 FTES (Associate and Assistant Planner)	0
108	Planning Administer the McMinnville Urban Renewal Program	Fair – Limited Staff Support. Resources = 0.10 FTE	Good – Active staff support. Resources = 0.25 FTE	Proactive – proactive staff support. Resources = 0.50 FTE. (Add 1.0 FTE to Planning, Associate Planner)	Proactive/Productive – Staff ability to leverage tools towards significant results. Resources = 1.0 FTE (Hire dedicated planner for UR)	0
109	Facilities Building security	Widely varying approaches by building, based on functional security requirements. No standardize approach to cameras or door security systems. Locksmithing and key program efforts managed by Street Maintenance Supervisor.	Standards developed for building security at each facility based on operational needs. Facility maintenance staff takes over responsibility for locksmithing and key program.	Standards implanted and managed by Facility staff at various locations as opportunities, funding present themselves. Goal is address security issues in a coordinated fashion across the system.	Standards implemented and managed by Facility staff across the system.	0
110	Facilities Facility operations	Operational tasks such as room set ups, moving furniture, etc. are done by operating department. Flag raising, lowering and replacement is managed by PW Operations (Park Maintenance).	At this level, operational support for these elements would still be very limited, and would require continued coordination between departments and PW Operations.	Facility staff capacity is more readily available to assist operating departments with these operational needs.	All facility operations are conducted by Facility maintenance staff	0
111	Fire - Facility Maint.	Fix things as they break. Take no action on major issues like earth quake retro fit, deferred maintenance.	Fix things as they break. Plan for replacement of capital item failures like air handing units, sprinkler systems, emergency generators.	Plan for substation location and funding strategies.	Transition Facilities maintenance to a city central facility maintenance team. Services managed and conducted by a central services team.	
112	Finance Insurance Services Fund	FTE approx.: .2 Dept Budget: 3,000. Manage renewal of the general liability and workers comp insurance lines of service. Do annual workers comp audit. Analysis of costs made primarily in context of budget.	FTE approx.: .2 Dept Budget: 3,000. Manage the general liability and workers comp insurance lines of service. Do annual workers comp audit. Coordinate with other support departments: City Attorney on risk management issues, HR Manager on workers comp benefits and cases. Analysis of costs made primarily in context of budget. Updated fund balance policy adds criteria for fund balance target.	FTE approx.: .25 incr 6,000 Dept Budget: 3,000. Insurance activities are the same as described in base level. Added capacity allows for more analysis of reasonable fund balances and costs charged to other funds.	FTE approx.: .3 incr 14,800 Dept Budget: 3,000. Insurance activities are the same as described in mid level. Added capacity allows for ability to implement improved business processes in this area.	0
113	Library Building maintenance and capacity	Building in need of maintenance, lack of adequate plumbing and HVAC to serve the community; Lack of space for library collections, patron meeting and study space, children's activities, staff workflow	Properly functioning building with staff capable of managing maintenance needs using outside assistance; Space available for borrowing collection, patron meeting and study space, children's activities, staff workflow	Consolidation of maintenance services to appropriate City staff instead of library staff	Well planned and designed building for library services now and in the future; Public meeting room space	
114	Police Park Ranger Program:	We have no park rangers and city parks are patrolled by officers. Complaints of inappropriate behavior or crimes may go unchecked and our park system is or is perceived to be unsafe for patrons. If Park complaints do come in they are not prioritized by staff other than through how dispatch prioritizes them.	Current funding for this program maintains a seasonal presence of Park Rangers work in our City Park system as well as be ambassadors downtown. The program generally runs from roughly April through September scaling down.	The addition of two FT Park Rangers to augment police services in the parks full time. The addition of two FTE's provides year-round services to our park system and downtown core. Two additional FTE's; $150,000 with rollups (estimated)	3-4 FTE Park Rangers positions that integrate into programming year around. Their presence in the park system and downtown are a proactive approach to providing both security and information information services to the community members. This programming integrates will the PR and spring, summer and fall activities.	
115	Park Maintenance Park Amenities (benches, tables, courts, nets, etc.	Amenities are repaired on a reactive basis. Court surfaces cleaned on an as needed basis. Safety hazards are addressed as soon as possible, with some loss of service possible for a period of time in order to keep area safe.	Amenities inspected on programmed basis and repaired as soon as possible. Amenities cleaned, painted or powder coated as resources allow. Court surfaces cleaned on an annual basis. Safety hazards addressed immediately. Wood benches and tables rebuilt and painted as needed.	Inspection and repair as per base level, courts cleaned 2 x year, court cracking addressed annually, court resurfacing and striping addressed in deferred maintenance funding.	Inspection and repair as per base level, courts cleaned and maintained as per mid level, amenities cleaned painted or powder coated on a programmed basis.	0
116	Library Planning and strategy	Attend to Library needs as they arise with no strategic plan or policies.	Strategic plan and policies exist and are updated when staff time allows. Staff has time to consider and discuss best plan of action as necessary, but primarily when changes occur (such as staffing needs).	Strategic plan and policies exist, are written down and easily found by all staff, and are updated every two years.	All policies up to date and revisited annually. Strategic plan written and addressed at least every 3 years, with regular updating and follow up with library staff.	
117	Muni Court Miscellaneous activities	Limited capacity for providing and monitoring probation and deferred sentences or civil process enforcements. Provide statutory minimum associated with bankruptcies, appeals, jail bonds. Paper-based court records. Delays in case management maintenance or financial operations, paying court appointed attorneys, etc when staffing levels dip due to leave. Sub-optional court records storage.	Limited capacity for providing and monitoring probation and deferred sentences or civil process enforcements. Provide statutory minimum associated with bankruptcies, appeals, jail bonds. Paper-based court records. Delays in case management maintenance or financial operations, paying court appointed attorneys, etc when staffing levels dip due to leave. Sub-optional court records storage.	Limited capacity for providing and monitoring probation and deferred sentences or civil process enforcements. Provide statutory minimum associated with bankruptcies, appeals, jail bonds. New software allows shift to paperless court records and more efficient case management activities. Reduce financial operations, paying court appointed attorneys, etc. delays when staffing levels dip due to leave if staff up from 3.5 to 4FTE base. Incremental cost increase: One time investment of 15,000 – 25,000 in city hall remodel to move muni court operations to other side of building resulting in more accessible access to the court and improve security over court records. Software and staffing investment incremental costs described in other sections.	Add staffing capacity to enhance monitoring of probation and deferred sentences and civil process enforcements (part of .5 FTE noted in community support services). Provide statutory minimum associated with bankruptcies, appeals, jail bonds. New software allows shift to paperless court records and more efficient case management activities. Reduce financial operations, paying court appointed attorneys, etc. delays when staffing levels dip due to leave if staff up from 3.5 to 4FTE base. Incremental cost increase: One time investment of 15,000 – 25,000 in city hall remodel to move muni court operations to other side of building resulting in more accessible access to the court and improve security over court records. Software and staffing investment incremental costs described in other sections.	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
118	Muni Court (distribute across other services) staff levels, staff development and continuing education	Only 1 member of staff and Judge participate in continuing MC education. No one on staff has regular training in software. Consequence is risk of improper administration of complex court operations according to state law, particularly when the laws change. No software training means staff have only rudimentary understanding of one of their most important tools and likelihood that functionality of system is not optimized. Because of tight staffing levels (3.5 FTE staff + Judge, interpreters), at current court volume, when people are on leave, basic court operations are adversely impacted including cancelation of court dates 3 – 5 times per year. Incremental cost savings: approx. 5,000/year in travel, training and membership costs.	All staff and Judge participate in continuing MC education. No one on staff has regular training in software. Consequence of more training is reducing risk of improperly administering court operations according to state law, particularly when the laws change. No software training means staff have only rudimentary understanding of one of their most important tools and likelihood that functionality of system is not optimized. Because of tight staffing levels (3.5 FTE staff + Judge, interpreters), at current court volume, when people are on leave, basic court operations are adversely impacted including cancelation of court dates 3 – 5 times per year.	All staff and Judge participate in continuing MC education. One staffer has regular training in software. Staff efficiency realized from enhanced software system is partially invested in this area. Consequence of more training is reducing risk of improperly administering court operations according to state law, particularly when the laws change. Routine software training allows staff to maintain understanding of one of their most important tools and improve likelihood that functionality of system is not optimized and operational efficiencies are maintained. To provide adequate coverage for leave so need to cancel court would become unnecessary at current court volume and ability to move to office hours to 40/week, a full 4 FTE staffing complement is required. Incremental cost increase: .5 FTE approx. 50,000/year	All staff and Judge participate in continuing MC education. All staff has regular training in software; additional staff capacity allows one staffer to become expert in utilizing software so able to Consequence of more training is reducing risk of improperly administering court operations according to state law, particularly when the laws change. Creating staff expert in software will allow court to maximize its functionality over time, adding more staff efficiencies, improved communications with public and ability to analyze any disproportionate demographic or geographic data with of citations before the court or outcomes in adjudication. To provide adequate coverage for leave so need to cancel court would become unnecessary at current court volume and ability to move to office hours to 40/week, a full 4 FTE staffing complement is required. Incremental cost increase: .5 FTE approx. 50,000/year for basic coverage and .5 FTE approx. 50,000/year added tech capacity and data analysis across all programs	0
119	Fire - Emergency Management	Emergency Operations Plan available but not updated.; EOP addresses adoption of NIMS to make City eligible for Federal Grants.; Natural Hazards Mitigation Plan completed; Not all positions in EOC or City administration have received EOC specific training. ; No formal pre-disaster recovery plans that are needed for disaster recovery phases, (debris removal) etc. ; Continuity of Operations Plan not completed.Community Preparedness Plan not completed This could include pre-during and post disaster recovery plans. The Wildfire risk assessment and planning not completed. No training and exercise plan in place.	Emergency Operations Plan available and updated.; All positions in EOC and City Staff Trained in NIMS.; (6 courses in house or in person) 2-5 days each; Natural Hazards Mitigation Plan completed; Complete local plans that County has in place (debris removal, shelter, mass treatment.); Complete Continuity of Operations Plan; Develop Training and exercise Plan; Develop Community Preparedness Plan ; 1 FTE required for planning and coordination work ; $125,000 for FTE	Emergency Operations Plan available and updated; Complete Wildfire risk assessment and mitigation plan. Implement training and exercises programs minimum requirements; Maintain programs in place	Emergency Operations Plan available and updated; All positions in EOC and City Staff Trained in NIMS.; Natural Hazards Mitigation Plan completed; Completed Continuity of Operations Plan; Community Preparedness Plan Developed ; Training and exercise Plan implemented and training and exercises programs being conducted for all plans. Partner on Community Emergency Response Team Efforts	
120	Police Large and Medium Scale Event Planning through Emergency Management	We don't invest and resources into large and medium scale event planning or EM issues. EM is an afterthought and the risk and liability to the City and our Citizens safety is large.	We can process small requests that come through our department in a relatively short period of time, however large scale event planning is done as an ad hoc manner.	The addition of an EM allows for detailed event planning where Police are brought in to discuss public safety needs. Additional FTE $100,000 includes rollups	The City of Mac has an office of EM which provides support to the City Departments that deal with emergent needs of our community. In addition to an EM, there is also support staff to assist the FT EM. Additional PT staff $50,000 (estimated)	
121	Park Maintenance Emergency Response		Park Maintenance staff help provide 24-7, 365 on call staffing to respond to calls for assistance from the public or YCOM for a wide variety of issues in the park system, right of way, storm and sanitary conveyance systems. Park Maintenance staff participates in emergency response activities primarily related to weather or hazardous materials spills.			
122	Fire - Facility Capital Planning	Facilities maintenance is being conducted by staff personnel taking away from their opportunities for training and improving firefighting and EMS services. Contractors are used when licensed work is required. Continued increasing costs for station maintenance. Facility will break down before its designed life span. All Fleet in one facility not designed to seismic standards places entire community at risk ; No capital fund planning for long term new or additional stations	Including minimal capital planning for systems that are 20 years old will prevent unanticipated expenditures and provide for facilities maintenance costs to be reduced slightly. Facilities maintenance is being conducted by staff personnel taking away from their opportunities for training and improving firefighting and EMS services. Contractors are used when licensed work is required. No capital fund planning for long term new or additional stations that studies have demonstrated the need for.	Identify and or purchase properties for future substations. Develop plans to have substations shovel ready for federal funding opportunities	Capital expenses for scheduled maintenance and repairs budgeted for and conducted annually. Facilities Capital plan developed and funded to provide support for existing FD infrastructure needs including new substations and replacement of main facility.	
123	Facilities Energy/Water Conservation	No programs or operational consideration.	No current programs. New and retro fit lighting and are coordinated with W & L for potential rebates, with an eye towards energy conservation. Plumbing fixture replacements are replaced as needed with some consideration of water conservation.	Conservation programs developed for buildings in a comprehensive, system wide fashion. Not all are funded or implemented, but are considered as a part of repairs and renewal.	Conservation programs in place for all locations, relative to both improvements (repairs and renewals) and daily operations.	
124	Park Maintenance Rec Program Support	Support provided on minimal basis for programs other than athletic based programs.	Athletic programs supported with field set up and maintenance, repair and upkeep for softball, baseball and soccer leagues. Capacity for these functions is extremely limited. Limited support for non-sports recreation programming	Continue to support sports program with field maintenance activities, expand to include support of non-sports programming with additional cleaning, facility set ups or equipment as requested.	Support as per Mid Level; develop latent capacity to support other community based events as opportunities arise.	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
125	City Recorder General Support: Coordinates meetings, registrations, travel arraignments, and contract signatures for City Manager, Mayor, and Councilors City Events - State of the City, Town & Gown Mixer, etc	City Manager, Mayor, and Councilors coordinate their own meetings, travel arraignments, registrations, Recorder does not get involved in signatures or maintains of contracts. No events are planned	Recorder only coordinates meetings for City Manager, Mayor and Councilors, does not provide other assistance. Coordinates contract signatures but does not maintain them, minimal tracking of these contracts. Recorder helps in event planning but taken away from priority work and delay in other work	PT staff hired to help coordinate meetings, registrations, travel arraignments for City Manager, Mayor and Councilors but Recorder has to cover the other 20 hrs taking them away from priority work and delay in other work. Coordinates contract signatures, contracts are entered in records management system. Recorder or PT Staff help with City events but still impact on workload. Roughly $12,240 (benefits not included) (Extra Admin $12.75 x 20hrs)	Admin staff specifically dedicated to coordinates meetings, registrations, travel arraignments for City Manager, Mayor and Councilor and possibly other Department Heads, City Recorders work is not impacted and not delayed. Coordinates contract signatures, contracts entered in records management system, advanced notice given to DH when a contact is about to expire. City events are planned and staff assistance to not impact work productivity. Roughly $24,480 (benefits not included) (Extra Admin $12.75 x 40hrs)	0
126	City Recorder Labor Negotiations: Participate in Labor Contract Negotiations	Recorder does not participate in labor contract negotiations adding more work to HR to take own minutes	Recorder attends labor contract negotiations and takes minutes, taking Recorder away from own work, does not provide robust help to HR	Recorder or added FTE attends labor contract negotiations and takes minutes (does not have an impact on Recorder's work), flexibility to help HR coordinate meetings, help HR with documents, research only as needed; minimal impact to workload	Added FTE attends labor contract negotiations and PT staff takes minutes, availability to help research, creates binders, help with printing, and provide maximum support to HR; Recorder not involved in negotiations and workload not impacted	0
127	Planning Support Economic Development	Extremely Limited – only superficial support for MEDP, MDA and Chamber. Resources = 0.05 FTE	Limited – More proactive support of MEDP, MDA and Chamber. Currently Planning Director spends 15% of time on ED. Resources = 0.15 - 0.25 FTE	Good – Development of a City Ec Dev Strategy and Commission. Resources = 0.50 FTE (Add Associate Planner)	Great – City Ec Dev Strategy with commission, staff support and success. Resources = 1.0 FTE (Hire a dedicated ED Planner).	0
128	Police Event/Permit Request:	The PD does not service any event or permit requests, and provide no feedback to the permit requests.	Event or permit requests received are not returned in a timely manner, and citizens or community events are left scrambling to get answers.	Sworn staff is able to analyze and provide recommendations to event and permit requests in a timely fashion.	A non-sworn staff member provides input and has in-depth discussions with the person or organization requesting the event or permit approval. The final approval is provided by management; however, the work is done by a data analyst.	
129	Police Community Events:	We don't involve ourselves in any community events.	We engage with the community through very basic events or programs such as Shop with a Cop, Special Olympics etc.	We provide outreach programs such as citizens police academy, our community forums	High level of community outreach events. Such as PAL, or other summer programs that are integrated with other programs offered by other city departments.	
130	Fire - Community Events Stand-By	No safety standbys for any events. Provided by McMinnville. Staffing shortages prohibit ability for overtime on most or all events. ; Football Games, County Fair, Air Show, Parades, Downtown fairs, Bicycle racing, etc. ; Fees not being charged or minimal fees being charged for cost recovery.	Standbys being done with McMinnville and partner resources. For large events not happening for others. ; On smaller events on duty staff is briefed on the risk and manage the response with existing resources. May delay ambulance response on event need due to high call volume. ;Contract ambulances, volunteers from other departments.	Standbys being done with McMinnville and partner agencies on all events. Evaluate cost recovery for all events and charge full rate .	Standbys being done for all events with McMinnville resources.	
131	Finance Campaign Finance (Fin Dept)	FTE approx.: 0 Dept Budget: 0 No budget or staffing is allocated to this program. Apart from tools and processes built ahead of Nov 2020 election, no additional educational or pro-active programming provided for candidates. Reported violations are investigated. Managing the work required every two years to investigate and process any reported violations has impact diverting Finance Director's time away from other business services, adding to duties carried out beyond normal capacity. Timing of the election cycle in November coincides with finalizing annual financial statements and puts at risk the ability of the finance department to meet deadlines for that critical activity as investigations are required to be started within 1 day of reported violation and complete investigation with decision within 5 days.	FTE approx.: 0 Dept Budget: 0 Program is same as described in below base. Working at over capacity to meet investigation timelines and requirements remains as described in below base. Risks added to hitting annual audit requirements remains as described in below base.	FTE approx.: 0 Dept Budget: 0 Program is same as described in below base. Working at over capacity to meet investigation timelines and requirements remains as described in below base. Risks added to hitting annual audit requirements remains as described in below base.	FTE approx.: 05 incr 5,000 Dept Budget: 0 With add of general accountant, staffing resources are allocated to the program which will be dedicated to administrative support of the program to reduce negative impact on financial statement production deadlines when investigations are required. Apart from tools and processes built during the first cycle in the Nov 2020 election, no additional educational or pro-active programming provided for candidates. Remainder of program is as described in below base. Need to work at over capacity to meet investigation timelines and requirements remains likely as do risks associated with hitting annual audit requirements, both as described in below base.	0
132	Library Offer educational, cultural, and community programs	No programming offered.	Some programming offered for children, such as story times, crafts, educational performances.	Programs offered for children, teens, and adults.	Robust educational and cultural programming for all ages offered inside and outside the library.	
133	Facilities Public Art Coordination	Public art location review and safety review is done by PW Operations staff as an adjunct duty, whether located in the ROW or on private property. Adjunct duty.	Public art location and safety review is coordinated by Facility staff, with input from PW Operations.	Public art location and safety review conducted by Facility staff	No change from mid level	0
134	Facilities Public Art Maintenance	Public art maintenance largely reactive in nature. Repairs or graffiti removal are managed by PW Operations staff, and coordinated through the Public Art committed. No proactive cleaning, inspection or maintenance performed.	Regular inspection program implemented as resources and capacity allow. Art pieces tracked through CMMS.	Annual, proactive inspection program implemented and conducted by Facility staff. Art pieces cleaned as resources allow. Art pieces tracked through CMMS	Annual, proactive inspection, cleaning and preventative maintenance programs implement and conducted Facility staff. Art pieces tracked through CMMS	0
135	Planning Public Record Retention of Land-Use Decisions	Fair – Superficial. Evaluate and develop a plan for efficiencies and a better foundational filing system.	Good – Start to implement efficiencies and create structure for a better foundational filing system	Good – Implement efficiencies and better foundational filing system.	Great – All systems are in place and operational.	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
136	Park Maintenance Volunteer Support	Staff works with volunteer groups as they express interest in park maintenance related projects such as weeding, storm clean-ups, landscaping projects, trail projects, etc. Limited capacity to provide materials or staff supervision for work groups, no capacity to grow volunteer programs.	Staff is able to maintain a list of volunteer groups and match them to a defined list of maintenance projects in the park system. There is adequate budget to support the groups with materials	Staff is able to begin to expand volunteer programs, including "adopt a park" type programs. There is budget and staffing capacity to support volunteer efforts year round.	Staff is able to maintain and continually expand volunteer opportunities throughout the park system, including natural/interpretive type areas. There is budget and staffing capacity to support volunteer efforts year round	0
137	Fire Fire Prevention Public Education	No Programs; No interaction with public and no ability to educate on local or state wide fire hazards; No presence at any public events or programs.	Elementary Fire Education Schools Program Annual; Little or no other public education platforms or public outreach ; Attend minimal public events or programs	Presence at local community events highlighting fire safety, senior, safety, car seat safety, etc. ; Follow local fire trends provide fire education surrounding local trends; Provide Escape planning and practice with local businesses.; Assist public with changing or replacing smoke alarms; Limited interaction with public and ability to assist with requests for training, or help.; Unable to create full programs surrounding local fire trends.	Create and administer Middle and High School Fire safety education Programs; Provide education to college staff and RA's on fire evacuation, fire extinguisher use.; Provide Senior Safety classes ; Provide babysitter education classes; Provide car seat clinic; Provide open houses ; Offer safety classes as requested by businesses or public; Participate if public and private safety events throughout the community.; Conduct an apartment safety program. ; Attend school carnivals and fairs to provide booths and fun fire safety activities	
138	Planning Pre-Application Meetings	Do not provide them. Loss of customer service and ability to influence and coordinate with the project	Provide them on a reactionary level. Does not allow for strategic influence or customer service. Often does not catch issues and creates back-end issues after the project is submitted taking significant time and effort for both staff and applicant.	Prepare in advance and develop a program to serve the project better. Allows the opportunity to try and create an efficient system of delivery navigating the process.	Create a system of multiple touchpoints prior to submittal. Ensures a better project for developer and community. Promotes efficiencies and timeliness.	0
139	Park Maintenance Undeveloped areas	Areas left in natural state. Maintenance work is reactive only, no riparian or wetland restoration work, fuel reduction work done on a reactive basis. Camping impacts addressed on a reactive basis	Areas left in natural state. Maintenance work is reactive only. Some programmed riparian and wetland restoration work is accomplished. Fuel reduction is addressed on a programmed basis. Some invasive species pest control done in cooperation with Soil & Water District, minimal funding. Camping impacts (clean ups) are funded.	Areas left in natural state. Maintenance work, including fuels reductions activities are programmed and funded. Invasive species control is programmed and accomplished via grants and partnerships. Camping impacts are addressed on a programmed basis with regular inspections and funded clean ups as camping activity dictates.	Areas left in natural states. Opportunities to improve areas with trails, interpretive signage/activities are explored and funded. Maintenance work, including fuels reduction is performed on a programmed basis. Invasive species work is programmed and conducted with assigned City staff. Camping impacts are addressed on a programmed basis with regular inspections and funded clean ups, as well as coordinate social service efforts to support campers transition to other living situations.	0
140	Muni Court Parking tickets	Current cases eligible for collections are not routinely processed with third-party agency. Current delinquent cases take 4 – 6 months for processing. Old cases in collections receive no follow up. Consequence is fewer current and old fines are collected though people with new outstanding balances on their accounts do not get sent to collections.	Current cases eligible for collections are routinely processed to the third-party agency. Old cases in collections rarely receive follow up. Consequence is hundreds of people with prior violations remain in collections, adversely impacting their household economic status and fewer fines collected.	Current cases eligible for collections are routinely processed to the third-party agency. Follow up with collections agencies on old cases is routine. Staff efficiency realized from enhanced software system is partially invested in this area. Because of enhanced communications with new software, the number of fees associated with failures to appear or delinquent payments will decrease, improving the household economic status of those who come before the court. Consequence is some people with prior violations are resolving the collections actions that adversely impact their household economic status and more fines collected.	Current cases eligible for collections are routinely processed to the third-party agency. Follow up with collection agencies on old cases is routine. Added staff capacity allows city to implement amnesty programs and take other proactive actions to reduce outstanding balances. Because of enhanced communications with new software, the number of fees associated with failures to appear or delinquent payments will decrease, improving the household economic status of those who come before the court. Consequence is both able to reduce number of people under collections that adversely impact their personal financial status and more fines are collected. Incremental cost increase: .15 FTE approx. 15,000/year.	0
141	Planning Maintain Bonds/Escrow Logs for Deferred Infrastructure Investments	No system of maintenance and administration. Lose efficacy of security and ability to ensure that infrastructure improvements occur.	Limited system of administration leading to inefficiency and risk of efficacy of security and ability to ensure that infrastructure improvements are made.	Developed system that allows efficiency and efficacy protecting the community to ensure that required improvements happen.	Proactive management of system that provides the best efficiency and efficacy.	0
142	Muni Court City-wide support by Muni Court Staff	Provide basic services due primarily to location in the City Hall: mail distribution, accept deliveries, direct visitors – 2-4 days per week	Provide basic services due primarily to location in the City Hall: mail distribution, accept deliveries, direct visitors – 4 days per week.	Shift city wide services to administration. Invest staff time savings in Community support services, collections and financial operations.	Shift city wide services to administration. Invest staff time savings in Community support services, collections and financial operations.	0
143	Planning Manage Short Term Rental and Home Occupation Permits	No program. Proliferation of short term rentals and home occupations that can negatively impact to quality of life for residents. Current Savings = $7,500	Codify where and how allowed but without annual permitting program. Current Savings = $5,000	Maintain database and rigor of annual permitting program. Manage livability in the neighborhoods. Current Costs = $7,500	Research and evaluate best practices and implement in such a way that is optimal for McMinnville. Retain housing supply, respond to zoom economy. Additional Costs = $7,500	0
144	Planning Manage Certified Local Grant Program	Do not participate in the program. Lose opportunity for annual grant program. Lose historic preservation program. Loss of historic landmarks in McMinnville. Loss of historic charm and sense of place. Save 50% match for program, approximately $6,000.	Operate a historic preservation program funded entirely by CLG program and nothing more. Ability to proactively implement historic preservation program, but in a limited fashion. Feels like a band-aid to preserving historic landmarks in McMinnville. Capped by grant threshold. Grant = $6,000 Match = $6,000	Operate a historic preservation program that is funded beyond the grant proceeds. Ability to do more programs and projects per year to elevate the importance of saving historic landmarks in the community. Preserve more landmarks for future generations, and build on historic charm and sense of place. Grant: $6,000 Match: $6,000 Additional Costs: $10,000	Prioritize historic preservation in the community as a value. Create a matching grant program for historic property owners to access to help with preservation projects. Develop a resource database for local property owners of vendors and skilled craftsman that understand historic preservation. Really elevate the value of preservation of historic buildings. Ability to develop an archaeological program. Awareness of residents of history for connection. Ability to explore the unknown stories of McMinnville. Grant: $6,000 Match: $6,000 Additional Costs: $40,000	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
145	Fire Fire Investigation Training for County/State	Not Conducting; Lack of training program reduces availability of adding members to the regional investigation team.; Reducing investigation capabilities; Reduced ability for McMinnville department officers to gaining required training for succession planning. ; Reduced ability for McMinnville department officers to gaining required training for succession planning. ; Option would be to send members to outside training for 3-4 days for training.	Conduct Biannually; 50% increase in trained staff for County Fire investigations and succession planning.		Conduct annually; Provides training required to maintain qualified investigators to accomplish fire investigations for the county wide service.	
					Total	**9,754,768**



GLOSSARY

Accrual basis of accounting – Method of accounting recognizing revenues when earned and expenses when incurred without regard to cash flow timing. [ORS 294.311(1)].

Adopted budget – Financial plan itemizing all resources and the use thereof adopted by the governing body. (ORS 294.456).

Ad valorem tax – Tax based on the assessed valuation of property. Property taxes are an ad valorem tax.

Allocation – The methodology with which funds pay for their share of support services including legal, human resources, financial services, payroll, and engineering services.

American Rescue Plan Act (ARPA) – Federal grant award program signed into law in March 2021, guaranteeing direct relief to cities, towns and villages in the United States. McMinnville received $7.7 million, with funds required to be obligated by December 2024 and fully spent by December 2026.

Appropriation – Authorization to spend a specific amount of money for a specific purpose during a budget period. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body. [ORS 294.311(3)].

Approved budget – The budget approved by the budget committee. The data from the approved budget is published in the Financial Summary in the local newspaper before the budget hearing. (ORS 294.406).

Assessed valuation (AV) – the taxable assessed value applied to real estate or other property by the county assessor or the state as a basis for levying taxes. This amount is multiplied by the tax rate to determine the total amount of property taxes to be imposed. It is the lesser of the property's maximum assessed value or real market value.

Assessment date – The date the real market value of property is set – January 1.

Asset – A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

Assigned beginning balance – the category established by GASB 54 to mean funds which are assigned for specific use by the governing body of the organization.

Audit – The annual review and appraisal of an entity's accounts and fiscal affairs conducted by an accountant under contract, or the Secretary of State, in accordance with Oregon budget law. (ORS 297.425).

Audit report – A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders, and regulations.

Basis of accounting – A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

Beginning net working capital – Net resources less expenditures carried over to the following fiscal year and available for appropriation.

Bond – A written promise to pay a specified sum of money (face value or principal amount) at a specified date or dates in the future [maturity date(s)], together with periodic interest at a specified rate.

Budget – A written report showing the local government's comprehensive financial plan. It must include a balanced statement of actual resource and expenditures during each of the last two years, or budget period, and estimated revenues and expenditures for the current and upcoming year or budget period. [ORS 294.311(4)].

Budget Committee – Fiscal advisory board of a local government, consisting of the governing body plus an equal number of registered voters appointed from within the boundaries of the local government. (ORS 294.414).

Budget message – A written explanation of the budget and the local government's financial priorities. It is prepared and presented by the budget officer. (ORS 294.403).

Budget Officer – Person appointed by the governing body to assemble budget material and information and to prepare or supervise the preparation of the proposed budget. (ORS 294.331).

Budget transfers – Resources moved from one fund to finance activities in another fund. They are shown as "transfers out" in the originating fund and "transfers in" in the receiving fund.

Capital budget – A plan of proposed capital outlays and the means of financing them.

Capital outlay – An expenditure category encompassing all material and property expenditures of $10,000 or greater, with an expected useful life exceeding one year. This includes, but is not limited to, expenses incurred in the purchase of land; the purchase, improvement, or repair of city facilities; or the acquisition or replacement of city equipment.

Capital improvement plan – An annual, updated plan of capital expenditures covering one or more budget periods for public facilities and infrastructure (buildings, streets, etc.) with estimated costs, sources of funding and timing of work.

Capital project – Those activities resulting in the acquisition or improvement of major capital items such as land, buildings, and city facilities.
Capital fund – A fund established to account for dedicated funds for a specific future capital expenditure.

Cash basis – System of accounting under which revenues are accounted for when received in cash and expenses are accounted for when paid. [ORS 294.311(7)].

Code – A systematic collection of laws and regulations.

Contingency – An expenditure classification for those resources reserved to fulfill unforeseen demands and expenditures.

Contractual services –A formal agreement or contract entered into with another party for services. Services obtained in this category usually include repairs, professional fees or services.

Committed beginning balance – the category established by GASB 54 to mean funds which are committed for specific use by the governing body of the organization.

Community Development Department – the city department that includes public works, engineering, airport and wastewater services.

Community Development Block Grants (CDBG) – Federal program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Within federal agency Housing and Urban Development (HUD).

Community Emergency Response Team (CERT) – Educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT operations are based with Yamhill County.

Cost of Living Adjustment (CoLA) – an escalator used to increase costs by an established metric to adjust for inflation. The City uses a CoLA for annual salary and wage scale increase as well as with certain fees and contracts.

Debt – An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

Debt service – Payment of interest and principal on an obligation resulting from the issuance of debt.

Debt service fund – A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

Depreciation – The allocation of the cost of a capital asset over the estimated service life of the asset.

Diversity, Equity and Inclusion (DEI) – work related to diversity, equity, and inclusion, aligned with the City's strategic plan, Mactown 2032, to achieve culturally responsive service delivery, programming, and communication strategies.

Employee benefits – Social security; medicare; PERS retirement; group health, dental and life insurance; workers' compensation; section 125 plans; unemployment; and health savings plan.

Enterprise funds – Funds established to account for activities financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges.

Expenditure – A liability incurred for personnel, materials & services, debt service, capital outlay, or other requirements during a budgetary period.

Expense – Outflow or other use of assets or incurrence of liabilities (or combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing, major or central operations.

Fiscal year (FY) – A 12-month period to which the annual operating budget applies at the end of which a government determines its financial position and the results of its operation. The City's fiscal year is July 1st through June 30th.

Full faith and credit obligations (FFCO) – debt backed by the full faith, credit of the government, including the general fund.

Full time equivalent (FTE) – One FTE is the equivalent of one employee who works 40 hours per week on average. A .50 FTE equals one employee who averages 20 hours per week of work. Two people working 20 hours per week equal one FTE.

Fund – A fund is a fiscal and accounting entity with a self-balancing set of accounts, recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund balance – The balance remaining in a fund after expenditures have been subtracted from resources.

Fund Exchange – Program run by the Oregon Department of Transportation that provides local agencies a flexible funding option for delivering transportation improvements without being constrained by federal requirements; qualified local agencies exchange their Federal Surface Transportation Block Grant federal apportionment for State Highway Fund dollars.

Fund type – One of eleven fund types in general categories including general fund, special revenue, debt service, capital projects, permanent funds, enterprise, internal service, pension trust, investment trust, private purpose trust, and agency funds. [GAAFR 26/27]. Descriptions of all the City's funds and respective fund types are found in the Financial Overview section of the budget document.

General Fund – A fund established for the purpose of accounting for all financial resources and liabilities of the governmental entity except those required to be accounted for in other funds by special regulation, restrictions, or limitations.

General obligation (GO) bonds – A bond backed by the full faith, credit, and taxing power of the government. GO bonds must be approved by the voters.

Generally accepted accounting principles (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines or general application, but also detailed practices and procedures.

Governmental accounting – The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of governments.

Governing body – County court, board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit.

Grants – Contributions or gifts of cash or other assets.

Indirect service – Allocated costs of general administrative departments that are required to manage the city and provide support to all funds.

Infrastructure – Facilities on which the continuance and growth of a community depend, such as roads, bridges, and drainage system.

Interfund loan – Loans made from one fund to another (ORS 294.468). The City has used interfund borrowing to fund capital needs at a lower interest rate and transactional cost of borrowing.

Internal service funds – Funds established to account for any activity that provides goods or services to other funds, departments or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. (ORS 294.343). The City has two that provide Information Services and Insurance Services to the organization.

Kids on the Block (KOB) – An after-school enrichment program currently managed by the City Parks and Recreation Department.

Length of Service Awards Program (LOSAP) – LOSAP is the City's retirement benefit plan for volunteer firefighters and is included in the General Fund's budgeted beginning balance but is excluded from the calculation of the City's operating reserve level.

Levy – The amount of ad valorem tax certified by a local government for the support of governmental activities.

Lien – A legal right or claim on someone's property to secure a debt that the property owner owes to another person or entity.

Liabilities – Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future.

Local option tax – Taxing authority (voter-approved by a double majority, except in even numbered years) that is in addition to taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless designated for a capital project, in which case they are limited to the useful life of the project or 10 years, whichever is less.

MacTown 2032 – City's strategic plan which articulates its *vision* – a collaborative and caring city inspiring an exceptional quality of life, *mission* – delivering high-quality services in collaboration with partners for a prosperous, safe and livable community, and *values* – stewardship, equity, courage and accountability. The plan, issued in January 2019 after an interactive process that included over 100 community members, local organizations and 1,000 survey takers, lays out community defined strategic priorities that will ground the work of the City for the next 15 or more years.

Materials and services – An expenditure category encompassing non-capital, non- personnel expenditures. These include expenses for travel and training, operational and program needs, and contracted services.

Maximum assessed value (MAV) – The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of three percent per year on existing property. The three percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Modified accrual basis of accounting – A basis of accounting where revenues are recognized when they are both measurable and available and expenditures are recognized at a time when liability is incurred pursuant to appropriation authority.

Non-spendable beginning balance – the category established by GASB 54 to mean funds which are unable to be spent in the fiscal year; City of McMinnville non-spendable items are pre-paid expenses.

Operating budget – That portion of an annual budget that applies to non-capital projects, non-capital outlays, transfers, contingency and unappropriated ending fund balance. The combined categories of personnel services and materials and services can be combined to provide the operating budget.

Ordinance – A formal legislative enactment by the governing body. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the jurisdiction.

Oregon revised statues (ORS) – The set of laws established by a vote of the people or the Oregon State legislature.

Other Income – Income that comes from sources and activities not part of a business's core activity or main focus.

Part time plus employees – Employees that work 20 hours or more a week, compensated on an hourly basis, with a limited rage of fringe benefits.

Personnel services – An expenditure classification encompassing all expenditures relating to employees. This includes union and non-union labor costs, employee benefits, and payroll tax expenses.

Permanent tax rate – The maximum rate of ad valorem property taxes that a local government can impose exclusive of other voter approved levies. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit. The City's permanent rate is $5.02 per $1,000 taxable assessed value.

Professional Services – A service requiring specialized knowledge and skill usually of a mental or intellectual nature and usually requiring a license, certificate, or registration.

Program – A group of related activities performed by one or more organized units for the purpose of accomplishing a function for which the governmental entity is responsible (sub-unit or categories or functional areas).

Program budget – A method of budgeting whereby resources are allocated to the functions or activities rather than to specific items of cost. Services are broken down into identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives.

Public Art – Art that is visually and physically accessible to the public; installed in both indoor and outdoor spaces.

Public Employee Retirement System (PERS) – State government, public schools, community colleges, and many local governments (cities, counties, and special districts) participate in PERS. Approximately 900 public employers, covering about 95 percent of all public employees in Oregon. The City contributes the employer rate (changes each biennia) and the employee's rate (the 6% pick up).

Publication – Public notice given by publication in a newspaper of general circulation within the boundaries of the local government.

Real market value (RMV) – The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the value used to test the constitutional limits.

Reserve – The City of McMinnville calculates its reserve as the sum of contingencies and unappropriated, unrestricted ending fund balance. The City Reserve Policy states that all funds (with a few specified exceptions) must budget to achieve an ending fund balance of two month's worth of operating expenses (Personnel Services and Materials and Services). The General Fund has a five year plan to rebuild its reserve to this target level (by FY2025-26).

Resolution – A formal order of a governing body; of lower legal status than an ordinance.

Resources – Total amounts available for appropriation including estimated revenues, transfers in and beginning net working capital.

Restricted beginning balance – the category established by GASB 54 to mean funds which are committed for specific use by contract, law or grant agreement.

Revenue – Receipts for the fiscal year including transfers and excluding beginning net working capital. The major categories of revenue include taxes, intergovernmental revenues, grants, charges for services, interest and rents, fines and forfeitures, other revenues and transfers in.

Revised budget – A budget which includes all changes made to the original adopted budget as a result of budget adjustments and the supplemental budget process.

Special revenue funds – Funds used to account for receipts from revenue sources that are legally restricted or otherwise designated for special projects.

Supplemental budget – A financial plan prepared to meet unexpected needs or to spend resources not anticipated when the original budget was adopted. It cannot be used to authorize a tax.

System development charge (SDC) – A fee paid at the time new development permits are issued which is restricted to pay for the impact of the development, redevelopment or intensification of use of the city's infrastructure. The fee is intended to recover a fair share of the costs of existing and planned infrastructure that provide capacity to serve new city growth.

Tax levy – The total amount eligible to be raised by general property taxes.

Tax rate – The amount of tax levied for each $1,000 of assessed valuation. The tax rate is multiplied by the assessed valuation to determine the tax imposed.

Transfers – Legally authorized interfund transfers of resources from one fund to another fund.

Transient Lodging Tax (TLT) – a tax imposed by a unit of local government on the sale, service or furnishing of transient lodging. ORS 320.300(4). The City's tax rate is 10% of rental income. The law requires a minimum of 70% of revenues to be spent on tourism. Visit McMinnville (VM), a non-profit marketing organization with the sole purpose of marketing McMinnville as a tourist destination, receives 70% of the TLT collected and the remaining 30% is transferred to the General Fund.

Unappropriated ending fund balance – A classification for those resource amounts not appropriated for any purpose and reserved for ensuing fiscal years. This may include specific reserves for buildings or equipment or may be generally reserved funds for no specific purpose.

Urban Renewal District – a district is activated when the city or county governing body declares by ordinance that a blighted area exists in the city or county and there is a need for an urban renewal agency (URA) to function in the area. The City of McMinnville Urban Renewal Agency is an example of a URA.

User fees – The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Voluntary Employees Beneficiary Association plan (VEBA) – An employer-sponsored trust used to help employees pay for qualified medical expenses. All benefits eligible employees have a V EBA plan as part of their benefit package.